

**Activities and Fundraising Subcommittee  
Of  
New Orleans Area Service Committee  
Of  
Narcotics Anonymous**



**Guidelines**

**Adopted October 22, 2022**

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**Table of Contents**

The Twelve Traditions of Narcotics Anonymous-----	3 - 4
The Twelve Concepts of NA Service -----	5 - 6
Definition and Purpose of Activities and Fundraising Subcommittee -----	7
Budget -----	7
Flyers-----	7
Mandatory Functions -----	7
Meetings -----	8
Meeting Agenda -----	8
Activities and Fundraising Membership -----	8
Qualifications of General Membership -----	9
Qualifications for Officers -----	9
Chairperson -----	9
Co - Chairperson -----	10
Secretary -----	10
Treasurer -----	11
Decor Coordinator -----	11
Venue Coordinator -----	12
Activities/Workshop Coordinator -----	12
Planning Mandatory Functions-----	13

### The Twelve Traditions of Narcotics Anonymous

*We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions.*

*As long as the ties that bind us together are stronger than those that would tear us apart all will be well.*

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscious. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose – to carry the message to the addict who still suffers.
6. An NA group out never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

*Understanding these Traditions comes slowly over a period of time. We pick information as we talk to members and visit various groups. It usually isn't until we get involved with service work that someone points out that "personal recovery depends on NA unity," and that unity depends on how well we follow our traditions. The twelve traditions of NA are not negotiable. They are the guidelines that keep our fellowship alive and free.*

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*By following these guidelines in our dealings with others, and society at large, we avoid many problems. That is not to say that our Traditions eliminate all problems. We still have to face difficulties as they arise: communication problems, differences of opinion, internal controversies, and troubles with individuals and groups outside the Fellowship. However, when we apply these principles, we avoid some of the pitfalls.*

*Many of our problems are like those that our predecessors had to face. Their hard wone experience gave birth to the Traditions, and our own experience has shown that these principles are just as valid today as they were when these Traditions were formulated. Our Traditions protect us from the internal and external forces that could destroy us. They are truly the ties that bind us together. It is only through understanding and application that they work.*

### **The Twelve Concepts of NA Service**

*The Twelve Traditions of NA have guided our groups well in the conduct of their individual affairs, and they are the foundation for NA services. They have steered us away from many pitfalls that could mean our collapse. Our various service units serve, for example, they do not govern; we stay out of public debate; we neither endorse nor oppose any of the many causes that our members may feel strongly about; our approach to addiction is a non-professional one; we are fully self-supporting. The traditions have provided our fellowship with essential guidance throughout its development, and they continue to be indispensable.*

*The Twelve Concepts for NA service described here are intended to be practically applied to our service structure at every level. The spiritual ideals of our steps and traditions provide the basis for these concepts, which are tailored to the specific needs of our fellowship's service structure. The concepts encourage our groups to more readily achieve our traditions' ideals, and our service structure to function effectively and responsibly.*

*These concepts have been crafted from our experience. They are not intended to be taken as the "law" for NA service, but simply as guiding principles. We find that our services are stabilized when we conscientiously apply these concepts, much as our steps have stabilized our lives and our traditions have stabilized and unified our groups. The Twelve Concepts guide our services and help ensure that the message of Narcotics Anonymous is available to all addicts who have a desire to stop using and begin practicing our way of life.*

1. To fulfill our fellowship's primary purpose, NA groups have joined together to create a structure, which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority of NA services rest with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibility assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous, Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.

8. Our Service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance without fear of reprisal.
11. NA funds are to be used to further our primary purpose and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service never of government.

## Activities and Fundraising Subcommittee Guidelines

### Definition

The NOASC has created six standing subcommittees in efforts to efficiently achieve our goal and delegate the responsibilities necessary to carry out our primary purpose. Tradition 9 “NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.” Each subcommittee is directly responsible to the NOASC and should always work in close cooperation with other subcommittees and the NOASC; as a whole. All subcommittees elect their own trusted servants, but their chairperson must be ratified by NOASC; as a whole.

