

# Unidos en Recuperacion Convention Policy

The Unidos en Recuperacion Subcommittee will hold an annual convention.

## **Purpose**

Conventions are held by members of Narcotics Anonymous 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 manner as to accomplish four goals.

1. Provide a suitable celebration of recovery
2. Provide the addict the chance to experience our message in their own language and culture 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 service committees of Narcotics Anonymous sponsor conventions, they should always conform to the NA principles and reflect our primary purpose.

## **Convention Committee**

The Convention Committee is generally made up of members who are involved in the primary process. However, membership in the Convention Committee is open to all members of the Fellowship. The Convention Committee consists of an Administrative Committee, Subcommittee Chairperson, and attending members. Elections for the Unidos Convention Committee will be held 2 months following the last convention date Requirements and qualifications for the Administrative Committee and Subcommittee Chairperson of our convention are as follows:

### **Administrative Committee**

1. Chairperson Three Years Clean
2. Vice Chairperson Three Years Clean
3. Secretary One Year Clean
4. Alternate Secretary One year clean
5. Treasurer Three Years Clean
6. Alternate Treasury Three Years Clean

### **Subcommittee Chairperson**

1. Arts & Graphics One Year Clean
2. Registration Three Years Clean
3. Hotel & Hospitality Two Years Clean
4. Convention Information One Year Clean
5. Program Two Years Clean
6. Merchandising Three Years Clean
7. Fundraiser/Entertainment Two Years Clean
8. Marathon One year clean

### **Other Requirements and Qualifications**

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

### **REQUIREMENTS FOR SUB-COMMITTEE CHAIRPERSONS:**

Prior Convention experience.

Convention experience may be categorized as:

- I. Prior convention experience is specifically:
  - a.) The planning and execution of a convention.
- II. Comparable experience, which may be acceptable:
  - a) The planning and execution of an area or group activity.
  - b) Area involvement such as activities chair, area treasurer, or other positions that demonstrate leadership qualities.
  - c) Outside business experience.

### III. Other Desirable Assets:

- d) Leadership skills.
- e) Experience in fulfilling prior service positions.
- f) Experience in budgeting and finance.

### **Convention Committee Meetings**

All Conventions Committee meetings should take place at a regularly scheduled time and location and follow the current edition of Robert's Rule 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.

Each subcommittee will have ten (10) minutes to give their reports and the Convention Committee meeting will be for no more than two (2) hours.

It is necessary to elect a chairperson to preside over Convention Committee meetings and activities. Election of officers should be based upon qualifications and experience. A description of Administrative Committee members and Subcommittee Chair 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 two consecutive committee meetings.

Members may vote at their second consecutive meeting. Missing two consecutive meetings will require members to, once again, meet the standards for regular attendance.

Subcommittee voting privileges are determined by the same guidelines as the Convention Committee. 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 four months prior to the convention, at which time, they are held every two weeks. At two months prior to the convention, meetings take place weekly. 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 members to reflect on their involvement, thinking about who they serve and why, followed with the serenity prayer, the Twelve Traditions and Twelve Concepts.
2. Read and approve the minutes of the last meeting.
3. Open floor (to bring to the floor 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's reports (reports include goals and progress of each committee).
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.

### **Administrative Committee**

1. The Convention Chair & Vice Chair are elected by GOASCNA and carries out or executes the conscious of the overall committee. The remaining Administrative Committee members are elected by the Convention Committee.
2. The Convention Chair, Vice Chair, Secretary and Treasurer functions as the administrative committee of the convention and holds 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 subcommittees that may need additional help. It is not necessary for the Administrative Committee to involve itself directly in the specific working of each subcommittee.
4. The members of the Administrative Committee discuss the performance of the subcommittees, as well as, the convention budget and other matters, which 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 meeting dates for the convention committee. This schedule is then approved by the convention and distributed to all members. It is advisable to choose a particular night on which meetings would be held and schedule all meetings on that throughout the duration of the planning period.
6. The Administrative Committee also makes monthly reports to GOASCNA. Comments and suggestions from GOASCNA are included in the Chairperson's report at the beginning of each committee meeting.

