

Celebration of Unity **Executive Committee Guidelines**

Chairperson:

1. Secures meeting location
2. Organizes Subcommittees, delegates major tasks to specific Subcommittees
3. Stays informed of each Subcommittees' activities and provides help when needed.
4. Helps to resolve conflicts
5. Should have some experience in service with large events, the Subcommittees' functions and guidelines and have some understanding of budgets and contracts.
6. Monitors the fund flow, and overall Convention costs and helps organize the subcommittee budgets.
7. Signer on the Convention bank account. Co-signer on all check request forms.
8. Prepares a budget for the Executive Committee functions.
9. Prevents important questions from being decided prematurely, in order to foster understanding by the entire Convention Committee, prior to action.
10. Allows 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 Meeting and Administrative Meeting.
12. Votes only to break a tie
13. Chairs the Convention Committee Meetings, as well as Chair for the Sat night Main Speaker Meeting at the Convention.
14. Attends GOASCNA meetings and gives updated reports.
15. Co-signer on Convention Hotel Contract

Vice Chairperson:

1. Acts as Chairperson in the absence of the Chairperson, if the Chairperson is unavailable
2. Personable and familiar with all Committee members in order to serve as liaison between the Subcommittees and the Executive Committee.
3. Works closely with the Chairperson to help delegate responsibilities to subcommittee Chairpersons.
4. Co-signer on the Convention bank account.
5. Chairs the Sun morning Main Speaker Meeting at the Convention.

Secretary:

1. Have service experience and good typing skills
2. Keeps minutes of all Executive Committee meetings, Convention Committee meetings and subcommittee reports.
3. Ensure that accurate minutes are distributed to the committee members.

4. Maintains a list of names, addresses, phone numbers and email addresses of all committee members for committee use.
5. Minutes are mailed out ten days after Convention Committee Meetings. An agenda for the next meeting can be attached to the minutes if it will help the Convention Committee to function.
6. Keeps extra set of minutes, updated after each Convention Committee for members who request a complete set.
7. Minutes are to be provided to Executive Committee Members & Committee Chairs first.

Alternate Secretary:

1. Assists Secretary in all duties and fills in when the Secretary is absent
2. The duties of the Secretary also apply to the Alt Secretary

Treasurer:

1. Demonstrates stability in the local community, accounting skills, service experience with conventions or other large scale Fellowship activities. Is accessible to other committee members, especially the Registration Subcommittee.
2. Works with the Chairperson and Vice Chairperson to prepare a budget for the Convention, which is used for planning fund-raising activities. It is also based on the Subcommittees' recommendations as to the monies they will need to carry out their tasks. The budget may be amended if necessary within 3 months of the Convention date.
3. Opens a bank account for the Convention Committee. The signatures required for the Convention bank account are any two of four signatures; the Chairperson, Vice Chairperson, Treasurer and Alt Treasurer. Each check will require 2 signatures.
4. Keeps accurate records of all financial transactions with regards to individual budgets and a general ledger.
5. Writes all checks and is responsible for collecting receipts from Subcommittees for monies paid out.
6. Receipts are required for all transactions that involve Convention funds.
7. Responsible for all monies including revenues from registration and banquet tickets; pays all bills; and advises the Chairperson on cash supply, income flow and rate of expenditures.
8. Treasurer will give a receipt for all cash monies received.
9. Reviews subcommittee reports for departure from the financial plan not mentioned in the original budget, so that an accurate budget can be maintained. This information is included in the Treasurer's report.
10. A complete Treasurer's Report shall be provided, within two months, after the Convention to GOASCNA. The Convention Committee will have the report audited as a further safeguard of Convention funds.

11. A periodic review of all financial records will be made by the corresponding service arm. The records should be reviewed at the time of the actual funds distribution in accordance with the Treasurer's financial statement requirements.

12. After any fund-raising event, all funds will be turned over to the Convention Treasurer once all funds have been verified by both the Fund-raising Subcommittee Chairperson and Treasurer. In the event that the Treasurer is not present, all funds will be turned over to the Convention Chair or Vice-Chair.

13. All funds should be counted by at least 2 members before being recorded.

14. The GOASCNA Treasurer may conduct a periodic review of all Convention Committee financial records. The records may be reviewed at random and without prior notification to the COU Treasurer.

Alternate Treasurer:

1. Assists Treasurer in all duties and acts in the capacity of the Treasurer when the Treasurer is absent.

2. The duties of the Treasurer also apply to the Alternate Treasurer.

An Executive Committee Member will be automatically removed from their position for noncompliance, which includes:

A. Relapse

B. Non-fulfillment of duties –i.e., 3 unexcused absences.

C. Misappropriation of (NA) Convention funds.

EXECUTIVE COMMITTEE MEMBERS WILL HAVE:

1. Understanding of the 12 Steps, 12 Traditions and 12 Concepts of NA through application.

2. Five years clean time

3. Willingness, time and resources to serve

4. Ability to exercise patience and tolerance.

Celebration of Unity Convention Committee Policy

Arts and Graphics:

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

1. Coordinates with Fund-raising Chair in a timely manner to provide flyers and tickets for upcoming events.
2. Works closely with Merchandise Chair to design coffee cups, T-shirts and other merchandise.
3. Be in charge of introducing a new Convention theme and logo each Convention.
4. Presents a variety of designs to be approved by the Convention Committee to allow for a choice of selection.
5. Be responsible for designing & production of banners, programs, flyers, tickets, Convention posters and all Convention merchandise using the new Convention logo.
6. Be responsible for printing of all necessary Trusted Servant, Subcommittee and special worker badges.

