

A.B.C.D. Region

Of Narcotics Anonymous

Policies and Procedures



Revised 2015

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I. Purpose

The purpose of A.B.C.D. Regional Service Committee (RSC) of Narcotics Anonymous shall be to administer and coordinate the activities common to the welfare of Narcotics Anonymous within the boundaries of the ABCDRNA, to support the needs of the included areas, to serve as a link between these areas and the World Service Committee (WSC) of Narcotics Anonymous and to foster unity. This Policy should serve as an addition to the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts of Service along with *A Guide to Local Services in Narcotics Anonymous* (A.G.T.L.S.).

RSC, its trusted servants, and its subcommittees serve under the authority of the NA groups and Areas in the Region and are responsible and accountable to them for their decisions and their actions.

A. Supporting the Primary Purpose of NA

Regional Trusted Servants, Subcommittee meetings, ad hoc committee meetings, and events should not interfere with scheduled meetings of NA Groups, as published in the Meeting Directory.

B. Service Area

The service region shall include the boundaries of the ABCDRNA recognized areas. The Service Region includes Narcotics Anonymous meetings, groups, and service commitments currently organized into six Areas in the Hudson and Mohawk River valleys of New York, and Berkshire County Massachusetts along with Vermont and parts of New Hampshire. These Areas consist of Albany/Rensselaer Area, Berkshire Area, Green Mountain Area, Mid-Hudson Area, Mohawk River Area and SAMMA (Southern Adirondack Mountains Miracle Area).

C. Communication

The RSC shall facilitate and maintain lines of communication between the public and Narcotics Anonymous groups, among the Areas in the Region, and between World Services (NAWS) and the Northeast Zonal Forum, so that the message of recovery is readily available to everyone.

1. Post Office Box

The RSC shall maintain a P.O. Box. Our current address is:

A.B.C.D. Region of N.A.
PO Box 13504
Albany N.Y. 12212-3504

2. Telephone

The RSC shall maintain a phone number (currently 888-399-5519).

3. Website

The RSC shall maintain a website and the domain name of ABCDRNA.ORG

II. Participants

The RSC shall consist of voting and non-voting members. All RSC Trusted Servants and Subcommittee Chairpersons serve the groups and Areas that elected them and are expected to be present at every RSC meeting.

A. Voting Members

Voting members of the RSC shall be the Regional Committee Members (RCMs) and Alternate Regional Committee Members (ALT-RCMs) in the absence of RCMs.

B. Non Voting Members

The non-voting members of the RSC shall be its Trusted Servants: the Chairperson, other elected officers, and Subcommittee Chairpersons.

C. Observers

Narcotics Anonymous members not addressed elsewhere in these policies & procedures shall be identified as observers. Only Narcotics Anonymous members shall have the right to request the floor. The Chairperson has the exclusive right to grant or deny such a request. The Chair's decision is subject to appeal and may be overturned by a simple majority of voting members.

D. Removal

A Service member may be removed from their position for:

- Loss of Abstinence.
- Non-fulfillment of the duties of their position.
- Absence at two consecutive regular meetings of the RSC.
- Excessive negative behavior.

A 2/3 vote is required for removal.

E. Resignation

An Officer of the RSC may resign by providing written notice to the RSC Chairperson at least two (2) weeks before the regular meeting.

III. RSC Meetings

The RSC meeting will take place once a month. To support unity and participation from the Fellowship the RSC meeting shall rotate to the member Areas. The schedule shall be as follows:

| | |
|---------------------|------------------------|
| January & February | Mohawk River Area |
| March & April | Berkshire Area |
| May & June | Mid-Hudson Area |
| July & August | SAMMA |
| September & October | Green Mountain Area |
| November & December | Albany/Rensselaer Area |

Meetings will be the first Saturday of each month commencing at 10:00 a.m.

The Region will use email or land mail to provide Agendas to all RCMs.

The Chairperson of the RSC may call special meetings. All members of the RSC shall be notified of the meeting and its purpose. No business other than what is stated will be conducted. At least 14 days notice will be given where possible.

A Guide to Local Services in Narcotics Anonymous will be used for normal business. For clarification the material will be used in the following order:

1. *A Guide to Local Services in Narcotics Anonymous*
2. 12 Concepts for NA Service
3. These Policies & Procedures
4. *World Service Rules of Order*

A. Quorum

A quorum is established when a majority of Areas registered with the A.B.C.D. RSC have an RCM or Alt-RCM present (at least four (4) Areas present). If quorum is not established, the following business may be conducted:

- Collection of donations
- Disbursement of customary administrative expenses.
- Acceptance of reports
- Open sharing forum

B. Reports

- 1. RCMs**
- 2. RSC Officers**
- 3. Subcommittee Chairpersons**
- 4. Financial**

Each Treasurer is responsible for written financial reports sufficient to keep the RSC and the subcommittee informed of the status of their respective account. The report will be made at each RSC meeting.

