

Guidelines of the  
Unity Day Subcommittee  
of the Eastern Inland Empire Area  
of Narcotics Anonymous

Revised 04/2007

ASC Approved 06/2007

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## PREFACE

The Unity Day Committee is a subcommittee of the Eastern Inland Empire Area of Narcotics Anonymous. These Guidelines are written in such a way that the Unity Day 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 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 Unity Day.

### I.

## DEFINITIONS

### A. MEMBER OF THE UNITY DAY COMMITTEE:

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

### B. VOTING MEMBER:

A voting member is any member who has attended two consecutive business meetings of the Unity Day 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, the representative cannot exercise voting privileges. Any member who fails to attend two consecutive business meetings of the committee will be considered inactive and shall be contacted by the Unity Day Chairperson to determine the individual's status.

### C. EXECUTIVE BODY:

The executive body of the Unity Day Committee is comprised of the committee's Chair, Vice-Chair, Treasurer, and the 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 preformed during the regularly held business meeting.

### E. PRUDENT RESERVE:

The Prudent Reserve is the amount of money recommended to be in the committee's checking account at the beginning of the Unity Day year in October.

### 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 Eastern Inland Empire Unity Day Subcommittee is to carry the message to the addict who still suffers and to promote unity and fellowship through the planning and implementation of the annual "Unity Day" event.

## 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 Unity Day event, which is held on the 3rd Saturday in August as reserved on the Southern California regional event calendar, and to plan supporting activities. Keep in mind that as the annual Unity Day 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, of each Unity Day Committee meeting, to include bank account balance, committee needs, functions, announcements and other things of importance. In addition, provide to the area a written report based on the minutes, which should include things of importance to the area and the bank account 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. The spirit of this requirement is to ensure that all members are allowed to attend committee meetings regardless of location. Furthermore, should any member of this committee become "unwelcome, barred, banned or restricted" from a location in which the committee meeting is held, the committee should consider finding a new location to meet as soon as possible, even if the committee will incur additional costs associated with this change in venue.

From time to time "special meetings" may be called that would not require entire membership of the Unity Day committee to attend. These special meetings may be held in any location not objected to by any member of the committee.

- E. Elections should be announced at the September Area meeting to the GSR's to encourage participation by all members of the fellowship. Elections should be held in October and in the event of positions not being fulfilled, table election for these positions and announce this at the October Area Meeting, repeating this procedure until the positions are filled. The voting members of the committee with the exception of the Chairperson's position will elect all the positions on the committee. The Chairperson's position will be recommended by the voting committee members and brought to the Eastern Inland Empire Area Service Committee for confirmation.
- F. Hold an annual inventory as suggested by the Fifth Tradition in the "It Works, How and Why" book of Narcotics Anonymous. This book suggests several questions to ask, however this inventory should not be limited to only these questions, if the committee feels it necessary to include further questions. This inventory should be attended by all members of the committee and should be open to all members of Narcotics Anonymous who wish to attend. This inventory should be performed at a separate meeting from the regularly held committee meeting and may take more than one session to be performed. Further, this meeting should be held shortly after the conclusion of the Unity Day event year or at the beginning of the following Unity Day year.

IV.

FISCAL ACCOUNTABILITY

A. The Unity Day Subcommittee shall maintain a prudent reserve of \$2500.00, and a petty cash limit of \$200.00 with the exemption of the day of an event, not to exceed said amounts. The Unity Day Subcommittee shall donate all unallocated monies to the Area Service Committee that exceed said prudent reserve any time the balance in their bank account exceeds \$3000.00 and at the conclusion of the annual Unity Day Event all funds in excess of 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 where applicable, for all income and disbursements and these records shall be maintained for a period of no less than 3 years.

C. This committee is responsible to the Eastern Inland Empire Area and it's members. Keeping this in mind, the committee should always be prudent with all the area's funds that it is entrusted. The Unity Day 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 it's members for which the event is held for.

D. Misappropriation of Unity Day Funds:

The Eleventh Concept for N.A. Service establishes the sole absolute priority for the use of N.A. funds: to carry the message. The 12 Concepts give the Unity Day Committee a mandate from the N.A. groups that calls for total fiscal accountability. With this in mind, any misuse of funds by trusted servants cannot 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 Unity Day Committee member, or any non-elected N.A. member be suspected to have misappropriated or misused Unity Day funds, the Unity Day Executive body will contact each other, in person or by phone, to discuss and begin an investigation of the allegations made. Upon outcome of the initial investigation, the Unity Day Executive Body may vote to immediately "suspend" the member(s) involved from Unity Day Service. **Suspension in this instance is not disciplinary action**; it is the pause in 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 Unity Day 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. The presiding officer of the Unity Day Committee immediately upon calling the following Unity Day Meeting to order, must report all interim suspension decisions made by the Unity Day Executive body, fully disclosing the alleged misappropriation or misuse of Unity Day Funds and the individual(s) involved. Any member suspected of misappropriation or misuse of Unity Day funds may exercise their Tenth Concept right to redress at this time.

d. The Unity Day 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 Unity Day funds shall be subject to the same actions taken against the suspected person(s) who allegedly misappropriated or misused Unity Day funds and are required to be present at the Unity Day Meeting.

