

**OPERATING GUIDELINES FOR MULTI-AREA EVENTS COMMITTEE OF
NARCOTICS ANONYMOUS**



OPERATING GUIDELINES FOR MAEC

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MISSION STATEMENT

It is the intent and desire of the Multi-Area Events Committee (MAEC) of the fellowship of Narcotics Anonymous. to be organized and put on events as a cooperative effort in the spirit of loving celebration of our common recovery. In order to facilitate this end, the following shall occur:

1. The MAEC is created as a joint subcommittee of the American River Area, Middle Mountain, Sacramento Fellowship, and Sierra Foothills areas of Narcotics Anonymous and will be accountable to each other. In order to ensure this accountability and adequate communication between the areas and the MAEC, each area shall appoint one Liaison to the main MAEC. In absence of such appointments the MAEC chair will act as, or appoint, liaisons.
2. The positions of Chairperson, Vice Chairperson, Recording Secretary, and Treasurer shall be spread among all areas mentioned above. These positions will be rotated annually among the areas participating.
3. Each area should be equally represented.
4. The area's liaisons to the MAEC should be in addition to the 4 designated officers described above. In this way, it is hoped to ensure full participation by each area and ensure that the areas receive periodic reports on the progress of the MAEC.
5. All MAEC meetings are open to any interested member of the Narcotics Anonymous fellowship; however, no member of any MAEC is eligible to be a speaker during their term of service.

OPERATING PROCEDURES

1. MAEC MEETING LOCATION AND TIME:

- a. All MAEC meetings should be at a regular time/day of month/location so the information can be easily made available to the fellowship of Narcotics Anonymous.
- b. Meetings shall be held as needed to be determined by each year's committee.
- c. Meetings should be held online or at a location that is accessible to all 4 participating areas (centrally located).

2. FINANCIAL GUIDELINES:

- a. If the MAEC creates a bank account, the Chairperson, Vice Chairperson and Treasurer will be signatories on the account(s) and 2 signatures will be required for any form of withdrawal.
- b. Seed money shall be contributed evenly between the participating areas. **Net profits** shall be distributed evenly between the participating areas. ~~after the seed money has been returned~~ **Seed money will be held as a prudent reserve to be utilized for future MAEC events, until such time as the MAEC dissolves. At that time all seed money will be returned to each Area. In the case of a loss,**

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each Area will absorb the loss equally.

- c. If any items with a monetary value (ie: tickets, merchandise, etc.) are distributed to committee members for distribution and sale before or after the actual event, the coordinator of that disbursing committee is responsible for the record keeping, accounting for the number of items distributed and accounting for the money received and items returned.
- d. All money received should be turned into the Treasurer of the MAEC within 24 hours or at the next MAEC meeting (whichever comes first).
- e. In the event of post MAEC event sales, the money collected should be in the custody of the current Treasurer within 24 hours after the sale.
- f. All bank records, checkbooks and financial records will be handed over to the new Treasurer or Chairperson of the MAEC at the start of each term.

3. VENDOR NEGOTIATIONS

- a. No vendors, even if they are an NA member, may be present during discussion or voting on bids.
- b. No members of the MAEC are eligible to be vendors.
- c. All discussions made regarding contracts with vendors should be considered confidential and should not be discussed outside committee unless specifically requested by all areas.
- d. All contracts should be in writing and all meetings with vendors and facilities should be well documented.

4. MAE SITE SELECTION

- a. The current MAEC shall select and vote to approve the facility/facilities and date for the event(s), to ensure they will be secured and available in a timely manner.
- b. The MAEC will do their best to find a site that is accessible by all areas participating in the event.
- c. The committee will make every effort to choose a date that does not conflict with surrounding Area events.
- d. Places to consider for site selection should include colleges, hotels, community centers, high schools, and other large venues, following the Traditions of Narcotics Anonymous.
- e. Distance from public transportation, and parking should be considered when making a site election.

5. PRE-REGISTRATION TICKET SALE PROCEDURES

- a. All pre-registration tickets must be numbered.

