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# ESPERANZA AREA CONVENTION COMMITTEE GUIDLINES

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The Esperanza Area Convention Subcommittee will hold an annual convention every January on the weekend before Martin Luther King Jr. Day.



OCTOBER 23, 2017  
ESPERANZA AREA

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# Esperanza Area Convention Committee Guidelines

## Purpose

Conventions are held to bring our Fellowship together in the spirit of recovery. Meetings, workshops, and other activities are scheduled to encourage unity and fellowship among our members. The annual convention is managed in such a way as to accomplish four goals.

1. Provide a suitable celebration of recovery.
2. Provide the addict the chance to experience our message and find the opportunity for a new way of life.
3. Be financially responsible.
4. Minimize the expense of those attending the convention.

Because groups in the Esperanza Area of Narcotics Anonymous sponsor conventions they should always conform to the NA principles and reflect our primary purpose.

## Convention Committee

The convention committee is made up of members who are involved in the primary process. Membership in the Convention Committee is open to all members of the Fellowship. The committee consists of an Administrative Committee, Subcommittee Chairpersons, and attending members. The nomination of the Convention Chairperson will be held in September. Requirements and qualifications for trusted servant positions are as follows:

1. Chairperson – Five years clean
2. Vice Chairperson – Five years clean
3. Secretary - One year clean
4. Alternate Secretary - One year clean
5. Treasurer - Three years clean
6. Alternate Treasurer - Three years clean
7. Policy Chairperson - Three years clean

## **Subcommittee Chairperson**

1. Arts and Graphics - One year clean
2. Registration - Three years clean
3. Hospitality - Two years clean
4. Convention Information - One year clean
5. H & I – Two years clean
6. Program- Two years clean
7. Merchandise- Three years clean
8. Event Coordinator- Two years clean
9. Serenity Keeper – One year clean

## **Other Requirements and Qualifications**

1. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts.
2. Willingness to give the time and resources necessary for the commitment.
3. Ability to exercise patience and tolerance.
4. Active participation in the local NA fellowship.
5. Financial stability for positions requiring handling of money.

## **Convention Committee Meetings**

All Convention Committee meetings should take place at a regularly scheduled time and location and follow the current edition of Robert's Rules of Order. The purpose of these meetings is to gather and share information regarding the planning and carrying out of the convention. Effort should be made to encourage support and participation from all members. Care should also be exercised during the planning process to involve as many groups and individuals as possible.

The Convention Committee Chairperson presides over all Convention Committee meetings. In the event that the Chairperson cannot attend, the Vice Chair will preside over the meeting.

All subcommittees hold separate meetings prior to the Convention Committee meetings. The Subcommittee Chairpersons must submit written reports, recommendations, and other details about their areas of responsibility.

Convention Committee meetings are scheduled monthly until two months prior to the convention at which time they are held every two weeks. At one month prior to the convention, meetings take place weekly. Convention Committee meetings will last no longer than two hours. Each Subcommittee Chairperson or representative will give a report that is no longer than ten minutes. An agenda or format should be prepared prior to meetings. Many Convention Committees use the agenda shown below:

1. Opening- A moment of silence asking for all the members to reflect on their involvement and on who they serve and why, followed by the Serenity prayer, the Twelve Traditions, and Twelve Concepts.
2. Read over and approve the minutes of the last meeting.
3. Open Floor- To bring to the floor the agenda items not covered in any other area.
4. Chairperson's Report- Review progress to date and relay recent information.
5. Treasurer's Report- Update on expenses and new balance.
6. Subcommittee Reports- Reports include goals and progress of each subcommittee.
7. Old business carried over from the last meeting.
8. Elections
9. New business to be undertaken before the next meeting.
10. Close with the Serenity prayer.

Elections of officers should be based upon qualifications and experience. A description of Administrative Committee members and subcommittee chairperson duties are presented in the guidelines. Voting privileges are extended to each member of the Convention Committee. Any member who holds an office or participates on a regular basis at the Convention Committee meetings is considered a member. Regular attendance is defined as being present for two consecutive committee meetings. Prior convention experience is defined as the planning and execution of a convention.

