

GPANA HOWL Committee Guidelines

Approved August 2022

Section 1. Introduction

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

Section 2. Purpose

The purpose of the HOWL committee shall be to coordinate and conduct the annual 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 written 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. The HOWL Committee shall consist of the following trusted servants:

I. Administrative Committee

- a. Facilitator
- b. Co Facilitator
- c. Treasurer
- d. Vice Treasurer
- e. Secretary

II. Subcommittee Chairpersons

- a. Registration
- b. Hospitality
- c. Merchandise
- d. Programming
- e. Fundraising (should Fundraising be deemed necessary)

Section 4. Quorum & Conducting Business

Quorum is defined as a simple majority of the current number of voting members. Voting members are the Subcommittee Chairs and all members of the Administrative Committee with the exceptions of the Facilitator and Vice-Facilitator.

The order of trusted servants to conduct HOWL Committee business will be Facilitator, Co Facilitator, Treasurer, Vice Treasurer, Secretary, Registration, Merchandise, Programming, Fundraising, Hospitality.

Section 5. Discussions and Proposals

Discussions on proposals shall be kept in accordance with the GPANA ASC guidelines and at the discretion of the HC Facilitator.

The following have a voice on the floor:

- a. Administrative Committee Members
- b. Subcommittee Chairpersons
- c. Any member of the HC
- d. Any NA member of the GPANA at the discretion of the Facilitator.

Section 6. Nominations and Elections

The HOWL Facilitator shall be elected at the GPANA ASC. Willing members must present a letter of willingness at the ASC in the month of September.

The nomination shall be held in September, and the Facilitator shall be elected in October. It is recommended that the Co Facilitator continues with the HOWL with a vote of confidence. As soon as the new Facilitator is elected, the new Facilitator should coordinate with the outgoing Facilitator to have the final meeting of the previous HOWL and the first meeting of the upcoming HOWL. All other positions will be filled on the HOWL Committee after the Facilitator has been elected. All willing members must present a letter of willingness and be prepared to answer questions regarding their qualifications and service experience.

ACMs and SUB Chairs have a "term limit" of two consecutive years in the same position.

Section 7. Qualifications

- I. Facilitator
 - a. Time and willingness to serve, this is a one year commitment.
 - b. Resources required to be an active participant.
 - c. Minimum of three years clean time. This is an unwaivable requirement.
 - d. Minimum of one year NA service experience including previous involvement with the HOWL committee.
 - e. Must have completed the Twelve Steps. Work on Traditions and Concepts is recommended.
 - f. Must have an understanding of the HOWL Guidelines and CBDM.
 - g. Should hold no other position at GPANA ASC.
- II. Co Facilitator

- a. Time and willingness to serve.
- b. Resources required to be an active participant.
- c. Minimum of three years clean time. This is an unwaivable requirement.
- d. Minimum of one year NA service experience including previous involvement with the HOWL committee.
- e. Must have completed the Twelve Steps. Work on Traditions and Concepts is recommended.
- f. Must have an understanding of the HOWL Guidelines and CBDM.
- g. Should hold no other position at GPANA ASC.

III. Secretary

- a. Time and willingness to serve. This is a one year commitment.
- b. Resources required to be an active participant.
- c. Minimum of two years clean time.
- d. Minimum of 1 year NA service experience.
- e. Must have completed the Twelve Steps. Work on Traditions and Concepts is recommended.
- f. Should have good written communication skills.

IV. Treasurer and Vice Treasurer

- a. Time and willingness to serve. This is a one year commitment.
- b. Resources required to be an active participant.
- c. Minimum of three years clean time. This is an unwaivable requirement.
- d. Minimum of one year NA service experience.
- e. Must have completed the Twelve Steps. Work on the Traditions and Concepts is recommended.
- f. Should have a competent understanding of procedures involved in handling large amounts of money.

V. Sub-Committee Chairs

- a. Time and willingness to serve.
- b. Resources required to be an active participant.
- c. Minimum of two years clean time.
- d. Minimum of one year NA service experience.
- e. Should be actively working the Twelve Steps. Work on Traditions and Concepts is recommended.

Section 8. 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 AC drafts a tentative schedule

of meeting dates for the HOWL. This schedule is then approved by the HC and distributed to all members, as well as the GPANA ASC. It is advisable to choose the same day and time of every month.

I. Facilitator

- 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 ASC guidelines.
- e. Is fair and impartial.
- f. Cosigns on the HOWL bank account and is the second signature on any check written to a person or place unless the check is written to the Facilitator, in which case the Co Facilitator will be the second signature.
- g. Prepares a monthly HOWL report for and attends GPANA ASC.
- h. Will be the point of contact for Adventures Unlimited.
- i. Passes the end of year reports to the next Facilitator.

