

Proposed Policy to go into Effect 2016

APPENDIX C ABCD REGIONAL CONVENTION COMMITTEE POLICIES AND PROCEDURES

PURPOSE

The ABCD Region of Narcotics Anonymous (NA) holds conventions to bring our membership together in a celebration of recovery.

CODE OF CONDUCT FOR ALL MEMBERS OF THE COMMITTEE:

All committee members are to conduct themselves in an orderly and respectful manner at all times.

Absolutely no fighting, no touching while communicating with other addicts.

Loud interceptive language and conduct will not be tolerated.

Absolutely no gambling or any use of mind or mood altering chemicals on premises at any fund raising or activities given by ABCD Region!!!!

Minor or excessive profanity will not be tolerated or you may be asked to remove yourself from the convention site premises.

Timely and punctual attendance at all subcommittee meetings is expected of all members.

Theft of personal or ABCD Region property is a cause for arrest and prosecution.

An air of politeness and cordiality is to be expected from all committee members.

All directives and instructions by committee members to each other should be followed by examples.

Absolutely no provocative behavior will be tolerated or you may be asked to remove yourself from the convention site premises.

If you are staying at the hotel, you are required to pay the hotel fee and register for the convention. If you sleep in a hotel room and you are not registered with the hotel, you are breaking the law. It is called theft of services and you may be asked to register for the convention and pay for the hotel room or remove yourself from the convention site premises.

CONVENTION COMMITTEE MEETINGS

All Convention Committee meetings will take place at a regularly scheduled time and place (not at a personal residence) and follow Robert's rules of Orders.

Attendance at convention committee meetings is important. If trusted servants miss two consecutive meetings in a row, they may be removed from their position, subject to a review by the Convention Committee for extenuating circumstances. This policy applies to executive committee and convention sub-committee chairpersons.

Voting privileges at the Convention Committee meetings are extended to the Executive Committee, Subcommittee chairpersons or vice-chairpersons in their absence, and all other regularly attending members. Regular attendance is defined as

attendance for two consecutive meetings. If you miss two consecutive meetings, you must attend two or more consecutive meetings in order to have your voting privileges restored.

All subcommittees hold separate meetings prior to Convention Committee meetings. The subcommittee chairpersons submit reports, recommendations and other details about their area of responsibility to the Convention Committee.

Convention Committee meetings are scheduled monthly until four months prior to the convention, at which time they will take place every two weeks. At two months prior to the convention, meetings will take place weekly. It is advisable to schedule two to three hours to conduct Convention Committee meeting business.

Any additions, changes, modifications or revisions that may become necessary to this policy will be submitted for review to the Executive Committee to make a determination.

COMMITMENT

All subcommittees' responsibilities are deemed completed **30 days** after the convention ends.

All subcommittees' financial accountability will be submitted 30 days after the convention ends.

Convention chairperson will give a final report within **60 days** to the ABCD Region Service Committee

The Convention Treasurer will continue the duties of accountability, and will be available for any additional questions or explanations from the Region and will continue to perform any and all banking transactions, until January 1 of the following year.

ELECTION OF CONVENTION CHAIRPERSON

Nominations will be taken **90 days** prior to convention closing to ensure the continuity of the chairperson's position. The elected Chairperson will resume responsibility within 30 days after the convention closing.

SEED MONEY

At the end of the convention, a prudent reserve will be established in the amount of \$8,000 in accordance with the World Convention Guidelines.

CONVENTION COMMITTEE

The Executive Committee and Subcommittee chairpersons are identified as follows:

1. Executive Committee:
Chairperson
Vice Chairperson
Secretary
Treasurer
Vice Treasurer
2. Subcommittee Chairpersons:
Hotels and Hospitality

Fundraising and Entertainment
Convention Information
Registration
Arts and Graphics
Programming
Merchandising
Serenity Keepers

SUBCOMMITTEES

All Subcommittees will report to the Convention Committee full body meetings to insure that the Chairperson and Treasurer can make complete and accurate reports to the RSC.

MEETINGS

Subcommittee will meet once a month, preferably before the full body convention committee meeting.

All meetings are to begin on time. The Subcommittee will become familiar with convention committee policy and procedures, information included in the press packet, and questions and answers which may be asked at the convention site by those attending.

THE EXECUTIVE COMMITTEE

The Executive Committee functions as the administrative committee of the convention and holds separate, periodic, and special subcommittee meetings. Its function is to ensure that the various subcommittees work together and to assist subcommittees, which may need extra help. The members of the Executive Committee discuss the performance of subcommittees as well as the convention budget and other matters, which affect the convention.

QUALIFICATIONS & RESPONSIBILITIES

CHAIRPERSON: Five years clean time; active participation in Narcotics Anonymous, demonstrated stability in the local community; administrative abilities, working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA:

1. Chairperson must attend Regional Service Committee meetings and submit a report on the progress of the convention planning.
2. Stays informed of the activities of each subcommittee, and provides help when needed.
3. Appoints Adhoc Committee, if necessary.
4. Helps resolve conflicts.
5. Keep activities within the principles of the 12 steps, 12 Traditions and 12 Concepts of NA and in accordance with the purpose of the convention.
6. Monitors the fund flow and overall convention costs, and helps organize the subcommittee budgets. Prepares a written budget for the Executive Committee functions.