## 2. Action - Reinstatement/Removal

a. The 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 Unity Day Committee.

b. This matter can be brought to the area at the discretion of the entire committee. If the Unity Day Committee votes to further investigate or to suspend a member, the Unity Day Committee will report these actions to the Area and ask for its guidance and recommendations. The suspected person may exercise their Tenth Concept right to redress at this time at the area level.

c. If the Unity Day Committee or the E.I.E. area votes to remove an officer or member with cause, said individual's participation within the Unity Day Committee is immediately terminated. Additionally, any member removed from office and/or committee by the Unity Day Committee for misappropriation or misuse of Unity Day Committee 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. A member removed from office for the misappropriation or misuse of Unity Day funds will be subject to criminal and/or civil prosecution by either Unity Day Committee or the EIEASC.

b. Members removed from office for the misappropriation or misuse of Unity Day funds may, at the discretion of the Unity Day Committee or EIEASC be asked to sign a promissory note and make restitution in lieu of prosecution.

## E. The Unity Day Subcommittee financial policies shall include:

1. There will be a bank account maintained by the Unity Day Committee. The Unity Day Committee Chairperson, the Unity Day Committee Vice-Chairperson, the Unity Day Committee Treasurer, and the Area Service Committee Chairperson 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 3 (three) 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 3 (three) business days, check writer must contact 2 (two) other members of the committee or 2 (two) members of the E.I.E.A.'s executive body and then notify the

Treasurer as soon as possible.

3. All checking accounts shall reflect the E.I.E Area Service Committee mailing address and the bank statements shall be mailed to the address. It is the Area Treasurer's responsibility to distribute Subcommittee checking account statements to the Subcommittees.

4. If two (2) Unity Day subcommittee officers live at the same residence then only one may be a signatory of the checking account.

5. All monies from events will initially go through the Unity Day subcommittee bank account and held there up to prudent reserve.

6. No funds may be maintained in personal bank accounts.

7. All monies collected at Unity Day events, from whatever source will be deposited no later than five- (5) business days following the event.

8. The Treasurer will provide the Area with all financial records, every quarter, for an audit or upon request.

#### IV.

### PARTICIPANTS

#### A. CHAIRPERSON

##### 1. Requirements:

a. The Chairperson of the Unity Day 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 two (2) years clean time.

c. Term is to be held for one (1) year, from October through September. However, the commitment will be 1 (one) year as Chairperson, followed by 1 (one) 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 Chairpersons 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.

f. Must have the ability to be a signer on the checking account.

##### 2. Duties:

a. To preside over the regular business meetings of the Unity Day 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 Executive Body and the E.I.E.A.'s Activities Committee, and must attend the Area's JAC meeting.

e. To assume and carry out or delegate the duties of any absent member of the committee.

f. The Chairperson must attend the Area meeting and has a vote on non-action items.

g. The Chairperson must also become 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 committee guidelines and the E.I.E.A.'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 Unity Day events.

## B. VICE-CHAIRPERSON

### 1. Requirements:

a. The Vice-Chairperson of the Unity Day Committee must have a commitment to service, willingness to serve, resources to do the job, and a working knowledge or willingness to gain a working knowledge of the Twelve Steps, Twelve Traditions, and Concepts of Service.

b. A minimum of one (2) year clean time.

c. Should be willing to become Chairperson upon the approval of the Unity Day Committee the following year.

d. Term is to be for 1 (one) year as Vice-Chairperson, followed by 1 (one) 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 3 (three) years.

e. Must have the ability to be a signer on the checking account.

### 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 Unity Day guidelines as well as the E.I.E.A.S.C. guidelines to ensure the adherence to these guidelines by the committee.

## C. TREASURER

### 1. Requirements:

a. It is suggested that he or she be elected from active participants of the Unity Day Committee. The treasurer of the Unity Day Committee must have a commitment to service, resources to do the job, willingness to serve and the willingness to gain or have a working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts of Service.

b. A minimum of 2 years clean time.

c. Term of office to be one year.

d. Must have the ability to be a signer on the checking account.