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- b. Pre-registration tickets will be distributed to MAEC members with 2 or more years of clean time.
- c. If there is a lack of participation selling pre-registration tickets from one or more areas at MAEC, the Registration Coordinator is given the ability to solicit members outside the MAEC with at least 2 years clean time who actively attend meetings in that area to sell pre-registrations. In this case, the Registration Coordinator is to be held accountable for all funds being collected from these members.
- d. All tickets distributed must be signed for by the ticket seller and tracked by the Registration Chairperson.
- e. In the event that pre-sale tickets are not returned or paid for by the ticket seller, the Registration Chairperson is required to report the names, ticket numbers and dollar amount owed to the MAE Committee immediately. The MAEC will decide on a case-by-case basis how to handle these situations.

6. PROTOCOLS AND PROCEDURES:

- a. The MAE Committee shall use the following documents as guides when conducting all committee meetings, the 12 Traditions of NA, the 12 Concepts of NA, the MAE Committee Guidelines, and the Guide to Local Service in NA.
- b. To be eligible to participate in decision making processes or to be elected to a position, a member should have attended at least 2 consecutive meetings.
- c. If a member misses more than 2 consecutive meetings after becoming eligible, they need to be present again for 2 before gaining back voting privileges.
- d. All regular decisions require a majority vote of those present and eligible to vote.
- e. All guideline changes require 2/3 vote of those present and eligible to vote. All guideline changes MUST be approved by the MAEC before taking affect.
- f. Readings at Spiritual and Main Meetings - Members of the MAEC shall have first choice of doing the readings at the Spiritual and Main Meetings.

7. ELECTION PROCEDURES:

- a. As stated previously, the positions of Chairperson, Vice Chairperson, Recording Secretary, and Treasurer are elected by the MAEC on a rotating basis annually.
- b. All other positions will be elected at the first MAEC meeting, or until the positions are filled.
- c. All members present that meet the voting eligibility listed above may vote, (except for the Chairperson who can only vote in the case of a tie).
- d. All candidates will qualify for the position and then leave the room during voting.
- e. All discussion must take place while the candidate for the position is in the room.

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8. REMOVAL OF TRUSTED SERVANTS:

- a. Trusted servants elected to serve on the MAEC may be recalled or removed by a 2/3 majority of the MAEC participants eligible to vote, due to lack of attendance, failure to perform duties of the position, interruption of abstinence, gross negligence, or incapacitation.

9. THEFT POLICY:

- a. The MAEC shall hold individuals responsible for NA funds and merchandise entrusted to their care. Any misuse of funds by trusted servants will not be tolerated.
- b. Should any member be found to have lost, misused, or stolen funds or merchandise, the MAEC must fully disclose the alleged loss, misuse or theft and the individuals involved. Any member accused may exercise their 10th Concept right to redress.
- c. The MAEC may remove individuals from office for misuse of funds. Should the MAEC remove a member, their participation with the Committee is immediately terminated. Any member removed by the Committee may not hold an elected seat on the MAE Committee or its subcommittees for a period of 2 years after restitution has been made.
- d. Restitution for theft - individuals responsible are expected to make full restitution. Should a member fail to make full restitution, they will be subject to criminal and/or civil prosecution.
- e. Restitution for loss or misuses of funds - individuals responsible for loss or misuse of funds or merchandise may be required by the MAEC to make full restitution.

10. GRIEVANCE POLICY:

- a. Any member of the MAEC, or directly affected by the actions of the MAEC, may petition for redress of personal grievance.
- b. A petition for redress should be in the form of a written letter to the MAEC Chairperson from the person seeking redress and should concisely state the reason for which redress is being sought.
- c. A specific amount of time should be allotted to dealing with the redress. At this time the petitioner may state his/her grievance, express what corrective actions he/she would like to have taken and answer any questions. If the redress concerns the actions of specific members of that committee, it would also be appropriate to allow them to respond at that time.
- d. After all parties have had an opportunity to speak and/or allotted time has expired, the MAEC shall return to its regular agenda unless a motion is made to suspend the order of the day for the purpose of continuing discussion or to take corrective action.

11. WRAP-UP MEETING:

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- a. The MAEC may have a "wrap up" meeting after any event.
- b. All MAEC Liaisons and elected committee members shall submit a final written report. Sufficient copies of each report shall be made so that each committee member will receive a copy at the meeting.
- c. The Treasurer's Report shall explain: (a) the expenses incurred. (b) the revenues received, and (c) the net proceeds (if any) which are available for distribution to each area for that year.
- d. The issue of the need for revision of MAEC guidelines (if any) shall be discussed at the "Wrap Up" meeting, and a guidelines revision committee formed, if deemed necessary.