## **Administrative Committee**

1. The Convention Committee Chairperson is elected by EANA and carries out the conscience of the overall committee. The remaining Administrative Committee members are elected by the Convention Committee.
2. The Chair, Vice Chair, Secretary, Treasurer, and Policy function as the Administrative Committee of the convention and hold separate, periodic, and special subcommittee meetings.
3. A function of the Administrative Committee is to ensure that the various subcommittees work together and to assist those that may need additional help. It is not necessary for the Administrative Committee to involve itself directly in the specific workings of each subcommittee.
4. The members of the Administrative Committee discuss the performance of the subcommittees as well as the budget and other matters that affect the convention. The results of these discussions are included in reports at the Convention Committee meetings.
5. The Administrative Committee drafts a schedule of the meeting dates for the Convention Committee. This schedule is then approved by the Convention Committee and distributed to all members. It is advisable to choose a particular night on which meetings will be held and schedule all meetings on that night throughout the duration of the planning period.
6. The Administrative Committee also reports to EANA. Comments and suggestions from EANA are included in the Chairperson's report at the beginning of each Convention Committee meeting.
7. Voluntary Resignation shall be given in writing or by telephone to the EACNA Chairperson prior to the next EACNA Convention Committee Meeting.
8. Relapse during term of office constitutes immediate involuntary resignation.
9. Any misappropriation of funds by an EACNA elected or appointed trusted servant will be considered an involuntary resignation and disqualifies that individual from any EACAN elected or appointed trusted service position for two years from the completion of total restitution.

# **Responsibilities and Qualifications of the Administrative Committee**

## **Chairperson**

Three years clean, prior convention experience, and administration abilities.

1. Secure meeting location.
2. Organize Steering Committee to nominate and elect the following positions and to delegate specific responsibilities to each committee chair. Vice Chair, Secretary, Treasurer, Policy and Registration Committee Chairpersons. No other nominations, elections or appointments should take place until after the current convention has concluded. A flyer should be distributed at ASC the month prior to any nominations, elections or appointments stating the place and time to allow for maximum participation from the fellowship.
3. Stay informed of each subcommittee's activities and provides help when needed.
4. Help resolve conflicts.
5. Keep activities within the Twelve Traditions and in accordance with the purpose of the convention.
6. Prepare a budget for the Administrative Committee
7. Monitor the fund flow, overall convention costs, and help organize the subcommittee budgets.
8. Co-signer on check request form.
9. Prevent important questions from being decided prematurely to foster understanding by the entire committee prior to action.
10. Allow subcommittee s to do their jobs while providing guidance and support. Subcommittees should be given trust and encouragement to use their own judgment.
11. Prepare the agenda for the Convention Committee and Administrative Committee meetings.
12. Vote only to break a tie.

13. Chair the Convention Committee meetings.
14. Must attend all EANA meetings and give updated reports.
15. Signer on the convention and hotel contract.
16. Present three bids to the Convention Committee for review.
17. The contract should be completely read and discussed by the Convention Committee and Treasurer to avoid any unexpected costs.

### **Vice Chairperson:**

Three years clean prior convention experience, and administration abilities.

1. Act as Chairperson if the Chairperson is unavailable.
2. Coordinate Subcommittees and attend subcommittee meetings in order to ensure that they get the necessary support to do a good job.
3. Work closely with the Chairperson to delegate responsibilities to subcommittee chairpersons.
4. Assume the responsibilities of any subcommittee that does not have a chairperson.
5. The Vice Chairperson is also a cosigner on the bank account.

### **Secretary:**

One year clean, service experience, and good typing skills.

1. Keep minutes of all Convention Committee meetings and subcommittee reports.
2. Maintain a list of names, addresses, e-mail, and phone numbers of committee members.
3. Ensure that accurate minutes are distributed to the Administrative Committee and subcommittee chairpersons first. Any extra copies are given to members.



