

The Marietta Area 24 Hour Room Ad-Hoc Committee Guidelines

Created 8/29/11

NAME: This committee shall be known as the Marietta 24 Hour Room ad-hoc committee.

PURPOSE: To plan, coordinate and execute the 24 Hour Room by promoting unity, fellowshiping and a safe environment conducive to recovery. The Marietta 24 Hour Room is held annually within the last 2 weeks of December. The two weeks shall encompass, but not be limited to, December 24th and 25th as well as December 31st and January 1st. The Marietta Area 24 Hour Room reports directly to the Marietta Area Service Committee.

DESCRIPTION: The Marietta Area 24 Hour Room is an open Narcotics Anonymous function that depends on its members' involvement and dedication to service. All members of the fellowship are encouraged and invited to get involved and help carry the message of Narcotics Anonymous to the addict who still suffers. The Marietta Area 24 Hour Room shall abide by the rules and regulations of the contracted facility at all times. The meetings held at the Marietta Area 24 Hour Room are in no way intended to take the place of regularly scheduled Marietta Area Narcotics Anonymous meetings. Therefore, we remind all groups that any meeting that appears on the meeting list should be held at its regular time and place.

FORMATION:

MEETING PLACE: The ad-hoc committee meets in an approved establishment readily accessible for all Narcotics Anonymous members to attend. Meeting time and location is announced and flyers are distributed to spread the word of planning and coordination.

OFFICERS:

A. Chairperson

- a. Has at least two (2) years of continued abstinence from all drugs.
- b. Willingness to serve.
- c. Active in Narcotics Anonymous service structure for at least one (1) year.
- d. Previous experience / participation on the 24 Hour Room ad-hoc committee as Chairperson, Vice-Chair or Treasurer.
- e. Has the time and resources necessary to complete these duties.
- f. Has a working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of NA service.
- g. Cannot be involved in a related business that could cause conflict.
- h. Must attend all ASC and Administrative service committee meetings.
- i. Responsible for coordinating and chairing all 24 Hour Room ad-hoc committee meetings.
- j. Is authorized to collect money.
- k. Shall reconcile 7th tradition basket funds with Treasurer on a daily basis and maintain a signature log of monies collected.
- l. Shall prepare a business meeting agenda for each ad-hoc committee meeting.

B. Vice-Chairperson

- a. Has at least two (2) years of continued abstinence from all drugs.
- b. Active in Narcotics Anonymous service structure for at least one (1) year.
- c. Willingness to serve.
- d. Previous experience / participation on the 24 Hour Room ad-hoc committee.

- e. Has the time and resources necessary to complete these duties.
- f. Has a working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of NA service.
- g. Cannot be involved in a related business that could cause conflict.
- h. Shall attend the ASC and Administrative service committee meetings when the chairperson is unable to attend.
- i. Shall chair any ad-hoc committee meeting which the chairperson is otherwise unable to attend.
- j. Is authorized to collect money.
- k. Shall reconcile 7th tradition basket funds with Treasurer when the chairperson is unavailable.

C. Secretary

- a. One (1) year of continuous abstinence from all drugs.
- b. Willingness to serve.
- c. Active in Narcotics Anonymous service for at least six (6) months.
- d. Has the time and resources necessary to complete these duties.
- e. Has an NA sponsor and is working the 12 steps of Narcotics Anonymous.
- f. Maintains a binder with all ad-hoc committee documents in it.
- g. Keeps minutes of all ad-hoc committee meetings.
- h. Maintains a list of names, email addresses and phone numbers of committee members for the use of the committee only.
- i. Shall email minutes to all members of the ad-hoc committee prior to the next regularly scheduled ad-hoc committee meeting.
- j. Keeps an extra set of minutes, updated after each ad-hoc committee meeting. This is for when members need a copy or a complete set.
- k. Helps with the administrative running of the ad-hoc committee.

