



GSJANA Event Council (EC) Guidelines

Revised 07.24.23

Contents

I. Background and History.....	3
II. Purpose	3
III. Function and Responsibilities	4
IV. Participants.....	5
Position Requirements & Duties	5
Event Council Coordinator (ECC).....	5
Assistant Event Coordinator	6
Comptroller.....	6
Assistant Comptroller	7
Secretary.....	7
Storage Coordinator (EC/ASC shared storage).....	8
Member At Large	8
Event Working Group (EWG) Liaison	8
V. Consensus/Voting.....	9
VI. Elections	10
VII. Removal of Participants.....	10
Addendum A	11
Cash Handling Guidelines & Event Working Group	11
General	11
Checks and tickets.....	11
Presale Tickets	12
After the Event.....	12
Reporting	12
Disbursements and Reimbursements.....	12

I. Background and History

In an effort to increase the efficiency of the ASC Service structure, these guidelines created a new Service Body now known as the Event Council (EC). This body essentially replaced the Activities Subcommittee and its purpose is to work with groups and members of the fellowship to develop, produce and hold Greater San Jose Area Narcotics Anonymous (GSJANA) 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."

II. Purpose

The goal of these guidelines is to provide a more organic process to encourage NA members to form Event Working Groups (EWG) to help implement the ideas of the EWG within the framework of all NA Service materials and guidelines.

[The definition of an "EWG, Event Working Group"—as defined separately from a "Working Group" in the ASC general guidelines—is a task group that comes together for a specified period of time, for the purpose of putting on Event/s. Members from the fellowship at large may join an EWG at the beginning, in the middle of planning or simply participate on the day of the Event.]

The EC will also be able to come up with ideas for Events and appoint fellowship members at large to EWG 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 our area Events, and that more fellowship members will be involved in assisting EWG.

The EC will act as the primary resource for EWG, helping them to consider the many issues and questions they face when producing an Event:

- a) Approve the Event at EC
- b) Formulating budgets and gaining ASC budget approval
- c) Conducting financial business
- d) Following through with the preparation and staging of the actual Event.

The EC will act as the main liaison between EWG and the Area Service Committee (ASC) and be the primary point of accountability. The EC shall keep the ASC and Joint Administrative Committee (JAC) informed about all Events and brings forth any questions or issues that require consideration of the body.

III. Function and Responsibilities

In the spirit of mentorship, the EC will strive to educate and train fellowship members in the proper methods and procedures in producing and managing GSJANA Events in accordance with all applicable NA Service materials and guidelines.*

- a) Assist, guide and approve EWG in the development, planning and production of events.
- b) Ensure that all EWG meet timeline milestones and other requirements as outlined in the GSJANA Event Handbook.
- c) Appoint fellowship members as required to assist with the creation, coordination and staging of Events, either those originating with the EWG or EC.
- d) Assist EWG in communicating with facilities, outside vendors or other parties.
- e) Maintain open lines of communication between EWG and the fellowship acting as a liaison between EWG and the ASC. The Event Council Coordinator (ECC) will attend all monthly ASC meetings providing written reports including budgets/financials of all active Events. The EC is required to send a representative (preferably ECC) to the Joint Administration Committee (JAC meeting).
- f) The approval and/or modification of all Event decisions shall be resolved at the EC. If there is a disagreement between EC and EWG than the EC will bring the motion to the ASC for group conscience.
- g) Maintain the shared ASC/EC storage Unit ensuring the annual rent is paid while preserving the security of the ASC/EC Storage Unit. Storage lock or combination must be changed following a change of the ECC, ASC Chair, ASC Vice Chair and ASC Literature Chair, all parties must be notified timely.
- h) Financial Operations
 - Maintains EC checking account with EC Coordinator, EC Comptroller, ASC Chair and ASC Treasurer as Executives, always adhering to sound business and financial principals. Two signatures are required for all checks and withdrawals.
 - Maintains a Prudent Reserve of \$12,000.
 - Manages funds by accrual accounting. ASC donations will only be made after all Event income and expenses are completed.
 - EC Comptroller and EWG will give a financial report at the monthly EC meeting.
 - Business expenses will be paid by EC Comptroller by check or Automated Clearing House (ACH) payment.
 1. Payments are authorized upon receipt of a completed reimbursement form, original or electronic copy of the receipt and approved budgeted line item or approved motion by governing body.
 2. Expenses under 100% of the budgeted value are paid.
 3. Expenses between 100% - 120% of the budgeted value are only paid upon approval of EC.
 4. Expenses over 120% of the budgeted value are only paid upon approval of the ASC.
- i) Distribute Event fliers at least two (2) months prior to the Event at ASC and Regional Service Committee (RSC). Also work with Public Relations Subcommittee (PR) to ensure that Events are listed on the website.

