

GUIDELINES FOR AMERICAN RIVER AREA OF NARCOTICS ANONYMOUS UNITY DAY SUBCOMMITTEE

Revised 12/12/07, 12/10/08

PREFACE:

The Unity Day Subcommittee is a subcommittee of the American River Area of Narcotics Anonymous. The Unity Day Subcommittee was established by the ASC for the purpose of carrying the message of recovery, by providing the annual Unity Day to the fellowship of Narcotics Anonymous in the American River Area. The American River Area Service Committee will have final approval of all aspects of Unity Day. The Unity Day Subcommittee oversees all aspects of Unity Day. These include the direct supervision of the Unity Day and the general facilitation of a spiritually oriented Unity Day that celebrates recovery.

I. PURPOSE:

The purpose of the American River Area Unity Day Subcommittee is to plan and carry out the annual Unity Day.

II. FUNCTION:

- A. To operate within the guidelines of the American River Area Service Committee.
- B. To meet on a regular basis to plan and organize the annual Unity Day.
- C. To record and provide minutes of each Unity Day Subcommittee meeting.

III. PARTICIPANTS:

CHAIRPERSON

1. Procedural Requirements:

- a) It is suggested that he or she be nominated from active participants of the Unity Day Subcommittee at the September meeting. The committee's nominee for Chairperson of the Unity Day Subcommittee should be presented for election at the October ASC.
- b) Term is for one year.
- c) No more than two consecutive terms may be served.
- d) The Chairperson does not make motions and only votes to break a tie at Unity Day Subcommittee meetings.

2. Qualifications:

- a) The Chairperson must have a commitment to service, willingness to serve, and resources to do the job, and a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service.
- b) A minimum of 2 years clean time.

3. Duties:

- a) As the single point of accountability, oversees all Unity Day planning functions.
- b) Presides and maintains order at all business meetings of the Unity Day Subcommittee.
- c) Attends all monthly meetings of the ASC and reports all activities to that body.
- d) Prepares a monthly written report for submission to the ASC secretary for inclusion in the ASC Agenda packet.
- e) Attends monthly ASC Admin Committee meetings.
- f) Assumes and carries out, or delegates, the duties of any absent member of the committee.
- g) Attend semi-annual ASC budget meetings.

- h) Provides a written report at each Unity Day Subcommittee meeting.
- i) Provides a written, post-event report, including such information as what worked well, what changes needed to be made, and any other helpful suggestions you have for the next person in this position.

VICE-CHAIRPERSON

1. Procedural Requirements:

- a) It is suggested that he or she be nominated from active participants of the Unity Day Subcommittee at the September meeting.
- b) The committee's nominee for Vice-Chairperson of the Unity Day Subcommittee should be presented for election at the October ASC.
- c) Term is for one year.
- d) No more than two consecutive terms may be served.
- e) Should have the willingness to become Chairperson if nominated by the subcommittee and elected by the ASC.

2. Qualifications:

- a) The Vice-Chairperson must have a commitment to service, willingness to serve, and resources to do the job, and a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service.
- b) A minimum of 2 years clean time.

3. Duties:

- a) To assume any duties of the Chairperson in the absence of the Chairperson.
- b) To maintain archives including minutes from all Unity Day business meetings and post event reports from all elected Unity Day Participants.
- c) Provides a written report at each Unity Day Subcommittee meeting.
- d) Provide the next year's committee with name and contact information for all vendors used at the event.
- e) Provides a written post event report including such information as what worked well, what changes needed to be made, and any other helpful suggestions you have for the next person in this position.

RECORDING SECRETARY

1. Procedural Requirements:

- a) It is suggested that he or she be elected from active participants of the Unity Day committee.
- b) Term is for one year.
- c) No more than two consecutive terms may be served.

2. Qualifications:

- a) Must have a commitment to service, willingness to serve, resources to do the job, and a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service.
- b) A minimum of 1 year clean time.

3. Duties:

- a) Responsible for preparing a proposed budget of anticipated expenses
- b) To take minutes at all business meetings of the Unity Day Subcommittee.
- c) To correspond with, maintain an accurate file of all correspondence of the Unity Day

Subcommittee.