### 2. Duties:

a. The Treasurer is responsible for overseeing the money of the Unity Day committee, assuring the fiscal accountability of the Committee in accordance with the fiscal accountability guidelines.

b. The Treasurer will also oversee all income of the committee from activities and all expenses incurred by the committee.

c. The Treasurer will 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 wherein 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 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 her/him 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 E.I.E.A.S.C. guidelines and Unity Day guidelines.

#### D. SECRETARY

##### 1. Requirements:

a. It is suggested that he or she be elected from active participants of the Unity Day Committee. The Secretary of the Unity Day Committee must have a commitment to service, willingness to serve, resources to do the job and a willingness to gain or have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service.

b. A minimum of 6 (six) months clean time.

c. Term of office is to be one (1) year.

##### 2. Duties:

a. Responsible for providing agendas, taking notes and compiling minutes of the Unity Day 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 E.I.E.A.S.C. guidelines and Unity Day guidelines.

c. Must participate in all business meetings.

#### E. REGISTRATION PERSON

##### 1. Requirements:

a. It is suggested that he or she be elected from active participants of the Unity Day Committee. The Registration Person of the Unity Day Committee must be responsible, must have a commitment to service, a 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 two (2) years clean time.

c. Term of office shall be one (1) year.

##### 2. Duties:

a. Responsible for advertising Unity Day within the Narcotics Anonymous Fellowship. The primary vehicle of advertising the upcoming event is that fliers be

made available to the Fellowship at least 6 (six) month's prior to the event.

b. As pre-registration forms are received, the Registration Person will record the pertinent information on the approved forms and may prepare an approved confirmation card to be mailed back to the pre-registrant.

c. The registration Person will also be responsible for keeping detailed and accurate record of money received and deposited.

d. Responsible for setting up pre-registration tables at other Narcotics Anonymous events which is a good opportunity to do some Public Relations for Unity Day and meeting people from other meetings and areas and giving members a chance to be of service and to encourage people to pre-register for Unity Day.

e. Responsible for actively seeking out several people to help at the registration tables at each event taking into consideration the amount of time these people will need to put into each event and allowing for multiple people to take turns so as to give people breaks and a chance to attend the event. These people must be approved by the committee and be trustworthy persons that can meet all money handling requirements since a lot of money will be handled by these people.

**Proceeds from pre-registrations are vitally important to maintain cash flow. There are several important points to remember when thinking about pre-registration tables:**

f. Always get permission in advance from the Committee or meeting hosting the event.

g. It is required that 2 (two) people staff each event and that at least 1 (one) of them is a member of the Unity Day

h. Make sure that the event workers know how to fill out forms, keep good records and provide a receipt to the member when they register.

i. Checks or money orders are a preferred method of payment. Cash may be accepted for pre-registration and should be monitored very carefully and should be given to the treasurer immediately for deposit.

j. If the Unity Day Committee of the prior year has leftover merchandise, it is possible to offer incentives of merchandise for pre-registration. Any incentive/give-away must be approved in advance by the Unity Day Committee.

**On site registration is an exciting yet demanding activity. The details of their function are too numerous to mention here. However, you should keep the following in mind:**

k. Many members will register the day of the event

l. Remember large sums of money will pass through this area and will need to be handled carefully.

m. The location of the registration tables must be in an area with sufficient tables, power, security and crowd control.

n. Registration will probably need to be open from 9:00 AM to 11:00 PM with very

few breaks in-between.

o. All equipment and money must be secured at night.

p. Responsible for actively finding members to help with the above responsibilities and to find members to help in the following areas: snack sales and food/kitchen. Keep in mind that these positions can be a tremendous burden if too few persons are responsible for them and that several people should be chosen for each area to eliminate this burden. With this in mind one person should be chosen to coordinate each activity and the following should be kept in mind when choosing someone to fulfill the position:

## F. MERCHANDISING PERSON

### 1. Requirements:

a. It is suggested that he or she be elected from active participants of the Unity Day Committee. The Merchandising person of the Unity Day 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. Should be business-minded and have an understanding of the Twelve Traditions, especially with regard to the sale of Narcotics Anonymous related items.