The report must show the account starting balance, income, expenditures, closing balance, and outstanding bills. Individuals must break down all income and expenditures in separate lists. First names and last initials will be given to preserve anonymity while allowing trusted servants to verify their transactions. A copy of the report will be made available to the Regional Secretary for the minutes and in sufficient quantity to those attending the RSC meeting.

C. New Business

1. Motions and RSC Debate

Motions may be made by the following people:

- RCM or ALT-RCM in the absence of the RCM.
- Subcommittee Chairpersons, only when pertaining to their Subcommittee.
- Officers of the RSC, only when pertaining to their office.

All motions will be submitted in writing with a written intent prior to New Business. Motions to facilitate business may be accepted from the floor at the discretion of the Chair up until the closing of New Business. Every Motion brought to the floor requires a second.

Pros and cons of a motion will be discussed before bringing it back to the Areas. The purpose of debate shall be to inform the Fellowship of the potential impact of the motion. The Chairperson may limit debate during the RSC meeting.

A Time Frame Motion is a motion that deals with a situation that will occur before the next RSC meeting. A Time Frame motion cannot change RSC Policy.

2. Commitment

Motions are committed to the Areas for further debate and Area consensus.

Motions (except Time Frame Motions) become RSC Old Business, to be returned from commitment in 60 or 90 days to tally the votes. All motions to change this Policy are 90-day motions.

3. Voting

Motions are passed or rejected by majority vote of the RCMs. Thus, if all six (6) Areas are present, a majority consists of four (4) votes. If there is no quorum and no vote is taken.

D. Elections

RSC Trusted Servants and Service Subcommittee Chairpersons are elected by and accountable to the Areas.

All Regional trusted servants, including all subcommittee chairs will be elected at the RSC monthly meeting.

Nominations for officers may be made by any member of Narcotics Anonymous, upon recognition by the Chairperson. Nominee must be present to be nominated and be present at the election.

RD and RDA shall be a two (2) year term to coincide with the World Service Conference cycle. Nominations shall be accepted in March in even years; elections will be in May and the term will run through April the following even year.

Convention Regionally elected Trusted Servants (Chair, Vice Chair, Treasurer & Alternate Treasurer) shall be two (2) year terms to coincide with the Regional Convention schedule. Nominations shall be accepted in July of even years with elections in September and the term will run through August the following even year.

All other Trusted Servant positions shall be one (1) year terms with nominations accepted in October with elections in December of each year. If a position is not filled at the regular election then the term of office will be determined by whether the position has been filled less than six (6) months (counts as the term starting in January of that year) into the term or greater than six (6) months (does not count as starting in January of that year) into the term.

An election to fill a vacancy in an office shall occur within two regular meetings after the vacancy arises. Notice of vacancy shall be provided at the RSC meeting to go out to Areas for nominations. In the event of the vacancy of the Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson until the election of a Chairperson. The process will stand the same for the Regional Delegate position: duties will be the responsibility of the Alt. - Regional Delegate.

Nomination to fill a vacancy in an office will be made at the next regularly scheduled Regional meeting.

IV. General Financial Policy

A. Objective

The purpose of the Regional Treasury is to finance the legitimate activities of the trusted servants and subcommittees empowered to conduct the business of the Region. Any Regional checking account or fund is considered part of the Regional Treasury. All RSC expenditures must be approved by the RSC by policy, budget or RSC motion and vote. All income to and disbursements from the Treasury must meet the criteria set forth in the Twelve Traditions and the Twelve Concepts of NA. All disbursements from the Treasury must be approved on the Regional floor, either as Regional policy, or by specific motion.

B. Income

1. Area/Group Donations

Narcotics Anonymous is entirely self-supporting and does not accept financial contributions from non-members. The primary source of funding for RSC activities shall be direct donations from NA Areas and Groups. The RSC Treasurer maintains a register of all Area/Group donations.

2. Convention

The Convention Subcommittee is run by NA members for NA members only. Therefore, any deposits to the RSC Treasury made by the Convention Subcommittee after Convention expenses have been paid are, in principle, donations from individual members. All cash received by the Convention Subcommittees shall be deposited within 48 hours of receipt. Any proceeds from Convention activities shall be transferred by check to the RSC Treasurer to maintain a paper trail for accounting and audit.

3. Meeting List

Any difference between publication costs and Area/Group payment for the Regional directory of NA meetings is, in principle, a donation from that Area/Group. Meeting list payments shall be made to the RSC Treasurer to maintain a paper trail for accounting and audit.

C. Expenditures

All Regional subcommittees will submit budgets to the RSC for approval two RSC meetings following the RSC election meeting to be included in the annual budget.

Changes to the annual budget after RSC approval, or procurement of unusual items not normally associated with RSC business require Regional motion & vote.

Budget Accounts allow payments for services and materials procured for the regular business of the Region, or travel expenses incurred at the request of the Region. They will be paid by the Regional Treasurer to designated trusted servants and subcommittees up to specified budget limitations without requiring approval from the RSC floor.

Receipts for services, materials or travel must be turned over to the Regional Treasurer prior to reimbursement or by the next RSC meeting following the expenditure of a prepayment or return from travel.