IV. Participants

The Events Council (EC) is comprised of the Events Council Coordinator (ECC), Assistant Events Council Coordinator, Comptroller, Assistant Comptroller, Secretary, Storage Coordinator, Event Working Groups (EWG) Liaisons and Members at Large.

Position Requirements & Duties

General Requirements:

The following are general requirements for these Service positions. Specific requirements & duties are listed under each Service position.

- a) The willingness, time and resources to fulfill the responsibilities of the position.
- b) Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts for NA Service.
- c) Complete abstinence, as defined by NA.

Duties:

- a) Attend all EC meetings.

Event Council Coordinator (ECC)

Requirements:

- a) Fulfills general requirements, has minimum three years clean.
- b) Prior Service experience at the ASC level or with NA Events.
- 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., financial spread sheets, e-mail, internet).
- f) Familiarity with the principles of the WSO Public Relations Handbook.

Duties:

- a) Responsible for the overall functions of the EC.
- b) Arranges agenda for EC meeting
- c) Presides over EC meeting.
- d) Attends monthly ASC providing written and financial reports. *Carries EC group conscience on all voting issues before the ASC.*
- e) Attends monthly JAC or appoints EC representative.
- f) Maintains communication and cooperation between EC, EWG and ASC and ensures that members are fulfilling their duties. In the Event of a breakdown of an EWG the ECC shall be responsible for determining necessary immediate action, then reporting this to EC and ASC.

- g) Works with Public Information Subcommittee (PI) to ensure that Events are listed on the Website.
- h) Provides soft copy (and hard copy if needed) of all EC reports, budgets, Event budgets and Event fliers to ASC recording secretary.
- i) Keeps EC and EWG focused on their purpose.
- j) Trains and mentors the Assistant Event Coordinator.
- k) Is a signer on the GSJANA EC bank account.

Assistant Event Coordinator

Requirements:

- a) Fulfills general requirements, has minimum of two (2) years clean (will have three years clean before being elected to the Event Coordinator position).
- b) Prior Service experience, preferably with NA Events.
- c) Willingness to become the Event Coordinator the following year.
- d) Good communication skills.

Duties:

- a) Act as an apprentice to the ECC learning all the responsibility of ECC as outlined above.
- b) Attends monthly ASC and JAC meetings as needed
- c) Serves as ECC their absence.

Comptroller

Requirements:

- a) Fulfills general requirements, has minimum of three (3) years clean.
- b) Prior Service experience, preferably with NA funds.
- c) Demonstrates a clear ability to manage fiscal documents.
- d) Familiarity and level of comfort with electronic communication methods (i.e., financial spread sheets, email, internet).

Duties:

- a) Communicates and coordinates regularly with the GSJASC Treasurer and is a signer on the GSJANA EC account.
- b) Ensures that all approved expenses are paid.
- c) Deposits all collected funds to EC bank account within 72 hours of receipt.
- d) Provides reimbursement forms to EC and EWG(s).
- e) Keeps an accurate financial ledger.
- f) Monitors budget activity.
- g) Provides a verbal and written report with current budget at EC meeting and for the ASC.

- h) Oversees financial operations of each Event.
- i) Submits post financial statement by next ASC meeting.
- j) In the absence of the ECC and Assistant ECC the Comptroller will carry the EC group conscience on all voting issues at the ASC meeting.
- k) Attend monthly ASC and JAC meeting as needed.
- l) Train and mentor the Assistant Comptroller.

Assistant Comptroller

Requirements:

- a) Fulfill general requirements, has a minimum of two (2) years clean; will have three (3) years clean before being elected to Comptroller position
- b) Prior Service experience, preferably with NA funds.
- c) Familiarity and level of comfort with electronic communication methods (i.e. financial spreadsheets, QuickBooks, email, internet) and/or ability to be trained.
- d) Willingness to become Comptroller the Following year.