II. Co Facilitator

- a. Assumes all duties of the Facilitator in the Facilitator's absence including reporting to and attending GPANA ASC.
- b. Works closely with the Facilitator to delegate responsibilities to Subcommittee Chairpersons and is the primary point of contact for the Subcommittee Chairs to the Administrative Committee.
- c. In the event that a Subcommittee Chair remains vacant, the Co Facilitator assumes all responsibilities of that chairperson.
- d. Cosigns on the HOWL bank account and is the second signature on any check if the Facilitator is unavailable or if the check is due to the Facilitator.

III. Secretary

- a. Keeps an accurate record of all HOWL meetings and Subcommittee reports.
- b. Maintains HOWL files and archives and coordinates passage of these to the next Facilitator and/or Secretary.
- c. Makes available minutes for members who request them.
- d. Distributes minutes to all HC members within 10 days of the last meeting.
- e. Regularly checks the HOWL email account and keeps the HC informed of any communications received therein.

IV. Treasurer and Vice Treasurer

- a. Cosigns on the HOWL bank account and are trustees of the PayPal account.
- b. Ensures that all signature cards are updated.
- c. Ensures that each check issued has two signatures. The Treasurer or Vice Treasurer should be the first signature, and the Facilitator or Co Facilitator should be the second.
- d. Keeps an accurate record of all transactions including receipts for income and disbursements.

- e. Prepares a report for each HOWL and ASC meeting.
- f. Is subject to an audit at any time.
- g. Collects all donations and proceeds, and works closely with the Fundraising, Merchandise, and Registration chairs to ensure proper money handling practices.
- h. Advises on proposed Subcommittee budgets.
- i. Coordinates with the HOWL Facilitator to donate any funds over and above the prescribed seed money for the following year to GPANA ASC.

Guidelines for establishing seed monies and donations to GPANA ASC

- In keeping with past practice and in order to ensure the HOWL has sufficient money to pay yearly increases in Adventures Unlimited's pricing and to serve the ever-growing number of addicts who come each year, the seed money will grow by 10% each year for the next 3 years.
- The seed money for HOWL 44 (2023) is \$5,000.00
- The seed money for HOWL 45 (2024) is \$5,500.00
- The seed money for HOWL 46 (2025) is \$6,050.00
- Though the HC recommends that this practice continue, we recommend revision in 2025 to take into account changes in pricing or attendance.

Subcommittee Chairs

Subcommittee Chairs should form their own committees to carry out the duties assigned to them. Careful consideration should be paid to the clean time and service experience of members when delegating responsibilities. Subcommittee Chairs should prepare a written report for each HC meeting including a budget for any requested funds. Subcommittee chairs must be willing to work closely and cooperatively with the other Subcommittee chairs.

I. Fundraising Committee

- a. Organizes any fundraising deemed necessary for the HOWL.
- b. Distributes flyers and information regarding fundraisers to GSRs and all Area homegroups.
- c. Coordinates with the Treasurer/Vice Treasurer to ensure proper handling of funds.
- d. Coordinates with the Merchandise and Registration Chairs to have tables at any fundraisers.

II. Hospitality Committee

- a. Ensures coffee, food, drinks, and snacks are available to all registered HOWL participants.
- b. Meals provided must include Friday dinner, Saturday breakfast, lunch, and dinner, and Sunday breakfast.
- c. Reviews prior Hospitality budgets and attendance numbers in order to make responsible decisions regarding meal planning.
- d. Careful records should be kept and passed along to the Secretary for inclusion in the end of year report.

- e. It is recommended that the Hospitality Subcommittee Chair have prior experience in food service for large groups.

III. Merchandise Committee

The focus of any spiritual retreat is the celebration of our shared recovery, NOT to make large amounts of money. The merchandising effort 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. 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. It is always better to not order enough than to order too much.

- a. Reviews prior Merchandise budgets and year-end inventories in order to make responsible decisions regarding ordering.
- b. Solicits the Fellowship for logo ideas and brings those ideas to the HC for approval.
- c. Solicits bids from at least three vendors for items to be ordered.
- d. All merchandise expenditures must be approved by the HC.
- e. All Merchandise orders must be placed by August 1.
- f. Coordinates with the Hospitality and Registration Chairs to establish store hours during the HOWL.
- g. During store hours, Merchandise Subcommittee members will be needed to work the store. A member with at least three years clean time should be responsible for the cash drawer and for ensuring the cash is immediately delivered to the Treasurer or Vice Treasurer.
- h. Should there be inventory remaining at the conclusion of HOWL, the Merchandise Chair will coordinate with the Treasurer for either selling the remaining merchandise at a reduced price or turning the remaining inventory over to the next HOWL committee for sale the next year.
- i. Careful records should be kept and passed to the Secretary for inclusion in the end of year report.