Payments will be in the form of reimbursement, but prepayment may be used in those instances where the trusted servant cannot wait for reimbursement.

1. Overhead (rent, postage, etc.)

The Region shall pay for its own meeting. The dollar amount is not to exceed \$50.00 for the day.

2. Meeting List Publication

The RSC shall establish a reserve fund of \$800.00 to pay for meeting list publication. This fund is replenished as the Areas and Groups purchase meeting lists for distribution to the Fellowship and institutional service commitments.

3. Archives

The RSC shall rent a storage locker to house Regional archives.

4. WSC Tithe

The ABCDRNA will donate 10% of the Treasury operating balance, after paying all bills, to the NAWS on a monthly basis.

5. Workshops (WSC, MARLCNA, MRLE, Zonal Forums, etc.)

Financial support of the RD and RD-Alt when conducting Regional business includes hotel, tolls, fuel and/or transportation fares, and \$50 per day for food.

WSC expenses shall be provided to the RD-Alt prior to travel.

The RSC will donate \$30/year to the NEZF to support its website.

6. World Service Conference (WSC) Reserve Fund

The World Conference Fund is set up to provide for sending the RDA to the World Conference to carry the Region's conscience. The fund provides for travel as outlined in general financial policies.

The Regional Treasurer is charged with managing the World Conference Fund. The World Conference Fund is part of the Regional Treasury and is therefore subject to Regional General Financial policy.

The World Conference Fund will be capped at \$1,800.00 subject to review for cost of living increases from time to time direct transfer of Regional funds will accomplish funding of this account.

It is the responsibility of the RD and RDA to submit to the Regional Treasurer an estimate of costs associated with the World Conference 11 months prior to the Conference to be incorporated into the annual budget.

A final estimate with spending break down is to be submitted to the regional treasurer three RSC meetings before departure. Any increase in budgeted expenses to be placed on the RSC floor for approval.

Airfare and shelter expenses will be estimated at the lowest price that allows for coordination with the start of the conference.

A debit card and/or Traveler's Checks will be issued by the treasurer, obtained to cover any budgeted expenses not paid prior to leaving.

All receipts must be saved and turned over with the debit card and any unused traveler's checks to the Regional Treasurer at or before the RSC meeting following the RD and RDA's return from the conference.

Any reimbursement for expenses beyond the estimate must be put on the Regional floor for approval.

The treasurer will make a detailed report of expenditures will be made no later than the second RSC meeting following the return of the RD and RDA from the Conference.

Any unused funds will be kept in the fund towards the next WSC.



**Service
Committee**

AGENDA FOR ABCD RSC

***** Date & Time *****

***** Place *****



**Service
Committee**

1. Bring Meeting to Order @ 7:00 p.m. w/Serenity Prayer
2. Reading of the Service Prayer
3. Reading of the 12 Traditions of N.A.
4. Reading of the 12 Concepts of N.A.
5. Roll Call
6. Reading of the Concept of the Month
7. Minutes of Last Meeting
8. Treasurer's Report
9. Alternate Treasurer's Report
10. Representative's Report

| | |
|----------------|---------------------|
| A) Chairperson | B) Vice Chairperson |
| C) R.D. | D) R.D.A. |
11. Area Business:
 - Albany-Rensselaer Area RCM Report
 - Berkshire Area R.C.M. Report
 - Green Mountain R.C.M. Report
 - Mid-Hudson R.C.M. Report
 - Mohawk River Area RCM Report
 - Southern Adirondack Mountain Miracle Area RCM Report
12. Sub-Committee Reports:
13. Sharing Session: Regional Assembly / Forum - Insurance
14. Old Business:
15. New Motions
16. Announcements (Including Treasury Balance).
17. Close the Meeting with the Serenity Prayer



Service Committee

APPENDIX A TRUSTED SERVANTS REQUIREMENTS & RESPONSIBILITIES

Requirements for Trusted Servants

All RSC Trusted Servants and Service Subcommittee Chairpersons shall be recovering in Narcotics Anonymous, willing to serve for the full term of office (1 year, except for RD, RD Alt and Convention Chairperson, which are 2 years), and previous experience that qualifies them for the service position for which they are nominated.

To carry this service in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

In addition, the Treasurer and Alt. Treasurer shall have a source of regular legal income and a history of financial stability. Experience has shown that both positions can best fulfill their responsibility by combining some experience as a trusted servant in the RSC with business experience.

Suggested Clean Time

5 years: Chairperson, Vice Chairperson, Regional Delegate

4 years: Regional Delegate Alternate

3 years: Treasurer and Alt. Treasurer, Service Subcommittee Chairpersons

1 year: Secretary

I. Chairperson

The RSC Chairperson is the facilitator of the Regional Meeting and therefore should have good communication skills, have patience and the ability to act impartially, and is able to organize and lead, yet act as a servant.

A. Duties:

1. Presides over RSC Meetings
2. Is a signatory of the Regional checking account
3. Appoints ad hoc committees, as needed

B. Responsibilities:

1. Chairs regular and special sessions of the RSC.
2. Acts as a spokesperson for the region to the rest of the fellowship.
3. Co-signer of all letters and the RSC bank account.
4. Works as a team with the vice chair.