## **Alternate Secretary:**

One year clean

Work closely with the Secretary to learn the duties of the position and perform them in case the Secretary is unable to attend the Convention Committee meeting. The requirements for the Alternate Secretary are the same as for the Convention Secretary. The Alternate Secretary is not a cosigner on the Convention Committee bank account. The Alternate Secretary is a member of the Executive Committee.

## **Treasurer:**

Three years clean

Accounting skills, service experience with conventions or other large scale NA activity, and accessibility to other committee members, especially the Registration Subcommittee.

1. Prepare a budget for the convention and fundraising activities.
2. Keep records of all income and expenditures. Save all receipts. Maintain a separate, detailed report of all monies received from each subcommittee, separating from available funds any monies dedicated to specific purchases. Ex: Radios, presale items from registration or subcommittee t-shirts.
3. Deposit all money received into the convention bank account and notify the ASC Treasurer within forty eight hours.
4. Review subcommittee reports for any changes from the approved budget so they can be documented. This information should be included in the Treasurer's report.
5. Submit a complete Treasurer's report within two months of the convention to the sponsoring groups of the service committee.
6. Make out checks with Convention Chairperson's approval.
7. Adhere to financial requirements.
8. Keep fifty dollars on hand at all times for petty cash.
9. Within thirty days of the convention and audit must be performed by several members including the Alternate Secretary.

10. Immediately following the audit of the convention the Treasurer needs to transfer the laptop to the executive body of the next convention.

## **Alternate Treasurer:**

Three years clean

Work closely with the Treasurer to learn the duties of the position and perform them in case the Treasurer is unable to attend the Convention Committee meeting. The requirements for Alternate Treasurer are the same as for the Treasurer. The Alternate Treasurer is not a cosigner on the Convention Committee bank account. The Alternate Treasurer is a member of the Executive Committee.

## **Finances:**

The Convention Committee is responsible for one of the largest sums of money managed by any subcommittee. Accountability, prudence, and integrity are of the utmost importance when handling convention funds. All subcommittee members are expected to adhere to the following guidelines when handling money.

1. It is suggested that members have at least three years clean time to handle NA funds.
2. A check request must be submitted to obtain any funds.
3. The Convention Chair or Treasurer must sign all check requests.
4. Check requests should be completed at least one month prior to when the funds are needed, if possible.
5. Receipts are required for all transactions that involve convention funds.
6. Receipts and an event financial report are due at the next scheduled meeting.
7. Receipts and "returned cash" total should equal the amount of the check received.
8. The Convention Treasurer should give a receipt for all cash money received.

9. At the end of any fundraising event all money will be turned over to the Convention Treasurer. If the Treasurer is not present money will be turned over to the Convention Chairperson or Vice Chairperson.
10. Petty cash will be provided to the Secretary and Event Coordinator Chairperson as determined by the Convention Committee. Receipts for reimbursement must be submitted to the Convention Committee.
11. All money and checks, if accepted, received from registrations should be turned over to the Convention Treasurer bi-weekly, as scheduled by the Convention Treasurer and the Registration Chairperson.
12. The Convention Treasurer should make deposits within forty eight hours to avoid members having outstanding checks for long periods of time.
13. All money should be given to and counted by the Convention Treasurer before the beginning of the monthly Convention Committee meeting in order to submit an updated Treasurer's report.
14. Each subcommittee chairperson is responsible for all payments, receipts, invoices, and correspondence for all financial transactions conducted by their subcommittee.
15. All money should be counted by at least two subcommittee members before being recorded.
16. Avoid having large amounts of cash during the convention.
17. The convention Treasurer should make pick-ups every two hours.
18. At pick up two subcommittee members should count the money.
19. Money should be deposited in the convention bank account or a hotel safe deposit box at the end of each day.
20. A budget is due in January detailing the use of the seed money.
21. A complete financial report is due at the second ASC meeting following the end of the convention.
22. A \$7500.00 seed should be carried over from the previous convention. In addition to the \$7500.00 seed, all funds raised during early bird registration should also be carried over.

