

Pocono Mountain Area of Narcotics Anonymous

UNITY Subcommittee Guidelines

PURPOSE:

The purpose of the PMANA Unity Subcommittee is to organize, promote and carry out various functions within NA. The intent of these various functions will be to:

- Encourage unity
- Provide an opportunity for social and recreational enjoyment
- Raise funds
- In keeping with the 5th Tradition, to carry out any related task directed to us by the PMANA Area Service Committee

FUNCTION:

The way the Unity Subcommittee functions is laid out in the proceeding guidelines

OFFICER/MEMBER REQUIREMENTS

- The three positions of Chairperson, Vice Chairperson, and Treasurer are elected positions by the PMANA Area Service Committee
- These elections shall occur during the February Area Service meeting
- It is required that all officers are to have a PMANA homegroup and NA sponsor
- We encourage all members to attend and participate in Area Service meeting

A) VOTING MEMBERS

- 1) Must attend two Unity Subcommittee meetings in a row in order to have voting privileges
- 2) If voting member misses two consecutive Unity Subcommittee meetings voting privileges will be suspended until you make two consecutive meetings to have your voting privileges reinstated
- 3) Be willing to actively participate in Unity Subcommittee meetings and events

B) CHAIRPERSON

- 1) Have a willingness to serve
- 2) Improving knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA
- 3) Be willing to attend all Unity Subcommittee meetings and events during the duration of the commitment
- 4) Required to have at least three years continuous clean time and two years of active participation in the operation of our Area's Unity Subcommittee
- 5) This position is elected by the ASC and has a one-year term of service
- 6) Be gainfully employed
- 7) Be able to do monthly reconciliations, balance sheets, etc

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C) VICE-CHAIRPERSON

- 1) Have a willingness to serve
- 2) Improving knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA
- 3) Be willing to attend all Unity Subcommittee meetings and events during the duration of the commitment
- 4) Required to have at least two years continuous clean time and one year of active participation in the operation of our Area's Unity Subcommittee
- 5) This position is elected by the ASC and has a one-year term of service
- 6) This is a learning position and taken with the understanding that you will assume the Chair position if elected by the ASC

D) TREASURER

- 1) Have a willingness to serve
- 2) Improving knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA
- 3) Be willing to attend all Unity Subcommittee meetings and events during the duration of the commitment
- 4) Required to have at least three years continuous clean time and two years of active participation in the operation of our Area's Unity Subcommittee
- 5) This position is elected by the ASC and has a one-year term of service
- 6) Be gainfully employed
- 7) Be able to do monthly reconciliations, balance sheets, etc

E) VICE TREASURER

- 1) Have a willingness to serve
- 2) Improving knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA
- 3) Be willing to attend all Unity Subcommittee meetings and events the duration of the commitment
- 4) Required to have at least two years continuous clean time and one year of active participation in the operation of our Area's Unity Subcommittee
- 5) This position is elected by the Unity Subcommittee and has a one-year term of service
- 6) This is a learning position and taken with the understanding that you will assume the Treasurer position if elected by the ASC
- 7) Be gainfully employed
- 8) In the event that the treasurer cannot fulfill their commitment, the Vice Treasurer will need to be voted in at Area

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F) SECRETARY

- 1) Have a willingness to serve
- 2) Improving knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA
- 3) Be willing to attend all Unity Subcommittee meeting and events the duration of the commitment
- 4) Required to have at least six months continuous clean time and six months of active participation in the operation of our Area's Unity Subcommittee
- 5) This position is elected by the Unity Subcommittee and has a one-year term of service
- 6) Take accurate notes

G) SECOND SECRETARY

- 1) Have a willingness to serve
- 2) Improving knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA
- 3) Be willing to attend all Unity Subcommittee meeting and events the duration of the commitment
- 4) Required to have at least thirty days continuous clean time and thirty days of active participation in the operation of our Area's Unity Subcommittee
- 5) This position is elected by the Unity Subcommittee and has a one-year term of service
- 6) This is a learning position and taken with the understanding that you will assume the Secretary position if elected by the Unity Subcommittee

