

Guidelines

The Green Mountain Area

Back to Basics Campout Subcommittee

Section 1 : Name

1.1 The name of the committee shall be called **The Back To Basics Campout Subcommittee**

Section 2 : Structure & Function

2.1 The function of the committee shall be to organize, plan, implement and oversee the annual Back to Basics Campout on behalf of the GMASC.

2.2 The structure of the committee shall consist of the following members and trusted servants:

- a. Chairperson: The chairperson shall perform the following duties and responsibilities of the committee
 1. Schedules all meetings of the Committee
 2. Presides over the monthly Committee meetings, and acts as parliamentarian.
 3. Coordinates and assures the usual activities and functions of the Committee.
 4. Is a cosigner of the BTB Campout Checking Account.
 5. Coordinates the activities of the Sanitation Contractor, and orders the equipment delivery and pickup.
 6. Secures the reservation of the Camp for the following year.
 7. Contacts the camp owners and Fire officials for a burn permit for campfires.
 8. Keeps a key to the Area PO Box and retrieves the mail.

Because of the responsibilities of the Chairperson the following qualifications are recommended:

- A minimum of 3 years of continuous abstinence from all drugs.
- Service experience as an Area Committee Trusted Servant, or Subcommittee Chair or Vice-Chair, or some relevant service experience.
- A working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous.

B. Vice-Chairperson:

The Vice Chairperson shall perform the following duties and responsibilities of the Committee

1. Fulfills the duties and responsibilities of the Chairperson in their absence.
2. Coordinates the publication of the Camp Out Flyer with the first printing to be available for distribution by February 1, Each year.

3. Is a cosigner of the BTB Camp Out checking account

Because of the responsibilities of the Vice Chair the following qualifications are recommended:

- A minimum of 3 years of continuous abstinence from all drugs
- Service experience as Area Committee Trusted Servant or Sub Committee Chair or Vice Chair or some related service experience
- A working knowledge of the 12 Steps and 12 Traditions of NA

C. Secretary:

The Secretary shall perform the following duties and responsibilities of the Committee

1. Records the proceedings of all BTB Committee meetings and distributes accurate minutes to all committee members prior to the start of the following regularly scheduled meeting.
2. Is the keeper of the archives of the Back to Basics Camp Out Sub Committee
3. Coordinates the ordering of the t-shirts with the Registration Coordinator and printer
4. Coordinates the ordering of materials to be included in registration packages

Because of the responsibilities of the Secretary the following qualifications are recommended

(cont.)

- A minimum of 1 year of continuous abstinence from all drugs
- Service experience as a Group or Area Trusted Servant
- A working knowledge of the 12 Steps and 12 Traditions of NA

D. Treasurer:

The treasurer shall perform the following duties and responsibilities of the committee

1. Is a signer on the BTB checking account
2. Maintains all current financial records of the Committee, and reports an accurate balance of the BTB checking account.
3. Disburses payment for all necessary and usual expenses incurred by the current B2B Subcommittee in a reasonable & prudent manner.
4. Assures the coordination of Fund Flow Policy as stated in The Green Mountain Area Committee Guidelines, as it pertains to the BTB Campout.
5. Shall, at the end of the campout, pay the Post Office box rent for the following year.
6. Shall hand over the checking account archives, and checkbook in a timely manner once all expenses have been paid, and the fund flow to Area is completed. Archives will be transferred to the incoming Treasurer, or current Chair.

E. Registration Chair:

The Registration Chair shall have the following duties and responsibilities of the subcommittee:

1. Attends all BTB subcommittee meetings
2. Tracks and records all incoming registrations and pre registrations on the provided spreadsheet and provides notification to pre registrants.
3. Coordinates a mass email to all names listed as registrants from the previous BTB Campout spreadsheet.
4. Schedules the manning of the registration table at the Camp Out, using the registration guidelines in Section 3 of the Camp Out Guidelines
5. Forwards all funds received from registration to the BTB Camp Out Treasurer for deposit into the BTB Camp Out checking account

The Registration Chair may hold other positions in committee.