

**Eastern Inland Empire Area  
Day of Dinosaurs Subcommittee  
Guidelines  
Approved  
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## **PREFACE:**

The Day of Dinosaurs Committee is a subcommittee of the Eastern Inland Empire Area of Narcotics Anonymous. These Guidelines are written in such a way that the Day of Dinosaurs Event can be an annual event for the Eastern Inland Empire area, working in cooperation with the area's Activities subcommittee. This cooperation should be encouraged through an open line of communication between the two committees so that the events scheduled by either committee will not interfere with one another's scheduled events. Through this interaction, the two bodies are able to stay in close contact and nurture the spirit of cooperation that provides for the best possible Day of Dinosaurs.

### **I. DEFINITIONS**

#### **A. MEMBER OF THE DAY OF DINOSAURS COMMITTEE**

A member of the Day of Dinosaurs Committee is, or can be anyone in the Narcotics Anonymous fellowship who wants to commit to attending all business meetings and activities of the Day of Dinosaur Committee.

#### **B. VOTING MEMBERS**

A voting member is any member who has attended two consecutive business meetings of the Day of Dinosaur Committee. He/she becomes ineligible to vote when he/she misses two consecutive business meetings of the Committee unless he/she sends a representative in their place. A member who fails to attend two consecutive business meetings of the Committee will be considered to be inactive and shall be contacted by the Day of Dinosaurs Chairperson to determine the individual's status.

#### **C. EXECUTIVE BODY**

The executive body of the Day of Dinosaur Committee is comprised of the committee's Chair, Vice Chair, Treasurer and Secretary.

#### **D. SPECIAL MEETINGS**

Special meetings are meetings that do not require all members to participate and are held to support event preparations or to perform specific tasks that may be too difficult or time consuming to be performed during the regularly held business meeting.

#### **E. PRUDENT RESERVE**

See Fiscal Accountability

#### **F. E.I.E and E.I.E.A.S.C.**

Eastern Inland Empire  
Eastern Inland Empire Area Service Committee

## II. PURPOSE

The purpose of the E.I.E. Day of Dinosaur Subcommittee is to promote unity, fellowship and to carry the message to the addict who still suffers through the planning and implementation of the annual "Day of Dinosaurs" events.

## III. FUNCTION

- A. To operate within the guidelines of the E.I.E. Area Service Committee.
- B. To meet on a regular basis to plan and organize the annual Day of Dinosaur event and to plan supporting activities. Keep in mind, as the annual Day of Dinosaurs event draws near the Committee should meet more often, as many as 2-3 times per month, to avoid last minute problems.
- C. To record and provide minutes, upon request by any member of Narcotics Anonymous, each Day of Dinosaurs Committee meeting, to include bank account balance, committee needs, functions, announcements, and other things of importance. In addition, to provide to the Area a written report based on the minutes. The report should include things of importance to the Area and the bank balance.
- D. The regularly scheduled business meeting is to be held in a public place and not to be held in a member's home.
- E. Elections should be announced at the Area meeting the month of the event to the GSR's to encourage participation by all members of the fellowship. Elections should be held in the 2<sup>nd</sup> month after the event and in the event of positions not being filled, table elections for these positions and announce at the next Area business meeting. All the positions on the Committee will be elected by the voting members of the Committee with the exception of the Chairpersons position. The Chairpersons position will be recommended by the voting members and brought to the E.I.E.A.S.C. for confirmation.

## IV. FISCAL ACCOUNTABILITY

- A. The Day of Dinosaurs Subcommittee shall maintain a prudent reserve of \$6,000.00, and a petty cash limit of \$200.00 with the exemption of the day of an event, not to exceed said amounts. The Day of Dinosaurs Subcommittee shall donate all unallocated monies to the Area Service Committee that exceed said prudent reserve. Allocated monies will be discussed at the business meeting prior to making any donation to the Area so that the flow of funds can continue without disrupting the Committee's ability to put on the annual event.
- B. Receipts shall be required for all income and disbursements and this record shall be maintained for a period of no less than three (3) years, with original receipt going to treasurer and a copy to the secretary.

### C. Misappropriation of Day of Dinosaur Funds

The Eleventh Concept for N.A. Service established the sole absolute priority for the use of N.A. funds: to carry the message. The 12 Concepts give the Day of Dinosaur Committee a mandate from the N.A. groups that call for total fiscal accountability. With this in mind, any misuse of funds by trusted servants will not be tolerated.