COMMITTEE MEMBER POSITIONS AND REQUIREMENTS:

All positions, except the 4 positions that rotate between the areas (Chairperson, Vice Chairperson, Recording Secretary, and Treasurer) are to be elected by the MAEC as a whole at the earliest possible meeting. Clean time requirements for the Treasurer position or any position that handles money cannot be waived. Each member of the MAEC shall receive a complete copy of the current guidelines when they join the Committee and is responsible for reading and becoming familiar with the Mission Statement, Operating Procedures, and portions pertinent to their position.

1. CHAIRPERSON

Qualifications:

- a. 4 years continuous clean time
- b. A working knowledge of the 12 Steps, an understanding of the 12 Traditions, and the Concepts for Service
- c. Willingness to be accountable to the MAEC
- d. Pass bank account screening pursuant to becoming a signatory on the MAEC bank account (if applicable)

Responsibilities:

- e. Oversee all aspects of the MAEC
- f. Create the agenda for committee meetings
- g. Facilitate all MAEC meetings
- h. Ensure meetings take place online or in a public location that is as central as possible for all participating areas
- i. Only votes in decision making processes in the event of a tie
- j. Delegates duties of absent or vacant committee members
- k. Work closely with the Vice Chair and Committee members ensuring duties and responsibilities are being fulfilled

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- l. Shall be the Secretary of the Main Speaker Meeting
- m. Co-signer of the MAEC bank account (if applicable)
- n. Responsible for maintaining the MAEC archives, including but not limited to meeting minutes, financial records, and correspondence.
- o. Submit a written report at all MAEC meetings. Provide sufficient copies of reports so that there is one for everyone attending the meeting.

2. VICE CHAIRPERSON

Qualifications:

- p. 3 years continuous clean time
- q. A working knowledge of the 12 Steps, an understanding of the 12 Traditions, and the Concepts for Service
- r. Willingness to be accountable to the MAEC.
- s. Pass bank account screening pursuant to becoming a signatory on the MAEC bank account (if applicable)
- t. Willingness to serve as Chairperson of MAEC the following year.

Responsibilities:

- a. Oversee all aspects of the MAEC.
 - b. Fill in for the Chairperson in their absence.
 - c. Be thoroughly familiar with the Guidelines and ensure that they are followed.
 - d. Co-signer of the MAEC bank account (if applicable) and shall be available to sign checks with the Treasurer.
 - e. Attend any additional MAEC meetings as assigned by Chairperson.
- a. Fill in for any vacant service position on the MAEC, as assigned by Chairperson.
 - b. Coordinate with Security, Volunteer, and Clean up Coordinators to ensure all facilities are left clean and secure at the end of the activities conducted.
 - c. Submit a written report at all MAEC meetings.

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3. RECORDING SECRETARY

Qualifications:

- a. 6 months Continuous Clean Time
- b. Access to a computer or typewriter to type minutes after each meeting.

Responsibilities:

- a. Attend all MAEC meetings.
- b. Take minutes at all MAEC meetings.
- c. Type, copy and distribute minutes at the next committee meeting for review and approval.
- d. Determine who is eligible to vote at each meeting before any votes are taken.
- e. Primary, but not exclusive, responsibility for producing flyers for the MAEC.
- f. Maintain archives of current year's minutes and reports and have these available at all MAEC meetings.
- g. Submit a written report at all MAEC meetings.

4. TREASURER

Qualifications:

- a. 4 years continuous clean time
- b. A working knowledge of the 12 Steps, an understanding of the 12 Traditions, and the Concepts for Service
- c. Willingness to be accountable to the MAEC.
- d. Previous treasury experience if possible.
- e. Be gainfully employed or otherwise financially accountable.
- f. Have access to a computer and prefer experience with required software.
- g. Willingness to act as custodian of the bank account and financial records until the first meeting of the next year's committee.
- h. Pass bank account screening pursuant to becoming a signatory on the MAEC bank account (if applicable).

