

TREASURE COAST AREA OF NA  
ACTIVITIES SUBCOMMITTEE POLICY

March 2024

Revised 02/2026

PURPOSE

To coordinate and plan activities which promote unity and fellowship in the Treasure Coast Area of NA consistent with our primary purpose of carrying the message to the addict who still suffers.

SUBCOMMITTEE TRUSTED SERVANTS

CHAIRPERSON

Nominated and elected by the ASC

Two years clean time

Six months prior involvement in the Activities Subcommittee

Working knowledge and application of the 12 Steps and 12 Traditions

Is the single point of authority and responsibility for the subcommittee.

Responsibilities include planning, coordinating, and implementing all area activities.

Acts as a liaison between the Area and the Activities Subcommittee.

Must attend all ASC meetings, with a report about Activities to the ASC.

Responsible for maintaining order in the subcommittee meetings, choosing times, place, and setting of the agenda for the meeting.

Shall review the subcommittee policy annually and if necessary, update the policy.

VICE-CHAIRPERSON

Nominated and elected by the Activities Subcommittee

Eighteen months clean time

Three months prior involvement in the Activities subcommittee within the prior 12 months.

Working knowledge and application of 12 Steps and 12 Traditions

Responsibilities include filling in for Chairperson when needed and working closely with the chair in planning events.

Attend all Activities subcommittee meetings and functions.

Maintains communications with area groups and neighboring areas.

Keeps a calendar of upcoming events.

TREASURER

Nominated and elected by the Activities Subcommittee

Two years of clean time

Three months of prior involvement with the Activities subcommittee within the prior 12 months

Financially responsible

Working knowledge and application of 12 Steps and 12 Traditions

Responsibilities include attendance at all subcommittee meetings and functions

Assists Chairperson in budgeting funds.

Maintains accurate records of all income and expenses, documented with receipts.

Completes a final counting of funds after each event with at least one other elected member of

the subcommittee.

Submits a report after each event, and as needed, to ASC detailing expenses and/or income of the Activities subcommittee.

#### SECRETARY

Nominated and elected by the Activities Subcommittee

One year clean time

Three months prior involvement with in the Activities subcommittee within the prior 12 months.

Working knowledge and application of 12 Steps and 12 Traditions

Responsibilities include attending all subcommittee meetings and taking accurate minutes.

Attends all events.

Distributes the minutes to all subcommittee members.

Assists Chairperson in maintaining the records of the subcommittee.

Responsible for all necessary correspondence.

#### GENERAL MEMBERS and MEMBERSHIP

No clean time requirement, only a willingness to fulfill the commitment.

Suggested that you attend the subcommittee meetings and bring new ideas for events.

All Activities members are responsible for set up and clean up at the events.

#### VOTING PRIVILEGES

When new members join, they will have voting privileges at the second consecutive meeting they attend.

Members must participate in Activities functions to maintain their voting privilege.

Voting privileges are lost after missing two consecutive subcommittee meetings and/or events.

#### GENERAL SUBCOMMITTEE MEETING AGENDA

Opening Prayer

Reading of 12 Steps and 12 Traditions

Open Forum/Discussion

Old Business

New Business

Announcements

Note next meeting day and time

Close meeting

#### MOTIONS

Any Activities subcommittee member may bring any motions of business to the floor.

#### QUORUM AND VOTING

A quorum is a simple majority of voting members.

Chairperson only votes in the event of a tie.

#### BUDGET FOR THE ACTIVITIES SUBCOMMITTEE

Any functions planned by this sub-committee are to be brought to the ASC for a vote.

The Activities subcommittee receives \$840.00 seed money from the Area for each event.

The Activities subcommittee will utilize a “Square” account, when set up by the ASC to receive payments for events.

The Activities subcommittee may use Google Meets, when set up by the ASC, for meetings and any other communications, to fulfill its purpose as stated.