Definition - "Misuse of funds" includes, but is not limited to, theft, embezzlement, or use of funds for purpose not expressly authorized by an Area Committee or Subcommittee. This includes theft of cash, checks, any financial instrument (i.e.: refunds from vendors to the N.A. fellowship), or asset (i.e.: equipment, supplies or inventory).

#### 1. Interim Action/Suspension

- a. Should any Committee member or any non-elected N.A. member be suspected to have misappropriated or misused Day of Dinosaur funds, the Day of Dinosaurs Executive Body will contact, in person or by phone, to discuss and begin an investigation of the allegations. Upon outcome of the initial investigation the Executive Body may vote to immediately "suspend" the member(s) involved from Day of Dinosaurs Service. **Suspension in this instance is not disciplinary action.** It is the pause of active service to allow time for further investigation of the incident.
- b. A suspended officer or member may no longer represent him/herself to the fellowship or service boards as an officer or member of the Day of Dinosaurs Committee. Additionally, a member, upon notification of being suspended, may not be reimbursed for any service-related expenses incurred during the course of his/her suspension.
- c. Immediately upon calling the Day of Dinosaurs meeting to order, the presiding officer of Day of Dinosaurs Committee must report all interim suspension decisions made by the Executive Body, fully disclosing the alleged misappropriation or misuse of funds and individuals involved. Any member suspected of misappropriation or misuse of funds may exercise their Tenth Concept right to redress at this time.
- d. The Committee may discuss continuing the investigation or moving to action.
- e. Any member who participates in or who had knowledge (without notifying the Committee) of the suspected misappropriation or misuse of funds shall be subject to the same actions taken against the suspected person(s) who allegedly misappropriated or misused funds and are required to be present at the Day of Dinosaurs meeting.

#### 2. Action-Reinstatement/Removal

- a. Committee may vote to reinstate the member(s). Upon reinstatement, said member's suspension will be lifted and he/she will resume his/her role as a full participant of the Committee. This matter must be brought to the Area.
- b. If the Committee votes to further investigate or to suspend a member, the Committee will report these actions to the Area and ask for its guidance and recommendations.

- c. If the Committee or the E.I.E. Area votes to remove an officer or member with cause, said individual's participation within the Day of Dinosaurs Committee is immediately terminated. Additionally, any member removed from office and/or committee by the Day of Dinosaurs Committee for misappropriation or misuse of funds, may not hold an Area or Regionally elected seat or handle any N.A. funds of the Area or its subcommittees for a period of five (5) years.

### 3. Restitution

- a. Any member removed from office for the misappropriation or misuse of Day of Dinosaur funds will be subject to criminal and/or civil prosecution by either Day of Dinosaurs Committee or the E.I.E.A.S.C.
- b. Members removed from office for the misappropriation or misuse of funds may, at the discretion of the Committee or E.I.E.A.S.C. be asked to sign a promissory note and make restitution in lieu of prosecution.

D. This Committee is responsible to the Eastern Inland Empire Area and its members, keeping this in mind the committee should always be prudent with the areas funds that it is entrusted with. The Day of Dinosaurs Committee should bring to the Area a motion for discussion and conscience, to dissolve this Committee and no longer hold this event, should this event not raise enough funds to make a donation to this area for 2 (two) consecutive years. The spirit of this requirement is to make sure that the area's funds are used to carry the message in the most prudent manner and making the assumption that if the event is unable to raise enough money to make a donation then the logical explanation would be that the event is not being well attended and the need for this event has diminished. This decision should not be made by the Committee, but by the Area and its members for which the event is held for.

E. The Day of Dinosaurs Subcommittee financial policies shall include:

1. There will be a bank account maintained by the Day of Dinosaurs Committee. The Committee Chairperson, Vice Chairperson, Treasurer, Area Service Committee Chairperson and the Area Service Committee Treasurer shall be co-signers.
2. All checks shall require two (2) signatures. If the Treasurer's signature is not one of the signatures on a check, the Treasurer is to be notified within three (3) business days with the following information: the check number, amount of check, date of check, check payable to and purpose of the check. In the event the Treasurer cannot be reached within three (3) business days, check writer must contact two (2) other members of the Committee or two (2) members of E.I.E.A.S.C.'s Executive Body and then notify the Treasurer as soon as possible.
3. All checking accounts shall reflect the E.I.E.A.S.C. mailing address, bank name and branch and the bank statements shall be mailed to the E.I.E.A.S.C. mailing address. It is the Area Treasurer's responsibility to distribute subcommittee checking account statements to the subcommittees.