7. Prevents important questions from being decided prematurely, in order to foster understanding by the entire Convention Committee prior to action.
8. Allows the subcommittees to do their jobs while providing guidance and support.
9. Prepares the written agenda for the Convention Committee and Executive committee meetings.
10. Votes only to break a tie.
11. Chairs the Convention Committee meetings as well as the Convention Banquet meeting.

If the chairperson misses two consecutive or a total of three Convention Committee meetings within the year, the Convention Committee will review the situation before asking the Chairperson to step down from his or her position.

VICE CHAIRPERSON: Five years clean time; the person must be able and familiar with all committee members in order to act as a liaison between the subcommittees and then region, a working knowledge of the 12 steps, 12 traditions and the 12 concepts of NA:

1. Acts as chairperson, if the chairperson is unavailable.
2. The Vice Chairperson must attend Regional Service Committee meetings whenever chairperson is unable to attend, and submit a report on the progress of the convention planning.
3. Acts as liaison with subcommittees when needed in order to ensure that they get the necessary support to do a good job.
4. Works closely with the chairperson to help delegate responsibilities to subcommittee chairpersons.

SECRETARY: Two years clean time; service experience as well as good typing skills to ensure that accurate minutes are distributed to committee members, working knowledge of the 12 steps, 12 traditions and 12 concepts of NA:

1. Keep minutes of all committee meetings and subcommittee reports.
2. Distributes minutes to committee members after approval by the Convention Committee chairperson or vice-chairperson. Minutes are distributed at the Convention Committee meeting. An agenda for the next meeting will be attached to the minutes.
3. Maintains a list of names, addresses, and phone numbers of committee members for committee use.
4. Keep two extra sets of minutes, updated after each committee meeting, for members who request a complete set of minutes.
5. Assists all committees in mailing and correspondence.

TREASURER: Five years clean time; demonstrated stability in the local community, must be gainfully employed, accounting skills, service experience with conventions or other large-scale fellowship activities, and accessibility to other convention committee members, especially the Registration subcommittee, working knowledge of the 12 steps, 12 traditions and 12 concepts of NA

1. Open and maintain a bank account for the Convention Committee. The signatures for the account are any two of four signatures, which are the Regional Treasurer, Convention Committee Chairperson, Vice Chairperson, Treasurer and Vice Treasurer. (Signatures to be changed following completion of Executive Committee term.) The signature cards and account information will be filled out at the committee meeting.

2. Works with the Chairperson and Vice Chairperson to prepare a budget for the convention, which is used for planning Fundraising activities. The budget is based on the subcommittee's recommendations as to the monies that will be needed to carry out their tasks. The budget can be a rough estimate at the beginning of the planning, and revised as the convention draws near. When all the financial needs of the subcommittees are listed and totaled, the income should be outlined. One source of income comes from fundraisers, another from registrations and a third from merchandise sales.

3. Writes all checks and is responsible for collecting receipts from subcommittees for money paid out.

4. Responsible for **all monies** being deposited into the Convention Committee bank account; pays all bills; and advises the whole Convention Committee on cash supply, income flow and rate of expenditures.

5. Reviews subcommittee reports for departures from the financial plan mentioned in the original budget so that an accurate budget can be maintained. **This information is included in the Treasurer's Report and submitted to the Regional Service Committee.**

Each check requires two signatures. **A complete and itemized Treasurer's Report must be given to the Regional Service Committee monthly. Treasurer is required to provide Treasurer's Report at all Convention Committee meetings.**

Sample of what the report should look like:
CONVENTION TREASURER'S REPORT

<u>DATE</u>	<u>DESCRIPTION</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>BALANCE</u>
09/15/2014 xx/xx/yyyy	Seed Money			\$8,000.00
	Hotel Deposit ck# xxx		5,000.00	3,000.00
	Registration			
	Printing ck# xxx		150.00	2,850.00
	12 @ 15.00	180.00		3,030.00
	Fund Raising			
xx/xx/yyyy	Speaker Jam			
	facility ck# xxx		100.00	
	food ck# xxx		100.00	
	beverage ck# xxx		50.00	2,780.00
	door	200.00		
	raffle	180.00		3,160.00
xx/xx/yyyy	Boat Ride			
	facility ck# xxx		500.00	2,660.00
	ticket sales 80 @ 30.00	2,400.00		4,800.00

Merchandising				
xx/xx/xxxx	T-shirt printing ck# xxx sales 10 @12.00		750.00 120.00	4,050.00 4,170.00

6. Treasurer must, within **30 days** of the end of the convention, submit a finalized Treasurer's Report and turn all monies, ledger, and checks to the Regional Service Committee.

7. During convention all cash/monies must be signed by both Treasurer and Head of Security on log sheets at pickup and deposited by both persons together to the hotel in a one-way deposit only account.

VICE TREASURER: Five years clean time; demonstrated stability in the local community, must be gainfully employed, accounting skills, service experience with conventions or other large-scale fellowship activities, working knowledge of the 12 steps, 12 traditions and 12 concepts of NA

1. Works along with Treasurer, Chairperson and Vice-Chairperson to prepare a budget for the convention.

2. Along with Treasurer, co-signs all checks and is responsible for collecting receipts from subcommittees for money paid out, as well as being responsible for having the checkbook on site at all full body meetings in the absence of the Treasurer.

3. Along with Treasurer, reviews subcommittee reports for departures from the financial plan mentioned in the original budget so that an accurate budget can be maintained.