Responsibilities:

- a. Attend all MAEC Meetings
- b. Serve as the custodian of the MAEC bank account, depositing all funds received within 24 hours
- c. Co-signer on the MAEC checking account
- d. Delegate responsibility to the Assistant Treasurer as needed

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- e. Works with the whole MAEC to prepare a budget for each event
- f. Keep an accurate financial ledger and issue receipts for money received at MAEC meetings
- g. Pay all MAEC approved expenses, sales tax, and other bills which come due
- h. Reimbursement for expenses incurred by committee members requires presentation of the receipt and shall be paid only by a check signed by 2 authorized signatories. Any exceptions to this rule must be by vote of the committee
- i. **PAYMENT OF SALES TAX TO THE STATE BOARD OF EQUALIZATION.**
Sales tax is owed to the state on the merchandise sold by MAEC, based on sales figures provided by the Merchandise Chairperson. **Penalties and interest accrue if state Sales and Use Tax and tax return is filed and paid later than between January 1st and January 31st of the following year.** Therefore, the Treasurer shall establish a mailing address for receipt of informational documents from the state, inform the Board of Equalization of this address, and shall file and pay necessary sales taxes and tax returns in a timely manner utilizing MAEC permanent seller's permit number.
- j. Obtain an insurance policy rider covering the event and any fund raisers from Regional Service Office.
- k. Secure a key to the night deposit box prior to the event at a location that is well lit and close to the event. In the absence of an available night deposit box, money collected during the event should be converted to money orders payable to MAEC and then deposited the following Monday.
- l. All bank records, checkbooks and financial records will be handed over to the new Treasurer, or the chairperson of the committee, at the first meeting of the following year's MAEC. The bank paperwork for establishing who will be the new co-signers annually.
- m. Deliver a written report of all income and expenditures at each MAEC meeting including bank statements with reconciliation at least once a month.
- n. Submit a final written report at each wrap up meeting.

Onsite Responsibilities:

- a. The treasurer should keep a record of money collected during events by category of income (i.e. Registration, Refreshments, etc.). Money should be collected as requested by the various locations at the events (i.e., Merchandise, Dance, Dinner, etc.).
- b. Ensure that the 7th Tradition funds are collected by reliable members with at least 2 years clean time.
- c. Funds shall be always transported between locations by 2 members together.
- d. All money collected should be counted and verified by at least 2 people. The amount of money received should be recorded and initialed by the people counting.

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5. ASSISTANT TREASURER

Qualifications:

- a. 3 years continuous clean time
- b. A working knowledge of the 12 Steps, an understanding of the 12 Traditions, and the Concepts for Service
- c. Willingness to be accountable to the MAEC.
- d. Be gainfully employed or otherwise financially accountable.
- e. Previous treasury experience if possible.
- f. Have access to a computer and prefer experience with required software.

Responsibilities:

- a. Attend all MAEC Meetings
- b. Assist the Treasurer with financial record keeping and bank reconciliation.
- c. Willingness to perform all duties assigned to the Treasurer in his/her absence with the exception of serving as custodian of the MAEC checking account or co-signing checks.
- d. Serve on the Fundraising Committee if requested to do so by the Treasurer.

6. AREA LIAISON(S)

Qualifications:

- a. 1 year continuous clean time
- b. A working knowledge of the 12 Steps, an understanding of the 12 Traditions, and the Concepts for Service
- c. Willingness to be accountable to the MAEC.

Responsibilities:

- a. Attend all MAEC Meetings
- b. Submit a written report to represented areas (ASC)
- c. Responsible as a single point of accountability to represented areas/ASC.
- d. Serve as a conduit of information between MAEC and representing areas/ASC.
- e. Submit a written report at all MAEC meetings.
- f. Submit a Final Written Report at the Wrap Up meeting.

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7. MERCHANDISE COORDINATOR

Qualifications:

- d. 3 years continuous clean time
- e. A working knowledge of the 12 Steps, an understanding of the 12 Traditions, and the Concepts for Service
- f. Willingness to be accountable to the MAEC.
- g. Be gainfully employed or otherwise financially accountable.

Responsibilities:

- g. Attend all MAEC Meetings
- h. The Merchandise Coordinator shall coordinate the logo contest, including preparing flyers for announcement of the contest to be brought to each Area by the liaisons.
- i. The committee must approve the final artwork design and merchandise
- j. Put requests for bids out to a minimum of 3 merchandise vendors and submit bids along with a preferred vendor recommendation to the whole MAEC for approval. The bids must be for the suggested merchandise order, including type of merchandise and quantities. The suggested order should be based on previous year's orders and sales quantities and shall include recommended sales prices.
- k. Receive all merchandise and verify that the order is correct and submit the invoice for payment.
- l. Work with the volunteer coordinator to obtain merchandise's own team of volunteers and ensure there is enough qualified members to run the cash registers.
- m. Assure that all volunteers handling funds have the required 3 years of clean time.
- n. Submit a written report at all MAEC meetings.
- o. Submit a Final Written Report at the Wrap Up meeting, (including an accounting of what was ordered, what was sold, and remaining merchandise).