4. If two (2) Day of Dinosaurs Committee officers live at the same residence then only one may be a signatory on the checking account.
5. All monies from events will initially go through the Day of Dinosaurs Committee bank account and be held there up to prudent reserve.
6. No funds may be maintained in personal bank accounts.
7. All monies collected at Day of Dinosaurs events, from whatever source will be deposited first banking business day following the event(s).
8. The Treasurer will provide the Area with all financial records, every month and quarterly, for an audit or upon request.
9. Any purchase that has the potential of costing more than "petty cash" amount must obtain three (3) competitive bids and be brought before the Committee for a vote.
10. The following Committee members are required to sign a "Trusted Servants Financial Service Acknowledgement" Form at the beginning of their term of service: Chairperson, Vice Chairperson, Treasurer, Assistant Treasurer, Merchandise, Hospitality, Entertainment, Snack Shack and anyone who will be handling money on the day of the event(s).

## V. PARTICIPANTS

### A. CHAIRPERSON

#### 1. REQUIREMENTS

- a. The Chairperson of the Day of Dinosaurs Committee 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 three (3) years clean time.
- c. Term is to be held for one (1) year, from the 3<sup>rd</sup> month after the event until the 2<sup>nd</sup> month following the next D.O.D. annual event. However, the commitment will be one (1) year as Chairperson and one (1) year as an active committee member so as to be able to assist and advise the newly elected chair with any questions they may have with the Chairperson's position.
- d. No more than two (2) consecutive terms may be served.
- e. Must resign (if held) their position as GSR and cannot hold such position during the term of this commitment, as stated in the E.I.E.A.S.C. guidelines.

## 2. DUTIES

- a. To preside over the regular business meetings of the Day of Dinosaurs Committee.
- b. Be responsible for maintaining order at the business meetings by requiring anyone who wishes to speak to raise his or her hand.
- c. The Chairperson can only suggest or entertain motions, he/she is not to make motions or vote unless there is a tie. The intent of this guideline is to ensure a non-biased group conscience and allow both sides of an issue or discussion an equal chance to be heard.
- d. Maintain an open line of communication with members of the Committee, the E.I.E. A.S.C.'s Executive Body and the E.I.E.'s Activities Committee.
- e. To assume and carry out or delegate the duties of any absent member of the Committee.
- f. Required to attend all Area and policy meetings, and has a vote on non-action items.
- g. Required to be familiar with the details of all existing contracts to avoid unforeseen costs.
- h. Work with the Vice Chairperson and/or other members of the Committee to secure locations for events and meetings.
- i. Have a working knowledge of the Day of Dinosaur guidelines and the E.I.E.A.S.C.'s guidelines to ensure committee adherence to these guidelines.
- j. Welcome new members of the Committee and encourage new membership within the committee.
- k. Create and implement a budget for each event planned by the Committee. This budget should be created from the needs and suggestions of all members of the Committee that will have an expense associated with putting on the Day of Dinosaurs event(s).

## B. VICE CHAIRPERSON

### 1. REQUIREMENTS

- a. The Vice Chairperson of the Day of Dinosaur Committee 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 three (3) years clean time.
- c. Should be willing to become Chairperson upon the approval of the Day of Dinosaurs Committee the following year.

- d. Term is to be for one (1) year as Vice Chairperson, followed by one (1) year as Chairperson if he/she is elected, and the year following as an active committee member so as to be able to assist and advise the newly elected Chair with any questions they may have with the Chairperson's position, for a total commitment of three (3) years.
- e. To maintain a calendar to aid in managing deadlines, tracking tasks and to assist in planning for current and future events.
- f. No more than two (2) consecutive terms may be served.

