

GPANA HOWL SUBCOMMITTEE GUIDELINES

REVISED July 2016

Section 1. INTRODUCTION

The following policy is for the HOWL Spiritual Retreat of the Greater Pensacola Area of Narcotics Anonymous (GPANA). These guidelines are intended to provide continuity, guidance and structure to the HOWL Committee (HC). The HOWL Spiritual Retreat shall be held the first weekend of October to celebrate the anniversary of the first Narcotic Anonymous (NA) meeting in the GPANA.

Section 2. PURPOSE

The purpose of the HOWL Committee (HC) shall be to coordinate and conduct the annual GPANA spiritual retreat. In accordance with the Third and Fifth Concept, this policy allows this committee to have the authority necessary to fulfill the responsibility assigned to it and to clearly define a single point of decision and accountability.

In addition, the HOWL Spiritual retreat shall help foster unity spoken of in the First Tradition by creating an event that allows all members of Narcotics Anonymous to come together to celebrate the spiritual principles found within the Steps, Traditions and Concepts of the Fellowship.

Section 3. THE HOWL COMMITTEE

The HOWL committee shall consist of members of NA within the GPANA.

The HOWL shall consist of the following trusted servants:

I. Administrative Committee

- a. Chairperson
- b. Vice Chairperson
- c. Secretary
- d. Treasurer
- e. Vice Treasurer

II. Subcommittee Chairpersons

- a. Registration
- b. Hospitality
- c. Merchandise
- d. Programming
- e. Fundraising

Section 4. QUORUM

Quorum is defined as a simple majority of current number of voting members.

Section 5. DISCUSSION LIMITS/MOTIONS

Discussions on motions/proposals and making or seconding motions/proposals shall be kept in accordance with the GPANA guidelines and at the discretion and service experience of the HC chair.

I. Voice on the Floor.

The following have a voice on the floor:

- a. Administrative Committee ~~Members~~
- b. Subcommittee Chairpersons or Vice-Chair in the absence of the Chair.
- c. Any member of the HC
- d. Any NA member in the GPANA at the discretion of the Chairperson.

Section 6. NOMINATIONS AND ELECTIONS

The HOWL Chair shall be elected at the GPANA ASC. Willing members must present a letter of willingness. The election shall be held in December, and the Chairperson shall step into the position in January. It is recommended that Vice Chairperson continue with the HOWL with a vote of confidence. As there is much work to be done, nominations and elections shall be done at the November ASC meeting or as soon as possible after said meeting. All other positions will be filled within the HC after the Chair has been elected.

All willing members must present a letter of willingness and be prepared to answer questions regarding their qualifications and service experience.

Section 7. QUALIFICATIONS

I. Chairperson and Vice Chairperson

- a. Willingness and desire to serve.
- b. Time and resources required to be an active participant.
- c. One-year commitment.
- d. Minimum of three years clean time; two years for Vice Chair. There is an option to waive clean time, but should be under very rare circumstances.
- e. Minimum of one-year NA service experience.
- f. Understanding the Twelve Steps, Traditions, and Concepts through application.
- g. Previous involvement with this committee on some level.
- h. Is not RCM/RCMA.

- i. For Vice Chair two-year commitment with a vote of confidence to become Chair after one year as Vice Chair.

II. Secretary

- a. Time and willingness to serve.
- b. Time and resources required to be an active participant.
- c. One-year commitment.
- d. Minimum two years clean time.
- e. With 6 months NA service experience.
- f. Knowledge of the twelve steps, Traditions, and Concepts.

III. Treasurer & Vice Treasurer

- a. Time and willingness to serve.
- b. Time and resources required to be an active participant.
- c. One-year service commitment. Vice Treasure is a two years' service commitment with a vote of confidence to continue.
- d. Minimum of three years clean time.
- e. Minimum of one-year NA service experience.
- f. Understanding of the Twelve Steps, Traditions, and Concepts through application.
- g. Understanding of procedures required to handle large amounts of money.

IV. Sub-Committee Chairs

- a. Willingness and desire to serve.
- b. Time and resources required to be an active participant.
- c. One-year commitment.
- d. Minimum of two years clean time.
- e. Minimum of one-year NA service experience.
- f. Understanding the Twelve Steps, Traditions, and Concepts through application.

Section 7. DUTIES AND RESPONSIBILITIES

Administrative Committee. The Administrative Committee (AC) carries out the conscience of the overall Committee. The AC of the HOWL may hold periodic, separate meetings. Part of its function is to ensure that the Subcommittees get the support they need. It may be necessary for the AC to involve itself in the specific duties of each subcommittee.

As soon as possible, the Administrative Committee drafts a tentative schedule of meeting dates for the HOWL. This schedule is then approved by the HOWL and distributed to all members, as well as the GPANA. It is advisable to choose the same day and time of every month.

