

Activities

Article IV: **OFFICERS**

Section A: The Activities subcommittee officers shall be: Chairperson, Vice-Chairperson, Treasurer and Secretary. Officers are to have a basic understanding of the 12 Steps, 12 Traditions and 12 Concepts and shall perform tasks as outlined by these Guidelines, PCASC Guidelines and the PR Handbook.

Section B: **Chairperson:**

The Chairperson must have a minimum of three (3) years complete abstinence.

Duties:

1. Facilitates all Activities subcommittee meetings.
2. Is present at all Activities meetings, events and fundraisers; including set up and cleanup, ~~after the event has ended,~~ except when excused by the ViceChair or an emergency arises.
3. Attend and submit reports to the following meetings:
 - a. Activities Subcommittee
 - b. PCASC
 - c. All-subs day
2. Provides PCASC with the following at every PCASC meeting:
 - a. Copy of bank statement and financial reports, including Raffle/Bingo Summary form as needed, found in Addendum II – PCANA Raffles/Bingo Procedures.
 - b. Complete synopsis of all current and planned events.
2. May sign contracts approved by the Activities subcommittee or PCASC for events.

3. Responsible for ensuring that all officers/coordinators are adhering to their duties.
4. Approve meeting minutes and next month's meeting agenda before disbursement.
5. Use and follow Addendum I – PCASC Activities Subcommittee Facebook Procedures.
6. Use and follow Addendum II – PCANA Raffles/Bingo Procedures.
7. One of the keyholders for the area's storage unit.

Section C: **Vice-Chairperson:**

The Vice-Chairperson must have a minimum of two (2) years complete abstinence. It is suggested that the Vice-chairperson nominee consider a nomination to the Chairperson position at the end of their term.

Duties:

1. In the absence of the Chair, the Vice-chair assumes the responsibilities normally performed by the Chair.
2. Is present at all Activities meetings, events and fundraisers; including **set up and** cleanup ~~after the event has ended~~, except when excused by the Chair or an emergency arises.
3. Perform and/or delegate any and all duties of Activities officers/coordinators in their absence.
4. Establishes and maintains the subcommittee's phone list and keeps an open line of communication with all members.
5. Contact PCASC Vice-chair and Web-servant of any changes in meeting times and locations, and upcoming events, within 48 hours.
6. Recruit and coordinate volunteers to assist with events.
7. Authorized check signer on the Activities bank account.

Section D: **Treasurer:**

The Treasurer must have a minimum of five (5) years complete abstinence and must possess competent bookkeeping skills including the ability to reconcile a bank statement.

Duties:

1. Is present at all Activities subcommittee meetings, events and fundraisers; ~~(including cleanup after the event has ended)~~ including set up and clean up, except when excused by the Chair or an emergency arises.
2. Carry out all responsibilities as listed in Article V Financial Procedures.
3. Maintains an updated checking account balance and is responsible for all banking account transactions.
4. Authorized check signer on the Activities bank account.
5. Responsible for updating the Activities bank account signature card.
6. Responsible for tracking all monetary transactions, including but not limited to:
 - a. Collecting and depositing all funds from subcommittee members
 - b. Payments to vendors
 - c. Disbursement of budgets per Article V Section B
7. ~~Is present at all Activities subcommittee meetings, events and fundraisers (including cleanup after the event has ended) except when excused by the Chair or an emergency arises.~~
8. Counting of money is to be done in the presence of the Activities Chair or Vice Chair at the end of the event.
9. Funds are to be deposited into the Activities bank account within 72 hours of each event.
10. Responsible for monthly reconciliation of bank statements and ledgers, providing a complete financial accounting for the next Activities subcommittee meeting.

11. Provides a monthly financial statement and bank statement, including raffle/bingo summary form as needed to the Activities Chair prior to the Activities subcommittee meeting.
12. All funds in excess of \$2000 \$3000 rolling budget shall be distributed to PCASC on a quarterly schedule as follows:
 - a. January ASC
 - b. April ASC
 - c. July ASC
 - d. October ASC
13. Provides all receipts, records, and financial statements, including Raffle/Bingo Summary form to the Activities Chair at the next Activities subcommittee meeting or prior to the PCASC meeting, whichever occurs first.
14. When having an event involving tickets, the Treasurer will number all tickets and make a list of which ticket numbers individuals have. A reconciliation of tickets issued will be provided to the Activities Chair at the next Activities subcommittee meeting or prior to the next PCASC meeting, whichever occurs first.
15. Use and follow Addendum II – PCANA Raffles/Bingo Procedures.
16. At term-end provide an annual financial report to the new committee and coordinate transfer of checking account information.

Section E: **Secretary:**

The Secretary must have a minimum of one (1) year complete abstinence.

Duties:

1. Is present at all Activities subcommittee meetings, events and fundraisers; ~~(including cleanup after the event has ended)~~ including set up and clean up, except when excused by the Chair or an emergency arises.

2. Keep accurate minutes of all Activities subcommittee meetings and read previous meetings minutes at current meeting.
3. Type minutes and submit to Chair for approval.
4. Upon approval, distribute minutes via email to all subcommittee members; hard copies provided upon request.
5. Is present at all Activities subcommittee meetings, events and fundraisers (including cleanup after the event has ended) except when excused by the Chair or an emergency arises.
6. In the absence of the Chair and Vice-Chair, calls to order and presides over regularly scheduled Activities subcommittee meetings.
7. Responsible for ensuring all Activities archives are organized and stored with the PCASC archives or in the PCASC storage facility, using the following system:
 - a. Each month's archives including **must include**: a copy of the final minutes, all officer and coordinators reports, committee forms and a copy of all reports turned into the PCASC.
 - b. Monthly archives are to be put into a folder with the month and year clearly written on the front.