II. Vice-Chairperson

The specific qualifications listed above for Chairperson, including leadership ability, communication skills, objectivity, tolerance, and impartiality are also important characteristics to look for when selecting a Vice-Chairperson.

A. Duties:

1. Helps coordinate the activities of Subcommittees as needed
2. Acts as Chairperson in the absence of the Chairperson
3. Will assume the duties of the Chair, if that position becomes vacant, until special elections can be held
4. Is a signatory of the Regional checking account
5. Restates all motions before they are voted on
6. Maintain regional calendar of events with area information supported by the RCMs.

III. Secretary

The secretary performs general office and clerical activities and needs access to a computer and the Internet.

A. Duties:

1. Prepares accurate minutes of the RSC Meetings
2. Collects RCM and regional reports to include in the minutes
3. Types and distributes copies of the minutes to RCMs, trusted servants, and Subcommittee Chairs via email
4. Assists the Regional Chair and/or subcommittees with general correspondence.

IV. Treasurer and Alternate Treasurer

It is recommended that the Treasurer obtain *The Treasurers Handbook* from the WSO. The Treasurer and Alt Treasurer are both signatories of the regional checking account. The alternate treasurer will assist the treasurer as needed and assume the duties of treasurer if the position becomes empty pending the election of a new treasurer. The Treasurer and Alt. Treasurer perform bookkeeping activities and should be able to balance a checkbook register against a bank statement and reconcile the account.

A. Duties:

1. Receives and disburses funds for the regional treasury
2. Deposits all income into the RSC checking account
3. Is a signatory of the Regional checking account
4. Maintains treasury checkbook record
5. Maintains receipts for all income and receipts turned in for disbursements
6. Makes a written financial report at each RSC meeting
7. Makes any special report required by the RSC
8. Turns over all RSC treasury records, checks, checkbook, supplies, and reports to the next RSC treasurer or the RSC Chairperson upon vacating the treasurer's position

B. Responsibilities

1. Treasurer manages the budget and any Regional funds.

2. Treasurer is the holder and primary signatory of their respective checkbook and all receipts issued
3. Treasurer is held accountable for the account, and will declare an accurate checkbook balance when requested to do so by the RSC or subcommittee.
4. All disbursements will be made by check. If a check receiver requires cash the Treasurer will make the check out to the receiver, have them endorse it, and cash the receiver's check.
5. The checkbook register must be clear and legible so as to be readable by those who may be called upon to audit the account.
6. All income must be entered in a two-part receipt book. All bank deposit slips will be kept in order by date. All canceled checks will be kept in order of check number.

V. Regional Delegate

The Regional Delegate (RD) will serve a two-year term. The RD's ability to understand and explain the workings of the fellowship is a factor in determining the unity, growth and stability of those they serve. The RD must provide a clear understanding of ALL communications between the RSC and the WSC.

A. Duties:

1. Attends the World Service Committee (WSC)
2. Attends Zonal Forums and the Mid-Atlantic Learning Conference of NA (MARLCNA) or the Multi Regional Learning Event (MRLE)
3. Conveys the conscience of the Region to the WSC when appropriate
4. Provides guidance and information to the RSC and/or its members through workshops or assemblies as directed by the RSC
5. Maintains open communication with as many regional subcommittee as possible
6. Participates in the actions and discussion boards of World, and may serve at World level
7. Presents CAR workshops to all areas in the region.

VI. Regional Delegate Alternate

The Regional Delegate Alternate (RD Alt) usually, but not always, succeeds the RD at the end of their term.

A. Duties:

1. Attends the WSC
2. Attends Zonal Forums and the Mid-Atlantic Learning Conference of NA (MARLCNA) or the Multi Regional Learning Event (MRLE)
3. Serves as RD, in the absence of the RD
4. Assists RD in presenting any workshops, Regional Assemblies and CAR Workshops.

VII. Subcommittee Chairpersons

The RSC shall support service subcommittees that fulfill the Purpose of the RSC. The RSC shall establish subcommittees as necessary to perform certain duties. The standing subcommittees shall be formed upon approval of the voting members of the RSC. At the inception of these subcommittees a Chairperson will be elected.

All Regional Subcommittees of the RSC shall create and adopt policy as needed, which are consistent with *A Guide to Local Services in Narcotics Anonymous*, the Twelve Traditions of NA, and the best information available from the WSC in the form of WSC approved handbooks and guidelines. The guidelines of each standing subcommittee shall be subject to approval and review by the RSC as a whole.

A. Duties:

1. Hold regular subcommittee meetings when appropriate.
2. Adopt or develop guidelines for their subcommittee.
3. Submit written reports at the regularly scheduled RSC Meetings.

B. Fellowship Resources Defined

1. The Fellowship Resources Subcommittee shall maintain a pool of experienced NA members who are available to assist the Areas with the growth and support of their groups and contact with institutions and the general public.
2. To open and maintain lines of communication between the public and Narcotics Anonymous so that the message of recovery is readily available to everyone.
3. The purpose is also to help the area subcommittees with their particular problems and needs, and to keep open lines of communication between the Areas and NAWS.