## 2. DUTIES

- a. To learn the duties of the Chairperson and assist in the performance of these duties and in the absence of the Chairperson, perform the duties of the Chairperson.
- b. To assist or delegate a member to assist any member of the Committee in the performance of their duties should the need arise.
- c. To assist in the creation and implementation of an annual budget.
- d. Gain or have a working knowledge of the Day of Dinosaurs guidelines as well as the E.I.E.A.S.C. guidelines to ensure committee adherence to these guidelines.
- e. Required to attend all Area and policy meetings

## C. TREASURER

### 1. REQUIREMENTS

- a. The Treasurer of Day of Dinosaurs Committee must have a commitment to service, willingness to serve, resources to do the job and have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service.
- b. A minimum of three (3) years clean time.
- c. Term of office to be one (1) year.
- d. Must have a source of income.
- e. No more than two (2) consecutive terms may be served.

### 2. DUTIES

- a. Responsible for overseeing the money of the Day of Dinosaurs Committee, assuring the fiscal accountability of the Committee in accordance with the fiscal accountability guidelines.
- b. Oversees all income of the Committee from activities and all expenses incurred by the Committee.
- c. Provide the Committee with a monthly report of all income and expenses to include bank balance, check register balance and event income



statement in months that an event is held. If a discrepancy is found, the Treasurer is to notify the members of the Committee as soon as possible and report to the Committee how the discrepancy has been resolved once it is resolved.

- d. To assist in the creation and implementation of an annual budget.
- e. Responsible for maintaining an updated signature card on file with the bank where the Committee holds accounts. This includes assisting a newly elected Treasurer with updating a new signature card upon end of his/her term; updating card immediately upon the end of any members term on such card; immediately removing any member from such card and notifying the bank to not honor any checks that have been signed by any member suspected of violating the Fiscal Accountability Guidelines and terminate any authorization associated with this account suspected person has with such bank. In the event the Treasurer is suspected of violating the Fiscal Accountability Guidelines, the Treasurer authorizes the above action to be taken against him/her by one or more of the other persons authorized on the account and will immediately surrender any and all financial records and instruments.
- f. Gain a working knowledge of the Day of Dinosaurs guidelines as well as the E.I.E.A.S.C. guidelines.

## D. ASSISTANT TREASURER

### 1. REQUIREMENTS

- a. Same requirements as Treasurer.
- b. Term of office to be three (3) years: one (1) as Assistant Treasurer, one (1) as Treasurer, and one (1) year as Advisor to Treasurer.

### 2. DUTIES

- a. To assist the Treasurer in his/her duties and fill in when necessary.

## E. SECRETARY

### 1. REQUIREMENTS

- a. The Secretary of the Day of Dinosaurs Committee must have a commitment to service, willingness to serve, resources to do the job and willingness to gain or have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service.
- b. A minimum of six (6) months clean time.
- c. Term of office is to be one (1) year.
- d. No more than two (2) consecutive terms may be served.

## 2. DUTIES

- a. Responsible for providing agendas, taking notes, attendance and compiling minutes of the Day of Dinosaur Committee meeting. An important aspect of this position is that in keeping accurate records, we will provide future committees with a written record of our experience.
- b. Gain a working knowledge of the Day of Dinosaurs guidelines as well as the E.I.E.A.S.C. guidelines.
- c. Must participate in all business meetings.

## F. MERCHANDISING PERSON

### 1. REQUIREMENTS

- a. The Merchandising Person of the Day of Dinosaurs Committee must have a commitment to service, willingness to serve, resources to do the job and willingness to gain or have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service.
- b. A minimum of two (2) years clean time.
- c. Term of office is to be one (1) year.
- d. Should be business minded and have an understanding of the Twelve Traditions and Concepts especially with regard to the sale of Narcotics Anonymous related items.
- e. Must have a source of income.
- f. No more than two (2) consecutive terms may be served.

### 2. DUTIES

- a. Responsible for the sale of merchandise at the Day of Dinosaurs as well as any pre-Day of Dinosaurs and prior year merchandising items.
- b. Responsible for negotiating the purchase prices for merchandising items and for the acquisitions and sale of conference approved Narcotics Anonymous literature at Day of Dinosaurs. (See Fiscal Accountability)
- c. Prepare a budget consisting of items to be sold and expenses expected to be incurred with the time frame for obtaining the items, for final approval by the Committee. Upon receipt of the actual merchandise, present a statement of actual costs.
- d. Communicate with the Hospitality Person when planning space and time requirements for a table at the main event.
- e. Responsible for storing the items in a safe place, maintaining a continuous inventory statement and maintaining a set of records with receipts. These statements and records should be submitted for review regularly with the Committee Treasurer. This is done to assure accountability for all merchandise and funds. A final inventory statement

is provided to the Treasurer within a week following the Day of Dinosaurs for attachment to Treasurer's final event report.

