



WORKING TOGETHER

Tri-Area Shared Services Committee

P. O. Box 4641

Pittsburgh, Pa.15206

Tri-Area Convention Of Narcotics Anonymous Host Area Convention Committee Policy

Draft March 2015

Tri-Area Convention of Narcotics Anonymous

Host Area Convention Committee Policy

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1. PURPOSE

The purpose of the Tri-Area Conventions is to come together for a three year period with members of PASCNA, PICANA and SWANA Areas of Narcotics Anonymous to bring our membership together in the celebration of recovery. Meetings, workshops and other activities are scheduled to encourage unity and fellowship among our members along with carrying the message. Because conventions are hosted by service committees of Narcotics Anonymous, they should always conform to the NA principles and reflect our primary purpose. The Tri-Area Convention guidelines do not supersede the PASCNA, PICANA and SWANA Service Committee guidelines. If the need for further clarification ever arises regarding convention policy, refer to Narcotics Anonymous "Convention Guidelines".

2. FUNCTION

The Tri-Area Convention of Narcotics Anonymous functions with the support of the three Areas involved. PASCNA, SWANA, PICANA. The three Areas, PASCNA, SWANA, PICANA shall come together to form a Shared Services Committee (SSC). The Tri-Area Convention is accountable to the Shared Service Committee.

3. Name

The name of the convention: The first year the name will be The Tri-Area Convention of Narcotics Anonymous Hosted by PASCNA. The second year will be The Tri-Area Convention of Narcotics Anonymous Hosted by PICANA and the third year will be The Tri-Area Convention of Narcotics Anonymous Hosted by SWANA.

4. Tri-Area Convention Committee Meeting

Hosting a convention is tremendous responsibility that requires significant planning, dedication and effort. All Convention Committee meetings should take place at a regularly scheduled time and place and follow an orderly agenda. 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 participation and support from all members. Care should also be exercised during the planning process to involve as many groups and individuals as possible. Prior to the first Tri-Area Convention Committee meeting, the Shared Service Committee shall appoint the Chair and Vice Chairperson of the Host Area to preside over Tri-Area Convention Committee meeting. Executive and Subcommittee chairpersons are usually elected at the meeting of the Shared Service Committee meeting. Election of Trusted Servants should be based on qualifications and experience. Voting privileges are extended to each member of the Tri-Area Convention Committee. Anyone who holds an Trusted Servant position or participates on a regular basis at the Tri-Area Convention Committee meetings is considered a committee member. Subcommittee voting procedures are determined by the chairperson of the

subcommittee. All subcommittees hold separate meetings prior to Convention Committee meetings. The subcommittee chairpersons submit written reports, recommendations and other details concerning their areas of responsibility. Tri-Area Convention Committee meetings are usually scheduled monthly until four months prior to the convention, at which time they take place every two weeks. At two months prior to the convention, meetings can take place weekly. It is advisable to schedule several hours to conduct Convention Committee business. An agenda or format should be prepared prior to meetings.

4. HOST AREA

The purpose of the Host Area is to coordinate, conduct and host the Tri-Area Convention of Narcotics Anonymous. This committee shall be known as the Host Area Convention Committee and shall operate under the Shared Service Committee. This Host Area Convention Committee can be made up of members of the host area or can be made up with members from all three (3) areas. (PASCNA, PICANA, SWANA). The Host Area Convention Executive Committee is made up of a Chairperson, Vice-Chairperson, Secretary, Treasurer, and Site Liaison. In addition, the Host Area Convention Committee will have the following Subcommittees: Arts & Graphics, Convention Information, Fundraising, Merchandise, Program, Registration. The Subcommittee Chair positions shall be elected at a Shared Service Committee meeting. Any changes or additions to positions on the Host Area Convention Committee shall be nominated and elected by the Shared Service Committee. Members or Subcommittee Chairs who are absent for (2) consecutive meetings without notice of their absence given to the Chair and/or Vice-Chair (not to exceed a total of (3) absences), will have their positions open for re-election at the next meeting. The Host Area Convention Committee shall meet at least once a month monthly starting with its creation, except one month prior to the convention when it should meet weekly. All convention committee meetings should take place at a regularly scheduled time and place. Host Area Convention Committee meetings are open to anyone and an effort should be made to encourage support including participation from all members. The first responsibility of the Host Area Convention Committee should be the selection of the theme and logo. After this is accomplished, work should be started on a pre-registration flyer. Each Subcommittee Chair needs to set about the formation of their subcommittee, as well as being familiar with the Shared Service Committee liaison to work out any time schedules, budgets, etc. The Subcommittee Chair will submit reports, recommendations and other details about their area of responsibility. All Host Area Convention Committee bank statements will go into Host Area Convention Committee minutes and into Shared Service Committee minutes monthly and will be included into the Host Area reports.

