

*Susquehanna Area Special Events  
Guidelines  
January 09*

The "SASE" mission is to organize and put on activities for the recovering addict in a safe clean environments conducive for recovery. By doing so we hope to promote Fellowship in our area while having fun.

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## *Executive Body*

**Chairperson** The Chairperson is elected by SASC

Requirements:

- A) Two years consecutive clean time
- B) Commit to one year of service
- C) Working Knowledge of NA service

## **Duties:**

- A) Attend bi-monthly RSEC
- B) Attend ASC monthly meetings and prepare written report for ASC
- C) Preside over SASE committee meetings
- D) Review treasurer's report for accuracy

## **Vice Chair**

### Requirements:

- A) Suggested clean time of one year
- B) Commit to two v.p. of <:P.rvic.e (one a.<; vice one as chair)

D) Demonstrates knowledge of basic mathematical skills and ability to keep an accurate accounting system

Duties:

- A) Oversees all monetary transactions of SASE
- B) Prepares an Event worksheet for each event and brings copies to the next SASE meeting
- C) Uses a receipt book for all cash payments made
- D) Responsible for management of the cash box and bringing it to all events
- E) Must count all monies in presence of Chair or vice-chair
- D) Responsible for paying recurring expenses

## **Flyer Coordinator**

Requirements:

- A) Suggested clean time of six months
- B) Must commit to one year of service
- C) Ability to creatively design flyers

Duties:

- A) Creates flyers and has copies printed and given to Chairperson as soon as completed for distribution
- B) Maintains an accurate calendar of upcoming events and plans development of flyers accordingly
- C) All flyers must be proof read by at least one person on the

## ***POLICY***

### Attendance:

- A) All position holders must attend all SASE meetings
- B) Unexcused absence at two consecutive meetings will be interpreted as a resignation
- C) Additional meetings must be approved by the committee

### Voting

- A) All committee members must attend 2 consecutive meetings in order to vote on issues decided by the committee
- B) Unexcused absence at 2 consecutive meetings forfeit's a

raffles or similar raffl.es in suport ofNA events

15) the cash box retains a prudent reserve of \$50 for making change at events

16) SASE will keep a bugit of \$500 for expenses of putting on events, this budget is to include printing flyers, printing tickets, rent for event locations, refreshments, and Djs and other venue's

17) All money exceeding the \$550 budget and reserve will be donated to ASC

18) Receipts must be presented for **all** expenses and reimbursements of funds . Rescipts must be presented in a timely fashion (30 days)

19) A report of all expenses will be submitted to ASC at every ASC meeting for accountability reasons

20) Flyers for events must be distributed at lest 2 months in advance prior to events

21) To have an internal audit every 6 months of bookkeeping that will be reported to ASC

22) Any person selling tickets, handling money or assets of the SASE must sign an accountability statement