

## Guidelines of the Westside Area Activities Committee Of Narcotics Anonymous (Revised August 2021)

### **Definition:**

The Westside Area Activities Committee (WAAC) is a subcommittee of the Westside Area Service Committee (WASC) of Narcotics Anonymous (NA). The committee is made up of interested NA members from within the Westside Area.

### **Purpose:**

- A. To provide activities for the NA fellowship.
- B. To provide donations over and above the WAAC prudent reserve to the WASC in order to carry out the functions outlined in the WASC guidelines.

### **WAAC Members:**

- A. The WAAC is composed of interested Westside Area NA members. Anyone may attend WAAC meetings to provide input and make motions, but only voting members of WAAC can second motions. Only WAAC members who have attended at least three consecutive WAAC meetings may vote (see operational guide D).
- B. Elections will be held in June of each year and new officers will assume their respective duties immediately.

### **WAAC Officers:**

#### **Chairperson**

##### Qualifications:

- A. Have at least THREE YEARS of continuous clean time and maintenance thereof for the duration of the commitment.
- B. Have at least ONE YEAR of service experience as an active WAAC member.
- C. Have a working knowledge of the 12 Steps and 12 Traditions of NA.
- D. Have a willingness to serve.

##### Duties:

- A. Preside and maintain order at all WAAC meetings and functions.
- B. Provide an agenda for the WAAC meetings.
- C. Be a co-signer on the WAAC bank account.
- D. Vote only on motions in the event of a tie.
- E. Attend all WASC meetings (or assign a representative) to:
  - a. Give a verbal report of the committee's activities.
  - b. Provide the WASC Secretary with a brief summary of the report to be included in the WASC minutes.
- F. Ensure that the WAAC Secretary provides minutes for the WASC.
- G. Ensure that the WAAC Treasurer provides a financial report for the WASC.
- H. Train the Vice-Chairperson in the performance of the duties of the Chairperson.
- I. Acquire key to the facility being used for any function and is responsible for opening and closing the facility.
- J. Delegate volunteers from within and outside the WAAC to perform specific duties before, during, and after any WAAC function.

- K. Contact and confirm all leaders, speakers, and readers asked to participate in a WAAC sponsored meeting.
- L. Take a group conscience from the WAAC in the event of any last minute decisions pertaining to a function. If, after a reasonable effort has been made and group conscience cannot be reached, an automatic vote of confidence is given to the Chairperson.
- M. Sign event contracts as necessary. Attend the Regional Activities committee meeting if the Representative to the Regional Activities Committee is unavailable.

### **Vice-Chairperson**

#### Qualifications:

- A. Have at least TWO YEARS of continuous clean time and maintenance thereof for the duration of the commitment.
- B. Have at least SIX MONTHS of service experience as an active WAAC member.
- C. A working knowledge of the 12 Steps and 12 Traditions of NA.
- D. Have a willingness to serve.

#### Duties:

- A. Attend all WAAC meetings.
- B. Perform the duties of the Chairperson in their absence.
- C. Can be a co-signer on the WAAC bank account.
- D. Oversee and maintain a supply inventory before and after each function.
- E. Attend the Regional Activities committee meeting if the Representative to the Regional Activities Committee is unavailable.
- F. Sign event contracts as necessary.

### **Treasurer**

#### Qualifications:

- A. Have at least FIVE YEARS of continuous clean time and maintenance thereof for the duration of the commitment.
- B. Have at least ONE YEAR of service experience as an active WAAC member.
- C. Have stable employment and an active bank account.
- D. Have no history of absconding with NA funds.
- E. Have a working knowledge of the 12 Steps and 12 Traditions of NA.
- F. Have a willingness to serve.

#### Duties:

- A. Attend all WAAC meetings.
- B. Keep accurate records of all financial transactions and keep checkbook balanced.
- C. Prepare a financial report of all monetary transactions monthly and following a WAAC function.
- D. Provide a written financial report to the WAAC Chair for distribution at the WASC meetings.
- E. Write checks for approved WAAC purchases.
- F. Keep physical possession of checkbook and receipts.
- G. Distribute advance sale tickets for each function to willing committee members with a minimum of ONE-YEAR clean time.
- H. Collect all receipts/money from the door at any function.
- I. Count all monies at the end of any function in the presence of another WAAC member.
- J. Sign event contracts as necessary.