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

**Chairperson:** Three years clean, be bilingual, prior convention experience and administration abilities.

1. Secures meeting location.
2. Organizes committee and delegates major tasks to specific subcommittees.
3. Stays informed of each subcommittee's activities and provides help when needed.
4. Helps to resolve conflicts.
5. Keeps activities within the principles of the Twelve Traditions and in accord with the purpose of the convention.
6. Prepares a budget for the Administrative Committee.
7. Monitors the fund flow and overall convention costs and helps organize the subcommittee budgets.
8. Co-signer on check request form.
9. Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
10. Allows the subcommittees to do their jobs while providing guidance and support. Subcommittees should be given trust and encouragement to use their own judgment.
11. Prepares the agenda for the convention committee meetings and administrative committee.
12. Votes only to break a tie.
13. Chairs the convention committee meetings as well as the convention.
14. Must attend all GOASCNA meetings and gives updated reports.
15. Consigner on Convention hotel contract.

**Vice Chairperson:** Three years clean, be bilingual, prior convention experience and administration abilities.

1. Acts as chairperson if the chairperson is unavailable.
2. Coordinates subcommittees and attends subcommittee meetings in order to ensure that they get necessary support to do a good job.
3. Work closely with the chairperson to help delegate responsibilities to subcommittee chairpersons.
4. Assume the responsibilities of any subcommittee that does not have a chairperson.

**Secretary:** One year clean, service experience, and good typing skills

1. Keep minutes of all committee meetings and subcommittee reports and ensure that accurate minutes are distributed to the subcommittee members.
2. Maintains a list of names, address and phone number of committee members.
3. Minutes are to be provided to Administrative Committee and subcommittee chairperson first. Any extra are given to members.

**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. Works with the chairperson and vice chairperson to prepare a budget for the convention, which is used for planning fundraising activities.
2. Keep records of all income and expenditures. Saves all receipts. Maintains a separate, detailed report of all monies received from each subcommittee.
3. Within 48 hours, deposit all money received in the convention bank account and notify the ASC Treasurer
4. Reviews subcommittee reports for any changes from the approved budget so that any changes can be maintained. This information should be included in the Treasurer's report.
5. A complete treasurer's report, within two months of the convention should be submitted to the sponsoring groups of the service committee.
6. With the convention chairperson's approval, makes out checks.
7. Adhere to finance requirements.

## **Subcommittee General Duties and Responsibilities**

Nominated or appointed from Convention Committee members, the subcommittee chairpersons should have general qualifications as outlined in the qualification section listed. Specific service or vocational experience should be considered prior to election or appointment. It should clearly be understood that the subcommittees have specific responsibilities to perform.

Subcommittees are vital to the convention and individuals should expect to be replaced if they are unable to serve for any reason. Naturally, relapse necessitates replacement; this is because we are concerned for the member, as we are for the service responsibility. 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 the activities of the committee, as well as 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 would use the services of another committee or address that particular area of business itself. Although, either way is effective, remember cooperation and consideration is the keys that will make it work.

## **Finances**

The Convention subcommittee 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. We suggest that all members have at least 3 years clean time to handle NA funds.
2. Check request must be submitted to obtain any funds.
  - a. The Convention Chair or Convention Treasurer must sign all check requests.
  - b. If possible, check requests should be completed at least one month prior to when the funds are needed.
3. Receipts are required for all transactions that involve convention funds.
  - a. Receipts and an event financial report are due at next scheduled meeting.
  - b. Receipts and "returned cash" total should equal amount of check received.
  - c. The Convention Treasurer should give a receipt for all cash money received.
4. At the end of any fundraising event all money will be turned over to the Convention Treasurer. In the event that the Treasurer is not present, money will be turned over either to the Convention Chair or Vice Chair.
5. Petty Cash will be provided to the Secretary and Fundraising Chair as determined by Convention Committee, receipts for reimbursement need to be submitted.
6. 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 Registration Chair.
7. The Convention Treasurer should make deposit within 48 hours to avoid members having outstanding checks for long periods of time.
8. 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 Report.
9. Each subcommittee chair is responsible for all payments, receipts, invoices, and correspondences for all financial transactions conducted by their subcommittee.
10. All money should be counted by at least two subcommittee members before being recorded.
11. During the Convention, avoid having large amounts of cash.
  - a. The convention Treasurer should make pickups every 2 hours.
  - b. At pickup, two subcommittee members should count money.
  - c. Money should be deposited in the convention bank account or a hotel safe deposit box at the end of each day.
12. A budget is due in January, detailing the use of the seed money.
13. A complete financial report is due at the 2nd ASC meeting following the end of the convention.