Onsite Responsibilities:

- a. Responsible for setting up merchandise tables and cash registers/cashboxes.
- b. Provide a closing inventory and deliver leftover merchandise to the committee for disbursement or storage.
- c. The decision on what to do with leftover merchandise shall be made by the MAEC at the final meeting. This could include, but is not limited to, sales at a lower price, disbursement to the areas, or storage for sales at the next event.

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8. REGISTRATION COORDINATOR (Ticket Sales)

Qualifications:

- a. 3 years continuous clean time
- b. A working knowledge of the 12 Steps, an understanding of the 12 Traditions, and the Concepts for Service
- c. Willingness to be accountable to the MAEC.
- d. Be gainfully employed or otherwise financially accountable.

Responsibilities:

- a. Attend all MAEC Meetings
- b. Create a pre-registration flyer for distribution
- c. For any tickets and/or badges obtain 3 price quotes
- d. Ensure tickets are made up and available for distribution
- e. Create a system to account for and track all ticket distribution, sales and present it to the committee for approval. All tickets shall be numbered.
- f. If the Committee decides to have online pre-registration sales, Registration Chairperson shall coordinate with Eventbrite or other sales entity.
- g. Collect money and turn funds over to the Treasurer with a complete accounting at each MAEC meeting or sooner if necessary.
- h. Ensure all unsold tickets are turned back in. In the event pre-sale tickets are not returned or paid for by the seller, the Registration Chairperson shall report the names, ticket numbers and dollar amounts owed to the MAEC immediately. The MAEC shall decide on a case-by-case basis how to handle these situations.
- i. Work with the volunteer coordinator to obtain merchandise's own team of volunteers and ensure there is enough qualified members to run the cash registers.
- j. Assure that all volunteers handling funds have the required 3 years of clean time.
- k. Submit a written report at all MAEC meetings.
- l. Submit a Final Written Report at the Wrap Up meeting with an assessment of tickets sales.

Onsite Responsibilities:

- a. Responsible for setting up registration tables and cash registers/cashboxes.
- b. Only checks which have been pre-approved can be accepted.

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9. ENTERTAINMENT COORDINATOR

Qualifications:

- e. 2 years continuous clean time
- f. A working knowledge of the 12 Steps, an understanding of the 12 Traditions, and the Concepts for Service
- g. Willingness to be accountable to the MAEC.

Responsibilities:

- a. Attend all MAEC Meetings
- b. Set up an entertainment subcommittee that includes a separate coordinator for each entertainment event, if possible.
- c. Schedule regular meetings of this subcommittee, and report to the MAEC at monthly meetings.
- d. As a subcommittee, determine the type of entertainment to be held, i.e., Talent Show, Karaoke, Comedy, a Play, etc., and bring this decision to the MAEC for approval.
- e. Solicit 3 detailed written bids for entertainment providers, keeping in mind that this event will be attended by all ages and the entertainment should be appropriate for everyone.
- f. Present bids along with a recommendation to the MAEC for approval.
- g. Ensure that there are adequate volunteers for entertainment staff.
- h. Coordinate with Facilities coordinator to make sure all audio/visual needs are met and access to the venue is available in time for set-up prior to the entertainment event(s).
- i. Submit a written report at all MAEC meetings.
- j. Submit a Final Written Report at the Wrap Up meeting.

10. FACILITIES COORDINATOR

Qualifications:

- a. 3 years continuous clean time
- b. A working knowledge of the 12 Steps, an understanding of the 12 Traditions, and the Concepts for Service
- c. Willingness to be accountable to the MAEC.
- d. Previous contract negotiations experience plus as this position requires someone that must be able to work well with many different levels of professionals in the public domain.