## **Policy:**

### Three years clean.

1. Write Policy for the convention.
2. Keep convention policy updated.

## **Subcommittee General Duties and Responsibilities**

Nominated or appointed by the Convention Committee members, the subcommittee chairpersons should have general qualifications as listed in the requirements section. Specific service or vocational experience should be considered prior to election or appointment. It should be clearly understood that the subcommittees have specific responsibilities to perform. Each subcommittee has only one chairperson who then recruits committee members.

Subcommittee meetings operate according to Robert's Rules of Order. This ensures that the meeting runs smoothly and that business is conducted in an orderly fashion. Each subcommittee chairperson should be aware of what responsibility each member has assumed and make sure that every task assigned is carried out.

Subcommittees maintain accurate records of their activities, an inventory, and all correspondence. Financial reports, including needs, expenditures, and receipts are to be included with each subcommittee report. The subcommittees of the Convention Committee work together. At the onset, each subcommittee should decide whether or not it will use the services of another committee or address that particular area of business itself. Although either way is effective remember- cooperation and consideration are the keys that will make it work.

Subcommittees are vital to the convention and individuals should expect to be replaced if they are unable to serve for any reason. Events such as a resignation, relapse or misappropriation of funds should be addressed the same as outlined in the Administrative Committee section 7, 8 and 9.

### **Requirements for Subcommittee Chairpersons:**

1. Prior experience and executing a convention.
2. Prior experience planning and executing and Area or Group activity.
3. Area involvement as Activities Chair, Treasurer, or other positions that demonstrate leadership qualities.
4. Outside business experience.
5. Leadership skills.
6. Experience in fulfilling prior service positions
7. Experience in budgeting and finance.

## **Arts and Graphics Subcommittee**

### **Purpose:**

Work closely with all other subcommittees to provide promotional material needed for events before and during the convention.

### **Responsibilities**

1. Design and print 2 - 4' x 6' banners, tickets, flyers, convention posters, and directional posters.
2. Coordinate with Event Coordinator Chairperson in a timely manner to provide flyers and tickets for upcoming events.
3. Work closely with the Merchandise Chairperson to design coffee cups, T-shirts, or other merchandise.
4. Present a variety of designs for each item to the full Convention Committee to provide a number of choices.
5. Work in conjunction with all committee chairpersons to provide expertise and assistance when needed.
6. When designing flyers remember that they are released in to hospitals, institutions, and other facilities. Appropriate use of language and lithography is crucial since these flyers represent NA to the public.
7. Subcommittees and the Convention Committee must give the approval before flyers are made.

## **Convention Information Subcommittee**

### **Purpose:**

Provide, develop and maintain convention website. Provide information about the convention to the Na fellowship and certain agencies outside the fellowship. Members chosen to serve on this subcommittee should have a good understanding of the Twelve Traditions, especially as they apply to public relations.

### **Information Responsibilities**

1. Provide a description of the planned event, including date, location, contact person, costs, and other pertinent information.
2. Maintain accurate and updated information on the convention website. Post all subcommittee meeting dates, times, and locations. Post flyers for all upcoming convention events.
3. If necessary, prepare and distribute flyers, programs, and a map of the area.
4. One month prior to the convention making sure Public Information of AREA has printed additional meeting schedules to be used at the convention for newcomers and out of town visitors.

### **Distribution Responsibilities**

The distribution list includes:

1. GSRs from EANA
2. EANA newsletter
3. RCMs throughout the Tejas Bluebonnet Region
4. World Services for publication in the NA Way and the internet calendar
5. Other regions or distribution areas that might be considered.

### **Before, During and After the Convention**

1. Develop and maintain a distribution list.
2. Prepare information for distribution as it becomes available.
3. Distribute information as it becomes available.
4. Provide distribution list to new Convention Committee Chairperson.

## **Hospital & Institutions Subcommittee**

### **Purpose:**

Provide information about the convention to the treatment facilities and certain agencies outside the fellowship within our geographical Areas boundary and even neighboring Areas. Members chosen to serve on this subcommittee should have a good understanding of the Twelve Traditions.