## **Arts and Graphics Subcommittee**

### **I. Purpose:**

The purpose of this subcommittee is to work closely with all other subcommittee to provide promotional material needed for events before and during the convention.

### **II. Arts & Graphics Responsibilities:**

1. This committee is responsible for the design and printing of a banner, tickets, flyers, convention posters and directional posters.
2. Coordinates with Fundraising Chair in a timely manner to provide flyers and tickets for upcoming events.
3. Works closely with Merchandise Chair to design coffee cups, T-shirts or other merchandise.
4. The subcommittee should present a variety of designs for each item to the full convention committee in order to provide a choice of selections.
5. Works in conjunction with all committee chairs to provide expertise and assistance when needed.
6. When designing flyers, remember that they are released into hospitals and institutes, 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. For example if a comedian is performing, a picture of the comedian should not be used. Only the initials "NA", members come and support, not the comedian, but to be a part of. If it is acceptable to this committee, then the Arts and Graphics subcommittee can design flyers.

## **Convention Information Subcommittee**

### **I. Purpose:**

The purpose of this subcommittee is to 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.

### **II. Information:**

1. The committee will provide a description of the planned event, to indicate:
  - . Date
  - . Location
  - . Contact person
  - . Costs
  - . Other pertinent information
2. All information must be up-to-date and accurate.
3. Preparation and distribution of flyers, programs, and a map of the area may be necessary.

### **III. Distribution:**

1. The distribution list includes:
  - . GSRs from GOASCNA.
  - . GOASCNA Newsletter
  - . RCMs throughout the Florida region
  - . World Services for inclusion in the NA Way and the internet calendar.
  - . Local treatment facilities.
  - . Other regions or distribution targets will also be considered.

### **IV. Responsibilities Before, During, or After the Convention:**

1. Develop and maintain a distribution list. (before)
2. Prepare information for distribution as it becomes available. (before)
3. Distribute information as it becomes available. (before)
4. Provide distribution list to new C.I. Chair. (after)

## **Fundraising/Entertainment Subcommittee**

### **I. Purpose:**

The purpose of this subcommittee is to help raise funds necessary to finance the convention. In Narcotics Anonymous, whenever we do 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.

### **II. Fundraising Responsibilities:**

The fundraising subcommittee is responsible for fundraisers for the convention, while providing entertainment for our members at a minimal cost. In Narcotics Anonymous, whenever we do need to “raise funds”; we fundraise from our own membership. Remember it’s called fund raising, not fun raising. It’s also important to remember that 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.

### **III. Responsibilities Before the Convention:**

1. The Fundraising Chairperson should stay in touch with the Area Activity Chairperson and provide mutual support as needed.
2. The Fundraising Chair should attend all fundraisers for support and collect any funds generated then turn them over to the Convention Treasurer.
3. The Fundraising Chair is responsible for securing the DJ’s and the location for the fundraisers, purchasing of the foods, drinks, and decorations.
4. The Fundraising Chair is responsible for recruiting subcommittee members to assist with the collection of monies, through the sale of raffle tickets, food and or drinks. As with merchandising, it is suggested that anyone handling money have at least two (2) years clean time.
5. Posters and flyers should be printed and passed out at least a month prior to the fundraiser.
6. Research should be done in the surrounding areas to insure that there are no other NA functions being held at the same times.