## **Secretary**

### Qualifications:

- A. Have at least SIX MONTHS of continuous clean time and maintenance thereof for the duration of the commitment.
- B. A willingness to serve and to acquire a working knowledge of the 12 Steps and the 12 Traditions of NA.

### Duties:

- A. Attend all WAAC meetings.
- B. Record, type, and distribute minutes of each WAAC meeting.
- C. Handle all correspondence and send out notices of any kind.
- D. Provide a written record of the WAAC minutes to the Chairperson of the WAAC for distribution at the WASC meetings.
- E. Sign event contracts as necessary.

## **Representative to the Regional Activities Committee**

### Qualifications:

- A. Have at least ONE YEAR of continuous clean time and maintenance thereof for the duration of the commitment.
- B. Have at least SIX MONTHS of service experience as an active WAAC member.
- C. A working knowledge of the 12 Steps and 12 Traditions of NA.
- D. Have a willingness to serve.

### Duties:

- A. Attend all SCRAC meetings, which are held on the first Wed of each month in Monrovia at 7:30pm.
- B. Act as liaison between WAAC and the SCRAC.
- C. Attend all meetings of the WAAC.
- D. To secure regional dates for functions.
- E. To provide information to the SCRAC about regional functions and flyers for approval and distribution.
- F. Acquire insurance from SCRAC for all events.

## **Committee Responsibilities**

### A. WAAC Members:

- a. Choose the format for WAAC sponsored meetings, including speakers, leaders, and readers.
  - i. Main speakers must be active members of NA with a minimum of FIVE YEARS clean, a working knowledge of the 12 Steps and Traditions and carry a clear NA message.
  - ii. Leaders should have a minimum of 6 months clean time.
- b. Design and provide flyers for the functions. The following information should be on all flyers for any area or regional event:
  - i. Hosting area's name.
  - ii. Date and time of event.
  - iii. Address and map of event (including at least 2 major freeways for regional flyers).
  - iv. TWO contact names with phone numbers.
  - v. Nature of function (i.e. meeting and dance).
  - vi. NA logo with Registered Trademark; the NA logo should be prominent.

- vii. The flyer should not include: any other logos, the mention of outside
  - viii. enterprises, or the Narcotics Anonymous name written out in full unless the Registered Trademark is included (please refer to Regional flyer suggestions).
- c. No committee member should participate in any prize winning activities sponsored by the WAAC.

### **Operational Guidelines**

- A. Officers shall serve for a term of one year. All officers may succeed themselves in office, but none may serve more than two consecutive terms in any particular office. This can be waived by a committee vote.
- B. Any committee officer may be removed from office at any time during their term by a 2/3 majority vote of the WAAC.
- C. The WAAC shall hold their regular monthly meetings. Special meetings may be called by a simple majority vote or by the Chairperson's request.
- D. Any clean member of NA interested in the WAAC may attend meetings, supply input and make motions, however, only voting members of the WAAC can second motions. Only WAAC members who have attended at least three consecutive WAAC meetings may vote. The Chairperson votes only in the case of a tie.
- E. In the event that any voting member is not present at TWO consecutive meetings, that member will be considered inactive (without a vote) at the next meeting, but will regain voting privileges at the second consecutive meeting. INTENT: To establish a quorum of at least 2/3 of voting members in attendance to be able to vote on motions that require more than a simple majority (ie. removal from office, financial expenditures, etc.).
- F. Any financial transactions other than the usual purchases for any WAAC function will require a motion passed by 2/3 majority vote of active WAAC members.
- G. The WAAC shall maintain a prudent reserve at all time, which shall be designated and approved by the WASC (\$1,000). In the event there is a need to increase the prudent reserve, the Chairperson of the WAAC shall request the increase at the next WASC meeting. Any monies over and above the designated prudent reserve will be donated to the WASC.
- H. The WAAC checking account shall require the signatures of the designated signers.
- I. All contracts involving the WAAC shall require the designated signers.
- J. The WAAC shall be responsible for the operation and activities of any of its Ad Hoc and subcommittees to ensure that they are "directly responsible to those they serve."
- K. The guidelines may be amended, revised, or temporarily waived by a motion passed by at least 2/3 majority vote of the WAAC.
- L. Once updated guidelines are approved, it will be sent to the Website chair to be archived on westsidena.org.