I. Chairperson.

- a. Prepares an agenda prior to each meeting.
- b. Stays informed of the activities of each Subcommittee and provides help when needed.
- c. Monitors the dispersal of funds and overall HOWL expenses.
- d. Conducts the meeting in accordance with GPANA policy.
- e. Is fair and impartial.
- f. Keeps contact and takes care of things with Adventures Unlimited.
- g. Co-signs on the HOWL bank account.
- h. Prepares a monthly HOWL report for ASC.

II. Vice Chairperson.

- a. Assumes all duties of the Chair in his/her absence.
- b. Works closely with the Chair to delegate responsibilities to Subcommittee Chairpersons.
- c. In instances where there is a vacancy of any subcommittee chair he/she would assume all responsibilities of that chairperson.
- d. Co-signs on the HOWL bank account.
- e. Reports to ASC if Chair is unable to attend.

III. Secretary

- a. Keeps an accurate record of all HOWL meetings and Subcommittee reports.
- b. Maintains HOWL files and archives.
- c. Keeps extra sets of minutes for members who request a complete set.
- d. Gets completed minutes to all HC members within 10 days of the last meeting.

IV. Treasurer/Vice Treasurer

- a. Ensures all signature cards are updated.
- b. Keeps an accurate record of transactions of the HOWL including receipts for income and disbursement.
- c. Writes checks and is responsible for collecting receipts from Subcommittees.
- d. Prepares a financial report due at each HOWL meeting and Area meeting. Is subject to an audit at ANYTIME.
- e. Collects all donations and proceeds.
- f. Prepares an annual budget with chairperson of the HOWL.
- g. Reviews Subcommittee reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained. This information shall be in the Treasurer Report.
- h. Ensures each check issued has two (2) signatures.
- i. Has all financial records ready for a review at each Area.

V. Subcommittee Chairs

- a. Conduct regular meetings to complete tasks assigned to that committee.
- b. Make sure that duties within the committee are given to members that are Responsible enough to complete said duties.
- c. Carefully consider clean time and experience of subcommittee members.
- d. Prepare a written report to present at the HC meetings.
- e. Prepare a written budget to present to the HC for approval.
- f. Work together with the other Subcommittee chairs.

VI. Hospitality

The purpose of this subcommittee is to ensure coffee, food, drinks and snacks are available to all registered HOWL participants. This includes Friday dinner, Saturday continental breakfast, lunch and dinner and Sunday continental breakfast. As well as coffee during all meetings where facility access will allow.

VII. Registration

Usually, the first people HOWL attendees meet are those manning the registration table. How well they are greeted in many ways sets the tone for the HOWL. Smooth, prompt, orderly and hospitable service are key ingredients to successful registration. Therefore, organization and planning by the Committee are very important. The first task is to design a registration flyer which should be done well in advance (at least eight months prior to HOWL). The development of this flyer should be a cooperative effort between Registration, Program and the Administrative Committees. A registration form is customarily placed on the bottom of the HOWL flyer. After the flyer is completed (at least six (6) months prior to the HOWL), it shall be distributed to all Areas.

The campout information can be submitted via email to NAWS website or PensacolaNA.org.
The cutoff date for pre-registration shall be one (1) month prior to the HOWL.
(September 1.)

Care should be exercised in the production of flyers and registration forms. The Registration subcommittee should ensure a place on the registration form for a special needs request. Funds will be made available for its purpose if needed.

A statement explaining the importance of registration should also be included. Flyers should be clear and informative, not confusing. Flyers should be attractive, but need not be ornate or expensive. Flyers should also be distributed at other conventions. This may require coordination with other members of Region that plan to attend other conventions.

A clear understanding should be reached between the Registration subcommittee chair and the HOWL treasurer on the procedures for handling registration and money.

As each registration is received by mail or direct sale, a record should be made indicating information about the registrant and all money received. Also, as each mailed registration is received, a confirmation card and receipt is sent to the registrant. No changes to the registration fee will be made without the approval of the HOWL Committee.

If free registrations are given out at fund raisers, the Committee must keep careful records of what is provided and to whom.

No addict will be turned away if their funds are not available, therefore a minimum of one dozen registration packets should be available for those addicts.

The HOWL shall determine how much is to be spent on registration packets. This includes items to be placed inside the packets. Some type of registration badge, pin or HOWL memorabilia will be included in each HOWL packet.

Final preparations for the HOWL include buying all supplies for the registration table, assembling packets and having all pre-registration up-to-date and prepared in an organized fashion.