### Purpose

The primary purpose of the Activities and Fundraising Subcommittee is **to promote unity and fellowship for the New Orleans Area Service Committee of Narcotics Anonymous**. The Activities and Fundraising Subcommittee, commonly referred to as “A&F” is responsible for scheduling and **coordinating social functions** (i.e., dances, baseball games, crawfish boils, etc.), **service activities** (i.e., workshops, learning day, etc.) and **other fundraising activities/events**.

### Budget

A&F subcommittee is allotted \$1,200.00 dollars to execute mandatory functions, except for A&F’s \$1,000.00 non-mandatory function budget. (Adopted 11/20/22) All receipts should be submitted to the ASC accordingly. A working budget must be submitted to ASC two meetings (2 months) prior to the event date in order to receive funding.

### Flyers

A&F must submit event flyers to the ASC two meetings (2 months) prior to event date in order to encourage Area/Regional Support.

### Mandatory A&F Functions are:

1. New Orleans Area NA Birthday (February)
2. H&I Learning Day (July)

3. Summer Bash (August) - (Pool Party)
4. Fall Into Recovery (November)

## **Meetings**

Activities and Fundraising subcommittee will hold at least one monthly meeting. All subcommittee meetings will be held the **2<sup>nd</sup> Sunday of the month**. All subcommittee meetings will be held in a public place. Any unscheduled business meetings will be held at the chair's discretion. Place and time will be delegated by Chairperson and all committee members must be notified within 48 hours of the meeting.

## **Agenda for Meetings**

- Serenity Prayer
- Reading 12 Traditions and 12 Concepts
- Reading of minutes from previous meeting
- Old Business
- New Business
- Serenity Prayer

## **Activities and Fundraising Subcommittee Membership**

The Activities and Fundraising subcommittee will consist of members from the New Orleans Area of Narcotics anonymous fellowship who have a willingness to serve and meet certain requirements. The officers of the subcommittee are:

1. Chairperson
2. Co-Chairperson
3. Secretary
4. Treasurer
5. Décor Coordinator
6. Venue Coordinator
7. Activities/Workshop Coordinator



### **Qualifications for General Membership**

General membership of the Activities and Fundraising subcommittee shall consist of any person who has expressed the desire to make a commitment to work with this subcommittee. In all cases the members shall: have a willingness to serve, be a member of the New Orleans Area of NA, and **attend two (2) consecutive meetings to be a voting member. If a member misses two (2) consecutive meetings without prior notification to the chair, you must attend two (2) more consecutive meetings to regain voting status.**

### **Qualifications for Officers**

Officers of the Activities and Fundraising (A&F) subcommittee will be selected from members who have shown a willingness and commitment to work and serve inside of the subcommittee from the previous year's administration. **Nominations for Subcommittee Chairperson will be presented by their respective Subcommittee for ratification at the ASC Election Process in February. All nominees must be present. All other positions will be elected in March and appointed to administration in April of each year.**

#### **I. Chairperson Qualifications:**

- a. A willingness to serve
- b. 2 years continuous abstinence from all drugs
- c. A one-year commitment to perform position responsibilities and requirements
- d. A minimum of six (6) months NA service involvement
- e. Working knowledge of the Twelve Traditions and the Twelve Concepts of NA service
- f. Be gainfully employed
- g. Time and Resources to do the job.

#### **Duties:**

- Chair the monthly subcommittee meetings
- Expedite action on motions referred to the subcommittee
- Attend **ALL** ASC meetings
- Inform ASC of subcommittee activities/fundraisers, subcommittee needs and other relevant information
- Submit a written report of the subcommittee's monthly meetings to ASC

- Submit a year end written report each January to the ASC. The written report should include the year's activities, accomplishments, specific problems or situations, financial records, and plans for the upcoming year. Subcommittee is to pay bills and then pass the rest of the funds returned to the Area.
- They will maintain the activities web page on the area website.
- Is responsible for all duties of all vacant A&F Subcommittee positions.

## **II. Co-Chairperson Qualifications:**

- a. A willingness to serve
- b. 2 years of continuous abstinence from all drugs
- c. A one-year commitment to perform position responsibilities and requirements
- d. A minimum of six (6) months NA service involvement
- e. Working knowledge of the Twelve Traditions and the Twelve Concepts of NA service
- f. Be gainfully employed
- g. Time and Resources to do the job

### **Duties:**

- In the absence of the chairperson, Co-Chair is to assume **ALL** responsibilities of the chairperson as stated above in chairperson's duties.