#### **IV. Responsibilities During the Convention:**

1. The subcommittee arranges the entertainment for the convention. There are many activities that the subcommittee can put on besides dances. Some that have been done in the past are pool parties, comedy shows, tug-of-war, coffee shop with either professional or fellowship entertainers, volleyball and many other games or contests.
2. All events should be planned, taking into consideration the Program and Hospitality committees. Time for each event should be included in the Convention Program.

#### **Hotel and Hospitality Subcommittee**

##### **I. Purpose:**

The purpose of this subcommittee is to secure a host hotel for the convention and to coordinate all hotel-related functions of the Convention Committee. As the hotel liaison, this committee's 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.

##### **II. Hotel Selection and Contract:**

The hotel contract is one of the most important items in planning the convention. Compare several hotels to get the best cost effective and to achieve the goals of the convention – to be financially responsible and to minimize expense to the members. Secure a site as soon as possible, since many planning functions depend on the hotel site. Review past contracts and check reference for preliminary information. Insist on having all commitments from the hotel written in the contract.

##### **Important points for hotel selections are:**

1. All convention representatives should present themselves in proper attire and professional manner when meeting with the hotel staff.
2. Present three bids to the Convention Committee for review.
3. The contract should be completely read and discussed by the Convention Committee and ASC Treasurer to avoid unexpected costs.
4. The Hotel and Hospitality Chair is the liaison between the hotel and the Convention Committee during and after the convention.
5. The Convention Chair, Vice Chair and/or Hotel & Hospitality Chair are allowed to sign for charges to the master hotel account.
6. Get a tentative program schedule from the Program subcommittee to assist in contract negotiations with the hotel sales staff.
7. Negotiate minimum food and coffee prices.
8. Negotiate minimum audio-visual equipment prices.
9. Negotiate minimum parking costs for conventioners.
10. Workshop set up should include podium, microphone, and table for Audio Sound Company. (Setup should be "theater Style").
11. Secure requirements for Hospitality and Marathon meeting.
12. Secure Merchandise and Registration location.
13. Inform the hotel that several banners will need to be hung up in the meeting rooms.
14. Discuss room block requirement and Convention Committee responsibility, especially once rooms have been sold to members.
15. Inform the hotel that all events will be alcohol-free.

##### **III. Hospitality:**

This subcommittee is also responsible for providing an open hospitality room that will remain open at assigned hours. For the hospitality suite, the following items are suggested.

1. Coffee, snacks or fruit (at least in the morning).
2. Board games, backgammon, cards, chess or checkers.
3. N.A. literature, Meeting lists, and N.A. flyers.
4. Board for notes and communication between conventioners.
5. In the Hospitality suite, clearly display the rules at all times. Suggested rules are:
6. Hours of operation.
7. No sleeping allowed.
8. No gambling allowed.
9. Keep noise level low for consideration of other hotel guests.
10. No smoking.
11. No unattended children allowed.

#### **IV. Responsibilities Before the Convention:**

1. Project attendance figures and plan for the most effective use of available space.
2. Coordinate with Program subcommittee and the hotel the workshops setup, time, and locations.
3. Coordinate with Merchandise and Registration subcommittee on room/table setup, time, and locations.
4. Submit for approval to the Convention Committee all food and beverage selections, prices, and quantities.
5. The cost of the food to the members should at least equal the cost paid by the Convention Committee.
6. Work with Registration subcommittee to stay informed of the number of meals sold.
7. Guarantee the actual number of meals sold to the hotel 48 hours prior to the convention. Hotels usually prepare for 5% over the guaranteed amount.
8. Determine cutoff times and/or amounts for coffee service.
9. Provide centerpieces for banquet tables, if necessary.
10. Get names and numbers for daytime and nighttime hotel contacts during the convention.
11. Determine hours of operation for Hospitality Room and Marathon meeting as allowed by the hotel.

#### **V. Responsibilities During the Convention:**

1. Verify workshops, speaker meetings, and banquet rooms are set up correctly and on time.
2. Verify all equipment is working properly, especially the PA system.
3. Stay informed of coffee consumption and keep within limits.
4. Be present when final bill is settled and verify all charges.
5. Before conventioners begin to checkout, get total number of rooms purchased by conventioners (good information for next convention).
6. Have Hospitality Room and Marathon meeting open during the assigned hours.

