

## West Puget Sound Area Activities Guidelines

Purpose: To organize and carry out enjoyable functions for the West Puget Sound Area fellowship of Narcotic Anonymous. The area events give the Addicts the opportunity to live and enjoy life without the use of DRUGS.

### 1: Committee

The Activities Committee shall consist of:

A: Chair to be elected by the WPSASC in January elections.

1: Recommended clean time is 2 years.

2: To hold and chair Activities Committee meetings.

3: To attend and report to ASC what is going on with the Activities Committee and give a complete financial report.

4: To attend all subs day on a quarterly basis

5: Shall be a signer on the Activities checking account

B: Vice Chair to be elected by the Activities Committee.

1: Recommended clean time is 1 year.

2: To take over in the absence of the Chair.

C: Secretary to be elected by the Activities Committee:

1: To take minutes of the Activities meetings.

2: To provide Activities Chair with copy of minutes.

D: Treasurer to be elected by the Activities Committee:

1: Recommended clean time 3 years.

2: To keep accurate records of all finances and to keep the checkbook.

3: Shall be a signer on the Activities checking account.

4: To supply the Chair a financial report prior to ASC meeting.

E: Voting members of Activities committee:

1: Those who have attended 2 consecutive Activities meetings

### 2: Meetings

One scheduled meeting 1<sup>st</sup> Monday of the Month

### 3: Finances

A: The budget for the Activities Committee shall be \$700.00 to be taken from the West Puget Sound Area Service Committee general fund.

B: The Activities Committee funds shall be kept in a separate account from Area Funds. Only one signer shall be needed: Signers shall be Activities Chair, Activities Treasurer, Area Chair and Area Treasurer.

- C: All funds shall be used for expenses to put on events or functions. Receipts or Contract of bids need to be returned to the Activities Treasurer.
- D: Any funds over \$700.00 shall be given back to WPSA Service Committee at the meeting following the Activities meeting following the function.
- E: If the Activities fund goes below \$700.00 after a function the Activities Committee may request funds to bring the balance back up to \$700.00 from the WPSA Services Committee: receipts will be provided to show expenses and balance in the Activities account.
- F: An audit of the Activities account shall be held in July by the WPSASC Treasurer and 2 other members of the ASC Committee.

Revised 2/6/06