

Unity Day Subcommittee Policy

To advocate unity in the area.

Last updated on March 17, 2016

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Purpose of the Unity Day Subcommittee: To advocate unity in the area.

Policy for Unity Day Subcommittee Meetings

General Requirements for the Executive Committee and Subcommittee Chairs:

1. Commit to attending all Unity Day committee meetings throughout the year.
2. Encourage attendance at all Unity Day events.
3. Have a working knowledge of the 12 steps, twelve traditions, and the twelve concepts.
4. Any member of the subcommittee holding an office will give a written report to the secretary each month to be added to the minutes.

Executive Committee

- Chair
- Vice Chair
- Activities
- Secretary
- Alt. Secretary
- Treasure
- Alt. Treasure
- Policy Chair

The Executive Committee

The Executive Committee carries out the conscience of the overall Unity Day committee. Its functions is to ensure that all subcommittees are working together to promote unity within the area. The Chair or Vice Chair will attend the Area Service on a monthly basis so that they will be informed of area activities and give an updated report of Unity Day functions.

Attendance Policy for the Unity Day Committee Members

1. Two consecutive absences are grounds for dismissal, following the committee review.
2. The Alternate Chair shall call a committee member after an absence from one meeting following the next consecutive absence; the committee member shall come up for committee review.
3. Written reports are required in the event of a committee member's absence.
4. In the event an UDSC officer or subcommittee chairperson is removed or resigns from a position, the UDSC Chairperson may appoint a temporary officer/chairperson until a permanent officer is chosen by the proper procedure.

Each UDSC officer must attend the UDSC group meetings and if two or more meetings consecutive meetings then your position may be given to someone else. If there is a removal process the UDSC shall advise the member within 10 days prior to the next meeting and a vote will take place to remove said member.

Grounds for Impeachment

A malicious misuse of the terms and conditions of the office, and/ or generally unethical conduct inconsistent with the roles of trusted servants. It is imperative that a member that accepts a position on the UDSC completes the said duties and responsibilities. If a member is not completing their job duties and or responsibilities than the “group conscience” shall decide who to replace the member with. The “group conscience” is over any impeachment proceedings that are instigated. This is a huge step that should not be taken lightly. If we must impeach a member we must go about this step in a spiritual manner.

Voting Policy

Quorum: In order to vote there must be two- thirds of committee members present.

1. In keeping with the Traditions there must be a group conscious when changing policy.
2. The voting membership is comprised of the elected subcommittee chairs and the executive officers of the subcommittee
3. The Chairperson responsibility in the voting process is to carry out the voting. He/she will not vote unless there is a tie.
4. Motions may be made by any member on the subcommittee, however only the voting members may vote. If the Chairperson does not wish to vote he/she may pass there vote to their alternate chair person.

5. All motions must be seconded and passed. Once the motion has been seconded it goes up for discussion. Two pros and two cons. If anyone would like clarity the chairperson makes sure that clarity has been established before moving into the voting process. After everyone has a clear understanding of the vote the voting process begins.

Guidelines for Contracting Labor

All contracts shall be made by the committee members group conscience. Approval will be decided by the group as a whole through a vote. Once the group conscience has been made the Chair will sign off on all contracts. Acting solely without a “group conscience” will deem the contract as not legally made or binding.

Financial Policy

The UDSC of NA shall be funded solely with the seventh tradition funds, supplemental fund raisers, or directly from donations made by members of the UDSC. All funds used for UDSC must be clearly described. Any misuse of UDSC funds will be treated as grounds for dismissal as guided by the ‘group conscience’. If a member misuses funding, they will be removed. All purchases must be preapproved in writing through a budget and then disbursed to the proper committee member in which a receipt must be provided for all funds. All money must be maintained by the Area and prior approval must be received before funds shall be distributed.

Obtaining the Floor

Any member of the committee can speak upon raising their hand and be recognized by the Chairperson before speaking.