#### **VI. Responsibilities After the Convention:**

1. Verify bill has been settled completely.
2. Verify no damage has been attributed to members, if damage has occurred, inform the Convention committee and determine restitution.
3. Send a Thank You or (complaint) letter to appropriate hotel manager.
4. Organize and archive all hotel contracts, receipts, and correspondences for future reference.
5. Begin working on hotel site selection for the next convention.

### **Marathon Subcommittee**

#### **I. Purpose:**

The purpose of this Committee is to offer any Convention registrant a non-topic, open meeting in which he/she may participate throughout the Convention.

#### **II. Marathon Responsibilities:**

1. Secure people to Chair marathon meetings.

#### **III. Responsibilities Before the Convention:**

1. One way to get Chair people is to go over the registration forms for people who had requested to chair a meeting.
2. Secure Chairpersons by distributing flyers or request letters at the FRSC and at ASC. When you have enough names you can draw them from a hat or assign them to particular time slots. Replies are mailed out to all Chairpersons to inform them of their respective time and day to Chair.
3. Select the format for the marathon meetings, although 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 Chairperson 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. If needed, they suggest topics. Typically most chair people bring their own topics.

#### **IV. Responsibilities During Convention:**

1. Responsible for keeping the meeting running smoothly.
2. Post a list of the Chairpersons and their times to chair outside the marathon room as a convenient reminder.

### **Merchandising Subcommittee**

#### **I. Purpose:**

The purpose of this subcommittee is to provide recovery related merchandise for sale.

## **II. Merchandise Responsibilities:**

The merchandising effort of any convention should be based strictly on the need to generate funds, to ensure the success of the event. Any funds generated from a NA convention should be used to further enhance our Fellowship.

1. The merchandising subcommittee should be fairly business minded and should have a good understanding of the Twelve Traditions; especially regarding the sale of NA related items, subcommittee members handling money it is suggested at least have two (2) years clean time.
2. Careful consideration should be made in negotiating the purchase price of items selected for sale.
3. Three different bids should be submitted to the Convention Committee for review.
4. All items selected by the Merchandising Subcommittee should be purchased outright by the Convention Committee.
5. The items selected for merchandising sale, should be sold at NA events, meetings, etc, predetermined by the Convention Committee.
6. The Merchandising Subcommittee is responsible for the sale of all merchandise.
7. The Merchandising Chair should keep accurate records of sales and inventory, throughout the sales period.

## **III. Responsibilities During Convention:**

The Merchandising Subcommittee is responsible for the communicating with the Hotel and Hospitality Subcommittee, for the provision of space for storage at the convention site.

Subcommittee to assure proper scheduling with the facility management

1. The Merchandising subcommittee is responsible for the storage of all items, in a secure place and the delivery of all receipts, promptly, to the Convention Treasurer, along with an accurate list of remaining items in the inventory.
2. Following the convention, a final statement of remaining inventory, is given to the Convention Treasurer. This report should be provided no longer than one (1) week from the closing date of the convention.
3. The Merchandising Chair should submit a statement of the remaining inventory, a complete set of records showing all merchandise ordered expenditures and sales should be given to the Convention Treasurer to assure accountability for all merchandise and expenditures.

## **Important points:**

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 committee's would like to sell items from a previous or upcoming NA event. This should be allowed, as long as it does not conflict with the specific time and place for these sales to take place. This is usually done 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 space and scheduling of the sale, so 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**

### **I. Purpose:**

The purpose of this subcommittee is to provide speakers and workshop chairs that promote a clean NA message of recovery.

### **II. Program Responsibilities:**

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.

1. The Program subcommittee plans all the workshops and meetings at the convention.
2. The members of the subcommittee select potential speakers, workshop chairs, and others to help with the convention program, to be brought to the full committee for final approval.
3. In conjunction with Fundraising, Merchandising, and Registration they schedule events that take place during the convention and prepare the written program to be distributed to the attending members.

