

Event Coordinator Guidelines

I. Background

In an effort to increase the efficiency of the ASC service structure, these guidelines create a new service position, known as the *Event Coordinator*. This position essentially replaces the Activities Subcommittee and will work with fellowship members and groups to develop, produce and hold different GSJNA events throughout the year. These events will be designed to enhance unity within our fellowship while also furthering our primary purpose: to carry the message to the addict who still suffers.

The goal of the service structure change outlined in these guidelines is to provide a more organic process to allow individual fellowship members, groups of fellowship members and NA groups (known as “event working groups”) to come up with ideas for events and to help them implement such events in accordance with the 12 Steps of Narcotics Anonymous, the 12 Traditions of Narcotics Anonymous, the 12 Concepts of Service, the GSJNA ASC guidelines, the WSO Public Relations Handbook, and the GSJNA Event Handbook (see Attachment A). [The definition of an “event working group”—as defined separately from the definition of a “working group” in the ASC general guidelines—is a specific task group that comes together for a specific period of time, for a specific purpose and to put on a specific event. Members from the fellowship at large may join an event working group at the beginning, in the middle of planning or simply be asked to participate on the day of the event.] The Event Coordinator will also be able to come up with his or her own ideas for events and appoint fellowship members at large to event working groups to facilitate and put on events. By harnessing the energy and enthusiasm of fellowship members and groups, it is hoped that there will be more participation in Area events, and that more fellowship members will be involved in assisting event working groups in staging such events without being required to hold elected positions within a specific subcommittee.

The Event Coordinator will act as the primary resource for the event working groups, helping them to think about different issues and questions they need to consider when designing an event, gaining approval for the event at the ASC, formulating budgets and conducting financial business, and then carrying through with the preparation and staging of the actual event. The Event Coordinator will also act as the main liaison between the different event working groups and the ASC and be the primary point of accountability for any event. The Event Coordinator will also keep the Administrative Subcommittee informed about all events, and bring forth any questions or issues that require consideration by the Administrative Subcommittee.

These guidelines will be in place for a trial period from July 2008 through March 2010. After the trial period, the ASC may elect to extend the use of these guidelines or permanently replace the former Activities Subcommittee with this new structure via a separate motion or motions. If the ASC does not act prior to March 2010, then the GSJNA service structure will revert back to the former Activities Subcommittee service structure as outlined in the Activities Subcommittee guidelines.

II. Function and Responsibilities

The Event Coordinator will work to:

1. Assist and guide event working groups in the development, planning, production and holding of GSJNA events in accordance with the 12 Steps of Narcotics Anonymous, the 12 Traditions of Narcotics Anonymous, the 12 Concepts of Service, the WSO Public Relations Handbook, the current GSJNA ASC Guidelines, and the GSJNA Event Handbook. The Event Coordinator will not be required to attend regular individual planning meetings held by event working groups, but may do so at his or her own discretion or at the request of an event working groups.
2. Ensure that all event working groups meet the minimum time milestones and other requirements as outlined in the event timeline in the GSJNA Event Handbook.
3. Appoint fellowship members as required to assist with the creation, coordination and staging of events, either those originating with the Event Coordinator, and approved by the ASC, or those events proposed by other event working groups, and approved by the ASC.
4. Maintain open lines of communication between event working groups and the fellowship by acting as a liaison between event working groups and the ASC. The Event Coordinator will attend all monthly ASC meetings. At the monthly ASC meeting, the Event Coordinator will provide a written and verbal report, including budget and financial reports, concerning all relevant past, current or upcoming events. The Event Coordinator will field all questions and requests from the ASC pertaining to all events, and respond to such questions or requests, or take such questions or requests back to the individual event working groups for resolution at the following month's ASC. The Event Coordinator will not be required to attend the monthly Administrative Subcommittee meeting, but may attend at their own discretion or should there be an issue that requires administrative consideration.
5. Bring all motions to the ASC pertaining to approval of new events, budgets and expenditures for events, and any other issues related to the management, production and/or staging of an event.
6. Ensure that event working groups follow sound business and financial principles, and that event working groups are keeping good financial records and accounting that can be shared with the ASC each month. The Event Coordinator shall attend all relevant budget planning meetings, assist the ASC in considering all possible expenditures for upcoming events, and ensure that a sufficient Event Prudent Reserve (not to exceed \$5000) is available to fund GSJNA events.
7. Assist event working groups, where required or asked, in communicating with outside vendors or non-NA parties concerning GSJNA events.
8. See that information for all GSJNA events is broadly distributed, by working with the Public Information Subcommittee to ensure that events are listed on the Area's monthly meeting guide, on the phonenumber and on the sjna.org web site, and ensuring that all information about GSJNA events is made available at the Regional Service Committee level either directly or via the RCM. The Event Coordinator will also be responsible for distributing any flyers produced by event working groups at the monthly ASC meeting at least two (2) months prior to the event (for more information on this responsibility see the attached GSJNA Event Handbook).

9. In the spirit of mentorship, the Event Coordinator will strive to educate and train fellowship members involved with events in the proper methods and procedures in producing and managing GSJNA events.

III. Position Requirements

1. Event Coordinator:

- a. Prior service experience, preferable at the ASC level or with the Activities Subcommittee.
- b. Three years clean time.
- c. Ability to coordinate multiple events that may be at different stages of development.
- d. Good communication skills and good responsiveness to all questions or requests for information.
- e. Familiarity and level of comfort with electronic communication methods (i.e., e-mail, the Internet).
- f. Familiarity with the principles of the WSO Public Relations Handbook.
- g. A working knowledge of the 12 Steps of Narcotics Anonymous, the 12 Traditions of Narcotics Anonymous, as well as the 12 Concepts of NA service.

IV. Elections

Election of the Event Coordinator will occur on an annual basis in conjunction with the normal ASC subcommittee elections. The Event Coordinator can be removed from the position, for reasons such as failure to perform the responsibilities of the position or other breaches of trust, by a 2/3 majority vote of the ASC.