SUBCOMMITTEES:

All subcommittees within the Convention Committee will consist of the following positions:

QUALIFICATIONS & RESPONSIBILITIES:

CHAIRPERSON

Five years clean time.

Working knowledge of the 12 steps, 12 traditions and 12 concepts of NA

Ability to communicate with people inside/outside NA fellowship

Ability to organize, motivate and give direction

Willingness and ability to serve

If the chairperson misses two subcommittee meetings in a row, they may be removed from their position, subject to a review by the Convention Committee for extenuating circumstances.

RESPONSIBILITIES

Chairs the Subcommittee Meetings

Prepares agendas for all meetings

Attends all Convention Committee meetings, gives a monthly report

Helps resolve conflicts keeping subcommittee activities within the principles of the 12 traditions and 12 concepts of NA

VICE CHAIRPERSON

Three years clean time.

Working knowledge of the 12 steps, 12 traditions and 12 concepts of NA

Ability to communicate with people in and outside the NA fellowship

Willingness to serve

RESPONSIBILITIES

Assumes the responsibilities of the Chairperson in his or her absence

Serves or chairs subcommittee meetings as requested by Chairperson

Attends monthly Convention Committee meetings when necessary

When chairperson is unavailable, will present reports to Convention Committee and to the subcommittee

Assists Chairperson with telephone and written communication to facilities.

Must not miss two meetings in a row or subject to review by the subcommittee.

TREASURER

Five years clean time.

Working knowledge of the 12 steps, 12 traditions and 12 concepts of NA.

Must be gainfully employed.

Will work with Executive Committee Treasurer.

Must produce written reports and keep accurate records of all money transactions.

Must have and give to Executive Committee Treasurer all the receipts for monies paid out.

Need some accounting skills.

SECRETARY

Suggested one year clean time.

Prior service experience

Ability to develop written or typed material in a clear, concise manner

Willingness to serve

RESPONSIBILITIES

Attend all Subcommittee Meetings

Record minutes at Subcommittee meetings

Keep extra sets of minutes, updated after each meeting for members who request a complete set

Maintain a list of names, addresses and telephone numbers of chairperson and subcommittee members.

Maintain attendance records

CONVENTION INFORMATION (C.I.):

This Committee serves the purpose of informing NA members of the convention. This information may include a description of a planned event as well as the dates and location. It is particularly important that members of this committee be familiar with the *Public Relations Handbook* and capable of applying the 12 traditions in order to protect personal anonymity.

The Convention Committee will rent a post office box and use the address on all mailings, with no reference to the NA logo on the return envelopes.

Regular convention flyers are usually mailed monthly to all groups in the region, with the first mailing being about six months prior to the convention date. It is imperative that the Regional Website has current, accurate information.

From that point on, it is beneficial to send a letter approximately once a month until the month of the convention at which time weekly contact is made. A letter can be sent with a form requesting information as to how many addicts from the institution can be expected to attend. This information can then be turned over to the registration committee so that they know how many to expect from each institution.

It is suggested that the HPIC (Hospitals & Institutions, Public Information Committee & Convention Committee) table be set up near the registration desk during the convention. At least two members of the Convention Information Subcommittee must be present at all times to greet clients/residents and facility staff and make them feel welcomed.

The Convention Information Subcommittee also communicates with local institutions. This task requires a lot of telephoning and letter writing as well as following up on initial contacts. Approximately four months prior to the convention, an initial contact is made with the local institutions informing them of the convention.

It is, however, a good idea for the C.I. Subcommittee to prepare a press packet to have available at the HIPIC in case a reporter does show up. All members staffing the registration desk should be informed that if a reporter inquires they should give him/her a packet and immediately direct the reporter to a member of the C.I. Subcommittee. A well informed, knowledgeable C.I. Subcommittee member should be readily available to accommodate the reporter's needs or questions.

If prearranged, and whenever possible or necessary, a room may be available for just those occasions. That room would need to be staffed during designated hours by members of the C.I. Subcommittee. The experience of Regional C.I. Subcommittees should also be sought and utilized by Regional Convention Information Subcommittees.

MISCELLANEOUS

Members of the C.I. Subcommittee will abide by the decisions voted on by the Convention Committee full body.

A time table will be made for members who will man the HIPIC table, to distribute passes and badges to clients/residents attending from facilities.

At all other times C.I. members will be available to assist in convention tasks where needed

C.I. members will maintain a supply of NA IP's and meeting lists in the hospitality room(s) and have press packets available to give to the press

C.I. Subcommittee members will be fully responsible for the security of the P.I. board, TV, VCR, PSA's, literature, and textbooks set out.

FUNDRAISING & ENTERTAINMENT:

All members should be familiar with NA World Services Bulletin #21 Generation of Funds (Fundraising).

This subcommittee plans activities such as dances and picnics in order to raise money. The Merchandising Subcommittee, in cooperation with the Fundraising Subcommittee may hold raffles; sell t-shirts, bumper stickers, etc. at their activities.