- f. Responsible for actively seeking out a member(s) of N.A. to assist with the artwork and graphics to be used by the Committee for the event and its merchandise.
- g. Responsible for developing color separations (in black and white) of the approved logo, banners, directional posters, a map of the area and vicinity of the event, decorations and merchandise artwork design. A variety of designs for each item should be presented to the Committee in order to provide a choice of selections.
- h. Adhere to the group conscience of the Day of Dinosaurs Committee, remembering that our group's ultimate authority is a loving God expressed through group conscience.
- i. Make sure that fliers are ready for disbursement four (4) months prior to Day of Dinosaurs.

## G. PROGRAM PERSON

### 1. REQUIREMENTS

- a. The Program Person of the Day of Dinosaurs Committee must have a commitment to service, willingness to serve, resources to do the job and willingness to gain or have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service.
- b. A minimum of two (2) years clean time.
- c. Term of office is to be one (1) year.
- d. No more than two (2) consecutive terms may be served.

### 2. DUTIES

- a. Planning for speakers for any/all event(s).
- b. Make recommendations to the Committee for speakers, meeting chairpersons and other(s) to help with the program.
- c. Responsible for finding a person to tape the speakers at the event, if approved by the Committee and is responsible for obtaining written consent from speaker(s) to tape meetings in advance of actual taping. Taping the speaker allows members who are unable to attend all functions the opportunity of hearing them at home or to share with others.
- d. Should work with the Chair in helping to prepare the budget for costs expected to be incurred.
- e. Responsible for contacting speakers, meeting chairpersons and readers for scheduled events. It is important to keep in touch with these people as the

event(s) draw near to ensure their attendance and to allow time to notify any possible back-ups in the event of a cancellation.

- f. Responsible for informing participants of the duties expected of them, for example if a meeting chairperson must choose people to read, they will be aware of this prior to the meeting or informed that the readers have been chosen and informing these readers of the reading they will be responsible for during the meeting.
- g. Keeping in mind, when choosing participants for the event(s), that the basic qualification for participation in the program of Day of Dinosaurs is membership in Narcotics Anonymous. However, meeting speakers are required to have a minimum of twenty (20) years clean time. A speaker shares his/her personal experience of recovery in Narcotics Anonymous. Potential speakers and program participants are people who base their recovery on powerlessness over addiction, identify themselves as addicts and attend Narcotics Anonymous to sustain their recovery. These qualifications assure a member gets a clear Narcotics Anonymous message.
- h. May give merchandise and a plate of food to all the speakers at the discretion of the Committee.

## H. ENTERTAINMENT PERSON

### 1. REQUIREMENTS

- a. The Entertainment Person of the Day of Dinosaurs Committee must have a commitment to service, willingness to serve, resources to do the job and willingness to gain or have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service.
- b. A minimum of two (2) years clean time.
- c. Term of office is to be one (1) year.
- d. No more than two (2) consecutive terms may be served.

### 2. DUTIES

- a. Responsible for organizing and proposing a schedule of activities and events for the entertainment of the Fellowship during the Day of Dinosaurs. Activities may include but are not limited to: dances, raffles, auction, member participation, etc. All proposed contracts with prospective vendors and related services must be signed by the Committee Chair or Vice Chair after being approved by the Committee.

## I. HOSPITALITY PERSON

### 1. REQUIREMENTS

- a. The Hospitality Person of the Day of Dinosaurs Committee must have a commitment to service, willingness to serve, resources to do the job, and willingness to gain or have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service.
- b. A minimum of two (2) years clean time.
- c. Term of office is to be one (1) year.
- d. No more than two (2) consecutive terms may be served.

### 2. DUTIES

- a. As the name implies, the Hospitality Person serves as the Day of Dinosaur host. Upon election, he/she meets with the Committee Chairperson to develop a working plan for the current year's event(s). This plan should address coffee, refreshments, audio/visual, event(s) needs, etc. The hospitality aspect of the Day of Dinosaurs Committee is one of the best ways an N.A. member can get involved with the Day of Dinosaurs. Some of the hospitality responsibilities include: information table and coordinate with other Area subcommittees their participation in the event(s). Acquire additional tables and chairs, if needed.