### 2. Duties:

a. The Merchandising Person is responsible for the sale of merchandise at the Unity Day events as well as any pre-Unity Day events including any prior year's merchandising items.

b. Be responsible for negotiating the purchase prices for these items and for the acquisitions and sale of World Service Conference approved Narcotics Anonymous literature at Unity Day.

c. Prepares a list of items to be sold and given in the registration package, to be presented to and approved by the Unity Day Committee.

d. 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 Unity Day Committee. Upon receipt of the actual merchandise, present a statement of actual costs.

e. Communicate with the Hospitality Person when planning space and time requirements for a table at Unity Day.

f. The Merchandising Person is 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 to and reviewed regularly with the Unity Day 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 after the Unity Day for attachment to Treasurer's final Unity Day Report.

g. Responsible for actively seeking out a member to assist with the artwork and graphics to be used by the committee. This person should meet the following requirements:

#### ARTS AND GRAPHICS PERSON

##### 1. Requirements:

- a. The Arts and Graphics Person of the Unity Day Committee must have a commitment to serve, willingness to serve, resources to do the job and a 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. The term of office shall be one (1) year.

##### 2. Duties:

- a. Responsibilities for developing color separations (in black and white) of the approved logo, banners, Unity Day programs pre-registration flier design, directional posters, a map of the Unity Day area and vicinity, decorations and merchandise art work design. A variety of designs for each item is presented to the Unity Day Committee in order to provide a choice of selections. It is necessary for the Arts and Graphics person to coordinate their work with other members of the Unity Day Committee. In addition to the above, the Arts and Graphics person should make themselves available to all other members of the Unity Day Committee for designing, typesetting, decorating and making signs.
- b. Encourage members with artistic talents to get involved.
- c. Solicit help from as many members as possible including newcomers.
- d. Adhere to the group conscience of the Unity Day Committee, remembering that our group's ultimate authority is a loving God expressed through group conscience.
- e. Make sure that pre-registration fliers are ready for disbursement six (6) months prior to Unity Day.

#### G. PROGRAM PERSON

##### 1. Requirements:

- a. It is suggested that he or she be elected from active participants of the Unity Day Committee. The Program Person of the Unity Day Committee must have a commitment to service, willingness to serve, resources to do the job and the 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 to be one (1) year.

## 2. Duties:

a. Planning for meetings and workshops at Unity Day.

b. Make recommendations to the Unity Day Committee for speakers, meeting chairpersons and others to help with the program.

c. Recommend a schedule of all events to take place during Unity Day and attempts to have a balance of workshops for newcomers, service minded persons and spiritual discussions. Keep in mind that workshops are held to satisfy the needs of our membership for information or discussion on specific topics and services related to Narcotics Anonymous. It may be important to schedule similar workshops consecutively rather than at the same time. This allows interested members to attend an entire series of related workshops rather than having to choose between two or more workshops they would like to attend. This schedule of events is to be submitted to the Unity Day Committee for review and approval.

d. 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 speakers of taped meetings or workshops in advance of actual taping. Taping the speakers and workshops allows members who are unable to attend all functions the opportunity of hearing them at home or to share with others.

e. Work with the Chair on the Unity Day budget to prepare for costs expected to be incurred that may include, but is not limited to, cost of phone bills for communicating with speakers, postage for mailing confirmations out to speakers and mailing flyers of the event to speakers. Sometimes travel expenses and motel space are provided to main meeting speakers as a way of deferring their expenses. Any proposed expenses of this nature must be approved by 2/3 majority vote of the Unity Day Committee. These financial considerations should be taken into account when the budget is being drawn up in order to provide the Program Person with an idea of available funds for securing speakers.

f. Responsible for contacting speakers, meeting chairpersons and readers for scheduled events. It is important to keep in touch with these people as the Unity Day events draw near to ensure their attendance and to allow time to notify any possible back-ups in the event of a cancellation.

g. Responsible for informing participants of the duties expected of them, for example if a meeting chairperson must choose people to read that they are 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, if topics have been chosen for the speakers informing them of the topic, etc.

h. Keep in mind, when choosing participants for the events, that the basic qualification for participation on the program of Unity Day is membership in Narcotics Anonymous. However, main meeting speakers are also required to have a minimum of five (5) years clean time and be from out of the Easter Inland Empire Area. A speaker or workshop chair at the Unity Day 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 Narcotics Anonymous member gets a Narcotics Anonymous Unity Day.

i. Responsible for actively finding members to help with the above responsibilities and to find members to help in the following area: entertainment. Keep in mind that this position can be a tremendous burden if too few persons are responsible for them and that several people should be chosen for each area to eliminate this burden. With this in mind one person should be chosen to coordinate each activity and the following should be kept in mind when choosing someone to fulfill the position:

#### ENTERTAINMENT PERSON

##### 1. Requirements:

- a. The Entertainment Person of the Unity Day Committee must have a commitment to service, willingness to serve and the resources to do the job.
- b. A minimum of ninety (90) days clean time.
- c. Term of office to be one (1) year.