### **H&I Responsibilities**

1. Contact all treatment facilities in our area and surrounding areas and inform them of our convention. Provide these facilities with all information pertinent to the convention. (Registration, Location, Date, Revenue Enhancers, Etc.). To be effective, regular contact with these facilities is highly encouraged.
2. Coordinate with the Convention Information chair to be able to provide a description of the planned event, including date, location, contact person, costs, and other pertinent information.
3. If necessary, prepare and distribute flyers, programs, and a map of the area.

### **Before, During, and After the Convention**

1. Develop and maintain a current list of all area facilities.
2. Distribute information as it becomes available via email, mailers, or even directly hand delivering this information.
3. Provide the treatment facilities list to new Convention Committee Chairperson.
4. Also provide information about which facilities actually attended, number of attendees from these facilities, and any information on how to be more effective.

## **Event Coordinator Subcommittee**

### **Purpose**

Raise funds when necessary to finance the convention. In Narcotics Anonymous whenever we need to raise funds we do so from our own membership. We affiliate ourselves with no one, choosing to be entirely self-supporting. Under no circumstances do we accept contributions from any outside source.

### **Event Responsibilities**

1. Provide entertainment for our members at a minimal cost to raise funds for the convention. Elaborate and expensive decorations are not necessary for our members to have a good time. We have a good time just being among each other in a festive place.
2. Stay in touch with the Area Activities Chairperson and provide mutual support as needed.
3. Attend all fundraisers for support, collect any funds generated and turn them over to the Convention Treasurer.
4. Secure DJs, locations for the fundraisers, and purchase the food, drinks, and decorations.
5. Recruit subcommittee members to assist with the collection of monies through the sale of raffle tickets, food and/or drinks. It's suggested that anyone handling money have at least two years clean.
6. Have posters and flyers printed by the Arts and Graphics Subcommittee and distribute them at least one month prior to the fundraiser.
7. Research the surrounding Areas to ensure that no other Na functions are being held at the same times.
8. Arrange entertainment for the convention. There are many activities that the subcommittee can put on besides dances. Some of these include pool parties, comedy shows, tug of war, coffee shop with professional or Fellowship entertainers, volleyball, and many other games or contests. (These activities can also be considered for fundraisers.)



9. Take into consideration the Program and Hospitality Committees when planning events.
10. Times for events should be included in the convention program.
11. Submit three bids for all entertainment for the convention to the Convention Committee for review. (DJ, Comedian, Live music, Etc.)
12. After the final revenue enhancer, turn over all left over supplies to the Hospitality Subcommittee to be used in the Hospitality room during the convention. (Coffee, Creamer, Sugar, Etc.)

## **Hospitality Subcommittee**

### **Purpose**

Secure a host room for the convention and coordinate all Hospitality functions for the Convention. Effective communication between the hotel and the Convention Committee is an absolute necessity. Most of this committee's work is done in the early planning and especially during the convention.

### **Hospitality**

Provide a Hospitality Room that will be open at assigned hours. Some suggested items to include in the room include:

1. Coffee, snacks and/or fruit.
2. Board for notes and communication between conventioners.
3. Secure requirements for the Hospitality Room.
4. Inform the hotel that all events will be drug and alcohol free.

Suggested rules for the Hospitality Room should be displayed at all times. These can include:

1. Hours of operation.

2. No sleeping allowed.
3. No gambling allowed.
4. Keep noise level low in consideration of other hotel guests.
5. No smoking.
6. No unattended children allowed.

### **Other Responsibilities**

1. Project attendance figures and plan for the most effective use of available space.
2. Coordinate with the Program Subcommittee and the hotel for set-up, times, and locations of workshops, meetings, etc.
3. Coordinate with the Merchandise and Registration Subcommittees on room/table set-up, times, and locations.
4. Determine cut-off time and/or amounts of coffee service.
5. Get names and numbers for daytime and nighttime hotel contacts during the convention.
6. Determine hours of operation for the Hospitality Room and the Marathon Meeting room as allowed by the hotel.
7. After the convention verify that no damage has been attributed to members. If damage has occurred inform the Convention Committee and determine restitution.
8. Send a "Thank You", or complaint, letter to the appropriate hotel manager.
9. After the convention turn over all supplies, (coffee, creamer, sugar, etc.) over to the next Event Coordinator to be used in the future revenue enhancers.