C. Helpline Defined

1. The Helpline Subcommittee shall manage the referral of incoming telephone calls to the appropriate member ensuring that it preserves the spirit of the 12 Traditions of NA.
2. Each subcommittee member will have a working knowledge of the Guide to Phone Line Service and be orientated/trained.

D. ABCDRNA Website Defined

1. The website shall be maintained as a public resource for NA information; the content of the website shall preserve the spirit of the 12 Traditions of NA and shall contain a calendar of NA events.
2. Changes to the online meeting schedule will be coordinated with the Meeting List Subcommittee.
3. No link shall be placed on the website that redirects or points to anything other than registered NA Area, Regional, Zonal Forums, and World subcommittees.
4. An e-mail account will be maintained. Archive copies of all emails sent through the website shall be kept, and printed or electronic copies shall be provided upon request at the RSC. (*October 2005*)

E. Convention Defined

1. The Convention Subcommittee shall organize and support activities that are the basis for Convention events and the A.B.C.D. Regional Convention itself, insuring that all events celebrate recovery and preserve the spirit of the 12 Traditions of NA.
2. Convention Policies & Procedures are contained in a separate document that is approved by a two-thirds (2/3) majority vote of the member Areas of the Region.

F. Policy Defined

1. The Policy Subcommittee shall maintain this document and assist the Areas and subcommittees with development of policies and procedures.
2. Maintaining this document requires a review and possible re-issue of the entire policy after six (6) policy amendments have accumulated.

G. H&I Defined

1. Acts as the spokesperson for the regional H&I committee.
2. Coordinates and is responsible for all the work done by the committee.
3. Maintains communication with the WSC H&I committee along with the Member Area H&I Committee Chairs.

H. Meeting List Defined

1. Monthly attendance at Regional regular meeting with current meeting lists available for the Areas.
2. Maintains the meeting list by being in contact with all the Areas to keep list updated and current.
3. Coordinates with the website to make sure meetings current.

I. Ad Hoc Subcommittees Defined

1. RSC Chairperson shall have the authority to appoint *ad hoc* Subcommittees for such purpose as may, from time to time, be necessary to fulfill specific functions.
2. The RSC Chairperson shall specifically designate the purpose, chairperson, and duration of existence of any such *ad hoc* Subcommittee at the time of appointment.

APPENDIX B
REGIONAL COMMITTEE MEMBER (R.C.M.)
ORIENTATION PACKET

Regional committee members are just that: They serve as the core of the regional service Committee, a body that coordinates service forums throughout the region, is responsible for the regional convention, and conducts the regional assembly. The regional committee also serves year 'round as a contact point between NA world and local services. Detailed information on the services provided by regional committees can be found later in A Guide for Local Services.

RCMs keep their areas in touch with the larger world of NA by providing information on activities in neighboring areas, functions being sponsored by the regional committee, reports relevant to subcommittee affairs, and important issues being discussed at various levels of service.

Both the region and its areas depend on RCMs to be well-versed in NA service practices and principles. RCMs should be closely acquainted with the Twelve Traditions and Twelve Concepts, the fundamentals of service in our fellowship. Familiarity with all published service manuals and bulletins puts the resources of the whole fellowship at the RCM's fingertips.

RCMs should carefully study the reports from their own areas' groups, officers, and subcommittee chairs so that they can pass their areas' experience on to others at the regional meeting. RCMs will be more effective contacts between their areas and the regional committee if they take time to talk personally with other participants in their area committees. That way, they can get a better idea of what needs and concerns the regional committee should address.

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.

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 subcommittee 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 60 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 90 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 120 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

PRUDENT RESERVE

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.

SECURITY POLICY

Any trusted servant involved in personal matters within the group or outside may be asked to step down from service, if the personal matter hinders the trusted servant from maintaining an atmosphere of recovery.

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

Only major issues need to be brought to the Convention Committee full body meetings. Subcommittees should be given trust and encouragement to use their own judgment.

Subcommittees will not run or conduct their own fundraisers for any purpose.

MEETINGS

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

All meetings are to begin on time. If just one or two members are present, there will be at the most a 30-minute grace period to await the arrival of the other members, before conducting the meeting.

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 carries out (executes) the conscience of the overall committee. It 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. However, it is not necessary for the Executive Committee to involve itself directly in the specific workings of each subcommittee. The members of the Executive Committee discuss the performance of subcommittees as well as the convention budget and other matters, which affect the convention. The results of these discussions are included in the reports at Convention Committee meetings.

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. Organizes subcommittees and delegates major tasks to specific subcommittees. Stays informed of the activities of each subcommittee, and provides help when needed.
2. Appoints Adhoc Committee, if necessary.
3. Helps resolve personality conflicts.
4. 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.
5. Monitors the fund flow and overall convention costs, and helps organize the subcommittee budgets. Prepares a written budget for the Executive Committee functions.
6. Prevents important questions from being decided prematurely, in order to foster understanding by the entire Convention Committee prior to action.
7. Allows the subcommittees to do their jobs while providing guidance and support.
8. Prepares the written agenda for the Convention Committee and Executive committee meetings.
9. Votes only to break a tie.
10. 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.