Fundraising within the NA Fellowship should always emphasize why the money is needed. Taste and good sense can set a tone which emphasizes caring and sharing in the spirit of NA fundraising; **utilizing the theme of the convention can set the mood to motivate the fellowship to its final celebration at the convention.**

The Chairperson of the Fundraising subcommittee should know the 12 steps, 12 traditions and the 12 concepts of NA well. He/she should be an energetic person who is willing to work hard and should also be able to get members involved with people outside the fellowship in setting up dances, etc. **It is important that receipts and proceeds be turned in promptly.**

The following is an example of how use of funds should be reported to the Convention Treasurer:

Fund Raising		Revenues	Expenses
xx/xx/xxxx	Speaker Jam		
	facility ck# xxx		100.00
	food ck# xxx		100.00
	beverage ck# xxx		50.00
	door	200.00	
	raffle	180.00	
xx/xx/xxxx	Boat Ride		500.00
	facility ck# xxx		
	ticket sales 80 @ 30.00	2,400.00	

The entertainment committee is formed by and is a part of the Fundraising Subcommittee. The sub-committee members select the band or disc jockey, or speakers for the fund-raising activities before the convention. Generally, big name bands are not appropriate because of the expense and the possibility of distracting us from the purpose. It should also be noted that any expense that can be foreseen should be listed in the convention budget.

After the above steps have been taken, the calendar of events can be forwarded to the C.I. Subcommittee for distribution in the region. This encourages support and interest in many nearby members. On the other hand, insufficient exposure and communications about fundraising activities often result in poor turnouts, as well as poor attitudes toward the Convention Committee. **Functions that are successful are ones that are well planned. Experience has shown that the success of these activities is often proportionate to the amount of planning and expenses.**

With many of the functions set up in advance it becomes easy to forecast a monthly budget.

When designing flyers, appropriate use of language and lithography is crucial because these flyers in a sense represent NA to the public. If it is acceptable to the Fundraising Subcommittee, the Arts and Graphics Subcommittee can design these flyers.

ARTS AND GRAPHICS:

PURPOSE:

Prior to the convention, the Arts and Graphics Subcommittee is responsible for designing the official logo and color scheme for the convention based upon the theme chosen by the full body Convention Committee. In addition, this subcommittee designs programs, tickets, flyers, convention posters and directional poster. The Arts and Graphics Subcommittee should present a variety of designs for each item to the full body Convention Committee in order to provide a choice of selections.

The Arts and Graphics Subcommittee will purchase decorations, along with Hotel and Hospitality, and will supervise the decoration of the hotel at the actual convention.

HELPFUL SUGGESTIONS:

Develop a set of priorities and keep first things first.

Encourage members with artistic talent to get involved. Solicit the help of as many members as possible. (Newcomers)

Find a large room in which to work. Banner and poster makers need a lot of space. Utilize any and all resources available (members who work in hobby/craft stores, printing and copying shops, etc.) may be able to provide services or supplies at discount rates.

Always present ideas and suggestions to entire Convention Committee for feedback.

Always adhere to the group conscience of the Convention Committee. Remember that our groups ultimate authority is a loving God expressed through the group conscience.

MERCHANDISING:

The purpose of the Merchandising Subcommittee is to distribute merchandise and NA approved literature during fundraising events and during the convention. In addition, the Merchandising Subcommittee shall collaborate and communicate with other groups in the Region to coordinate if merchandise can be sold during their event. The merchandising effort is based strictly on the need to generate funds for the convention.

The following is an example of how use of funds should be reported to the Convention Treasurer:

Merchandising

Date		Revenues	Expenses
xx/xx/yyyy	T-shirt printing ck# xxx		750.00
	sales 10 @12.00	120.00	

Some Proposals for Merchandising Guidelines (Approved Oct 2000)

Plans for merchandising must be put before the RSC for approval, unless already provided for in the Region's annual budget or policy (i.e. Convention Subcommittee).

Successful merchandising requires good planning well in advance; you may have to go through a 'No' to get to a 'Yes'. Consider everyone's ideas and try to come to a consensus. The entire subcommittee will be behind the plan if they are involved in

the plan. If there is a lack of trusted servants, consider asking the RSC and ASC's for support.

Beware of using designs and images which may resemble commercial or public artwork- Besides the possibility of copyright infringement, there may be an appearance of endorsement of concepts which are not in agreement with our Steps and Traditions. The heartfelt disagreement of a single member may be a sign of impending trouble, and justify a return to the drawing board. If in doubt, bring the design to an RSC meeting.

Keep neat and complete records to turn over to the RSC treasurer. These records should consist of procurement receipts, copies of any sales receipts, the names, quantities given, and phone numbers of whoever received merchandise to sell. and an overall balance sheet. The balance sheet should have a starting balance, a list of all transactions with dates, and an ending balance. Many problems with accountability can be traced to sloppy record keeping, and memory is never as accurate as paper. Make a copy of the paperwork for your own records.

When selling merchandise at an event, take the time to set up a secure area. Stay in control of the situation. Chaos at the point of sale means lost merchandise and money. If you are feeling rushed or frustrated there are probably too many customers clamoring for your attention. Consider asking for a volunteer from the event. Bring something to carry the cash in, such as a zipper freezer bag. Selling merchandise at other region's events usually requires the permission of the event's subcommittee.

Don't sell NA merchandise to non-members. They don't know the damage they can cause wearing that tee shirt to their local bar, or that their actions in public can create a negative image for NA.

Have sturdy packaging available to prevent damage when transporting and storing the merchandise.

Merchandising proceeds should be kept separately from your own money, and in a secure place. Famous last words; "I'll just use this merchandise money and put it back later". Don't let the money pile up. Turn cash over to the regional or subcommittee treasurer on a regular basis. Get a receipt. If you can't turn it over, turn it into a money order. Get one from any market. Make it payable to the ABCD Region of NA.

