

CENTRAL LAKE ONTARIO AREA

NARCOTICS ANONYMOUS

ACTIVITIES SUB-COMMITTEE

POLICIES AND PROCEDURES



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Purpose

Our purpose shall be to plan and implement various activities that allow members of our fellowship to take part in activities that they may not have been able to enjoy because of active addiction, or introduce activities to those who may never have had a chance until recovery.

With this purpose in mind, we can foster unity and spiritual growth in our fellowship and fun in recovery. Some examples are dances, picnics, camp-outs, fundraisers, etc.

Committee Members

This committee shall be composed of voting and non-voting participants.

? Voting Participants:

? A member of the committee shall gain voting status upon attendance at three consecutive activities committee meetings.

? A voting member shall lose his/her voting privileges by missing three consecutive meetings, regardless of regrets announced unless with justifiable/reasonable cause.

? The Chairperson may vote only to resolve a tie.

? Non-Voting Participants:

? A non-voting participant of this committee may introduce motions and participate in debate and discussions. Any such motions must be seconded by a voting participant to move forward on the motion.

? Committee Member Benefits:

? Mileage compensation is available for transportation of equipment and supplies for events.

(.25\$/kilometer after 60km round trip)

Meetings

☐ Regular meetings of the committee shall be held the last Monday of each month from 6:30-7:55pm, at 33 Olive Ave., unless otherwise decided by the committee, as well as hybrid via WhatsApp/Zoom (as available).

☐ WhatsApp meetings can be held in place of, or in addition to in-person meetings as decided by the committee.

-> See: Pop-Up (WhatsApp/Online/Extra) Meetings p. 4

☐ The meeting in December will be primarily for nominations and other urgent business.

☐ January will be focused on elections and other urgent business. There will be two meetings scheduled for this month:

- 1) The first is to finalize elections and get voted members into their roles and establish the committee.
- 2) The second meeting is to create an event schedule for the calendar year and vote on which events to include for the year. This entails voting in new events and removing events that may not have an impact or be successful.

☐ Special meetings may be called by the Chairperson, or may be called upon the written request of members of the committee if deemed necessary by the committee.

Pop-Up (WhatsApp/Online/Extra) Meetings

☐ A “Pop-Up Meeting” is required when waiting for the standard next monthly meeting would surpass an upcoming event and:

- ☐ Additional group conscience regarding financial matters; and/or
- ☐ Items related to upcoming events left incomplete; and/or
- ☐ Details are still pending

☐ Attendance of these meetings **does not** impact voting status, and is not mandatory/required, however it is:

- ☐ Encouraged; and
- ☐ If unable to attend for whatever reason, the subcommittee member understands and consents to forfeiting their group conscience in the above matters willingly.

Voting in WhatsApp Activities Group Chat

☒ Polls **may** be used to decide group conscience when extenuating circumstances deem necessary, ie when waiting for the standard next monthly meeting would surpass an upcoming event and:

- ☒ Additional group conscience regarding financial matters; and/or
- ☒ Items related to upcoming events left incomplete; and/or
- ☒ Details are still pending

- 1) Voting members **have and must respond within 24H** of the poll being shared, otherwise the subcommittee member understands and consents to forfeiting their group conscience in the above matters willingly
- 2) Voting members **will and must be individually @ tagged** to ensure notice is given **immediately upon poll being posted**

Nominations and Elections

☐Nominations will take place in December, elections in January.

➤Nominees must be present at the meeting.

☐Nominees will state their qualifications and there will be a group discussion, the position duties will be read aloud, a vote will be taken, majority rules.

☐Newly elected servants will assume their responsibilities at the close of the meeting and will hold position until close of the next election meeting.

Amendments

These guidelines may be amended by way of a motion, discussion and vote. All changes shall be kept in accordance with C.L.O.A.N.A Policies and Procedures and shall adhere to the spiritual principles contained within the 12 Steps and 12 Traditions of Narcotics Anonymous.