Calls the Convention Committee meetings once a day during the convention. These meetings are to be attended by the Executive Committee and subcommittee chairpersons only.

Chairperson approves all Convention Committee minutes before distribution to Convention Committee, Subcommittee Chairpersons and Regional Service Committee.

Chairperson must attend Regional Service Committee meetings and submit a report on the progress of the convention planning.

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. Attends subcommittee meetings when needed in order to ensure that they get the necessary support to do a good job.
3. Works closely with the chairperson to help delegate responsibilities to subcommittee chairpersons.

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.

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. Communicates to the local NA fellowship regarding the progress and planning of the convention. 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 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, including revenues from registration and banquet tickets; pays all bills; and advises the whole Convention Committee on cash supply, income flow and rate of expenditures.

Any undeposited cash received should not be used for any subcommittee expenses, as it can result in confusion and possible misuse or misappropriation of funds.

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

6. Treasurer must, within 60 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.

8. When turning over excess funds to the ABCD Regional Service Committee, the convention committee treasurer will provide a financial statement for the regional committee's review.

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.

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 and capable of applying the 12 traditions in order to protect personal anonymity.

It is not generally necessary to include the committee at large in public information efforts. However, such announcements can acquaint nonmembers with existence and nature of Narcotics Anonymous, thereby, conveying a message of recovery from addiction. The Convention Information Subcommittee chairperson has the sensitive task of encouraging a large attendance without abandoning the principle of “attraction” rather than “promotion”. Some of the following methods are helpful in keeping publicity efforts within the dignity and spirit of NA.

The Chairperson may use local NA directory to secure mailing addresses, however individual names should never be used with the NA logo on the envelope. 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.

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.

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.

It is, however, a good idea for the C.I. Subcommittee to prepare a press packet to have available at the HPIC 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.

QUALIFICATIONS & RESPONSIBILITIES:

CHAIRPERSON

Five years clean time.

Prior Public Information experience

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 C.I. Subcommittee Meetings

Prepares agendas for all meetings

Attends all Convention Committee meetings, gives a monthly report and brings back any pertinent information, suggestions, comments to the C.I. Committee

Initiates all necessary communications with the NAWS

Is ultimately responsible for files, records and overall functioning of the C.I. Subcommittee

Helps resolve personality 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

Prior P.I. service

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.

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 C.I. Subcommittee Meetings
Record minutes at C.I. 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

PARTICIPANTS

One day clean time.
Willingness to serve

RESPONSIBILITIES

Attend C.I Subcommittee meetings

Assist with tasks (i.e. envelope stuffing, addressing, etc.)

Willingness to relieve members at convention HIPIC table. Participants must have P.I. training to be qualified to work the HIPIC table.

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:

To pay for start-up expenses, flyers, printing, postage, etc. a Fundraising Subcommittee is often formed. 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.

The service structure of NA is a holding company that gives all representative service committees the right to use the NA logo. Should abuse of this right occur, it should be brought to the attention of the local service committee, the NAWS and the World Service Board of Trustees.

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 Treasurer for the Fundraising Subcommittee must be voted in by the Convention Committee. He/she need to have at least five years clean time and must be gainfully employed. The Treasurer will work very closely to account for credits and debits of fundraising receipts and expenditures. The Treasurer must have a working knowledge of the 12 steps, 12 traditions and 12 concepts of NA.

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.

The entertainment part of the Fundraising Subcommittee arranges the dances for the convention, and a floorshow, if one is approved. The Chairperson hires the band and other performers or arranges for taped or recorded music. At some conventions, local NAs provide entertainment by putting on plays about NA or putting together choral groups and variety shows. The Chairperson also arranges sightseeing tours for conventioners when appropriate. The subcommittee also picks speakers for fund-raising events.

It is usually a wise move to plan activities three or four months in advance of the convention. It is important to prepare a list of functions including the dates, times, and place in order to ensure success.

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.

Although the entertainment is part of the Fundraising Subcommittee, a separate budget for entertainment should be required. With many of the functions set up in advance it becomes easy to forecast a monthly budget.

When designing flyers, remember that they are released in hospitals and institutions as well as other facilities which relate to NA. 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.

QUALIFICATIONS FOR TRUSTED SERVANTS

CHAIRPERSON

Five years clean time

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

Some experience in fundraising on a large scale capacity

Experience in working with people, both in and outside the fellowship, and have good communication skills

Ability to follow through with responsibilities

Demonstrates trustworthiness, especially where funds are concerned.

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.

VICE CHAIRPERSON

Three years clean time.

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

Some experience dealing with fundraising.

Ability to work with people, in and outside the fellowship, and have good communication skills.

Ability to follow through with responsibilities.

Ability to step in at events/sub-committee meetings when chairperson may not be able to attend.

Attend meetings on a regular basis.