There may come a time when sales have slowed, and the zeal that was there when the campaign began is cooled. It is better to bring this situation to the attention of the RSC than to have the RSC trying to find you. Often there are addicts willing to take merchandise to NA events, local and otherwise.

VENDOR BIDS:

The subcommittee will obtain three (3) bids from **approved, registered vendors** at the beginning of the planning process for the convention committee. The subcommittee will compile all necessary information to choose vendors that can best assist us in carrying out our primary purpose.

VENDOR LIASON:

Once the merchandising vendor has been selected, the chairperson of the subcommittee will coordinate all orders placed through the vendor. The chairperson

will serve as a liaison between the vendor and the subcommittee. This will eliminate any confusion resulting in different members of the subcommittee placing orders with the vendor. In the event that the chairperson is unable to coordinate a particular order, this duty will be fulfilled by the vice chairperson. It is very important that the least number of people deal with the vendor as possible. Any subcommittee, who wishes to purchase t-shirts or any other merchandise from any of the selected vendors, shall place their orders through the Merchandising Subcommittee.

ACCOUNTABILITY OF FUNDS:

The merchandising treasurer and the convention treasurer will work closely during the convention season. All funds from the sale of merchandise will be turned over by the Merchandising Treasurer to the Convention Committee Treasurer in a timely manner. The funds that are turned over will be accompanied by a detailed accounting of what was sold and when it was sold. This ensures the integrity of the two sets of books. This also creates a check and balance system. We will always be able to add up funds received and outstanding merchandise to arrive at the gross sales of a given invoice.

MERCHANDISE CONTROL MANAGEMENT:

Merchandise must be accounted for at each subcommittee meeting and through a detailed written treasurer's report at each convention committee meeting.

FOR SALE BY INDIVIDUAL MEMBERS:

Merchandise to be sold on behalf of the subcommittee (sweatshirts, t-shirts, etc.) may be given to individual members of the subcommittee after their attendance at two consecutive subcommittee meetings. Members must have at least one (1) year clean to sell merchandise. Members of the Executive Committee may also sell merchandise on behalf of the subcommittee. Merchandise that is to be sold by individuals, rather than at events, will be given out at the subcommittee meeting and will be accompanied by inventory control sheets which detail the date the merchandise was given, what specifically the merchandise is, and the dollar amount that is owed to the subcommittee. All monies collected are to be turned over to the Convention Committee treasurer.

FOR SALE AT FUNDRAISING EVENTS:

Merchandise will be counted and logged prior to the start of any event. All monies collected are to be turned over to the Convention Committee Treasurer. At the close of an event, the merchandise will be recounted to insure that the logs kept during the event are accurate.

FOR SALE AT THE CONVENTION:

Merchandise will be counted and logged prior to the start of the convention. Log sheets will be available for the entire convention so that when a sale is made the item sold and the amount received are both recorded. At least one cash register will be rented for use during the convention. The cash register can be manned by the chairperson, vice chairperson or the treasurer. The cash register will be subtotalled at

the end of each shift and the Convention Committee treasurer will count down the cash register to insure that the amount of cash present matches the subtotal. The periodic "drops" will insure that no large amounts of cash are left in the merchandising area of the convention.

The Convention Committee treasurer will place a \$100.00 bank in the cash register so that the change for merchandise sales can be made. At the close of the convention, the remaining merchandise will be recounted to insure that the logs kept during the convention are accurate. Merchandise for sale at the convention will be kept in a secure area and labeled for the ease of sale. The only merchandise that will be in view will be "display" pieces.

NA CONFERENCE APPROVED CONVENTION GUIDELINES:

In addition to the policies and procedures stated above, the subcommittee is also governed by the NA Conference Approved Guidelines with respect to the merchandising subcommittee.

SERENITY KEEPERS:

Maintain a safe and serene atmosphere in and around the convention area.

Maintain a minimum amount of activity and noise at meetings and workshops so that the message of NA can be communicated effectively.

The chairperson or the vice chairperson of the Serenity Keepers will escort all money transactions to the hotel vault during the convention.

Serenity Keepers' chairperson or vice chairperson will not leave convention until all monies have been safely put into hotel vault and secured.

Serenity Keepers are asked to maintain a serene atmosphere at the registration and merchandising tables.

Serenity Keepers are asked to maintain a serene atmosphere of recovery throughout the hotel in all areas concerning the convention center's interior and exterior surroundings.

Serenity keepers will work together to insure that there is a safe and clean environment and atmosphere of recovery to help maintain the integrity of Narcotics Anonymous.

SECURITY PROCEDURES:

The Security Committee would like to extend a warm welcome to everyone. In order to have a safe and enjoyable weekend there are some guidelines we have to follow.

Registration buttons must be worn at all times, at all events, throughout the hotel!!

Handicapped individuals will have first priority to all convention activities.

No unauthorized posters or signs may be put on the hotel or Convention Center walls.

NO GAMBLING!!!!

Card playing permitted in hospitality areas only.

No "camping" or "lying" on couches and/or tables.

No loud radio playing in rooms and no radio playing in lobby.

No “revving” of motorcycles.

No unauthorized or independent selling of merchandise on hotel property, at Convention Center or any convention functions or activities.