### **Merchandising Subcommittee**

#### **Purpose**

Provide recovery-related merchandise for sale. The merchandising effort should be based strictly on the need to generate funds to ensure the success of the event. Any funds generated from an NA convention should be used to further enhance our Fellowship.

## **Responsibilities**

1. Be fairly business minded and have a good understanding of the Twelve Traditions, especially regarding the sale of NA related items.
2. It is suggested that subcommittee members handling money have at least two years clean.
3. Careful consideration should be made in negotiating the purchase price of items selected for sale.
4. Submit three different bids to the Convention Committee for review.
5. All items selected by the Merchandising Subcommittee should be purchased outright by the Convention Committee.
6. Items selected for sale should be sold at venues or locations that are predetermined by the Convention Committee, for example at NA meetings or events.
7. The Merchandising Subcommittee is responsible for the sale of all merchandise.
8. The Merchandising Chairperson should keep accurate records of sales and inventory throughout the sales period.
9. The Merchandising Subcommittee will be responsible for setting suggested prices for all preconvention and convention merchandise. Then they are to bring suggestions to the Convention Committee for approval.
10. To further maintain this level of accountability, once merchandise prices have been set, any future change in the already set priced merchandise must be approved by the Convention Committee before any change can be made.

## **Responsibilities During and After the Convention**

1. Communicate with the hotel and the Hospitality Subcommittee for the provision of space at the convention site.
2. Assure proper scheduling with the facility management.

3. Store all items in a secure place, deliver all receipts promptly to the Convention Treasurer, and maintain an accurate list of all items in inventory.
4. No longer than one week from the closing of the convention deliver a final statement of remaining inventory to the Convention Treasurer.
5. To assure accountability for all merchandise and expenditures, submit a statement of the remaining inventory, a complete set of records showing all merchandise ordered, expenditures, and sales to the Convention Treasurer.
6. After the convention Merchandise Chairperson is to turn over all unsold merchandise to the next Convention Chairperson. These proceeds will be used as additional seed money.

## **Important Points about Alternate Merchandise**

On occasion there will be committee representatives from other NA conventions or similar activities (i.e. state, regional, and world) at a convention. Many times other committees would like to sell items from a previous or upcoming NA event. This should be allowed as long as it does not conflict with regular convention merchandise sales. Alternate merchandise is usually sold on the last day of the convention. This not only simplifies the situation for the sponsoring committee but also allows conventioners the opportunity to purchase items from these committees at one time and in one place. The sponsoring committee should give some type of advance notification of a committee's intent to be present to sell. This allows the committee ample time to plan for the provision of and scheduling of the sale as not to interfere with the convention program. It is important that the committee be reasonably sure that such sales will benefit the Fellowship. Other NA licensed vendors may be contacted to enhance merchandising and funding of the convention.

## **Program Subcommittee**

### **Purpose**

Provide speakers and workshop chairpersons that promote a clear NA message of recovery. Without a good program the trouble and expense of putting on a convention isn't justified. The reports of the Program Subcommittee should therefore be given appropriate attention.

### **Responsibilities**

1. Hold regularly scheduled program meetings.
2. Get three bids from audio recording companies for the upcoming convention.
3. Plan all workshops and meetings for the convention.
4. Select potential speakers, workshop chairpersons, and others to help with the convention program. Then bring the final selections to the Convention Committee for final approval.
5. Submit to the Convention Committee the choices of speakers for each of the main speaker meetings in order of preference of the Program Subcommittee. The final choice rests solely with the Convention Committee.
6. Whenever funds are available a speaker's travel expenses are paid, thereby assuring attendance and participation.
7. When possible 1 complimentary room, 1 registration packet, 1 banquet and 1 breakfast ticket per day when offered, be provided to each main speaker as a way of deferring travel expense and to show our gratitude.
8. Schedule events that take place during the convention in conjunction with Event Coordinator, Merchandising, and Registration Subcommittees.
9. Prepare the written program to be distributed to the attending members.