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Responsibilities:

- a. Attend all MAEC Meetings
- b. Primary contact before, during and after the event. All contact with this facility should be coordinated through this person.
- c. Work directly with the facilities contacts to ensure that there is adequate space and equipment available for event, including arrangements for parking for drop off supplies before and during the event, as well as parking for attendees.
- d. Work directly with the various subcommittees, i.e. Entertainment, Snack bar, etc. to ensure that all facility needs are established and met. Ascertain the legal capacity of the facilities being used and provide that information to the Registration and Entertainment Coordinators to ensure that we do not oversell tickets.
- e. If no audio/visual is provided by the facility, solicit 3 bids, and present these to the MAEC with a recommendation for approval.
- f. Coordinate with the audio/visual contractor to ensure all requirements are met.
- g. Responsible for ensuring that tables, chairs, Astroturf, and sound equipment is set up as necessary.
- h. Submit a written report at all MAEC meetings.
- i. Submit a Final Written Report at the Wrap Up meeting.

11. SNACK BAR COORDINATOR

Qualifications:

- a. 2 years continuous clean time
- b. A working knowledge of the 12 Steps, an understanding of the 12 Traditions, and the Concepts for Service
- c. Willingness to be accountable to the MAEC.
- d. Previous Snack Bar experience is desired.

Responsibilities:

- a. Attend all MAEC Meetings
- b. Brings snack bar menu and re-sale prices to MAEC for approval.
- c. Purchase the refreshments, ice, etc. and make sure they are transported to the event.
- d. Works with the facilities coordinator to ensure the necessary kitchen equipment, tables/seating, etc. are all available the day of the event.
- e. Ensure that there are adequate volunteers for snack bar staff.
- f. Work closely with the Clean-up Coordinator to make sure that the refreshments area is kept

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clean during and after the event.

- g. Arrange for transport and storage of any and all left over refreshments until the MAEC decides what to do with them.
- h. Submit a written report at all MAEC meetings.
- i. Submit a Final Written Report at the Wrap Up meeting with an assessment of tickets sales.

12. SET-UP/CLEAN-UP COORDINATOR

Qualifications:

- a. 1 year continuous clean time
- b. A working knowledge of the 12 Steps, an understanding of the 12 Traditions, and the Concepts for Service
- c. Willingness to be accountable to the MAEC.

Responsibilities:

- a. Attend all MAEC Meetings
- b. Due to the absolute necessity of this position, it is recommended that the clean-up coordinator obtain their own core of volunteers that they can trust will be there when needed.
- c. Work with the facilities coordinator to establish the set-up/clean-up requirements of the facility.
- d. Work with the various committees to meet all set-up/clean-up needs throughout the day.
- e. Be sure to check facility to make sure that trash is picked up.
- f. Ensure that the necessary tools are available for set-up/clean-up i.e., gloves, garbage bags, brooms, and cleaning supplies
- g. Submit a written report at all MAEC meetings.
- h. Submit a Final Written Report at the Wrap Up meeting.

13. SIGNAGE AND DECORATIONS COORDINATOR

Qualifications:

- a. 1 year continuous clean time
- b. A working knowledge of the 12 Steps, an understanding of the 12 Traditions, and the Concepts for Service
- c. Willingness to be accountable to the MAEC.

Responsibilities:

- a. Attend all MAEC Meetings

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- b. Work with the various committees to determine signage needs for the event, i.e., Snack Bar, Merchandise and Registration.
- c. Have materials available onsite for any last-minute signs that need to be created at the event.
- d. Working within the budget and with recommendations from the committee determine all decorations needs for the event.
- e. Coordinate delivery of all decorations onsite.
- f. Submit a written report at all MAEC meetings.
- g. Submit a Final Written Report at the Wrap Up meeting.

14. PROGRAM / SPEAKER COORDINATOR

Qualifications:

- a. 1 year continuous clean time
- b. A working knowledge of the 12 Steps, an understanding of the 12 Traditions, and the Concepts for Service
- c. Willingness to be accountable to the MAEC.

Responsibilities:

- a. Attend all MAEC Meetings
- b. Choose speakers and secretaries for all events. Determine which meetings will have ASL services (within budgetary constraints).
- c. When selecting a speaker:
 - 1. Work together with the Liaisons to create a speaker selection working group. This will help ensure that there is representation from each area in the speaker selection. In the absence of an area liaison, it is recommended that the program chairperson actively solicit the Area Service Committee to appoint a member from that Area to join the speaker working group.
 - 2. To ensure a wider choice of speakers from which to select, this working group should be comprised of a diverse group of our members from our fellowship, including different lengths of clean time and backgrounds.
 - 3. The Speaker mix should include diverse backgrounds.
 - 4. No speaker at a topic or main meeting may speak more frequently than once every 3 years.
 - 5. No officer or subcommittee chairperson on the MAEC is eligible to be a speaker the events.
- d. Present recommended speakers to the MAEC for approval. Note: No speakers or secretaries are to be contacted about serving until their selection has been approved by MAEC.
- e. Contact each speaker and secretary confirming the date, time, of their meeting prior to event.