SERENITY KEEPER GUIDELINES:

Being a Serenity Keeper is a big responsibility!!!!!! We are not the police. We are not the ultimate authority at the convention. We are merely trusted servants in every aspect of the ABCD Regional Security of NA. We have to conduct ourselves accordingly to the 12 steps, 12 traditions and the 12 concepts of NA

If there is confrontation between members, you and your partner should take members to the side and explain that our common welfare depends on NA unity and that this is a celebration of recovery and there is but one ultimate authority! That our leaders are only trusted servants in Narcotics Anonymous, which means that no one person governs what another may or may not do. In the event that a confrontation between members cannot be resolved....then call code red!!!!

We are not the NAPD (Narcotics Anonymous Police Department)! We are recovering addicts that have chosen the following actions of commitment.

Meeting attentiveness

NA involvement

Accountability to the serenity team and the fellowship.

Remember, we have a responsibility for our recovery. You will be given a list of hotel rules, quiet times, and when pool facilities will be open. The Crowne Plaza Hotel is a non-smoking facility with designated smoking areas. If you see someone smoking in the hotel or in a non-smoking area, you should take them aside and politely direct them to a designated smoking area. Inform them that they may be asked to remove themselves from the hotel by the hotel security if this behavior continues.

We are to work with the hotel security and with other trusted servants at the convention.

The two most used words in Serenity Keepers' vocabulary are "Please and Thank You."

SERENTIY KEEPER RULES OF CONDUCT:

All members must be recovering addicts, clean of all mood altering chemicals!!!!

As individuals and as security units we are trusted and loyal servants.

Arrive at all functions in a timely manner in proper uniform with a (PMA) positive mental attitude and a cup full of willingness.

All members must have a spirit of dedication, devotion and tolerance in carrying out the duties of security.

PROGRAMMING:

Without a good program, the trouble and expense of putting on a convention isn't justified. The Programming Subcommittee plans all the workshops and meetings at the convention. The members of the subcommittee select speakers, meeting chairs and others to help with the program. They schedule all events to take place during the

convention and prepare the written program to be distributed to attending members. They attempt to have a balance of workshops for newcomers, service-minded persons and spiritual discussions.

The recommended procedure for speakers, chairpersons, readers or anyone else involved in the program is to note somewhere on the program or the registration package that a check-in table will be set up. Include the specific location and times. This way, all program participants can sign in, thus assuring the Programming Subcommittee that they are willing and able to fulfill their responsibilities. In the event of a no-show, the Programming Subcommittee should have a pool of members available from which to select replacements.

The basic qualification for participation in the Program of a NA Convention is membership in NA. A speaker or workshop chair at a convention shares his/her personal experience of recovery in Narcotics Anonymous. **Potential speakers and program participants are people, who base their recovery on powerlessness over addiction, identify themselves as addicts and attend NA meetings to sustain their recovery.** These qualifications assure that an NA member gets an NA convention. The best speakers for conventions are those who address recovery as if their lives, as well as the lives of the listeners, depend on it. It is important to keep in touch with speakers as the convention draws near and assist them in any way possible to insure their attendance.

There is a ten-year clean time requirement for speakers for Friday Night Opening Meeting, the Saturday Night Banquet Meeting and the Sunday Morning Spiritual Meeting. All other meetings and workshops have a three-year clean time requirement. Chair people of meetings must have six months clean time.

Workshops are held to satisfy the needs of our membership for information or discussion on specific topics and services related to NA. These workshops allow attending members to ask questions and learn about various aspects of the program and recovery. **It is important to schedule similar workshops consecutively rather than at the same time.** This allows interested members to attend an entire series of related workshops rather than having to choose between two or more workshops that they would like to attend.

Taping the speakers and workshops allows members, who are unable to attend all functions, the opportunity of hearing them at home or to share with others. Special care should be given when informing the speakers and/or workshop participants that they are being taped. **You must get signed consents for participants to be taped.** When contracting with someone to record meetings, it should be clearly understood that the Convention Committee holds the copyrights to the tapes.

If a main speaker requests travel accommodations, it will be reviewed and taken into consideration by the Programming Subcommittee. The Programming Subcommittee shall secure a room and complete registration packages for the three main speakers. Hotels usually give the convention a certain number of complimentary rooms, which can be used for this purpose. These financial considerations should be taken into account when the budget is being drawn up in order to provide the Programming Subcommittee with an idea of available funds for securing speakers.

The Programming Subcommittee is responsible for providing the Registration Subcommittee with programs to be included in the convention packets.

It is suggested that the Programming Subcommittee contacts and invites Nar-Anon to have a hospitality room and participant in the NA convention.

REGISTRATION:

The Registration Subcommittee is one of the busiest subcommittees of every convention. Although the most intensive work is completed in the weeks just prior to and during the convention, its responsibilities begin with the advance planning. This advance planning by the committee includes drafting the flyers and forms which must be well done in advance, (at least five or six months prior to the convention date) in order to allow sufficient time for review by the full body Convention Committee. The mailing schedule for flyers and pre-registration forms should also be established at this time. **It is important to have regular and accurate communication with the Regional Webservant to insure that the correct information is posted on the Regional Website.**

ALL FLYERS WILL BE DECIDED UPON IN CONJUNCTION WITH ARTS AND GRAPHICS.