## **Potential Speakers and Program Participants**

1. The basic qualification for participation on the program of an NA convention in Na.

2. Speakers who base their recovery on powerlessness over addiction, identify themselves as addicts, attend NA meetings to sustain their recovery, and incorporate the Twelve Steps and Twelve Traditions assure an NA message is given at an NA convention.
3. Keep in touch with speakers as the convention draws near and assist them in any way possible to ensure attendance.
4. No spouse, family member or significant other of a committee chair or an executive body member

## **Main Speakers**

1. Main speakers should have a minimum of five years clean.
2. Shares his/her experience of recovery in NA.
3. Has an NA sponsor who has an NA sponsor.
4. Lives the program and Twelve Steps of Narcotics Anonymous.

## **Workshops**

### **Purpose**

Workshops are held to satisfy the needs of our membership for specific topics and services related to NA. They allow attending members to ask questions and learn about various aspects of the program and recovery.

1. A workshop speaker should have a minimum of three year's clean time and share his/her personal experience of recovery in Narcotics Anonymous.
2. 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 they would like to attend.

## **Taping of Speakers and Workshops**

Taping of the speakers and workshops allows members who are unable to attend all functions the opportunity to hear them at home or share them with others. Care should be taken to inform the speakers and/or workshop participants that they are being taped.

## **No Shows**

One of the main problems in scheduling is the event of no shows (people who don't call when they can't 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 for the check-in table so all program participants can sign thus assuring the Program Subcommittee that they are willing and able to fulfill their responsibilities. In the event of a no-show the Program Subcommittee should have a pool of members available from which to select replacements.

## **Marathon Meetings**

### **Purpose**

To offer any convention registrant a non-topic, open meeting in which he/she may participate throughout the convention.

### **Responsibilities**

1. Secure people to chair marathon meetings. Suggestions for finding members to chair meetings include: check registration forms for people who requested to chair a meeting, distribute flyers, and sign-up sheets at the RSC and ASC. Names can be drawn from a hat or assign them to particular time slots. Once chosen send notices out to all chairpersons to inform them of their day and time to chair.
2. Let chairpersons know that they must sign in when they arrive at the convention. Tell them where the sign-in table will be located and what time it will be open.
3. Select the format for the meetings. Experience has shown that the best format seems to be opening the meeting at the beginning of the convention with any necessary readings and then having the chairperson open the meeting up for discussion. Subsequent chairpersons will then only introduce themselves and carry on the discussion taking place at the time. This is in contrast to each

chairperson opening and closing separate meetings. Each chairperson can suggest topics if necessary. Typically most chairpersons bring their own topics.

4. Keep meeting running smoothly.
5. Post a list of the chairpersons and their times to chair outside the marathon meeting room as a convenient reminder.

## **Registration Subcommittee**

### **Purpose**

To greet convention attendees and to ensure the smooth, prompt, orderly, and hospitable distribution of the registration packages. The organization and planning by this committee is very important.

### **Responsibilities**

The Registration Subcommittee is one of the busiest committees of every convention. Although it's most important work is completed in the weeks just prior to and during the convention, its responsibilities begin with the advance planning and drafting of the flyers and registration forms. This must be done well in advance (at least six months prior to the convention date) in order to allow sufficient time for review by the full committee. The mailing schedule for the flyers and pre-registration forms should also be established at this time.

1. Coordinate with the Arts and Graphics Subcommittee to develop flyers and the registration form.
2. Give a copy of the completed flyer and registration form to the Convention Information Subcommittee for distribution to Area, Region, and the World Service Office.
3. The Registration Chairperson, Convention Committee Chairperson, Convention Treasurer and the full committee should have a clear understanding of the handling of registration and monies.
4. The Convention Chairperson, Vice Chairperson, and/or Registration Chairperson will pick up registration forms from the



P.O. box at least once a week up to 45 days prior to the convention. After that point the P.O. Box should be checked twice a week.