Duties:

- a) Acts as an apprentice to the Comptroller learning all the responsibilities of the Comptroller as outlined above.
- b) Attends monthly ASC and JAC meeting as needed.
- c) Serves as Comptroller in their absence (to the extent that clean time allows).

Secretary

Requirements:

- a) Fulfill general requirements, has minimum of one (1) year clean.
- b) Clerical skills necessary to do the job.
- c) Familiarity and level of comfort with electronic communication methods. (Word, Excel, email etc.)

Duties:

- a) Keeps accurate minutes of each EC meeting.
- b) Maintains updated roster of EC participants.
- c) Emails monthly meeting minutes to EC by the Sunday following EC.
- d) Keeps a record of the previous year's minutes on hand at each meeting, passing them on to the next ECC at the end of his/her term for the archives.
- e) Provides a written and verbal report at each EC Meeting.

Storage Coordinator (EC/ASC shared storage)

Requirements:

- a) Fulfill general requirements, has minimum three (3) years clean.
- b) Prior Service experience at ASC and or with NA Events.
- c) Effective communication skills and responsiveness to all requests.

Duties:

- a) Responsible for the overall function and organization of storage unit.
- b) Provides EC with current monthly written inventory report.
- c) Presides over check out and check of items borrowed by EWG(s).
- d) Maintains communication and cooperation between EC, EWG, and ASC, and ensure that members are returning items cleaned and in a timely manner.
- e) Coordinates with the EC Comptroller the payment of the annual storage.
- f) Storage lock or combination must be changed following a change of the ECC, ASC Chair, ASC Vice Chair and ASC Literature Chair, all parties must be notified timely.

Member At Large

Requirements:

- a) Fulfills General Requirements._

Duties:

- a) Serves and acts at the direction of the council.

Event Working Group (EWG) Liaison

Requirements:

- a) Fulfills general Requirements, has minimum one (1) year clean.
- b) When handling cash two (2) years clean is required.
- c) Utilizes the Events Handbook.

Duties:

- a) Acts as the single point of accountability for the EWG, reports to EC and is responsible for getting approval from EC for all major decisions.
- b) Builds EWG as necessary.
- c) Responsible for the functions of the EWG.
- d) Responsible for keeping expenses within budget and reporting all expenses to EC.
- e) Provides a soft copy of Event flier to the EC.
- f) Provides a written report on the Monthly Event Council Report Form with current reconciled budget and EWG minutes at EC meeting.

- g) The Monthly Event Council Report Form must include the current EWG, EWG Comptroller and EWG Liaison contact information.
- h) Pick Up/Drop Off of needed supplies and equipment (held in Area storage), must be scheduled with EC storage coordinator in advance. All items must be returned to Area storage cleaned and in equal or better condition than when they were picked up. (EC items will be used for EC/EWG only and are not to be used by individuals or groups.
- i) Adheres to all practices defined in the GSJANA Working Group Cash Handling Procedures; See ADDENDUM A.
- j) Submits a reconciled Event financial statement at EC meeting following Event conclusion.

Attendance

- a) EWG(s) are required to send a EWG Liaison to each EC meeting.
- b) When attendance is not possible the ECC shall be notified of the replacement liaison that will be sent.
- c) If two consecutive meetings are missed the trusted servant and/or the EWG shall be deemed inactive and considered for removal and/or termination of the Event.

V. Consensus/Voting:

- a) To the extent possible business is conducted by consensus. Any “participant” may bring forth a topic. After a full discussion a consensus is reached. Unanimous consent, a motion or no action taken may express the consensus.
- b) All participants after attending two consecutive EC meetings have voting privileges. Each EWG has one vote and can vote on attending their first meeting.
- c) Issues that come to the EC that are not approved may be brought back to the EWG for discussion. If the EWG cannot live with the direction (by vote) of the EC, then the EWG can bring that motion back to the EC. The motion will be taken to the ASC by the EC for resolution. The motion will include the intent written by the EWG and a recommendation of the EC.
- d) A 2/3 majority of “participants” present shall be required to pass motions pertaining to guidelines or removal of trusted servants. A simple majority of participants present shall be required to pass all main motions; a simple majority is defined as 50% + one. All votes in favor, against and abstentions will be counted.