H) GRAPHICS/WEB COORDINATOR

- 1) Have a willingness to serve
- 2) Improving knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA
- 3) Be willing to attend all Unity Subcommittee meetings and events during the duration of the commitment
- 4) Required to have at least eighteen months continuous clean time and six months of active participation in the operation of our Area's Unity Subcommittee
- 5) The position is elected by the Unity Subcommittee and has a one-year term of service
- 6) Willingness to work cooperatively with other Subcommittee members to fulfill the responsibilities of the position
- 7) Possess computer skills sufficient to fulfill the responsibilities of the position

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I) GRAPHICS/WEB VICE-COORDINATOR

- 1) Have a willingness to serve
- 2) Improving knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA
- 3) Be willing to attend all Unity Subcommittee meetings and events during the duration of the commitment
- 4) The position is elected by the Unity Subcommittee and has a one-year term of service
- 5) Required to have at least six months continuous clean time and three months of active participation in the operation of our Area's Unity Subcommittee
- 6) This is a learning position and taken with the understanding that you will assume the Graphic/Web Coordinator position if elected by the Unity Subcommittee
- 7) Willingness to work cooperatively with the Graphic Coordinator and other Subcommittee members to fulfill the responsibilities of the position
- 8) Possess computer skills sufficient to fulfill the responsibilities of the position

J) FOOD COORDINATOR

- 1) Have a willingness to serve
- 2) Improving knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA
- 3) Be willing to attend all Unity Subcommittee meetings and events during the duration of the commitment
- 4) This position is elected by the Unity Subcommittee and will be elected per each event
- 5) Required to have at least six months continuous clean time and thirty days of active participation in the operation of our Area's Unity Subcommittee

K) SPEAKER SEEKER

- 1) Have a willingness to serve
- 2) Improving knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA
- 3) Be willing to attend all Unity Subcommittee meetings and events during the duration of the commitment
- 4) Required to have at least one-year continuous clean time and six months active participation in the operation of our Area's Unity Subcommittee
- 5) This position is elected by the Unity Subcommittee and will be voted in on a per event bases

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DUTIES OF ALL OFFICERS

A) CHAIRPERSON

- 1) Responsible for conducting all our Area's Unity Subcommittee meeting and have a pre-established agenda for the meetings
- 2) Responsible for setting time and place for all Unity Subcommittee meetings
- 3) Responsible for overseeing all aspects of a function prior to the day of events
- 4) Responsible to attend all ASC meetings
- 5) Responsible to oversee all communications from the Unity Subcommittee to the Area Service Body
- 6) Responsible for overseeing the delegation and completion of Unity Subcommittee's monthly timeline agenda
- 7) Responsible for giving the Area Report and Agenda to Unity Vice Chair in the event that the Unity Chair will not be present at the next meeting
- 8) Responsible for overseeing all financial transactions of the event
- 9) Responsible to assume the position of Unity Treasurer in the event of the Treasurers' and Vice Treasurer' absence

B) VICE-CHAIRPERSON

- 1) Responsible to work closely with the Unity Subcommittee Chairperson to learn duties of the Unity Chairperson position
- 2) Responsible to attend all Unity Subcommittee meetings
- 3) Responsible to help the Unity Subcommittee Chairperson in carrying out their duties
- 4) Responsible to assume the Unity Subcommittee Chairperson position in the event of the absence of the Unity Subcommittee Chairperson
- 5) Responsible to attend all Area Service Committee meetings
- 6) Responsible to complete all forms for Unity Subcommittee Events for the Regional Liability Insurance Policy in a timely fashion, according to the recommendations of the Regional and Area Insurance Contract persons

C) TREASURER

- 1) Responsible to maintain records, spreadsheets, and receipts for all transactions
- 2) Responsible for turning the spreadsheets over to the Unity Subcommittee Chairperson to present at the next Area Service Committee meeting
- 3) Responsible to work with the Unity Subcommittee Chairperson on overseeing all people involved in the collection of monies at all functions
- 4) Responsible to work with the Unity Subcommittee Chairperson in order to assign and create a shift schedule for donation collection at all functions
- 5) Responsible to give a monthly report to include a detailed balance sheet, expenses, income, reimbursements, net profit/loss, and receipts for all transactions that occurred
- 6) Responsible to inform the Area Service Treasurer and Area Service Vice Treasurer of all money collected and deposited on the day of event

