

C.W.P.A.S.C.N.A

12 Step Unity Weekend Committee Guidelines

(Updated 2018)

I. Purpose

A. To plan, set-up, and coordinate our 12 Step Unity Weekend.

II. Functions and Responsibilities

A. To keep Area Service Committee informed of all decisions.

B. To keep other Areas and Regions aware of when and where Unity Weekend will be held.

C. Attend all committee meetings.

III. Meetings

A. This sub-committee will meet a minimum of once a month, with the time, date, and location of each meeting to be announced within the fellowship (we may elect to have more meetings closer to the Unity Weekend to get business in order).

B. The previous years final reports should be reviewed when the committee is established and when a new position is filled.

C. The 12 Step Unity Weekend Guidelines MUST be read the first committee meeting during old business and every committee meeting before an election takes place without exception.

D. Meetings Format

1. Meetings will open with the 12 Traditions and the 12 Concepts.

2. Attendance will be recorded.

3. Old Business.

4. New Business.

5. Schedule next meeting.

6. Close with the “WE” version of the Serenity Prayer.

IV. Committee Positions

A. Chairperson

1. Requirements

- a. Duly elected at the ASC for a term of one year.
- b. Three years clean time and an income is required.
- c. Previous service experience.
- d. Ability to organize and to give direction and incentive to the committee.

2. Duties

- a. Arrange time and agenda for meetings and preside over meetings.
- b. Initiate all necessary correspondence.
- c. Oversee the organization of all sub-subcommittees.
- d. Keep ASC informed of all Unity Weekend activities.
- e. Make sure all guidelines are correctly followed.
- f. Give guidelines to all members and arrange a meeting to read guidelines before voting anyone in.
- g. Call campground and make sure of date and reservation of weekend, cabins and campers for the following year.
- h. Attend the ASC meeting monthly.

B. Vice-Chairperson

1. Requirements

- a. Elected within the committee for a one-year term.
- b. MUST have two years clean time and an income required.

c. Previous service experience.

d. Ability to assume responsibilities in absence of the Chairperson including attending the ASC meeting monthly.

2. Duties

a. To work with and assist closely in all duties of the committee.

b. Take all open positions.

c. In charge of firewood for the campfires.

d. Help chair and learn chair position.

e. Carry out responsibilities delegated by the chairperson and or the committee.

C. Secretary:

1. Requirements

a. Elected within the committee for a one-year term.

b. SUGGESTED minimum clean time of one year.

c. Ability to develop written material in a clear, concise manner.

2. Duties

a. Record minutes of subcommittee meetings.

b. Notify groups and committee members of upcoming meetings.

c. Handle correspondences directed by the chair.

D. Treasurer

1. Requirements

a. Elected within the committee for a one-year term.

b. MUST have two years clean and an income.

c. Basic math skills.

2. Duties:

- a. Obtain funding from ASC through the chairperson.
- b. Pay out all funds as directed by committee.
- c. Keep records (ledger book and receipt book).
- d. Collect all receipts and money from any and all subcommittee members.
- e. Must make monthly report for subcommittee and Area.
- f. Responsible for all monies once turned over to you.

E. Registration

1. Requirements

- a. Elected by the committee to serve a one-year term.
- b. MUST have two years clean and an income.
- c. Basic math skills.

2. Duties:

- a. To make schedule for committee members to sit in at the registration table; (there must be 1 person with 2 years clean who MUST handle the money and a 2nd person there for accountability).
- b. Responsible for all monies concerning registration.
- c. Make sure all registration supplies are on hand; (registration sheets, ect.)
- d. Collect all registration fees and write receipts for exactly what is paid for.
- e. Obtain and identify receipts for any expenditures.
- f. Fill out all receipts and ledgers.
- g. At end of registration, reconcile all receipts, expenditures and ledgers with the treasurer.

h. Do clean time addition for clean time countdown.