A member of the Registration subcommittee shall attend all fund raisers to sell registrations. Volunteers will be needed to sit at the registration table during the HOWL. There should be two people during peak hours which include Friday and Saturday nights prior to the speaker meetings. There should be enough volunteers to allow everyone working the opportunity to enjoy as much of the HOWL as possible. For the protection of volunteers and HOWL funds, at least one person with one-year clean time or more must be at the registration table at all times that money is being collected.

VIII. Merchandise

The merchandising effort of any spiritual retreat should be based strictly on the need to generate funds to ensure the success of the event. Too often the merchandising efforts of the HOWL detract from the primary focus. The focus of any spiritual retreat is the celebration of our shared recovery, not to make large amounts of money. If the HC finds that it is not necessary to generate considerable sums of money to cover expenses, then the merchandising effort should be kept to a minimum.

Careful consideration should be made in selecting items to be sold at the HOWL and how many of each item should be ordered. There should be records from the previous year's HOWL pertaining to the number of attendees and the number of shirts, mugs, etc., that were sold. *Remember, it is always better not to order enough rather than to order too much.* The nature of the economy should be considered when deciding on the amount of items to order.

Careful consideration should also be made in negotiating the purchase price of items selected for sale. Usually three different bids are submitted for consideration. All items selected by the Merchandising Subcommittee (MC) must first be approved by the HC as a whole.

The MC must submit a complete summary of information regarding the ordering, marketing and shipping dates of the items selected for sale at the HOWL.

The MC should prepare and the HOWL shall approve of the store hours of the HOWL. Store hours should be established in conjunction with Program, Registration and Hospitality. Also, the MC is responsible for delivering receipts and purchase orders to the HOWL Treasurer along with a list of outstanding inventory items to be sent to Area.

During the HOWL, the Merchandise chair and volunteers will be needed to work the store. Due to the handling of large amounts of money, it is suggested that anyone working the cash drawer have at least one-year clean time. All money collected by the MC will be immediately turned over to the Treasurer/ Vice Treasurer who shall make sure that it is immediately deposited in the bank at the end of the HOWL.

The MC should solicit the fellowship for logo ideas. The MC is not responsible for selecting the logo as this is up to the HC. All art and graphics must be approved by the HC. The MC deadline is August 1 for all merchandise orders.

IX. Program & Activities

The Program and Activities subcommittee (PA) are responsible for the following:

- a. Selection of the speakers.
- b. Saturday and Sunday morning meditation by river.
- c. Responsible for finding chairperson for meetings, handing out readings, and finding someone to hand out key fobs. (Only at the afternoon meetings.)
- d. Organizing Saturday afternoon activities.

- e. Working with Merchandise Committee to establish Saturday night Auction.
- f. Organizing pine cone ceremony on Friday night.
- g. Organizing clean time countdown on Saturday night.
- h. Selecting someone to be the Howler on Saturday night.

Selection of speakers

- a. Two local speakers for the afternoons of Saturday and Sunday.
- b. Two out of town speakers for Friday and Saturday night.
- c. All speakers must be approved by the HC
- d. Main speakers shall be a members of NA with a minimum of five years clean time.
- e. Main speakers shall not be members of the HC
- f. Main speakers must not have spoken in the last three years.

A speaker at a spiritual retreat shares his/her personal experience of recovery in NA. Potential speakers and program participants are people who base their recovery on powerlessness over the disease of addiction, identify themselves as addicts (only), work steps in NA and attend NA to sustain their recovery. These qualifications help to insure that NA members get an NA message.

Out of town speakers of the HOWL will receive registration and lodging. No travel expenses will be covered.

The Program Committee should have a pool of members available from which to select replacement speakers in the event of a last minute cancellation or no-show.

X. Fundraising

The Fundraising Committee is responsible for the following:

- a. Organizing, coordinating and setting up Fundraisers for the HOWL.
- b. Distributing flyers to GSR's and Area home groups.
- c. Utilizing all resources to announce Fundraisers.
- d. Return all monies raised during Fundraisers to the Treasurer/Vice Treasurer.
- e. Coordinating with the Merchandise and Registration Committee Chair to Have tables at fundraisers.

XI. How to handle the money

The HOWL shall have its own checking account and the checks will require two signatures.

- a. HOWL Treasurer
- b. HOWL Vice Treasurer
- c. HOWL Chairperson
- d. HOWL Vice Chairperson

In the event a check is payable to one of the authorized signers of the account, the payee shall not be authorized to sign said check, another authorized signature is required.

The HOWL shall have a prudent reserve/ beginning balance of \$3000.00 in the checking account, subject to change only by a vote of the ASC. A budget of proposed expenses shall be submitted and approved before funds will be disbursed. This Committee is responsible to generate the funds necessary to have the HOWL monies can be generated through Registration and Merchandising.

All monies above the \$3000 prudent reserve plus 5% for inflation will be turned into ASC.