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TREASURER (con't)

- 7) Responsible for depositing all money collected on the day of the event with the Chair, V. Chair or V. Treasurer of the Unity Subcommittee
- 8) Responsible to attend all Area Service Committee meetings

D) VICE TREASURER

- 1) Responsible to work closely with the Unity Subcommittee Treasurer in order to learn all facets of the position, including attending all area service committee meetings
- 2) Responsible to attend all Unity Subcommittee meetings during the duration of the commitment
- 3) Responsible to assume the Unity Subcommittee Treasurer position in the event of the absence of the Unity Subcommittee Treasurer

E) SECRETARY

- 1) Responsible to attend all Unity Subcommittee meetings
- 2) Responsible to keep accurate and dated minutes of all Unity Subcommittee meeting
- 3) Responsible to assist the Unity Subcommittee Chairperson and Vice-Chair on communications between Unity Subcommittee members
- 4) Responsible to read prior month's minutes at the Unity Subcommittee meeting
- 5) Responsible for giving a copy of the Unity Subcommittee meeting minutes to the Unity Subcommittee Second Secretary in case of unforeseen absences
- 6) Responsible to supply all Unity Subcommittee members with copies of Unity Subcommittee meeting minutes within two weeks

F) SECOND SECRETARY

- 1) Responsible to attend all Unity Subcommittee meetings
- 2) Responsible to work closely with the Unity Subcommittee Secretary to learn the duties of the Secretary position
- 3) Responsible to assume the Secretary's responsibilities in the event of the Secretary's absence

G) GRAPHICS/WEB COORDINATOR

- 1) Responsible to attend all Unity Subcommittee meetings
- 2) Responsible to work with the Unity Subcommittee Chair and other members to obtain information needed to fulfill the duties of the position
- 3) Responsible for the creation of flyers which announce and describe the details of the Unity Subcommittee events
- 4) Responsible for obtaining copies of these flyers for distribution well in advance of planned events
- 5) Responsible to obtain receipts for any copying/printing expenses to be submitted to the ASC as directed by the Unity Subcommittee Chair, to maintain accountability

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GRAPHICS/WEB COORDINATOR (con't)

- 6) Responsible for the posting of all events/flyers on the Regional Website, the NAWS Website, and the PMANA website
- 7) Responsible to work cooperatively with any volunteers and Subcommittee members to create the logo for the annual Pig Roast

H) GRAPHICS/WEB VICE-COORDINATOR

- 1) Responsible to attend all Unity Subcommittee meetings
- 2) Responsible to work with the Unity Subcommittee Chair, the Unity Subcommittee Graphics/Web Coordinator, and other members to obtain information needed to fulfill the duties of the position
- 3) Responsible to assist the Coordinator with the creation of flyers which announce and describe the details of the Unity Subcommittee events
- 4) Responsible for assisting the Graphics/Web Coordinator and learning all the duties of that position
- 5) Responsible to assume the Unity Subcommittee Graphic/Web Coordinator position in the event of the absence of the Graphic/Web Coordinator

I) FOOD COORDINATOR

- 1) Responsible to attend all Unity Subcommittee meetings
- 2) Responsible to create a food list for each function
- 3) Responsible to contact and follow-up with addicts donating food on week prior to event

J) SPEAKER SEEKER

- 1) All efforts should be made to secure an out of area speaker with a diverse, clear Narcotics Anonymous message
- 2) The following questions should be asked of every speaker:
 - a) Do you have a NA home group?
 - b) Do you have a NA sponsor?
 - c) Are you completely abstinent from all mind or mood-altering substances?
- 3) Available to meet and welcome speaker to event
- 4) Clean time of speakers will be determined by Unity Subcommittee on a per event bases
- 5) All speakers should be brought back to Unity Subcommittee for group conscious vote prior to event