Trusted Servants General Requirements:

- Has never absconded with NA funds
- Has the ability to commit to required term of service
- Has knowledge of the position
- Is a voting member of the activities committee
- Is familiar with Activities Committee Policies and Procedures ➤ Is a stable and active member of NA
- Has and uses a sponsor who is familiar with the 12 Steps of NA
- Has not failed to fulfill other service terms of previously held positions
- Is working and living the 12 steps
- Is able to develop a working rapport with all trusted servants ➤ Is committed to performing all duties to the best of their ability ➤ Shall mentor the next service position holder
- Shall return all relevant group material

Trusted Servants Clean Time Requirements:

- **Chairperson** 2 years
- **Alt Chairperson** 1 year
- **Treasurer** 2 years
- **Alt Treasurer** 2 years
- **Ticket Master** 2 years
- **BBQ/ Pit Master** 1 year
- **Secretary** 1 year
- **Alt Secretary** 6 months
- **Cafe Coordinator** 6 months

Duties of Trusted Servants

Chairperson:

- ☐ Open and close meeting on time.
- ☐ Follow the meeting format and maintain order.
- ☐ Encourage appropriate conduct in the spirit of unity. ☐ Be a co-signer of the committees bank account. ☐ Make a monthly report , including treasurer report on behalf of the committee at the C.L.O.A.S.C. meeting.
- ☐ Act as liaison between activities committee and C.L.O.A.S.C. ☐ Arrange and sign contracts for the rental of facilities used for the events or designate to a committee member.
- ☐ The Chairperson shall have the authority to appoint adhoc sub committees for such special purposes as may be deemed necessary to fulfill special functions. The purpose, membership and duration of existence of any such ad hoc subcommittee shall be specifically designated by the Chairperson at the time of appointment.
Example: Unity Day.
- ☐ Mentor Alt Chairperson.

Alt Chairperson:

- ☐ In the absence of the Chairperson, serve as Chairperson.
- ☐ Assume the position of interim Chairperson if the Chairperson is unable to complete their term.
- ☐ Assist the Chairperson in all duties.

Treasurer:

- ☐ Be the steward of all Committee funds.
- ☐ Hold signing authority of activities committee bank account.
- ☐ Provide a written monthly financial report including receipts and bank statements to the committee.
- ☐ Bring Activities Cheque Book to every meeting; if not able to attend, responsible to ensure cheque book is handed to another trusted servant or member with at least 2 years clean time before Activities Meeting and /or event as needed
- ☐ Control ticket inventory.
- ☐ Disburse funds in accordance to committees decisions.
- ☐ Mentor the Alt Treasurer.
- ☐ See expanded “Treasurer Duties” sheet page 16

Alt Treasurer:

- ☐ Hold signing authority on Activities bank account.
- ☐ Serve as Treasurer in the absence of Treasurer.
- ☐ Assist Treasurer with all duties.

Secretary:

- ☐ Keep minutes of Activities committee meetings.
- ☐ Organize, print, photocopy all group material (reimbursed).
- ☐ Keep binders, folders on hand.
- ☐ Maintain record of all contracts of facility's rented.
- ☐ In the absence of the Chairperson and Alt Chairperson, Secretary is to act as interim chairperson until an election can be held.
- ☐ Mentor Alt Secretary.

Alt Secretary:

- ☐ Assist Secretary in all duties.
- ☐ In the absence of the Secretary, act as Secretary.

Removal and Resignation of Trusted Servants

Removal of trusted servant:

☐ A servant immediately forfeits their position upon loss of clean

time. No vote is required.

☐ A trusted servant may be removed from their position for noncompliance. A two thirds ballot vote is required for removal. Noncompliance includes, but is not limited to:

a) Non-fulfillment of the duties of their position.

b) Absence at three regular committee meetings.

☐ Chairperson will notify member of the decision made by the committee.

Resignation of service position:

☐ A service member of this committee may resign by providing written notice to any member of the Activities Committee prior to the next scheduled committee meeting.

Annual Event Schedule

1. For successful events, planning should start at least 3-6 months prior to the event.

2. To ensure continuity and availability, the location should be booked at the end of each event for the following year. 3.

Refunds: outdoor events should have published rain dates, to prevent the need for a refund policy.

4. Event schedule to be created and voted by the committee within the month of January.

5. Activities team to allow or vote for team lead roles for specific events if needed. IE Unity Day, New Years Eve, Hallowe'en, etc. 6.

Posters and social media collateral to be created and voted on 70-90 days prior to event to allow for proper promotion at area, home groups and PR posts on social media.

7. Approved collateral to be passed off to the PR rep by activities chair.

8. Each event to have a scheduled debrief meeting with the committee after event is over to discuss successes and failures.