### **III. Responsibilities Before the Convention:**

1. Have regular scheduled program meetings.
2. Get three (3) bids from audio recording companies for the upcoming Convention.

## **Potential speakers and program participants:**

1. The basic qualification for participation on the program of a NA convention is membership in NA.
2. Speakers, who base their recovery on powerlessness over addiction, identify themselves as addicts, and attend



- NA meetings to sustain their recovery and incorporate the Twelve Steps and Twelve Traditions, assure a NA message is given at a NA convention.
3. It is important to keep in touch with speakers as the convention draws near and assist them in any way possible to ensure their attendance.

### **Main Speakers:**

1. The main speakers should have a minimum of five (5) years clean time.
2. A speaker at a convention shares his/her personal experience of recovery in NA.
3. Has a NA sponsor who has a sponsor.
4. Lives the program and the Twelve Steps of Narcotics Anonymous
5. The Program subcommittee will submit two choices of speakers for each of the main speakers meetings (in order of preference of the program subcommittee, to the Convention Committee. The final choice (chosen solely from the recommendation of the Convention Committee) rest with the Convention Committee as a whole.
6. Reimbursement of travel expenses vary with different conventions. Whenever funds are available, a speaker's travel expenses are paid, thereby assuring attendance and participation.
7. Sometimes a complimentary room is provided to the speaker as a way of deferring travel expenses.

### **Workshops:**

1. Workshops are held to satisfy the needs of our membership for specific topics and services related to NA.
2. Workshops should be for the newcomers, service minded persons, and spiritual discussions.
3. These workshops allow attending members to ask questions and learn about various aspects of the program and recovery.
4. 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 they would like to attend.
5. A workshop speaker should have a minimum of three (3) years clean time, and shares his/her personal experience of recovery in Narcotics Anonymous.

### **Taping of speakers and workshops:**

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

### **No-Shows:**

1. One of the main problems in scheduling is the event of no-shows (people who don't call when they can't attend).
2. 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 setup.
3. Include the specific location and times. This way, all program participants can sign in, thus assuring the Program Subcommittee that they are willing and able to fulfill their responsibilities.
4. In the event of a no-show, the Program subcommittee should have a pool of member available from which to select replacements.

## **Registration Subcommittee**

### **I. Purpose:**

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

### **II. Registration Responsibilities:**

The Registration subcommittee is one of the busiest committee of every convention. Although, it's most important work is completed in the weeks just prior to and during the convention, it's responsibilities begin with the advance planning of the drafting of the flyers and registration forms, which 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. The development of the flyers and registration form should be coordinated between Registration and Arts and Graphics Subcommittee.
2. After the flyer and registration form is completed, a copy is given to the Convention Information Subcommittee for distribution with Area, Region and 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, is assigned the responsibility to get Convention Registration 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. The Registration Chairperson maintains registration form records and all monies received are transferred to the Convention Committee Treasurer prior to the full convention committee meetings.
  6. Registrations received either by mail or by direct sale should be maintained in a log indicating information about the registrant and all monies received.
  7. If free registrations are given out as part of promotional activities, a careful record must be kept of what is provided and to whom.
  8. 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 Convention Treasurer, should establish a good working system for handling cash registration received at the fundraising activities.
  9. The subcommittee conducts its 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 expenses, as it can result in confusion and possible misuse of funds.

### **III. 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 or banquet tickets sales should be updated at least once a week. In order to keep the full committee updated on the financial status. This record system can be used to verify the Committee Treasurers 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. Registration log should be numbered and in alphabetical order on each registrant.
4. The registration log should contain all information of the registrant, events, breakfast, lunches and banquet purchased.
5. Registration subcommittee is responsible for preparing a complete package. The package may include the following.
  - . Convention Program
  - . Marathon Meeting List
  - . Name Tag or Badges
  - . Tickets for Breakfast, Lunches, Banquet and Dances (should be numbered and logged)
  - . Souvenir Items (NA Phone Books, Pads, Pens, Magnets, etc.)

### **IV. Responsibilities During Convention:**

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