IV. Programming Committee

- a. Competency in tech and AV equipment is recommended for the Chair and/or members of this committee.
- b. Organizes all speakers and activities during HOWL.
- c. Reviews previous HOWL schedules and year end reports for suggestions and ideas for the activities.
- d. Arranges for chairpersons for the meetings at HOWL.
- e. Arranges for proper AV equipment at each meeting and activity if necessary.
- f. Coordinates with the Registration Chair to ensure the Friday night and Saturday night speakers receive lodging and registration.
- g. Arranges for replacement speakers in the event a speaker is unexpectedly unable to attend.
- h. Careful records including a copy of the schedule should be kept and passed to the Secretary for inclusion in the end of year report.

Guidelines for the selection of speakers:

- Two local speakers - one Saturday afternoon, one Sunday morning.
- Two out of town speakers - One Friday night, one Saturday night.
- All speakers must be approved by the HC.
- Friday and Saturday night speakers must have a minimum of five years clean, identify themselves as addicts (only), and work a strong program of NA recovery.
- The above applies to the local speakers with the exception of the clean time requirement. Local speakers must have a minimum of three years clean.
- Speakers will not be members of the HC.
- Speakers will not have spoken at HOWL in the last five years.

V. Registration Committee

Very often, the first people that HOWL attendees come into contact with regarding the HOWL are members of the Registration Committee. How well they are greeted and how efficient the registration process is in many ways sets the tone for the HOWL. Careful organization, planning, and cooperation with the AC and other subcommittee chairs are very important.

- a. Reviews previous Registration end of year reports, forms, flyers, purchases, and inventories.
- b. Develops a flyer for HOWL. The flyer should be clear, informative, and attractive but need not be ornate or expensive. Flyers should include a statement on the importance of registration and a request for newcomer donations and any special needs requests. Requests for funds to cover special needs should be made to the HC at large. Coordination with Region will be necessary for distribution in other Areas.
- c. Coordinates with the ASC Webmaster for placing the online registration form at pensacolana.org/thehowl.
- d. Registration fees must be approved by the HC.
- e. Coordinates closely with the Treasurer on proper handling of funds received.
- f. Registration Committee should be present at any Fundraising events with a laptop or cell phone to assist with the online registration process for addicts who may need help.
- g. Keeps careful records as each registration is received either by mail, direct sale, or online and issues a receipt by email if necessary.
- h. Keeps careful records of any free registrations given out at fundraisers or to speakers.
- i. Attends any fundraisers in order to sell registrations there.
- j. Prepares a budget for proposed items to include in the registration packets. Coordination with the Merchandise Chair may allow for money to be saved with bulk ordering or combined shipping. Some type of registration badge must be included with all registration packets.
- k. HC must approve any registration expenditures.
- l. Prepares at least 25 newcomer registration packets as no addict is turned away.
 - i. Keeps a list of addicts who need to stay in the Bunkhouse.
- m. Coordinates with Merchandise and Hospitality to establish hours for registration during HOWL and arranges for at least two Registration Subcommittee members to work those

hours. For the protection of members and HOWL funds, at least one person with three years clean time must always be at the registration table.

- n. Should there be registration packets remaining at the conclusion of HOWL, the Registration Chair will coordinate with the Treasurer for either giving away the remaining items included in the packets or turning the remaining inventory over to the next HOWL committee for use the next year.

Section 9. Removal and Resignation of Committee Members

- a. A service member is automatically removed from office for loss of abstinence.
- b. A service member may be removed for noncompliance. Consensus of the voting members is required for removal. Noncompliance includes but is not limited to non-fulfillment of the duties of their position.
- c. If an ACM or SUB Chair is not in attendance for two (2) consecutive HC meetings or three (3) total absences during their term, the HC member or SUB Chair will be asked to report to the service body regarding their ability to fulfill the remainder of their service term. After hearing the elected servant's commitment level and resolute explanation, the service body shall reach a consensus for dismissal or ask the trusted servant to remain in their commitment.
 - i. If a member cannot or does not report to the HC, the HC may call a vote using Consensus to remove that member.
- d. An AC member or SUB chairpersons may resign by providing written notice to the HC Chair.
- e. In the event that the HOWL Facilitator resigns or is removed from office, the Co Facilitator will assume the duties of the Facilitator for the duration of the original Facilitator's commitment or until a new Facilitator is elected.
- f. In the event of a sudden vacancy, the HOWL Facilitator may assign a current HC member to assume the duties of the vacant position, per the order of trusted servants defined in Section 4, until said position is filled.

Section 10. Concerns Not Addressed

For any topics, duties, responsibilities, concerns, etc. that are not addressed in these guidelines, refer to the current GPASC Guidelines for resolution.