9. Calendar of events:

January	Nominations	Elections
February	Bowling, 1 per month Feb 22, 9 to 10	
March	Bowling Mar 1. 9 to 10	
April	Yuk Yuks	
May		
June	Unity Day	
July	CLOANA Picnic	
August		
September		
October	Halloween Dance	
November		
December	New Year's Dance	

Financials

On a semi annual basis, all funds over and above our prudent reserves, shall be forwarded to C.L.O.A.S.C.

Activities Committee Float: \$3,500.00

*Approx Event Expenses: (2019) for planning purposes:

Banking Fees: \$48.00

All Tickets, flyers and other printed materials: \$600.00

Unity Day: \$1000.00

Cedar Park Pavilion, Food, propane, etc.: \$800.00

Solina Fields Rental and Food, propane, etc.: \$500.00 Peterborough

Campout (minimum 200\$/night): \$800.00 Halloween Dance Hall,
decorations, DJ, prizes: \$800.00

Paint Days Hall and supplies: \$300.00

New Years Eve simultaneous Games Night: \$900.00

Standard Ticket Pricing Practices

Our aim is to keep all event ticket prices affordable.

Ticket pricing shall vary within reason, but focused on affordability.

All ticket holders are responsible and accountable for all lost or mismanaged tickets or money collected.

Contacts

Bank:

Storage Locker:

DJ's:

Flyers and Tickets:

Peterborough Halls and Churches: 534 George St. United 705 742 4162

Murray St Baptist 705 745 4376

Cedar Park 6296 Cedar park rd.: 905 263 8109

Solina Fields: 905 263 8886

City of Peterborough, Beavermead Park: 705 742 7777, 705 745 1386

Oshawa Halls and Churches:

Treatment Centers (Unity Day):

CENTRAL LAKE ONTARIO AREA ACTIVITIES SUBCOMMITTEE



Treasure Duties

Revision Date	Revision Details	Name
May 26, 2025	Document Creation	Michelle H

Business as usual

1. Create Treasure Report
 - a. *(Note: Work Instructions to be created in the Treasure Report Excel file)*
2. Upload Treasure Report to Activities Google Drive *(under Treasure Report folder)*
 - a. *(Note: Work Instructions listed above will contain details/location)*
3. Attend Activities Meetings held on the last Monday of Every Month
 - a. If attendance is not possible, send regrets to other members *(via Activities WhatsApp group)*
 - b. Read the Treasure Report for the previous month of bank account activity
 - c. Bring Activities Cheque Book to every meeting
 - d. Write cheques for Activities spending *(Event related transactions, Zoom fee's for CLOANA Café, etc.)*
 - i. Note: Must have receipts or Activities vote prior to writing cheques
4. Banking Duties (ex. Order cheques, replacement Business Access Card, etc.)
5. Deposit Money into Activities Bank Account *(After events)*
6. Train the Alt-Treasure

Events

1. Co-ordinate with the Activities Position “The Ticket Master” to collect funds from Tickets
2. Bring Cash Float to the Event during setup
 - a. \$150 > 50 in Loonies, 50 in toonies, 50 in Fives
3. Attend Activities Event Setup
 - a. If attendance is not possible, Let the other members know at the Activities Meetings
 - b. Setup Cash Till / Door Entrance Treasure table
 - c. Assist with hall or Event setup
4. Attend Activities Event
 - a. Bring Cheque Book (*In case of last-minute purchases required for Event*)
 - b. Work the Cash Till / Door Entrance Treasure table
 - i. Do not leave Cash Till / Door Entrance unattended
 - ii. Alt-Treasure or other trained members of Activities than have over 2 years clean time can work the Cash Till
 - c. Count the money in the Cash Till at the end of the event
 - i. Record and document the monetary value via Qty and value and total and initial
 - ii. Document other sources of monetary value were made from the event
 1. Ex. 50/50, Merchandise, etc.

Example. Qty (2) x 10 dollars = \$20.00
Qty (1) x 2 toonies = \$ 2.00
\$22.00

- iii. Have the Alt-treasure or another trained member of Activities than have over 2 years clean time also count the Count the money in the Cash Till and initial
5. Once all Event receipts have been submitted, Create an Events Balance sheet tracking all outgoing and incoming transactions
 - a. (*Note: Work Instructions to be created*)