- d) Provides copies of the minutes from previous Unity Day Subcommittee meetings to members at the next subcommittee meeting.
- e) Provides a written report at each Unity Day Subcommittee meeting.
- f) Provides a written post event report including such information as what worked well, what changes needed to be made, and any other helpful suggestions you have for the next person in this position.

ARTS AND GRAPHICS PERSON

1. Procedural Requirements:

- a) It is suggested that he or she be elected from active participants of the Unity Day committee.
- b) Term is for one year.
- c) No more than two consecutive terms may be served.

2. Qualifications:

- a) Must have a commitment to service, willingness to serve, resources to do the job, and a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service.
- b) A minimum of 6 months clean time.

3. Duties:

- a) Responsible for preparing a proposed budget of anticipated expenses
- b) Responsible for conducting a theme and logo contest to begin 8 months prior to the event.
- c) Responsible for design of pre-registration flyers, banners, programs, directional posters, and a map of the Unity Day Area. (NOTE: Pre-registration flyers are to be ready for disbursement 4 months prior to event.)
- d) Producing final art for merchandise and all other reproduction needs and transmitting this to the chosen merchandise vendor in a timely manner.
- f) In addition to the above, he or she should be available to all members of the Unity Day Subcommittee for additional art and graphic needs.
- g) Provides a written report at each Unity Day Subcommittee meeting.
- h) Provides a written post event report including such information as what worked well, what changes needed to be made, and any other helpful suggestions you have for the next person in this position.

ENTERTAINMENT PERSON

1. Procedural Requirements:

- a) It is suggested that he or she be elected from active participants of the Unity Day committee.
- b) Term is for one year.
- c) No more than two consecutive terms may be served.

2. Qualifications:

- a) Must have a commitment to service, willingness to serve, resources to do the job, and a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service.
- b) A minimum of 1 year clean time.

3. Duties:

- a) Responsible for preparing a proposed budget of anticipated expenses
- b) Responsible for proposing a schedule of activities and events for entertainment during Unity Day. Activities may include, but are not limited to: dances, member and family participation games,

plays,

and shows, etc.

- c) All proposed activities must receive Unity Day Subcommittee approval.
- d) Responsible to recruit Home Groups and volunteers to supervise all events.
- e) All proposed contracts with prospective performers and related services must be signed by the ASC Chairperson or Vice-Chairperson.
- f) Collect all tickets and provide an accurate record of all games.
- g) Will form a sub-committee comprised of other members to the Unity Day committee to formulate a proposed list of entertainment events for approval by the committee.
- h) Provides a written report at each Unity Day Subcommittee meeting.
- i) Provides a written post event report including such information as what worked well, what changes needed to be made, and any other helpful suggestions you have for the next person in this position.

ASSISTANT ENTERTAINMENT PERSON

1. Procedural Requirements:

- a) It is suggested that he or she be elected from active participants of the Unity Day committee.
- b) Term is for one year.
- c) No more than two consecutive terms may be served.

2. Qualifications:

- a) Must have a commitment to service, willingness to serve, resources to do the job, and a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service.
- b) A minimum of 1 year clean time.

3. Duties:

- a) Take direction and assist the Entertainment Person in all aspects of service.
- b) To help identify American River Area Home Groups willing to participate in Unity Day entertainment activities and to act as a liaison between the Unity Day committee and these groups.
- c) Provides a written report at each Unity Day Subcommittee meeting.
- d) Provides a written post event report including such information as what worked well, what changes needed to be made, and any other helpful suggestions you have for the next person in this position.

HOSPITALITY PERSON

1. Procedural Requirements:

- a) It is suggested that he or she be elected from active participants of the Unity Day committee.
- b) Term is for one year.
- c) No more than two consecutive terms may be served.

2. Qualifications:

- a) Must have a commitment to service, the willingness to serve, and resources to do the job, and a working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts of Service.
- b) A minimum of 6 months clean time.

3. Duties:

- a) Responsible for preparing a proposed budget of anticipated expenses
- b) Serves as the Unity Day host.
- c) Responsible to recruit Home Groups and volunteers who will assume the responsibility for the preparation and service of coffee, event greeters and parking attendants.
- d) Provides a written report at each Unity Day Subcommittee meeting.