##### 2. Duties:

a. The Entertainment Person is responsible for organizing and proposing a schedule of activities and events for the entertainment of the Fellowship during Unity Day. Activities may include but are not limited to: dances, member participation games, recovery plays, comedy shows, talent shows, art shows, etc. All proposed contracts with prospective performers and related services must be signed by the Unity Day Committee Chair or Vice Chair after being approved by the Unity Day Committee.

#### H. OPERATIONS PERSON

##### 1. Requirements:

- a. It is suggested that he or she be elected from active participants of the Unity Day Committee. The OPERATIONS PERSON of the Unity Day 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.

## 2. Duties

- a. to find people to fill the positions of:
  - SNACK SALES PERSON
  - FOOD AND KITCHEN PERSON
  - HOSPITALITY PERSON
  - SETUP CLEANUP CREW
- b. To oversee the above persons in conjunction with the chair and vice chair.
- c. The Operations Person is in charge of participating in the creation of the budget and informing the committee of the estimated cost of food, number of drinks and snacks that will be needed for an event.
- d. Monitoring the inventory of the food, snacks and drinks during and in-between the scheduled events.

### SNACK SALES PERSON

#### 1. Requirements:

- a. The Snack Sales Person of the Unity Day 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 one (2) year clean time.
- c. Trustworthy and be able to handle NA fund and be responsible to the Fiscal Accountability section of these guidelines.
- d. Term is to be one (1) year.

#### 2. Duties:

- a. Ensuring that all funds collected from the sales of snacks and drinks are given to the committee Treasurer 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.
- b. Will choose several people to help with food sales and cooking at events, choosing people that can meet money-handling requirements if they will be handling funds during the event.
- c. Keep track of items purchased and log these sales, so, that the committee can keep a budget for these items in the future.

## FOOD AND KITCHEN PERSON

### 1. Requirements:

- a. The Food and Kitchen Person of the Unity Day 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 one (1) year clean time.
- c. Trustworthy and be able to handle NA tickets and be responsible to the Fiscal Accountability section of these guidelines.
- d. Term is to be one (1) year.

### 2. Duties:

- a. Ensuring that all tickets collected from the sale of food are given to the committee Treasurer immediately after the conclusion of the event, and will monitor the handling of these tickets by all members that will be helping with food sales.
- b. Will choose several people to help with food sales and cooking at events, choosing people that can meet money-handling requirements if they will be handling funds during the event.
- c. Keep track of items purchased and log these sales, so, that the committee can keep a budget for these items in the future.
- d. Propose meals to serve at events, if food will be served.

## HOSPITALITY PERSON:

### 1. Requirements:

- a. The Hospitality Person of the Unity Day Committee must have a commitment to service, willingness to serve and the resources to do the job.
- b. A minimum of ninety (90) days clean time.
- c. Term of office to be one (1) year.

### 2. Duties:

- a. As the name implies, the Hospitality Person serves as the Unity Day host. Upon election, the Hospitality Person meets with the Chairperson to develop a working plan for the current year's Unity Day. This plan should address coffee, refreshments, newcomer sheet purchase, audio/visual, Unity Day space needs, etc. The hospitality aspect of the Unity Day Committee is one of the best ways the average member can get involved with the Unity Day and have a lot of contact with the other members. Some of the hospitality responsibilities include: the

development of maps (work with Arts and Graphics) information and newcomer sheet table at the Unity Day site and identifying suitable parking.

## SET UP/CLEAN UP CREW

### 1. Requirements:

- a. The Clean Up Person of the Unity Day Committee must have a commitment to service, willingness to serve and the resources to do the job.
- b. A minimum of ninety (90) days clean time.
- c. Term of office to be one (1) year.

### 2. Duties:

- a. The Set Up/Clean Up Person will maintain and supervise a set up/clean up committee to set up for and clean up after all activities at a Unity Day event and insure that all business meetings and activities of the Unity Day Committee are likewise serviced.

## I. SECURITY PERSON

### 1. Requirements

- a. The Security Person of the Unity Day 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 one (1) year clean time.
- c. Term is to be one (1) year

### 2. Duties

- a. To Direct Unity Day participants to, registration, workshops, speaker meetings, open talks, and discussion groups.
- b. Assist the Operations Person when called on to do so.
- c. Remind members who smoke of non-smoking areas.
- d. Maintain order, discipline, and serenity of Unity Day in a positive; non-confrontational, assertive manner. In keeping the 12 Steps, 12 Traditions, and 12 Concepts of Narcotics Anonymous.