The first flyer announcing the convention should be made as soon as the dates are established and a contract or agreement is reached with the hotel. In this manner, participants will have an opportunity to schedule vacations or make other arrangements to attend the convention. This advance flyer can be distributed even if complete registration forms or convention fees have not been set. The flyer can be sent to the World Service Office to be included in the NEWSLINE. The subcommittee should also do a direct mailing to NA members listed on the attendance rosters of previous conventions.

When pre-registration and arrival registration information is available, the Registration Subcommittee prepares a finalized flyer. Copies of this flyer, and the registration forms, should also be sent to the NAWS for the NEWSLINE inclusion and sent to all members on the mailing lists. The NAWS NEWSLINE includes convention flyers and reaches thousands of NA members around the world at no cost to the Convention Committee. It is an excellent way of circulating information about the convention.

Care should be exercised in the production of flyers and registration forms. They should be clear and informative, not confusing. Flyers should be attractive but need not be ornate or expensive.

Flyers should include a cut-off date for accepting personal checks and a notation that no personal checks will be accepted at the convention, however, money orders will be accepted.

The finalized flyer, with registration forms, should be sent at least four months prior to the convention date and again about forty-five days prior to the convention. In this way, members can make plans to attend and those who have forgotten or delayed in registering are reminded. Sometimes convention planning committees generate additional activities that were not scheduled when the original convention schedule was announced. The final mailing, at forty-five days prior to the convention can be used to provide announcement of those changes or new activities.

A clear understanding should be reached between Registration Subcommittee chairperson, the full body Convention Committee and the Convention Committee treasurer on the procedures for handling registration and money.

As each registration is received by mail, or a direct sale, a record should be made indicating information about the registry and all money received. If free registrations are given out as part of promotional activities, the subcommittee must keep careful records of what is provided and to whom. When registrations are made at fundraising activities, numbered cash receipts are used as their confirmation to the convention. The Convention Committee Chairperson, in conjunction with the Treasurer, should establish a good working system for handling cash registrations, with numbered cash receipts, which are also used for preparing confirmations. Each member of the Registration subcommittee who is authorized to accept registration money should work out of one cash receipt book with three part carbon copies.

The Registration Subcommittee conducts its activities within the scope of the budget authorized by the full body Convention Committee. When funds are needed for expenses, they are obtained from the Convention Committee Treasurer. There should be no undeposited cash.

The records of all registrations and banquet or brunch ticket sales should be updated at least once a week. In this way, the full subcommittee can be apprised of the financial status. This record system can be used to verify the subcommittee Treasurer's records and provide an indication of the solvency of the convention. The following is an example of how reporting should be given to the Convention Treasurer:

Registration	Expenses	Revenues
Printing ck# xxx	150.00	
12 @ 15.00		180.00

A duplicate records system should be maintained for all Registration Subcommittee activities. A simple file box containing 3 x 5 cards arranged alphabetically is a simple and effective method. A card is made for each registration. One card contains all the information about each registrant, including all functions that they have paid for, and the receipt number and confirmation number, which is the same.

As each mailed registration is received, a confirmation card is sent to the registrant. Most conventions only send confirmation cards for registrations that are received by the announced cutoff date. The cutoff date for pre-registration is included on the convention flyer. Following is an example for the sample confirmation that has been used satisfactorily.

YOUR CONFIRMATION NUMBER TO THE CONVENTION IS # PLEASE
BRING THIS CARD WITH YOU WHEN YOU PICK UP YOUR REGISTRATION
PACKET AT THE CONVENTION

The Registration Subcommittee is responsible for establishing the price of all meals in addition to preparing a complete registration packet. The packets may include:

A convention program;

Name tag or badge;
Tickets (banquet, brunch, etc.)
Souvenir items (NA phone books, keytags, etc.);
Area meeting list

MAILING SUBCOMMITTEE: Handles all registrations that come through the mail. Mails out registration receipts and confirmation numbers as soon as possible.

SHIFT OR WORK TEAM: Writes receipts, collects registration money, and gives out registration packages at convention.

The number of teams needed to work a shift will be determined by anticipated attendance and length of registration hours. A suggested shift for a team to work is three hours on and three hours off. A team of five members seems to work best. One member handles early bird and pre-registration packages at a designated section of the registration table. All meals and dance tickets should be handed out separately rather than being inserted in the early bird and pre-registration packages. (All index cards should be saved for use in mailing out flyers for next year's convention.) Three years clean time is required for the two members who are assigned to work the cash registers. Two members will be in charge of handing out packages. As each addict comes to the table, they must fill out a registration form and hand it to the person at the register, together with the money. If an addict does not have the full registration amount, he or she should be directed to the "determination table", where they fill out a registration form. The amount (if any) to be paid is determined by a Convention Committee representative who initials the form. The individual then return to the cash register. Prior to the convention, the Registration Subcommittee is to sit at the "determination table" and establish work shifts.

COLLECTION OF MONEY: In the case of a "void or an overriding", the corresponding section of the register receipt tape should be torn off and given to the Registration Chairperson or Vice Chairperson at the end of the work shift so that it can be given to the Convention Treasurer for accountability. At the end of each shift, the Treasurer collects the drawer, on which an "X" out (total for the shift) has been made to ascertain the amount of money collected. The Registration Chairperson accompanies the Convention Treasurer to count the drawer. A receipt is then given to the Registration Chairperson by the Convention Treasurer. At the end of the day a "Z" out (total for the day) is taken and the tape is given to the Treasurer.