5. Registrations received either by mail or by direct sale should be maintained in a log with information about the registrant and all monies received.
6. If free registrations are given out as part of promotional activities a careful record must be kept of what is provided and to whom.
7. For registration sales made prior to the convention numbered cash receipts should be used as a confirmation to the convention. The Convention Committee Chairperson, in conjunction with the Registration Chairperson and the Convention Treasurer, should establish a good working system for handling cash registrations received at fundraising activities.
8. Transfer registration form records and all monies to the Convention Committee Treasurer prior to the full Convention Committee meetings.
9. Conduct activities within the scope of the budget authorized by the full committee.
10. When funds are needed for expenses they are obtained from the Convention Treasurer.
11. Cash received by the Registration Subcommittee should not be used for the expenses as it can result in confusion and possible misuse of funds.

## **Responsibilities before the Convention**

The record system should be simple and clearly understood by all members of the committee.

1. Records of all registrations, events, breakfast, lunches, and banquet ticket sales should be updated at least once a week to keep the full committee aware of the financial status. This record system can be used to verify the Committee Treasurer's record and provide an indication of the solvency of the convention.
2. A duplicate registration record system should be maintained and supplied to the Convention Committee Chairperson, Convention Treasurer, and Hotel and Hospitality Chairperson.
3. The registration log should be numbered and the registrants should be in alphabetical order.

4. The registration log should contain all information on the registrants including their purchases for events, breakfast, lunches and/or banquet tickets.
5. Prepare a complete package for the registrants. The package may include:
  - Convention Program
  - Marathon Meeting list
  - Name Tag or Badge
  - Tickets for Breakfast, Lunches, Banquet and/or Dances (which should all be numbered and logged).
  - Souvenir Items (NA Phone Books, Pads, Pens, Magnets, etc.)

### **Responsibilities during the Convention**

1. At least two tables should be set up in a designated registration area and manned by at least two subcommittee members during the registration hours.
2. Subcommittee members manning the registration tables should have a list of all registered attendees.
3. All registration packages handed out, including indigent packages, should be recorded.
4. New registrations during the convention should be handled by a Convention Committee member.
5. The number of breakfast, lunches, and/or banquet tickets available for sale will be determined by the Convention Committee.
6. Monies for new registrations should be counted by the Registration Chairperson, the Treasurer, and/or the Convention Committee Chairperson every two hours.

### **Serenity Keepers Subcommittee**

#### **Purpose:**

Help maintain the atmosphere of recovery in the hotel and/or convention center during the convention. Attend all revenue enhancers and other functions promoting the convention.

## **Requirements**

1. Serenity Keepers should have ninety days clean at the time of the convention.
2. Each subcommittee member will pay for their own shirt.

## **Responsibilities**

1. Provide support to all other subcommittees.
2. Respectfully convey to all convention attendees that we represent NA to the public and should follow the hotel's and/or convention center's rules.
3. Assist convention attendees with directions to events, workshops, and meetings.
4. Liaison with hotel/convention center security in case their services are needed.
5. Coordinate work schedules so that a Serenity Keeper is available at all times during the convention.
6. Treat all convention attendees with courtesy.
7. Provide to the Convention Committee the cost of walkie-talkies to be used at the convention by subcommittee members.
8. Be part of the welcoming committee (give hugs).
9. Work closely with the Hospitality Committee to make sure no food and/or drinks are taken in or out of the Hospitality Room
10. In the event that the press and/or local TV come to the convention direct them to Convention Information. Do not grant them an interview.
11. Serenity Keepers are not the NA police.
12. Serenity Keepers should be in attendance at all Revenue Enhancers.

## **Policy Amendments**

1. Any executive member or Subcommittee Chairperson who misses two consecutive meetings without prior notice is to be considered a voluntary resignation.
2. For the safety and security for all attendees, EACNA guidelines concerning “Open Carry Laws” will mimic the host hotel.