Unity Day Sub Committee Clean Time Requirements

- Chair - 5 years
- Vice Chair - 2 years
- Treasurer - 5 years
- Alt. Treasurer – 2 years
- Activities –1 years
- Alt. Activities – 6 months
- Food Services – 2 years
- Alt. Food Services – 1 year
- Secretary – 1 years
- Alt. Secretary – 6 months
- Policy Chair-5 years

POSITION REQUIREMENTS & DUTIES

1. CHAIRPERSON

Minimum of five (5) years clean. Fulfills all general requirements. Ability to organize subcommittee and give the subcommittee direction and encouragement.

Responsible for the overall functions of the subcommittee. Arranges agenda for subcommittee meetings. Presides over subcommittee meetings. Maintains communication and cooperation between subcommittee members and the ASC. Keeps subcommittee focused on the purpose. Must attend all meetings.

2. Vice CHAIRPERSON

Minimum of three (2) years clean. Fulfills all general requirements. Willingness to become Chairperson upon acclimation the following year.

In the absence of the Chair the Vice Chair will perform the duties of the Chair. Will be responsible for acquiring and distributing any needed fliers and/ or notices from the Unity Day Subcommittee. Supplies all new subcommittee members with the Unity Day Subcommittee Guidelines. Responsible for managing Service Forums

3. SECRETARY

A Minimum of three (1) years clean.

Fulfills all general requirements. Clerical skills necessary to do the job duties. Keep accurate minutes of each regular subcommittee meeting. Distributes minutes of the regular subcommittee meeting to subcommittee participants. Maintains updated copies of the Unity Day Subcommittee Guidelines. Maintains archives and performs correspondence duties. Maintains budgetary records and tracks expenses. creates report to be taken to Area each month.

4. ALTERNATE SECRETARY

In absence on the secretary the Co-Secretary will perform all duties of the secretary.

Minimum of one (6) months clean. Clerical skills necessary to do the job duties. Be present and keep accurate minutes when the secretary is absent. Assist in creating the monthly reports for area. Assists the secretary with all job duties as described above.

5. FOOD SERVICES

Requirements: Minimum of three (3) years clean, be trustworthy and have the skills to perform the job duties as described.

Has a background in or around food service. Must have a well-rounded idea of budgeting money. Must employ the capabilities to in vision how much food will be needed, how many people will be able to eat the food, and know the best way to go about cooking the said amount

of food. Must be able to handle large amounts of money. Has the necessary culinary skills to handle the preparation of large meals.

6. FOOD SERVICE ALTERNATE CHAIR

Position requirements required are to have a minimum clean time of one year. This person should also have the qualities as listed for the Food Services Chair.

7. ACTIVITIES DIRECTOR CHAIR

Requirements: Minimum of three (2) years clean, has a socially motivated personality and can plan an events for large groups of people.

Needs to be able to handle the stress of large groups of people all the while maintaining the order during an event. Has to always be mindful of the groups primary purpose while planning events. Must be approachable and open to new ideas about ways to bring the fellowship together.

8. ACTIVITIES ALTERNATE CHAIR

Clean time requirements are 6 months. This position should be held by a person that is passionate about NA and has an idea of large groups and the planning that would go around functions on a large scale.

9. TREASURER

Requirements:

The treasurer must have a minimum of 5 years, previous experience in business, accounting and bookkeeping. Experience as a group treasurer is also acceptable.

Description:

Receives any money that the UDSA has taken in, pays all bills in a timely fashion, reimburses officers and subcommittee chairs in accordance with the financial guide lines. Keeps careful records of all transactions, and gives a written report on the financial status of the UDSA funding at each of its meetings. Prepare a complete budget for each UDSC event. Prepare an annual financial report. All funds should be handled by the Treasurer. Shall be prepared at all times to advise the UDSC of the financial standing of the group.

10. ALTERNATE TREASURER

A clean time requirement of 3 years, the willingness to to assume duties of treasurer upon their absence. Performs duties of treasurer in his or her absence, assists treasurer in performance of treasurer's duties.

11. POLICY CHAIR

A clean time requirement of 5 years, previous group or committee experience with policy.

Must have a strong knowledge of policy in and around NA. Be able to draft policy guidelines and format the policy as needed. To keep up with the traditions and how they apply with the

UDSC policy. Enforce the set guide lines in said policy. Update the policy as needed. Assist with any and all activities in and around UDSC if there is no policy work to be done at any given point and time.