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

One year clean time.

Ability to keep accurate records.

Prepare minutes for subcommittee

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.

CHAIRPERSON

Five years clean time.

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

Chairs each subcommittee meeting. Subcommittee meetings are held on a monthly basis until six months prior to the convention when they are held every other week. Two months prior to the convention, meetings are held weekly. The chairperson may also call “special” meetings, if the need arises.

Attends the Convention Committee meetings and gives a report of all activity of the subcommittee. The report will include the minutes of the Merchandising Subcommittee meetings, along with the treasurer’s report so that detailed accountability is constantly communicated to the convention committee.

Must have experience in retail sales and wholesale buying.

Assures that merchandising business is carried out in a timely and accountable manner in accordance with the principles of the fellowship.

Keeps the subcommittee activities within the principles of the 12 traditions and the 12 concepts of NA and in accordance with the purpose of the convention.

Works closely with the merchandising treasurer to keep an accurate accounting of all merchandising inventory and sales.

Must be present during all events where merchandise is being sold including the convention.

Upon receipt of merchandise, the chairperson will be responsible for filling out an inventory control invoice sheet.

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.

VICE CHAIRPERSON

Three years clean time.

Working knowledge of the 12 steps, 12 traditions and 12 concepts of NA and some experience in retail sales.

Attends each subcommittee meeting. Chairs subcommittee meeting in the absence of the chairperson. Gives the subcommittee report to the Convention

Committee in the absence of Merchandising Subcommittee Chairperson. The report will include the minutes of the merchandising meetings along with the treasurer's report so that detailed accountability is constantly communicated to the Convention Committee.

Must be present during all events where merchandise is being sold, including the convention.

Works closely with the chairperson to ensure the smooth flow of merchandise business.

In the absence of any trusted servant of the subcommittee, the vice chairperson will resume their duties.

SECRETARY

Suggested one year clean time.

Keeps minutes of all subcommittee meetings and distributes them to all subcommittee members. The minutes of each meeting will be made available at the next subcommittee meeting.

Maintains a list of names and phone numbers of subcommittee members to facilitate communication among the subcommittee.

Maintains archives of the subcommittees including inventory reports, treasure's reports and minutes.

Responsible for all written correspondence from the subcommittee, including letters inviting vendors to participate at the convention.

TREASURER

Five years clean time, working knowledge of the 12 steps, 12 traditions and 12 concepts of NA, bookkeeping experience, service with other large scale fellowship activities, must have a full time job, accessibility to merchandising and convention committee members, especially the convention treasurer.

Responsible for all monies generated from the sale of merchandise and NA approved literature.

Submits a written report at each subcommittee meeting detailing the intake of funds and the status of remaining inventory.

Attends the convention committee meeting and assists the chairperson in maintaining detailed accountability of the funds.

Treasurer must be voted in on convention committee level.

Must be present during all events where merchandise is being sold including the convention.

All funds collected by members of the merchandising subcommittee must be collected by the treasurer before being turned over to the convention

committee treasurer. The money that is turned over must be accompanied by a detailed accounting of what was sold.

PROCEDURES:

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. (Please see the attachment for an example of an inventory control sheet) These inventory control sheets will be updated regularly and will be part of the treasurer's report. 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. A log sheet will be available for the entire event so that a sale is made for the item sold and the dollar amount received are both recorded. (Please see the attachment for an example of an inventory log sheet) These inventory log sheets will be updated throughout the event and will be part of the treasurer's report. 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. Merchandise sales at fundraising events will be handled by the chairperson, vice chairperson and treasurer as indicated under their requirements. Individual members of the subcommittee may also sell merchandise after their attendance at two consecutive subcommittee meetings.

Members of the Executive Committee may also sell merchandise. There will be at least two people selling merchandise, one of who must either be the chairperson, vice chairperson or treasurer of the subcommittee.

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. It can also be manned by members of the Executive Committee. The cash register will be subtotaled 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:

SECURITY POLICY:

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.

Any Serenity Keeper involved in personal matters within the group or outside may be asked to step down from service, if the personal matter hinders the Serenity Keeper from maintaining an atmosphere of recovery.

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.

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.

CODE OF CONDUCT:

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.

SERENITY KEEPERS GUIDELINES:

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!!!!

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

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 KEEPERS 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.

QUALIFICATIONS:

CHAIRPERSON

Five years clean time and a willingness to serve.

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

Good communication skills.

Must have negotiating skills.

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.

VICE CHAIRPERSON

Three years clean time.

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

Work closely with chairperson.

Must be people oriented.

Need to attend all meetings.

TREASURER

Three years clean time.

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

Accounting skills.

Must be gainfully employed.

Keep accurate accounting records.

SECRETARY

One year clean time.

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

Willingness to serve.

Good writing skills.

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.

QUALIFICATIONS:

CHAIRPERSON

Minimum of five years clean time.

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

Demonstrates artistic ability.

Administrative abilities.

Secures a meeting place for the Arts and Graphics Subcommittee.

Holds regular Arts and Graphics Subcommittee meetings.