Fund-raising/Entertainment:

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, to follow our 7th Tradition. In conjunction with fund-raising, this committee also provides entertainment at the convention.

1. Must make sure that all events are done within the Twelve Traditions of NA
2. All events must be approved by the Convention Committee before being carried out. Events need to be planned far enough in advance to provide the fellowship with adequate information.
3. A list of all expenses must be presented for approval before each event. After the Convention Committee has approved the event, and the expenses, the Treasurer will issue the Fund-raising Chairperson with a check for the amount approved. Expenses will include: rent, refreshments, decorations, change, DJ, etc.
4. The Chairperson should stay in touch with the Area Activity Chairperson so as not to overlap activities.
5. Be responsible to deliver all money raised from the event to the Convention Treasurer within 72 hours after the event.
6. The Chair should attend all fund-raising events for support and for the collection of funds during the event.
7. In charge of planning and carrying out all entertainment events at the Convention.
8. All entertainment events should be planned, also taking into account the Programming and Hospitality committees, at the Convention.

Hotel and Hospitality:

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. Coordinates with all other Subcommittees concerning the locations of meetings and other activities within the Convention hotel. This committee is also responsible for providing a warm welcome to all, while promoting a spirit of unity and celebration of recovery for the fellowship. This includes providing adequate meeting space to carry our message of recovery.

1. Using all information available, is responsible to project an estimated attendance figure for use by all other Subcommittees.
2. Submit three (3) possible Convention sites with dates to the Convention Committee.
3. Responsible for obtaining authorized signatures for any expenditures i.e., hotel services, coffee, rooms, etc. before and during the Convention.
4. Responsible for arranging and maintaining hospitality areas, to include beverages, snacks and fruits.
5. Secures door greeters, Serenity keepers, and any other hospitality-related service resources to provide hospitality during the Convention.
6. Works to continually ensure that all Convention needs are provided for by the Host facility.
7. Works with all Convention Subcommittees to ensure adequate meeting space is available during the convention.
8. Acts as the first point of contact for public relations issues during the convention.

Registration:

The purpose of this Subcommittee is to register people for the convention. They will also ensure the smooth, prompt, orderly and hospitable service for the distribution of the registration packages. The organization and planning of this committee is very important.

1. Secure a post office box for attendees to mail in their completed Pre-registration and Registration forms.
2. Creates and distributes flyers and registration forms but development of the form will be coordinated between Registration and Arts and Graphics.
3. Registration Chairperson maintains registration form records and all monies received are transferred to the Convention Committee Treasurer.
4. Registrations received either by mail or direct sale should be maintained in a log indicating information about the registrant and all monies received.
5. Assigns the contents to be included in the registration packet. Works closely with the Merchandise Subcommittee to ensure the assigned contents of the registration packets are included in the merchandise order.

6. Keep a record of all registrations, events, breakfast, lunch and banquet and activities ticket sales and comps.
7. Required to keep duplicate records of any and all items pertaining to registration.
8. The Subcommittee is responsible for preparing a complete registration package for the Convention.

Marathon:

The purpose of this Subcommittee is to offer any convention registrant an open meeting in which he/she may participate throughout the convention.

1. Holds a continuous meeting from the opening of the convention until the closing of the convention.
2. Secures people to chair the Marathon meetings.

Merchandise:

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

1. Works closely with Arts and Graphics committee for the design of merchandise
2. Develops proposals for the type of merchandise to be sold at the convention.
3. Makes sure that all merchandise is sold by the Merchandise Subcommittee.
4. Be responsible for the "Merchandise Store" at the convention
5. Works closely with Registration and Programming Subcommittees for the purchase of merchandise for registration and programming gifts and literature.
6. Merchandise Chair should keep accurate records of sales and inventory throughout the sales period.
7. Responsible for the storage of all Convention merchandise items. Provide a secure place for storage and the delivery of all receipts
8. Responsible for submitting a statement of any remaining inventory and a complete set of records showing all merchandise ordered.

Programming:

The purpose of this Subcommittee is to plan all speakers and workshops, to also include chairs for the workshops and that the speakers promote a clean NA message of recovery. They must keep in mind the need for balance of workshops for newcomers, service minded persons and spiritual discussions.

1. Rent a P.O. Box in order to receive tapes
2. Responsible for selecting Chairpersons & Speakers for all meetings
3. In charge of all speaker meetings & workshops
4. Responsible for developing topics for the meetings & workshops. To also include creating a program.
5. Responsible for soliciting interpreters for the convention

6. Responsible for soliciting tapers for the convention
7. Responsible for making sure that all meetings start and end on time

ALL OF THE SUBCOMMITTEES CHAIRS MUST DO THE FOLLOWING:

- A. Submit an annual budget.
- B. Required clean time is 2 years.
- C. Attend Convention Committee meetings.
- D. Hold a monthly Subcommittee meeting. The meeting should encourage participation from the fellowship.
- E. Submit report at Convention Committee meeting.
- F. Cooperate with appropriate committees within the Convention Committee.
- G. Provide receipts for any and all reimbursed Convention expenses (NO RECEIPT - NO MONEY).
- H. Must follow all transactional and financial procedures set by Treasurer and Executive Committee.
- H. Receipts are required for all transactions that involve convention funds.
- I. Willingness, time and resources to serve.
- J. Understanding of the 12 Steps, 12 Traditions and 12 Concepts of N.A through application.
- K. Check requests are to be submitted at least one month prior to when funds are needed.

All subcommittee Chairs and Vice Chair will be automatically removed from their position for non-compliance, which includes;

- A. Relapse
- B. Non fulfillment of duties – i.e., 3 unexcused absences.
- C. Misappropriation of (NA) Convention funds