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- f. Provide readings and meeting scripts for all meetings.
- g. Have program members available to greet speakers upon arrival at event. Have a list of standby speakers available in the event a speaker does not show up.
- h. Submit a written report at all MAEC meetings.
- i. Submit a Final Written Report at the Wrap Up meeting.

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GENERAL POLICIES

Smoking Policy

- Our committee is not there to enforce smoking policies.
- If a guest is seen smoking indoors, ask them to please smoke outside in appropriate area.

Flow of People / Providing Directions

- Always remember to try and remain calm and be patient.
- Ask for additional support early.
- Be very familiar with the event layout and directions to the event.
- If you do not know the answer, direct them to the registration or information table.
- Do not be drawn away from your post.
- Keep smiling, be pleasant!

Dealing with Theft or Loss of Property

- Be sympathetic
- Notify your team leader promptly of the details and contact information.
- Team leaders to follow up with Chair or Vice Chair as needed.
- The lost and found is at the registration/ticket table of each event.

Failure to Pay / Shoplifting of Merchandise

- Do not create a scene. Speak calmly. Ask to speak with them privately.
- If they agree to return the item, be discrete. Do not escort them or hover around them.
- If they refuse to stop or run when approached, do not pursue. Remain at your post.
- Notify team leader and be prepared to give a description of the individual.

Medical Emergencies

- Team leaders should have contact number of onsite and/or local law enforcement.
- If directly observed by you, have team leader escalate or escalate yourself if team leader is not present.
- If reported to you and not directly observed by you, notify team leader of the reported emergency and its location.
- Any MAEC member can be notified of an emergency who will then notify the Chair.

Attendees Jumping or Cutting in Line

- Be diplomatic. Listen to the person's entire complaint.
- Do NOT promise or guarantee to resolve the issue for them.

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- When approaching any situation remember to be polite and non-threatening.
- Indicate there are plenty of seats for all. The lines are to help maintain safe access through the area for those just arriving or passing by.
- Encourage people to be patient with each other.

Attendees Saving Excessive Number of Seats

- This is mainly an issue when meeting start time is approaching and there are still a large number of guests waiting to or having trouble finding a seat.
- Be polite and as non-confrontational as possible.
- If approached with this problem, do not promise or guarantee to resolve it.
- If our requests are refused, do not escalate the situation.
- Prevent members from rearranging existing chair sets without prior approval.

Loud Arguments or Disturbances

- Try not to become directly involved in the altercation.
- Notify team leader as quickly as possible to request assistance.
- Try to isolate and protect other event guests by redirecting foot traffic temporarily and discouraging "lookers." Be a visual deterrent.
- From a safe distance, ask the involved parties to stop their actions or to take it away from the event.
- If a physical fight occurs, the team leader is to immediately notify chair, vice chair, or team coordinator for escalation to law enforcement.

Media Arrival

- All media inquiries should be handled by a member of the main committee only that preferable has gone through the proper PR Training.
- Direct the media personnel to the public information or registration area where they can wait to be greeted by main committee staff.
- Should the media choose not to wait at the registration area, an un-assigned team leader or other leader of the security committee will host them until main committee staff arrives.
- Media is not to be left un-hosted at any time!

Individuals Under the Influence

- Notify team leader as soon as possible.
- Invite the individual to the hospitality area for some coffee.
- Invite them to a marathon meeting.
- If offers are refused, tell them we are glad they are here and let them be! Return to your post or assigned duties.

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- Team leader may choose to escalate if guest behavior is threatening or unsafe.

Major Fire / Natural Disaster

- Follow the established and posted exit routes for the facility and contact local authorities if instructed to do so. Chair or Vice Chair will be the first point of contact.
- Once you have evacuated the building, do not reenter until told it is safe to do so by a qualified individual.

Lost or Missing Children

- If you find a lost child, notify your team lead ASAP.
- Get a buddy immediately. Under no circumstances shall a member be alone with a minor child.
- If a lost child is reported to you, two members should take the child directly to the registration table and inform chair or vice chair of security committee.