- e) Provides a written post event report including such information as what worked well, what changes needed to be made, and any other helpful suggestions you have for the next person in this position.

MERCHANDISE PERSON

1. Procedural Requirements:

- a) It is suggested that he or she be elected from active participants of the Unity Day committee.
- b) Term is for one year.
- c) No more than two consecutive terms may be served.

2. Qualifications:

- a) Must have a commitment to service, the willingness to serve, and resources to do the job, and a working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts of Service.
- b) Knowledgeable about the American River Area policies regarding the sale of Narcotics Anonymous approved merchandise and literature.
- c) A minimum of 2 years clean time.

3. Duties:

- a) Prepares a list of proposed items for sale with a corresponding budget. The budget will include a statement of actual costs and proposed retail price of all merchandise to be sold.
- b) Responsible for the sale of merchandise at Unity Day as well as any pre-Unity Day and prior year merchandise items.
- c) Responsible for storing of the items for sale in a safe place, maintaining a continuous inventory statement and maintaining a set of financial records with receipts for all merchandise.
- d) A final inventory statement is provided to the Events Treasurer within a week after Unity Day .
- e) Provides a written report at each Unity Day Subcommittee meeting.
- f) Provides a written post event report including such information as what worked well, what changes needed to be made, and any other helpful suggestions you have for the next person in this position.

PROGRAM PERSON

1. Procedural Requirements:

- a) It is suggested that he or she be elected from active participants of the Unity Day committee.
- b) Term is for one year.
- c) No more than two consecutive terms may be served.

2. Qualifications:

- a) Must have a commitment to service, the willingness to serve, and resources to do the job, and a working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts of Service.
- b) A minimum of 2 years clean time.

3. Duties:

- a) Responsible for preparing a proposed budget of anticipated expenses
- b) Develops, plans and makes recommendations to the Unity Day committee for meetings, workshops and the speakers, secretaries, and readers for those events.
- c) Main meeting speakers are required to have a minimum of 5 years clean time and should be informed that this is an outdoor, family event where extreme foul language will not be tolerated.
- d) Written consent must be obtained from speakers of taped meetings or workshops in advance of actual taping.
- e) Will form a sub-committee comprised of other members to the Unity Day committee to listen to

- speakers and tapes and make recommendations for proposed speakers.
- f) Provides a written report at each Unity Day Subcommittee meeting.
- g) Provides a written post event report including such information as what worked well, what changes needed to be made, and any other helpful suggestions you have for the next person in this position.

REGISTRATION PERSON

1. Procedural Requirements:

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- a) It is suggested that he or she be elected from active participants of the Unity Day committee.
- b) All registration events must have two attendants, both of whom meet the clean time requirement of years.
- c) Term is for one year.
- d) No more than two consecutive terms may be served.

2. Qualifications:

- a) Must have a commitment to service, the willingness to serve, and resources to do the job, and a working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts of Service.
- b) A minimum of two years clean time.

3. Duties:

- a) Responsible for preparing a proposed budget of anticipated expenses.
- b) Responsible for distribution of pre-registration forms and Unity Day Flyers.
- c) Responsible for identifying and acquiring permission to set up pre-registration tables at other Narcotics Anonymous events throughout the area.
- d) Responsible for maintaining a current list of all pre-registrants and the timely mailing of a confirmation postcard.
- e) Responsible for checking the Post Office Box for registrations a minimum of once weekly.
- f) Responsible for keeping detailed and accurate records of monies received and providing that information to the Unity Day treasurer, and other members of the committee as needed.
- g) All deposits are to be made within 72 hours of receipt.
- h) Responsible for the preparation of all pre-registration event packets including meal tickets, badges, lanyards, etc.
- i) Responsible for onsite registration and all ticket sales.
- j) Registration should open one-half hour before the start of the event and end with event close.
- k) Must provide adequate staffing for registration tables at Unity Day.
- l) People handling money should have at least 2 years of clean time and be closely supervised.
- m) Provides a written report at each Unity Day Subcommittee meeting.
- n) Provides a written post event report including such information as what worked well, what changes needed to be made, and any other helpful suggestions you have for the next person in this position.

