



Narcotics Anonymous®



Open Arms Area Convention Committee Serenity Keepers Sub-committee Policy and Procedure

Adapted October, 2010

I. Purpose

The purpose of the Serenity Keepers sub-committee is to ensure there are no infractions created by our members and other attendees at any fundraising events or at the hotel/venue during the convention.

A. We will ensure this by adhering to the following:

1. The Guidelines set by the Twelve Traditions and 12 Concepts are adhered to.
2. ensure that each attendee has paid for entry into any fundraising event by checking for arm bands or hand stamps and has registered at the convention by checking for registration badges.
3. ensure the exchange and movement of all funds and monies are secured and safeguarded and that all money handling procedures are adhered to as per the CC guidelines.
4. to be a source of information for members attending all fundraising functions and the convention.
5. to maintain an atmosphere of recovery and proper behavior at all fundraising functions, convention workshops, and convention events.
6. contact the proper authorities (i.e. police or hotel security) in the event of an irate individual or an illegal action that can not be controlled by our members.

II. Sub-committee Body Structure

A. The Serenity Keepers sub-committee body shall consist of:

1. Chairperson
2. Co-chairperson
3. Recording Secretary
4. Regular members (minimum of ten are needed)

B. A Serenity Keeper member can be asked to step down from his/her commitment under the following circumstances:

1. member relapses during his term of service
2. member is absent from the sub-committee meetings for three consecutive meetings without contact with the Chairperson or Co-chairperson and without a reasonable excuse.
3. member refuses to attend Fundraising events or refuses to serve where/as needed at the convention
4. member refuses to comply with this policy as written.

III Meeting format

A. The Serenity Keepers sub-committee meeting format will be as follows:

1. will meet at a regularly scheduled public meeting place at a regularly scheduled time monthly (arranged and secured by the chairperson).
2. meeting will open with a moment of silence followed by the Serenity prayer.
3. Service prayer, 12 Traditions, 12 Concepts, and our purpose statement will be read.
4. Chairperson will make any comments necessary.
5. Co-chairperson will be given an opportunity to make comments.
6. Introduction of any new members.

7. Old Business from prior meeting is read by the secretary.
8. New Business is introduced and discussed.
9. Motions are accepted, discussed and voted on.
10. time is allotted for grievances and redress or a burning desire.
11. Meeting is closed with the Serenity Prayer.

IV. Sub-committee members duties

A.. Chairperson

1. Must have the required clean time as per the CC policy of three years plus one year of prior service at the ASC or CC level.
2. Must be elected into the position by the CC body.
3. secure a designated public meeting place and schedule regular meeting time monthly.
4. conduct monthly meetings geared toward the planning of fundraising events and convention coverage.
5. recruit members to this sub-committee.
6. ensure all members are instructed in proper conduct and their specific duties as per our purpose statement.
7. ensures that the Serenity Keepers sub-committee policy is adhered to as written.
8. holds extra or emergency meetings when found to be necessary – giving each member a reasonable amount of time prior to the meeting to ensure all are in attendance.
9. attends all convention committee meetings to report all sub-committee activities, issues or needs etc and to retrieve any necessary information pertaining to the functions of this sub-committee.
10. attends all fundraising activities and oversees coverage and conduct of attendees.
11. attends at least one field trip to the convention site prior to the convention to obtain a lay-out and “feel” for the site in determining proper coverage.
12. develops a schedule of coverage.
13. determines the best fit of each member in placing them in necessary areas of coverage at fundraising events and at the convention.

B. Co-chairperson

1. Must have the required clean time as per the CC policy of three years plus one year of prior service at the ASC or CC level.
2. assists chairperson in performing his/her duties
3. attends all regular and emergency Serenity Keepers sub-committee meetings.
4. steps into the position of the chairperson in his/her absence or in the event of the chairperson stepping down from his/her position.
5. attends CC meetings in the chairperson’s absence to report all sub-committee activities, issues or needs etc and to retrieve any necessary information pertaining to the functions of this sub-committee.
6. assists chairperson in developing scheduling and coverage of sub-committee members.
7. attends all fundraising events to assist with coverage.
8. attends the convention and assists chairperson in his/her duties and offers to cover areas where needed.

C. Recording Secretary

1. attends all sub-committee meetings.
2. maintains an accurate attendance of all members at meetings
3. records and maintains accurate minutes from each meeting.
4. develops a report for the chairperson prior to the CC meeting.
5. updates and maintains this policy; records changes to the policy.
6. maintains an accurate contact list of all sub-committee members and makes this list available to the chairperson and co-chairperson.

7. recruits another Serenity Keeper sub-committee member to record minutes in his/her absence.
8. attends most fundraising events and assists in coverage where needed.
9. attends the convention as a regular Serenity Keepers sub-committee member.
10. serves in the capacity of a Serenity Keeper member during all Fundraising events and at the convention.

D. Serenity Keepers sub-committee members

1. will have no clean time requirement to serve on this committee
2. attend all sub-committee meetings and assist in all decision making processes.
3. be willing to follow the direction of the chairperson and co-chairperson.
4. attend most fundraising events and assist in coverage where needed and directed.
5. assist in other areas as needed i.e. sale of food, beverages, tickets, etc.
6. attend the convention to assist with coverage in assigned areas.
7. adhere to the purpose of this sub-committee as per its policy and purpose.
8. must have the ability to remain calm and assertive.

V. Serenity Keepers sub-committee duties at the convention

A. Chairperson and Co-Chairperson

1. ensures that the chairperson or co-chairperson is available at all times during the convention.
2. ensures that all positions are covered when convention attendees are most active.
3. relieves other members from their posts when necessary and when there is no other member available for coverage.
4. rotates members to ensure that each has an opportunity to serve where they can experience each aspect of the convention.
5. ensures that each member has time off from their duties for meals, personal needs and to experience some convention activities.
6. assist CC chairperson, hotel liaison, and CC treasurer when requested.
7. divert and de-escalate any issues concerning irate or belligerent attendees.
8. alerts hotel security to issues concerning irate or belligerent attendees when not able to control the situation.
9. remains calm and assertive at all times.

B. Members

1. Newcomer – 1 – 90 days
 - a. Meet and greet arriving attendees into the hotel/venue
 - b. Assist with directions and questions concerning registration and workshop/event locations.
2. 91 days – 1 year clean time
 - a. attend workshops and maintain an atmosphere of recovery.
 - b. Check for name badges to ensure each attendee has been registered – directing them to the registration or convention information tables.
 - c. Alerts chairperson or co-chairperson to any difficulties that may arise that he/she finds unable to control on his/her own accord.
3. 1 year or more clean time
 - a. Ensures that each attendee has been registered or has paid for any merchandise intended for purchase.
 - b. Ensures the safety of monies collected and/or transported to the hotel safe, assists in covering any area where money is collected.
 - c. Covers these areas by collecting money or tickets and sells merchandise in the event that the person in charge of these areas needs to leave their post for a reasonable

OAACNA Serenity Keepers Policy and Procedure page 4 of 4
amount of time and has no other person to cover for them, i.e. bathroom break,
obtaining food and beverages, etc.

VI. After the convention

- A. The Serenity Keepers sub-committee will meet one additional time to complete the following:
 1. to go over the current policy and to discuss any need for additions or changes to policy.
 2. to discuss the convention coverage and how the sub-committee could improve on its duties.
 3. to decide who will go before the CC committee for election as the next chairperson of this sub-committee.
 4. to elect to continue the sub-committee in the event of another convention or to disband the current sub-committee.