## J. SET UP/CLEAN UP PERSON

### 1. REQUIREMENTS

- a. The Set up/Clean up Person of the Day of Dinosaurs Committee must have a commitment to service, willingness to serve, resources to do the job, and a willingness to gain or have knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service.
- b. A minimum of ninety (90) day clean time.
- c. Term of office is to be one (1) year.
- d. No more than two (2) consecutive terms may be served.

### 2. DUTIES

- a. Responsible for maintaining and supervising the set up/clean up crew to set up for and clean up during and after all activities of the Day of Dinosaur event(s) and insure that all business meetings and activities of the Committee are likewise serviced. This includes coordinating with the hosting facility personnel in stocking bathrooms, emptying trash, etc. and acquiring an ample amount of cigarette disposal cans for the event(s).

## K. SNACK SALES PERSON

### 1. REQUIREMENTS

- a. The Snack Sales Person of the Day of Dinosaurs Committee must have a commitment to service, willingness to serve, resources to do the job, willingness to gain or have knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service.
- b. A minimum of two (2) years clean time.
- c. Trustworthy and be able to handle N.A. funds and be responsible to the Fiscal Accountability section of these guidelines.
- d. Term is to be one (1) year.
- e. Must have a source of income.
- f. No more than two (2) consecutive terms may be served.

### 2. DUTIES

- a. Responsible for participating in the creation of the budget and informing the Committee of the estimated number of drinks and snacks that will be needed for an event. This includes creating a menu of items to be sold at the event(s) for approval by the Committee.
- b. Monitoring the inventory of the snacks and drinks during and in between the scheduled events.
- c. Ensuring that all funds collected from the sales of snacks and drinks are given to the Committee Treasurer during and immediately after the conclusion of the event, and will monitor the handling of these funds by all members that will be helping with snack and drink sales.
- d. Responsible for choosing several people to help with snack and drink sales at event(s), choosing people that can meet money handling requirements if they will be handling funds during the event.
- e. Keep track of items purchased and log these sales, so that the Committee can keep a budget for these items in the future.
- f. Responsible for actively seeking out a member to be a "Runner" used by the Committee during an event to purchase supplies and/or run errands. (The runner must have a commitment and willingness to serve, resources to do the job and meet the requirements of a money handling position including signed money handling form.)

## L. KITCHEN SERVICE

### 1. REQUIREMENTS

- a. The Kitchen Service Person of the Day of Dinosaurs Committee must have a commitment to service, willingness to serve, resources to do the

job, willingness to gain or have knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service.

- b. A minimum of two (2) years clean time.
- c. Trustworthy and be able to handle N.A. funds and be responsible to the Fiscal Accountability section of these guidelines.
- d. Term is to be one (1) year. No more than two (2) consecutive terms may be served.

## 2. DUTIES

- a. Responsible for participating in the creation of the budget and informing the Committee of the estimated cost of food that will be needed for an event.
- b. Monitoring the inventory of the food and condiments during and in between the scheduled events.
- c. Keep track of items purchased and inventory these sales, so that the Committee can keep a record for these items in the future.

## M. PARKING LOT ATTENDANT

### 1. REQUIREMENTS

- a. The Parking Lot Attendant of the Day of Dinosaurs Committee must have a commitment to service, willingness to serve, resources to do the job, willingness to gain or have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service.
- b. A minimum of six (6) months clean time.
- c. Term is to be one (1) year.
- d. No more than two (2) consecutive terms may be served.

### 2. DUTIES

- a. Coordinates parking requirements for the main event with the hosting facility.
- b. Controls Day of Dinosaur event parking as well as directs traffic.
- c. Responsible for actively seeking out members of Narcotics Anonymous to be of service to assist in parking duties for the event(s).
- d. Responsible for care of signs and any other equipment needed to fulfill commitment.

***Any Committee officer may be removed during their term of office for non-compliance of duties and/or failure to perform duties.*** A 2/3 majority vote of the voting body is needed. These guidelines may be waived or amended by 2/3 majority of the voting body of the E.I.E.A.S.C.N.A.