D. Treasurer

- a. Three (3) years of continuous abstinence from all drugs.
- b. Willingness to serve.
- c. Active in Narcotics Anonymous service structure for at least one (1) year.
- d. Previous experience / participation in the 24 Hour Room ad-hoc committee.
- e. Has the time and resources necessary to complete these duties.
- f. Has a working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of NA service.
- g. Shall have a steady source of income.
- h. Shall keep a detailed account of all 24 Hour Room ad-hoc committee funds.
- i. Shall utilize a composition notebook as a financial ledger and shall record, by hand, all expenses, funds raised and 7th Tradition collections for the duration of the 24 Hour Room.
- j. Shall give a detailed report at every regularly scheduled ad-hoc committee meeting including, but not limited to, monies received and paid out.
- k. Shall ensure that all operating expenses are fulfilled in the form of a money order with the accompanying receipt being furnished to the committee at the following regularly scheduled ad-hoc committee meeting.
- l. Shall, during the 24 Hour Room, meet with the chair or, in their absence, the vice-chair, and reconcile the 7th tradition funds daily and record the numbers in the financial ledger.
- m. Shall maintain a folder with all 7th Tradition envelopes until the last ad-hoc committee meeting.

- n. Shall work in conjunction with the assistant treasurer in regards to t-shirt sales and money collection.
- o. Shall maintain an envelope with all receipts.
- p. Is authorized to collect money.

E. Assistant Treasurer

- a. Three (3) years of continued abstinence from all drugs.
- b. Willingness to serve.
- c. Active in Narcotics Anonymous service structure for at least one (1) year.
- d. Previous experience / participation in the 24 Hour Room ad-hoc committee.
- e. Has the time and resources necessary to complete these duties.
- f. Has a working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of NA service.
- g. Shall have a steady source of income.
- h. Shall coordinate t-shirt ordering and distribution.
- i. Shall not allow a member of the ad-hoc committee to hold more than 10 t-shirts at a time.
- j. Shall ensure that additional t-shirts be distributed to members once they have turned in all monies for t-shirts already sold.
- k. Shall collect all monies from t-shirt sales at the beginning of each regularly scheduled ad-hoc committee meeting and reconcile with the treasurer prior to meeting end.
- l. Shall, in the absence of the treasurer, meet with the chair and/or vice-chair and reconcile the 7th tradition funds collected and record the numbers in the financial ledger.
- m. Is authorized to collect money.

F. Decorations Coordinator

- a. Six (6) months of continued abstinence from all drugs.
- b. Willingness to serve.
- c. Has the time and resources necessary to fulfill these duties.
- d. Shall inventory all supplies/decorations before the start of the 24 Hour Room and provide an estimate of supplies needed.
- e. Shall arrive 4 hours prior to the opening of the 24 Hour Room to direct and assist with set-up.
- f. Is not authorized to collect money.

G. Clean-up Coordinator

- a. Six (6) months of continued abstinence from all drugs.
- b. Willingness to serve.
- c. Has the time and resources necessary to fulfill these duties.
- d. Shall arrive on the morning of the last day at 10 am to direct and assist with the clean up of the 24 Hour Room.
- e. Shall inventory all supplies at the close of the 24 Hour Room and provide a report at the next scheduled ad-hoc committee meeting.
- f. Is not authorized to collect money.

H. H & I Liaison

- a. No clean time requirement.
- b. Willingness to serve.
- c. Has the time and resources necessary to fulfill these duties.
- d. Shall obtain a current list of treatment centers from the 24 Hour Room chairperson and mail an invitation letter to each facility listed.

- e. Shall serve as a liaison between the 24 Hour Room and the treatment centers.
- f. Is not authorized to collect money.

I. Personal Shift Coordinator

- a. One (1) year of continued abstinence from all drugs.
- b. Willingness to serve.
- c. Has the time and resources necessary to fulfill duties.
- d. Previous experience / participation on the 24 Hour Room ad-hoc committee.
- e. Shall create a chart consisting of 4-hour time slots throughout each day of the 24 Hour Room and sign up at least two (2) members for each shift.
- f. Once a shift has been taken, a copy of the personal shift responsibilities should be provided to each member of the shift. (See Appendix A)
- g. Shall ensure that an accurate phone number is provided.
- h. Shall organize two (2) learning days prior to the opening of the 24 Hour Room. *Learning days are for members who have never had a personal shift before.
- i. Shall provide 2 laminated copies of shift chart on 11x 17 paper for use at the 24 Hour Room.
- j. Shall make a reminder call to all shift workers the day prior to actual shift.
- k. Is not authorized to collect money.