Prepares written agenda for subcommittee meetings.

Plans, coordinates and executes all decoration activities for fundraising events and the actual convention.

Develops a budget of decoration expenses for each fund raising event and the actual convention. Once the budget is developed, it should be presented to the treasurer and the convention committee for approval.

Obtains funds from the Convention Committee Treasurer for decoration expenses.

Attends the Convention Committee meetings and present the work of the Arts and Graphics Subcommittee for approval.

Assures the purpose of the Arts and Graphics Subcommittee is carried out in a timely manner.

Keeps subcommittee activities within the principles of the 12 traditions and 12 concepts of NA and in accordance with the purpose of the convention.

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.

VICE CHAIRPERSON

Minimum three years clean time.

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

Demonstrates artistic ability.

Administrative abilities.

Acts as chairperson if the chairperson is unavailable. Attends the Convention Committee meetings, Working knowledge of the 12 steps, 12 traditions and 12 concepts of NA if chairperson is unavailable.

Works closely with the chairperson to help fulfill subcommittee's purpose.

Attends subcommittee meetings to ensure they get the necessary support to do a good job.

Acts as a liaison to other subcommittees needing Arts and Graphics support.

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.

PROGRAMMING:

Without a good program, the trouble and expense of putting on a convention isn't justified. Therefore, reports of the Programming Subcommittee should be given appropriate attention. 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.

One of the main problems in scheduling is in the event of no-shows (people who don't call when they are unable to attend). 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 speaker 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.

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

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. When contracting with someone to record meetings, it should be clearly understood that the Convention Committee holds the copyrights to the tapes.

Procedures for reimbursing travel expenses vary with different conventions. 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.

QUALIFICATIONS:

CHAIRPERSON

Five years clean time.

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

Willingness to serve.

Ability to delegate responsibility.

Works hand in hand with Fundraising, Registration and Hotels and Hospitality chairpersons to insure proper planning for meetings, layovers and entertainment events.

Contact speakers for convention attendance.

Will select the Saturday Night Banquet Speaker for the Convention.

Votes only in order to break a tie.

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.

Prepares agenda for programming meetings.

VICE CHAIRPERSON

Four years clean time.

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

Acts as chairperson in the absence of the chairperson.

Assist with contacting the speakers for the meetings and workshops.

Must be able to attend most meetings and should not miss 2 meetings in a row.

Will work closely with the Hotels and Hospitality Subcommittee.

SECRETARY

One year clean time.

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

Willingness to serve.

Must be able to attend most meetings and should not miss 2 meetings in a row.

Work closely with chairperson to prepare schedule for the convention.

Prepares final programs for the convention to be sent to printer.

TREASURER

Three years clean time.

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

Willingness to serve.

Must be gainfully employed.

Accurate accounting skills.

Maintain accounting records.

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.

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. Undeposited cash received by the Registration Subcommittee should

not be used for subcommittee expenses, as it can result in confusion and possible misuse of funds.

The record system developed by the Registration Subcommittee should be simple and clearly understood by all members of the subcommittee. 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.

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;

A Registration Subcommittee can be organized with the following positions and responsibilities:

CHAIRPERSON: Oversees and coordinates all aspects of the Registration Subcommittee and reports to the Convention Committee, schedules work shifts and puts together work team members.

VICE CHAIRPERSON: Assists the chairperson and may become more actively involved in one or more aspects for the Registration Subcommittee.

SECRETARY: Keeps minutes and records.

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!

QUALIFICATIONS

CHAIRPERSON

Five years clean time.

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

Must have some experience in accounting.

Willingness to serve.

Must have some experience in ordering merchandise and bidding on contracts.

Must be gainfully employed.

Must not miss two meetings in a row or will be subject to review by the Full Body Convention Committee.

VICE CHAIRPERSON

Three years clean time.

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

Work closely with chairperson in all duties.

Must be gainfully employed.

TREASURER

Five years clean time.

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

Good accounting skills.

Must be employed.

Ability to keep accurate accounting records.

Work closely with Convention Treasurer to show accountability

SECRETARY

A willingness to serve.

Good writing skills.

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. As it stands, the Convention Committee will continue to negotiate its contract with The Crowne Plaza, until such time as the Convention Committee is unable to negotiate a feasible package deal that accommodates and meets the terms and conditions necessary for the operation of the Convention. If the Crowne Plaza is no longer able to accommodate or meet the terms and conditions of the Convention's needs, the Hotels and Hospitality subcommittee will look to secure other convention sites. At that time, 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. Do not let false pride or ego prevent you from seeking advice. 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 or know 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.

QUALIFICATIONS:

CHAIRPERSON

Five years clean time.

A willingness to serve.

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

Good communication skills.

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.

VICE CHAIRPERSON

Four years clean time.

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

Work closely with chairperson.

Good communication skills.

Need to attend all subcommittee meetings, as well as convention committee meetings in the absence of the chairperson.

TREASURER

Three years clean time.

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

Must be gainfully employed.

Keep accurate accounting records.

SECRETARY

One year clean time.

Willingness to serve.

Good writing skills

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.