## **III. Secretary Qualifications:**

- a. A willingness to serve
- b. 6 months of continuous abstinence from all drugs
- c. A one-year commitment to perform position responsibilities and requirements
- d. A minimum of three (3) months NA service involvement
- e. Working knowledge of the Twelve Traditions and the Twelve Concepts of NA service
- f. Time and Resources to do the job
- g. Attention to detail and active listening skills

### **Duties:**

- Record the monthly minutes at all A&F meetings
- Provide members with copies of the minutes
- Prepare documents to hand to ASC for reporting of activities/fundraisers

- Keep record of member attendance at all A&F meetings
- Keep the lines of communication open between the officers and members of the subcommittee
- Contacting vendors for activities/fundraiser events
- Assisting other officers in completing paperwork for transparency and reporting to ASC
- Conducting a timely meeting flow
- Opening and closing ALL A&F meetings

#### **IV. Treasurer Qualifications:**

- a. A willingness to serve
- b. 4 years of continuous abstinence from all drugs
- c. A one-year commitment to perform position responsibilities and requirements
- d. A minimum of six (6) months NA service involvement
- e. Working knowledge of the Twelve Traditions and the Twelve Concepts of NA service
- f. Be gainfully employed and previous bookkeeping experience
- g. Time and Resources to do the job

#### **Duties:**

- Keep accurate reports on financial status’.
- Execute ALL budgets with accurate records on budget execution
- Turn in accounting report to chairperson to give to ASC on monthly basis
- Pay bills and then pass the rest of funds to the Area.
- Be treasurer for New Orleans Area NA Birthday, H&I Learning Day, Summer Bash and Fall Into Recovery mandatory functions.

#### **V. Decor Coordinator Qualifications**

- a. A willingness to serve
- b. 6 months of continuous abstinence from all drugs
- c. A one-year commitment to perform position responsibilities and requirements
- d. A minimum of three (3) months NA service involvement
- e. Working knowledge of the Twelve Traditions and the Twelve Concepts of NA service
- f. Time and Resources to do the job

#### **Duties:**

- Must always have access to supplies
- Keep accurate and current records of supplies
- Coordinate getting supplies for and to ALL events
- Decorating/Planning for ALL events

**VI. Venue Coordinator Qualifications:**

- a. A willingness to serve
- b. One-year of continuous abstinence from all drugs
- c. A one-year commitment to perform position responsibilities and requirements
- d. A minimum of six (6) months NA service involvement
- e. Working knowledge of the Twelve Traditions and the Twelve Concepts of NA service
- f. Time and Resources to do the job
- g. Previous experience or knowledge on business negotiations.

**Duties:**

- Scout and price venues for all A&F events
- Knowledge of designated parking/smoking areas
- Coordinate pricing with venue booking
- Cooperate with the Treasurer for payment of ALL venues
- Keep accurate records of contact person and information for ALL venues

**VII. Activities/Fundraising Coordinator Qualifications:**

- a. A willingness to serve
- b. 6 months of continuous abstinence from all drugs
- c. A one-year commitment to perform position responsibilities and requirements
- d. A minimum of three (3) months NA service involvement
- e. Working knowledge of the Twelve Traditions and the Twelve Concepts of NA service
- f. Time and Resources to do the job
- g. Attention to detail and active listening skills

**Duties:**

- Conduct Think Tanks on ideas for activities and fundraisers
- Get members involve in planning of ALL A&F events

- Listen to the local area fellowship for ideas on activities and fundraisers they would like to have in the Area
- Attend other area meetings (group) to promote ALL A&F events
- Cooperate and assist other A&F officers and members in event planning and timing to execute events.

### **Planning Mandatory Functions**

Mandatory Functions planning will start to hold meetings three (3) months prior to mandatory function dates. Meetings will be twice (2) a month until one month before the event where they will change to bi-weekly leading up to the event. Also the committee will meet one (1) week after the mandatory functions for a final review of the event.

**In Loving Service A&F**