J. Group Shift Coordinator

- a. One (1) year of continued abstinence from all drugs.
- b. Willingness to serve.
- c. Has the time and resources necessary to fulfill these duties.
- d. Previous experience / participation on the 24 Hour Room ad-hoc committee.
- e. Shall organize group shift slot selection at the October area, where numbers will be drawn for picking order.
 - 1. To ensure fairness, any group or subcommittee not present at the October ASC shall draw numbers and be added to the end of the previous month's group slot selection list.
 - 2. This will apply for groups who are willing to take additional shifts.
- f. Shall provide each group with a copy of the group shift responsibilities at the October ASC. (See Appendix B)
- g. At the November Area, the actual slot day and time will be chosen.
- h. Shall create a chart listing all group names in their appropriate time slot.
- i. Shall place a call to each Group Service Representative (GSR) or subcommittee chairperson the week prior to the opening of the 24 Hour Room, as well as the day prior to their shift to remind them of their groups' service commitment.
- j. Shall provide two (2) laminated copies of shift chart on 11x 17 paper for use at the 24 Hour Room.
- k. Is not authorized to collect money.

MEMBERS:

- a. All participants shall be members of Narcotics Anonymous.
- b. While some positions have a clean time requirement, some positions do not.
- c. All members must have the willingness to serve.

The voting in of ad-hoc committee members shall begin on the third scheduled ad-hoc committee meeting, on or about the last week of September.

VOTING:

- a. Voting
- b. Members are allowed to vote after attending two consecutive business meetings.
- c. The Chairperson is not allowed to vote unless there is a tie.
- d. When acting as Chairperson, the Vice-Chairperson shall not vote unless there is a tie.
- e. Procedural guideline changes require a two-thirds majority vote. Waiving of clean time is a procedural guidelines change.
- f. When voting committee member(s) into a position the member(s) being voted on must leave the room while the voting process takes place.

MERCHANDISE AND VENDORS:

- a. No merchandise is to be sold at the 24 Hour Room unless pre-approved by the ad-hoc committee.
- b. Only merchandise directly related to Narcotics Anonymous is allowed to be sold.
- c. Only world approved vendors will be allowed to set up and must submit a written proposal to the ad-hoc committee for approval.
- d. In the event that a vendor submits a proposal, he/she shall only be allowed to set-up shop for two (2) days maximum for the duration of the 24 Hour Room.
- e. Only one (1) vendor is to be allowed to set-up for the duration of the 24 Hour Room. If more than one vendor submits a proposal, the ad-hoc committee shall vote as to which vendor will be allowed.
- f. A vendor may set up and sell his/her merchandise, however, they shall not hold any raffles or other gambling related activity at the 24 Hour Room, whether for profit or not.

FLYERS:

- a. All flyers for the Marietta Area 24 Hour Room must be pre-approved by the ad-hoc committee and presented at the monthly Area Service Committee meeting prior to distribution.
- b. A disclaimer of non-affiliation must appear at the bottom of each flyer if any facility or outside enterprise is mentioned.
- c. A registered Narcotics Anonymous logo must appear on each and every flyer.

DISRUPTIVE/VIOLENT BEHAVIOR:

- a. In accordance with the Information Pamphlet (IP) on Violent and Disruptive behavior, members displaying such behavior:
 1. Should first be approached and spoken to by a more experienced member(s) of the NA fellowship.
 2. If the behavior continues or violence ensues, the member(s) are to be asked to leave for 24 hours to “cool down” and must be reassured that they are welcome back so long as the behavior ceases.
 3. Should the behavior turn violent, threatening and/or life-endangering, the authorities shall be contacted and the safety of all present needs to be maintained. The offender will not be welcomed back for the duration of the 24-Hr Room.

4. ***Please refer to the pamphlet “Disruptive and Violent behavior in NA” for further information and guidance in this matter. ***

CHILDREN:

- a. The Marietta Area 24 Hour Room asks for the safety of the children, that parents keep their children with them at all times. If children are found alone or wandering the premises, they will be escorted to their parents immediately.
- b. Parents should then be kindly reminded that, while all children are welcome, they're child should never be left unsupervised while they fellowship, make a meeting, or talk with their sponsor/sponsees. Also, if there are any damages incurred by their children, it is the parent's responsibility to take care of the matter.
- c. For the protection of the 24 Hour Room and the fellowship at large, all members must be vigilant and assist in this matter.

PETS/DRUGS/WEAPONS:

- a. The Marietta Area 24 Hour Room shall abide by the rules and regulations of the contracted facility.
 1. If a member brings a pet or is found to have drugs, paraphernalia and/or a weapon on them, they should be approached (If possible by someone who knows them) and told that as per facility and 24 Hour Room guidelines, they are welcome, the pet, drugs/paraphernalia and/or weapon is not.