F. Programing

1. Requirements

- a. Elected within the committee for a one-year term.
- b. SUGGESTED two-year clean time.

2. Duties

- a. Copy and distribute fliers.
- b. Keep the meetings on schedule.
- c. Make up chairperson packages.
- d. Contact Speakers.
- e. Choose Speakers (with the help of the committee).
- f. Create the program and schedule (presented for approval by the committee).

G. Food and Beverage

1. Requirements:

- a. Elected within the committee for a one-year term.
- b. MUST have two years clean and an income.

2. Duties

- a. Get assortment of catering information.
- b. Inventory items left at Area, to get idea of what is needed for weekend.
- c. Take information to committee for approval.
- d. Place order after committee has made a decision.
- e. Meet caterer on Saturday at the Unity Weekend to check orders, pay and get a receipt.

- f. Reconcile with the Treasurer.
- g. After weekend, inventory for what was used.
- h. Obtain butt cans for the weekend.

H. Merchandising

1. Requirements

- a. Elected by the committee for a one-year term.
- b. MUST have two years clean time, an income and served as Treasurer for 1 year.

2. Duties

- a. Get information to the GSRs informing them that we need Logos for the T-shirts.
- b. IMPORTANT: Pre-sales should start and end at the committee's discretion (the first order should be made after pre-sales are done; all shirts purchased after pre-sales end will be full price).
- c. Bring Logos to the committee for approval in February.
- d. Obtain prices for T-shirts.
- e. Bring final Logo from the printer for approval in March.
- f. Order T-shirts per committee approval in April; (how many to order at one time).
- g. Only Merchandise Chair and Co- Merchandise Chair are to sell t-shirts if possible; (if there is no co-merchandise then 1 other committee may sell t-shirts but they MUST have two years clean minimum).
- h. Make sure all shirts and money is accounted for before Unity Weekend starts.
- i. Sit at registration table and sell shirts (keep track of each shirt sold and turn in all excess T-shirts to the Area Chair).

- j. Reconcile with Treasurer turning in all monies and receipts.
- k. Paper trail: (receipts and money) should be kept separately from any other monies
- l. Responsible for all monies concerning t-shirts.
- m. Must make monthly report for subcommittee and Area.

I. Co-Chairs

- 1. This is a learning position and there may be more than one Co-chair for each position.
- 2. IMPORTANT: It is highly SUGGESTED that the Registration, Food and Beverage and Merchandising positions have a Co-chair to share and/or divide duties; (although Vice Chair, Programing and Secretary may have them also).

3. Requirements

- a. SUGGESTED one year clean time.
- b. The ability to fulfill the service positions responsibilities in the absence of the positions chair.

J. Additional Committee Member Duties

- 1. IMPORTANT: all committee members should make all committee meetings, including the Unity Weekend and final “wrap up” meeting.
- 2. Set up and clean up during and after Unity Weekend.
- 3. Fill in as needed (registration, make coffee etc.).
- 4. Fulfill duties delegated to you by the committee.

V. Committee Member Status

A. Voting

- 1. You MUST attend two consecutive subcommittee meetings to be a voting committee member; (therefore voting cannot be done until the second meeting).

2. Any voting member that misses two or more consecutive Unity Weekend subcommittee meetings or (ASC if applicable) will lose their vote.

B. Position Holding Committee Member

1. To obtain a position you must be nominated by yourself and/or any other NA member at the Unity Weekend committee meeting.

2. Loss of Position

a. Any position holding committee member that misses two consecutive committee meetings will lose their position.

b. b. Any position holding committee member that is sighted by the committee as not fulfilling there positions requirements and or duties will lose there position; (it's the committees responsibility to hold it's members accountable for there positions).

c. If the Chair misses two consecutive committee meetings and/or the Area Service committee meeting they will lose their position.

C. Committee Member

1. You become a committee member when you say you are.

2. You remain a committee member until you tell the committee that you are not.