VI. Elections:

- a) Election of the ECC and Event Comptroller will occur on an annual basis at the ASC in conjunction with the normal ASC elections. EC shall bring forth candidates to be nominated at the ASC. The ECC or Event Comptroller can be removed from their positions, due to lack of attendance, failure to perform the duties of the position, interruption of abstinence as defined by NA, gross negligence, or incapacitation, by a 2/3 majority vote of the ASC.

VII. Removal of Participants:

Trusted servants, elected or appointed, may be recalled or removed by a 2/3 majority of participants due to lack of attendance, failure to perform the duties of the position, interruption of abstinence as defined by NA, gross negligence, or incapacitation.

Addendum A

Cash Handling Guidelines & Event Working Group

The Eleventh Concept of NA Service reminds us that *“NA funds are to be used to further our Primary Purpose and must be managed responsibly”*. To that end, the Events Council offers the following cash handling guidelines.

Proper cash handling is important for four main reasons:

- 1) To protect NA from fraud, theft, or embezzlement.
- 2) To protect Working Group members from accusations of dishonesty or the temptation to commit fraud.
- 3) To assure NA members that their donations and gifts are used to further our Primary Purpose.
- 4) To train future trusted servants in ASC approved cash handling procedures.

General

Cash received at fundraising Events (dances, speaker jams and such) must be collected, counted (by two people) and recorded by members with a minimum of two years clean time.

There are multiple streams of revenue at an Event (registration tickets, food tickets, drink tickets, photo, etc.) they all need to be counted and recorded separately at the Event, for entry to the corresponding line items in the Event budget. A separate cash box fulfills this requirement. If separate cash boxes are not available or practical, envelopes marked with the source of collected funds will also work. Keep in mind that funds collected are the property of the NA Fellowship. Therefore, cash should never be left unattended or in an unattended environment. Each cashier is responsible for their cash box.

During the day, money from individual cash boxes should be dropped into a secure drop box. This box should be maintained in a secure room or locked vehicle. If possible, a trusted member should be present to guard the drop box. At the end of the day, a minimum of two members should supervise the transportation of cash to a secure location until it can be given to the Events Council Comptroller no later than forty-eight hours after the close of the Event.

Checks and tickets

Checks and tickets should be treated as cash. When taking checks, it is important that checks be made out to GSJANA Events and to obtain contact information such name, address, and phone number of the person writing the check.

When using tickets during an Event (drinks, food, etc.), they need to be secured and handled in the same manner as cash as they can be exchanged for goods and Services.

Tickets must also be counted to be reconciled with cash taken in. For example, if an Event sells 100 one-dollar tickets, they need to turn in \$100 cash. All tickets created for an Event must be accounted for.

Presale Tickets

All EWG members preselling Event tickets must bring all presale monies and tickets to all EWG meetings for turn over to EWG Comptroller for reconciliation. All presale monies must be turned over to the EC Comptroller within forty-eight hours after each EWG meeting. The Events Council strongly recommends use of the Event Ticket Presale Log provided in your Event packet from EC.

After the Event

Cash must be given to the Events Council Comptroller for deposit as soon as possible, but no later than forty-eight (48) hours after the Event. The Event Council Comptroller will verify the deposit and report back to the Event Working Group, so this information can appear in the Event Working Group final report to the ASC.

Reporting

The total amount of money raised at Events should be noted on the closing budget, for each revenue stream with a breakdown of revenue income received and attached to the Event Working Group final report.

At the earliest possible date, budget reconciliation should be completed between cash deposited and projected income by the Event Comptroller.

Disbursements and Reimbursements

Disbursements will ONLY come from the Events Council Comptroller prior to an Event. Reimbursements must always come from the EC Comptroller. A member may pre-pay the cost of a budgeted item needed for an Event, they are welcome to do so but remember reimbursements must always come from the EC Comptroller. *Deductions and reimbursements must not be made from cash received.* No checks or cash are given to individuals as an “advance” for an expense.

Reimbursements come only through the EC Comptroller, not from Day-of-Event monies collected.