

## **Guidelines of the Area Activities Sub Committee (AASC)**

### **Article 1**

#### **Purpose**

## **The purpose for the Area Activities Sub Committee will be to create unity throughout the**

diversity of groups within the Ozark Area by having activities throughout the year where we may come together to celebrate our recovery with one another. The activities that this committee will be fully responsible for are the *OASC Birthday Party in May, the World Unity Day Link-up in July, the High On Life Picnic in July, the Annual Chili Cook Off in November and the Annual New Years Eve Dance in December.*

### **Article 2**

#### **Budgeting**

The annual budget for the AASC will be comprised of two parts, four individual activities and the High On Life Picnic. The total budget amount will total \$1200.00 annually. \$200.00 will be allocated as start up money for the four individual activities and \$1,000.00 as start up money for the High On Life Picnic. In both cases, start up moneys will regenerate themselves and anything over the allotted amounts will be turned over to the treasurer of the OASC within a 48 hour period. Excess funds raised by the High On Life Picnic will be turned over to the OASC Treasurer at the August OASC meeting unless the AASC is instructed differently by the OASC. *All funds will always be available to meet the OASC's service obligations to the Groups. Therefore, as a general rule, AASC funds may be disbursed to the OASC Treasury as directed by the Groups it serves when the Treasury falls below its Prudent Reserve. The AASC Chair is authorized by the AASC to disburse such funds as required by the decisions of the OASC.*

### **Article 3**

#### **Positions and Suggested Clean Time Requirements**

The following are the suggested clean time requirements.

## Chair elected

**3 years clean**

**OASC**

|            |               |                               |
|------------|---------------|-------------------------------|
| Vice Chair | 2 years clean | Committee appointed           |
| Treasurer  | 5 years clean | OASC elected (OASC Treasurer) |
| Secretary  | 1 year clean  | Committee appointed           |

### Sub Committee Chairs

## Registration Committee appointed

**2 years clean**

|               |               |                     |
|---------------|---------------|---------------------|
| Merchandising | 2 years clean | Committee appointed |
| Entertainment | 2 years clean | Committee appointed |
| Hospitality   | 2 years clean | Committee appointed |
| Hug Patrol    | 1 year clean  | Committee appointed |

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### Article 4

#### Responsibilities of Committee Positions

##### AASC Chair:

- Will attend and participate at all OASC and AASC committee meetings.
- Will be familiar with the sub committee's current activities.
- Shall have a report including itemized receipts and disbursements to date at every meeting of the AASC along with projected expenses for the upcoming month, an accurate inventory of available merchandise and the amount of

funds available.

- Will report at monthly OASC meetings the previous month's total expenses, receipts and current checking balance of the AASC.
- May sell merchandise prior to the activities with all proceeds being deposited in the AASC checking account through the Treasurer.
- With agreement of two(2) AASC sub committee chairs, shall remove any AASC member in the case of loss of clean time, consistent non-attendance, non-performance of duties, or criminal activity of any kind within the sub committee's domain. In the case of the Chair or Treasurer, the OASC shall remove them. Such member may be reinstated at the next scheduled meeting.
- Shall appoint a substitute candidate to the sub committee for any member removed for cause or resignation.
- Will be responsible for keeping records of all pre registration and registrations
- Shall distribute one(1) pre registration to any NA function within the Ozark Area prior to the picnic, and may include one(1) merchandise item when available.
- Will work with the Entertainment Chair to create a program of events,
- Will find people to chair all meetings at the picnic.

**AASC Vice Chair:**

- Will attend all AASC meetings.
- Will be familiar with all current activities of the AASC.
- Will represent the AASC at any AASC or OASC meeting the Chair is unable to attend.
- Will collect submissions for approval by the committee for all AASC speakers. Saturday night and Sunday morning speakers at the picnic shall have no less than five(5) years clean time. All other AASC speakers shall

have no less than two(2) years clean time.

➤ Will be the host for out of town speakers, arranging travel, lodging and making them feel welcome.