Article V:
COORDINATORS

Section A: Event Sales Coordinator:

The Event Sales Coordinator must have a minimum of two (2) years of complete abstinence. Must possess organizational and bookkeeping skills and is required to use forms under Article VIII Attachments B & C for all sales.

Duties:

1. Is present at all Activities subcommittee meetings, events and fundraisers; ~~(including cleanup after the event has ended)~~

including set up and cleanup except when excused by the Chair or an emergency arises.

2. Purchases consumables that are to be sold at an Activities-sponsored event.
3. Consumables tracking form to be used for all events.
 - a. Tracking form to be used for all sales and purchases.
 - b. All receipts are to be turned in along with the consumables tracking form to the Treasurer.
4. Displays and sales merchandise that has been donated to the Activities subcommittee.
 - a. Provide an up-to-date inventory at every Activities subcommittee meeting, using tracking forms.
5. Tracking forms are to be turned in to the Secretary at the next Activities subcommittee meeting.
6. Recruit volunteers to work sales counter at event.
 - a. Volunteers must have one (1) year complete abstinence.
7. Authorized check signer on the Activities bank account.

Section B: **Decorations Coordinator:**

The Decorations Coordinator must have a minimum of six (6) months' complete absence.

Duties:

1. Is present at all Activities subcommittee meetings, events and fundraisers; ~~(including cleanup after the event has ended)~~ **including set up and cleanup** except when excused by the Chair or an emergency arises.
2. Purchases decorations for event upon Activities subcommittee approval.
3. Decorates event site.
4. Recruits volunteers to help decorate.

5. Keep an up-to-date inventory of decorations in storage and submit it to the Secretary at next Activities subcommittee meeting.

Section C: **Flyers Web Coordinator:**

The Flyers Coordinator must have a minimum of six (6) months' complete absence.

Duties:

1. Is present at all Activities subcommittee meetings, events and fundraisers; ~~(including cleanup after the event has ended)~~ including set up and cleanup except when excused by the Chair or an emergency arises. Creates flyers announcing upcoming events and functions.
2. When creating flyers, all NA logos or service symbols must have the appropriate copyright and trademark.
3. Submit flyers to the Activities subcommittee committee for approval before disbursement.
4. Upon approval, distribute flyers as follows:
5. 60 copies to Chair to be taken to PCASC.
6. Email flyers to Website Coordinator at: webservant@pcana.org
7. Email flyers to all PCASC admin body and committee chairs on the PCANA website.
8. Email flyers to the Regional website and surrounding Areas.

Section D: **Facility Coordinator:**

The Facility Coordinator must have a minimum of two (2) years' complete abstinence, as well as previous PR subcommittee or other relevant service experience.

Duties:

1. Is present at all Activities meetings, events and fundraisers; including set up and clean up, except when excused by the Chair or an emergency arises.
2. Serve as a single point of contact for all facilities and services.

3. Attend monthly Activities subcommittee meetings and submit a written report.
4. Shall solicit, receive, review and report on all facility feedback surveys once a year.
5. May visit any meeting/presentation at any facility or within the limits and guidelines of that facility.
6. Communicate with Event Coordinators to apprise them of any facility changes.
7. Maintain and update a master list of all facilities' contacts, locations and requirements.
8. Build working relationships with any new facilities.

Section E: Fundraising Coordinator:

The Fundraising Coordinator must have a minimum of (2) years' clean and possess organizational and bookkeeping skills and is required to use the forms provided by the Activities for tracking sales and inventory.

Duties:

1. Is present at all Activities meetings, events and fundraisers; including set up and clean up, except when excused by the Chair or an emergency arises.
2. Create and coordinate fundraising ideas to present to the Activities Committee for approval. Upon committee approval, create and produce items to be sold or raffled to generate funds for the event. Provide the committee with a raffle summary form as needed.
3. Use and follow Addendum 1 PCANA Raffle/Bingo Procedures.
4. Before the event, submit all funds to the Activities Treasurer at the regularly scheduled Activities meeting.
5. ~~Must be present at all Activities Committee meetings and functions except when excused or an emergency arises.~~
6. Recruits and coordinates volunteers to assist with duties.

Section F: **PR/Subcommittee Liaison**

No clean time

requirement

Duties:

1. Is present at all Activities meetings, events and fundraisers; including set up and clean up, except when excused by the Chair or an emergency arises.
2. Facilitate communication between the PR and Activities subcommittees and their events.
3. Attend PR and Activities meetings.
4. Report any new information between committees.
5. Communicates and coordinates with other subcommittees pertaining to fundraising at events.
6. Is the point of contact for subcommittees during events and is responsible for directing them where to set up, how to use the mic, and finding answers to any other questions.

Section G: **Serenity Keeper**

Coordinator Suggested clean time

requirement of six (6) months.

Duties:

1. Is present at all Activities subcommittee meetings, events and fundraisers; including set up and cleanup after the event has ended, except when excused by the chair or an emergency arises.
2. Recruits volunteers to assist the committee at all events as needed.