All registration forms and receipts should be kept and turned over to the Executive Committee at the time the Registration Chairperson gives his or her final report after the Convention.

One last note for Registration Subcommittee members is that there will be times when a lot of responsibility and pressure is on you. It is important that you look out for one another. Set personalities aside and help each other in your spirit of unity and

purpose. Our personal recovery comes first and you should do your part to make sure you and your fellow members do not use over the pressures of handling money. Stay clean and grow together!

HOTEL AND HOSPITALITY:

POLICY AND PROCEDURES:

The Hotels and Hospitality Subcommittee serves as the convention host, organizing a subcommittee that will greet out-of-town guests, arranges transportation when necessary, and attends to other needs members might have while attending the convention. The Hotels and Hospitality Subcommittee collects and makes available information about bus routes, approximate taxi fares and availability of limousine or train service to and from the airport.

This subcommittee contacts prospective hotels in order to assemble information that is then used for the purpose of comparison. This leads to the selection of a convention site. There is usually one hotel that stands out from the rest in terms of being easy to work with, good room rates, sufficient banquet rates, etc.; the Convention Committee will resume its negotiation process as follows:

The chairperson of Hotels and Hospitality and the Convention Chairperson should work closely together in order to select the Convention site. While negotiating prices with hotels, keep in mind that they are competing with other hotels for your business. Try to get as many services as possible for the lowest price. Never assume that the first, second, or third price offer is rock bottom. In early negotiations, make sure that the costs are approved at the Convention Committee level. Input from group conscience is the best possible kind of input and provides a perspective we lack as individuals. As addicts, we must remember that we are often tended by a “DEAL” and may act unreasonably.

Beware of open-end or additional charges by hotels that can be made to the Convention Committee without the committee’s prior knowledge. Spending sufficient time and asking necessary questions both before and during the convention prevents the hotel from overcharging. **Consistent and complete discussions about all aspects of the convention, which could result in unanticipated charges, will prevent them from occurring. Special attention should be given to the wording of any proposal.** Inform the hotel, as well as any other contractors who might be involved, that the Convention Committee is unable to pay for unexpected costs. Make them explain their bargain in detail, exerting yourself to be sure that there won’t be any unexpected costs. Hotel and Hospitality chairperson or vice chairperson will sign for coffee when it is needed to be filled. Make sure the pots are empty. Hotels and Hospitality will sign for the Banquet and the Brunch.

For example, coffee is a big overcharge item. Try to supply it yourself. If that is not feasible settle on a fixed amount rather than allowing the hotel to continue filling pots. Keep a pot in the hospitality room and perhaps one other location. Set up an arrangement wherein only one, or at the most two, individuals can order or sign for the coffee and make it clear that the subcommittee will only honor coffee bills with a specified signature. Coffee can be expensive; some hotels charge \$50.00 to \$65.00 per gallon. This preplanning can successfully impede the possibility of over charge.

Since the negotiations can get a little technical, it is a good idea to use members who have experience working with food and beverages.

The Hotels and Hospitality Subcommittee will work closely with the Programming Subcommittee to set up the rooms for meetings and workshops. In other words, the hotel needs an accurate schedule of events in order to have the rooms ready for those events. A good hotel will usually help with the scheduling because they know what is possible with their floor plan and staff. Frequently, the hotel will also supply registration forms to send out with your flyers. It is always wise to try to book a hotel for a weekend when there is no other fellowship convention or competing activity taking place.

Another consideration in planning a convention is the need for the proper coverage. It is sometimes possible for the hotel to extend coverage through their group plan for a modest sum.

Do not sign anything without being sure of just exactly what you're getting for your money and what the signature commits the convention to. If you are unclear, get an attorney to look over the contracts and explain your liabilities to you. This is very important. The Hotels and Hospitality chairperson should not sign anything without being sure of what he/she is signing. The Chairperson of the Convention Committee must also sign and understand what is being signed.

The hospitality aspect of the Hotels and Hospitality Subcommittee is one of the best ways for the average member to get involved with the convention and have a lot of contact with the attending members. Start with getting the incoming out-of-towners that need a ride from the airport. Next, assign members to stay around the registration area and welcome people to the convention and help with miscellaneous duties. Hotels and Hospitality subcommittee members can wear colored ribbons designating them as people who can answer questions about the convention.

The Hotels and Hospitality Subcommittee members have to be familiar with all activities of the convention so that they can work hand in hand with the hotel staff. However, it is best to limit the number of members who deal with hotel sales and management personnel to a maximum of two. These members can bring any matters that have an impact on the convention to the attention of the Executive Committee. It is a good idea for the Hotels and Hospitality Subcommittee to meet several times at regular intervals during the convention to exchange notes and take a group conscience on any matters which are unclear.

All meetings between hotel personnel and the Convention Committee should be done between the Hotel and Hospitality Chairperson and the Convention Committee Chairperson and/or Vice-Chairperson.

Either the Convention Chairperson, Vice-Chairperson, Treasurer or Vice-Treasurer will be permitted to sign for the Main Speaker rooms. Absolutely no rooms are to be charged, other than the three speaker rooms, to the Convention Committee UNLESS DEEMED NECESSARY BY THE FULL BODY CONVENTION COMMITTEE. The Convention Committee will pay for both the Convention Chairperson and the Treasurer's room for the two (2) nights of the Convention.