MAIN MEAL PERSON

1. Procedural Requirements:

- a) It is suggested that he or she be elected from active participants of the Unity Day committee..
- b) Term is for one year.
- c) No more than two consecutive terms may be served.

2. Qualifications:

- a) Must have a commitment to service, the willingness to serve, and resources to do the job, and a working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts of Service.

- b) A minimum of 1 year clean time.

3. Duties:

- a) Responsible for proposing a main meal menu and budget to be approved by the Unity Day Subcommittee.
- b) Purchase and store food and necessary paper goods appropriately.
- c) Responsible to recruit Home Groups and volunteers who will assume the responsibility for the preparation and service of meals.
- d) Responsible for all cooking and serving equipment necessary for the main meal.
- e) Collect all meal tickets to provide an accurate record of all meals served.
- f) Provides a written report at each Unity Day Subcommittee meeting.
- g) Provides a written post event report including such information as what worked well, what changes needed to be made, and any other helpful suggestions you have for the next person in this position.

SNACK BAR PERSON

1. Procedural Requirements:

- a) It is suggested that he or she be elected from active participants of the Unity Day committee.
- b) Term is for one year.
- c) No more than two consecutive terms may be served.

2. Qualifications:

- a) Must have a commitment to service, the willingness to serve, and resources to do the job, and a working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts of Service.
- b) A minimum of 1 year clean time.

3. Duties:

- a) Responsible for proposing a main snack bar menu and budget to be approved by the Unity Day Subcommittee.
- b) Purchase and store food and necessary paper goods appropriately.
- c) Responsible to recruit Home Groups and volunteers who will assume the responsibility for the preparation and service of snack bar items.
- d) Responsible for all cooking and serving equipment necessary for the snack bar menu.
- e) Collect all tickets to provide an accurate record of all snack bar items served.
- f) Provides a written report at each Unity Day Subcommittee meeting.
- g) Provides a written post event report including such information as what worked well, what changes needed to be made, and any other helpful suggestions you have for the next person in this position.

SET-UP PERSON

1. Procedural Requirements:

- a) It is suggested that he or she be elected from active participants of the Unity Day committee.
- b) Term is for one year.
- c) No more than two consecutive terms may be served.

2. Qualifications:

- a) Must have a commitment to service, the willingness to serve, and resources to do the job, and a working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts of Service.

- b) A minimum of 90 days clean time.

3. Duties:

- a) To work with other members of the Unity Day Subcommittee to develop a plan and budget for all set-up needs.
- b) Must work with Clean Up person to provide proper direction on return of all items on equipment used.
- c) Responsible to recruit Home Groups and volunteers who will assume the responsibility for the set-up of all Unity Day events and equipments including: tables, chairs, stage, portable toilets, electric generators, garden hoses, garbage cans, toilet paper and trash bags, staple guns, ropes, extension cords, parking and other event signage.
- d) Provides a written report at each Unity Day Subcommittee meeting.
- e) Provides a written post event report including such information as what worked well, what changes needed to be made, and any other helpful suggestions you have for the next person in this position.

CLEAN-UP PERSON

1. Procedural Requirements:

- a) It is suggested that he or she be elected from active participants of the Unity Day committee.
- b) Term is for one year.
- c) No more than two consecutive terms may be served.

2. Qualifications:

- a) Must have a commitment to service, the willingness to serve, and resources to do the job, and a working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts of Service.
- b) A minimum of 90 days clean time.

3. Duties:

- a) Must work with Set Up person to provide proper direction on return of all items or equipment used
- b) Responsible for supervising a clean-up committee to clean up all activities, including meal, at the Unity Day event.
- c) To see that garbage cans are emptied as needed and replace trash bags throughout the day.
- d) To ensure that all areas are clean after Unity Day is over.
- e) Provides a written report at each Unity Day Subcommittee meeting.
- f) Provides a written post event report including such information as what worked well, what changes needed to be made, and any other helpful suggestions you have for the next person in this position.