➤ Will coordinate the formation of workshops by taking submissions from the

Groups, compiling a list of workshop topics, and submitting them to the AASC for final selection for the picnic. Ideally, panels for the workshops

will be comprised of group members from the group that submitted the topic.

➤ Will work with the Chair on the making of the banner. Banner will be approved by the AASC prior to printing.

#### **AASC Treasurer:**

➤ Will attend all OASC and AASC meetings.

➤ Will maintain a three(3) person checking account, requiring two(2) signatories consisting of the OASC Vice Chair, the OASC Chair and the AASC Chair.

➤ Will keep and maintain all bank records for the term of office and to turn those records over to the new OASC Treasurer at the end of the term.

➤ Will be the Point of Accountability to the OASC for all AASC funds.

➤ Will disburse funds as necessary in accordance with AASC decisions.

➤ Will collect all monies collected at all functions of the AASC from the Chair, Vice Chair, or other committee approved person. Two persons shall verify funds and sign a ledger for verification of funds.

#### **Merchandise:**

➤ Will attend all AASC meetings

- Will research and bring information about all merchandise to the AASC to decide what items to offer for the picnic, no later than the December AASC meeting.
- Will research any merchandise needs for other AASC activities as well as collecting raffle and auction items for all activities.
- Will be in charge of merchandise sales before and during the picnic with all monies being promptly turned over to the Treasurer.
- Will enlist persons to help at the point of sales.
- Will contact such vendors as the AASC decides to invite to any activity.
- Will be responsible to secure all merchandise at the end of every sales day at all activities.
- Will offer merchandise for sale during all registration booth hours: Friday noon – 10:30, Saturday from 7:00am to 8:00pm, and Sunday morning. There shall be no sales of merchandise during the speaker meetings.
- Will work with Registration Chair to compile a list of all pre-registration merchandise.

**Registration:**

- Will attend all AASC meetings.
- Will work with the Chair to keep accurate records of all pre registrations and registrations.
- Will create a list of all pre registrations for use at the picnic.
- Will compile a clean time list at the registration booth at all activities.
- Will create a flier for all AASC activities making copies to distribute at the OASC prior to the activity.
- Will be responsible for keeping the registration booth open and staffed during registration hours at the picnic: Friday noon to 10:30, Saturday from 7:00a

Registration (continued)

until the Saturday night speaker. Will not take registrations during any speaker meeting.

- Will be responsible for registrations at all other AASC activities.
- Will work with the Merchandise Chair to compile a list of all pre-registration merchandise.

### **Hospitality:**

- Will attend all AASC meetings.
- Will be responsible for clean up before, during and after all AASC activities. Get with Hug Patrol for extra help.
- Will staff all ticket sales for auctions and/or raffles.
- Will set up booths for registration, merchandise, hospitality, and any other booths that need to be set up for all AASC activities to be a success.
- Will set up pop coolers, tubs, or pop wagon depending on what the AASC decides to do.
- Will be responsible for food items, coffee, cups, sugar, etc., and assigning someone to do the cooking. The AASC will plan the menu that you will use.
- Will make arrangements for a cooker or smoker for the picnic.
- Will be responsible for staffing all AASC activities where food, pop, and coffee are served.
- Monies from sale will be turned over to the Chair, Vice Chair or other committee approved person at the end of the function or periodically throughout the picnic.

### **Hug Patrol:**

- This may be a two person position.
- Will attend all AASC meetings.

- Will have a total of ten(10) persons on the Hug Patrol.
- Will design your own T shirt (keep it simple) with the AASC having final approval before printing.
- T shirts will be provided at no cost to the Hug Patrol.
- Will help with general clean up, ticket sales, serving, etc. Help where it is needed for the success of all AASC activities.
- Will have two(2) extra shirts printed and have them signed at the picnic. The AASC will decide what to do with them.

**Entertainment:**

- Will attend all AASC meetings.
- Will gather ideas and prices for entertainment for all activities and submit them to the AASC for final approval.
- Will oversee entertainment at all AASC activities.
- Will make sure entertainment has what they need and feel welcome.

Entertainment (continued)

- Will secure a building for all AASC activities except the picnic and submit price for AASC approval prior to the activity.