

22 Dec 2007

## **GMA Activities Committee Proposed Guidelines**

### Article I:

The GMA Activities Committee is a standing subcommittee of the GMA of NA. We are directly responsible to the GMA Service Committee.

### Article II (purpose)

- 1) Our purpose is to provide and maintain an atmosphere of recovery and unity and celebration throughout the GMA
- 2) To coordinate timing of activities within the GMA
- 3) To coordinate and sponsor fundraisers to help meet the financial needs of the area when directed by the GMASC.

### Article III

- 1) To follow the direction of the GMA service committee in all matters
- 2) To submit a \$500 annual budget for operating expenses to the ASC.
- 3) To hold regular subcommittee meetings
- 4) To provide the ASC with complete and accurate monthly reports on the status of all ongoing projects
- 5) Submit accurate financial reports on all activities, functions or events upon completion
- 6) To ensure our event fliers and postngs meet the following guidelines:
  - a. Contain NA logo or service symbol
  - b. Contain no endorsements
  - c. Clearly state the sponsoring Area (GMA)
- 7) to communicate with other groups, committees, and service areas in order to better coordinate, facilitate and support unity within all GMA events and activities
- 8) To deposit all funds into the ASC checking account
  - a) first to replenish Activities subcommittee annual budget
  - b) second to support the GMASC
- 8) Turn in all deposit slips to the ASC Treasurer

### Article IV

The general membership in the Activities Committee shall be open to all individuals who share the stated purpose of the Activities Committee. Any member may resign at any time

### Article V

The trusted servants of the GMA Activities Subcommittee shall be chairperson, vice chairperson and secretary. It is suggested that clean time not be waived for the protection of the fellowship. A trusted servant may be removed by a 2/3 vote of the subcommittee.

Chairperson:

- 1) Should have a minimum of 2 years clean
- 2) Should be elected by the GMA ASC
- 3) Should be nominated by the GMA ASC
- 4) Chairs all subcommittee meetings
- 5) Prepares business agenda for each meeting
- 6) Is responsible for the annual budget of operating expenses
- 7) Attends all ASC meetings and submits a complete report
- 8) Creates Ad hoc committees and appoint chairpersons to such as needed
- 9) Ensures that the 12 Traditions of NA are upheld in all matters

Vice Chairperson:

- 1) Should have a minimum of 2 year clean time
- 2) Has experience in performing service work
- 3) Assists the chairperson
- 4) Acts as chairperson in their absence

Secretary:

- 1) Minimum of 6 months clean time
- 2) Elected by the current committee
- 3) Has basic clerical skills
- 4) Produces accurate minutes of all meetings within one week of each meeting
- 5) Maintains activities archives