UNITY DAY TREASURER

1. Procedural Requirements:

- a) It is suggested that he or she be elected from active participants of the Unity Day committee.
- b) Term is for one year.
- c) No more than two consecutive terms may be served.

2. Qualifications:

- a) Must have a commitment to service, the willingness to serve, and resources to do the job, and a working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts of Service.
- b) A minimum of three years clean time.

3. Duties:

- a) Attends all subcommittee functions as a working participant.
- b) Custodian of the Unity Day's financial ledger.
- c) Coordinates with the ASC Events Treasurer to ensure that expenditures do not exceed budgeted amount and that all approved expenses are paid in a timely manner.
- d) Gives a written report at each regular subcommittee meeting, which consists of all current financial expenses.
- e) Coordinates with the ASC Member at Large, Events Treasurer, and Unity Day Chair to schedule collection, counting, and depositing of event money from Registration, Merchandise, and other event money.
- f) Ensure that at least two trusted servants who meet the clean time requirement for money handling with the money at all times until counted, signed for, and ready for deposit.
- g) Responsible for obtaining and distributing the opening bank money for Registration and Merchandise, from the ASC Events Treasurer.
- h) Coordinated with the ASC Events Treasurer at the end of the event and at the Treasurer's term of office to ensure that ledgers are in balance.
- i) Provides a written post event report including such information as what worked well, what changes needed to be made, and any other helpful suggestions you have for the next person in this position..

GOLF TOURNAMENT PERSON

1. Procedural Requirements:

- a) It is suggested that he or she be elected from active participants of the Unity Day committee.
- b) Term is for one year.
- c) No more than two consecutive terms may be served.

2. Qualifications:

- a) Must have a commitment to service, the willingness to serve, and resources to do the job, and a working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts of Service.
- b) A minimum of 1 year clean time.

3. Duties:

- a) Responsible for proposing a budget to be approved by the Unity Day Subcommittee.
- b) Responsible for the planning and staffing of the Unity Day golf tournament.
- c) Responsible for contacting the golf course representative to arrange reservation of the golf course, pricing and tee times.
- d) Responsible for working with Registration and Arts & Graphics to ensure promotion of the Golf Tournament in all flyers and pre-registrations forms.
- e) Responsible to recruit Home Groups and volunteers who will assume the responsibility for the staffing and management of the golf tournament.
- f) Responsible for providing prizes for the selected winners in the various categories.
- g) Provides a written report at each Unity Day Subcommittee meeting.
- h) Provides a written post event report including such information as what worked well, what changes needed to be made, and any other helpful suggestions you have for the next person in this position.

V. DEFINITIONS

Member of the Unity Day Subcommittee: Any member Narcotics Anonymous is eligible to be a member of the Unity Day subcommittee.

Voting Member: A voting member is anyone who has attended two consecutive business meetings of the Unity Day Subcommittee. Any voting member who fails to attend two consecutive business meetings of the

Unity Day Subcommittee shall be considered to be inactive

Elected Positions: Must qualify as a voting member. Anyone failing to do so for two consecutive meetings shall be considered to be inactive, and shall be contacted by the Chairperson to determine the individual's status..

VI. PROCEDURES

The following is required of all Unity Day Subcommittee elected individuals.

- Regular meeting attendance
- Written reports to be submitted at each regular meeting. Reports shall include progress made since the last meeting as well as anticipated needs and problems.
- Disbursement of funds.
 - All requests for reimbursement must include a receipt and a completed Reimbursement Claim Form.
 - All requests for reimbursement must represent a pre-approved budget item.
 - Three bids shall be obtained for any needed goods or services.
- Each member is responsible for developing a proposed budget and submitting it for approval as per our timeline.(see Budget section below)
- All proposed contracts must be signed by the ASC Chairperson or Vice-Chairperson.

VII. BUDGETS

The importance of making a proposed budget for the Unity Day Subcommittee needs to be emphasized. Each member on the Unity Day Subcommittee needs to develop a proposed budget for submission to the committee at the January meeting. Some of the sources of information that should be considered are the previous years' budget and committee final reports. Estimates for new budget items for which past records are not available, should be obtained for the items or services required.