5. RESPONSIBILITIES OF THE SHARED SERVICE COMMITTEE

A. The Shared Service Committee is made up of (3) three elected members of each Area, PASCNA, PICANA and SWANA. The Shared Service Committee will have (11) eleven voting members. The voting members are; (9) nine members of the Shared Service Committee and the Chairperson and Vice Chairperson of the Tri-Area Convention Committee. The Chair and Vice Chair of the convention committee will ONLY vote on convention issues.

- B.** The Shared Service Committee will be made up of Nine (9) members. 1. Chairperson, 2. Vice Chairperson, 3. Treasurer, 4. Secretary, 5. Negotiating Team Leader, 6. Web Master, 7. Site Liaison, 8. At Large Member, 9. At Large Member.
- C.** Approves all contracts for facilities, merchandise, outside vendors, entertainment and other services necessary for the convention.
- D.** Sets the prices and quantities for pre-registration, registrations, merchandise, banquets and all activities held at the convention.
- E.** Responsible for obtaining the necessary insurance for the convention and the convention fundraisers.
- F.** Approves the final budget for the Host Area Convention Committee
- G.** Submits a financial report each month to be given at the Host Area meeting.
- H.** Responsible for securing all left over merchandise, cash registers, checkbooks, banners, and any other items that might be needed for subsequent conventions.
- I.** Responsible to see that the Host Area Convention Committee handles all of its funds, receipts and contractual obligations in a responsible way. If there is a loss incurred then the Shared Service Committee has responsibility of satisfying those losses.
- J.** Approves all changes to Host Area policy.
- K.** Signor and payer on all facility and insurance contracts.

6. SHARED SERVICE COMMITTEE LIAISONS

The Shared Service Committee shall create the following liaison positions in order to set up direct lines of communication between the Host Area Convention Committee and the Shared Service Committee: Arts & Graphics, Convention Information, Fundraising, Merchandise, Program, Registration. The Shared Service Committee liaison to the Treasurer will be the Treasurer of the Shared Service Committee. The Vice Chairperson of the Shared Service Committee will be the liaison to the Site liaison of the Tri-Area Convention Committee. The liaisons are responsible for lending their experience to the Host Area Convention Committee and determining if there are any problems, situations, etc that will need to be addressed by the Shared Service Committee or by the Host Area as a whole. The liaisons do not have to attend the meetings of the Host Area but rather uses frequent telephone contact and/or email correspondence to stay informed and available as needed.

7. BUDGETING AND FINANCIAL GUIDELINES

The Host Convention Committee Treasurer and the Shared Service Committee Treasurer shall work together to prepare the preliminary budgets as soon as possible. Prior to the budget being approved, the Host Area shall submit any necessary expenses to the Shared Service Committee. Once the budgets have been approved by the Shared Service Committee, the Host Area will submit the budget immediately to the Host Area Service Committee. After the budget has been set, any requests for funds by the Host Area that fall within the approved budget will automatically be paid by either the Host Convention Committee Treasurer or the Shared Service Committee Treasurer, assuming funds are available. Any requests by the Host Area Convention Committee which go above any line item in the budget, or for any items which are not in the budget, must be approved by the Shared Service Committee before payment can be made.

The Host Area Convention Committee bank account shall maintain an operating balance of no more than \$1,000.00. When funds are low, the Treasurer of the Tri-Area Convention Committee should

notify the Shared Service Committee and request to have funds transferred. Funds will only be transferred by Shared Service Committee after a detailed report is received which includes a breakdown of expenditures and the amount of the remaining budget.

*After paying all expenses from the convention, the remaining funds will be divided as follows:

40% (not to exceed \$5,000.00) to be held by the Shared Service Committee for the following year's convention.

Operating expenses (to include taxes, insurance, legal fees, etc) for the Shared Service Committee as determined by the Tri-Area Board budget; and

Remaining 60% will be divided 20% for PASCNA, 20% for SWANA and 20% for PICANA.

At the end of the three years with each Area having hosted the convention, 100% of the remaining funds will be divided evenly between the three Areas.

8. AGENDA

The Chairperson, in conjunction with the secretary, will arrange the agenda prior to each meeting and it will be sent out to all the members of the Host Area Convention Committee members, each of the Shared Service Committee members. Also agendas must be sent to the PO BOX of the three (3) Area involved. The Web Master will post the agenda on the web-site. This should be done at least one (1) week prior to Host Area Convention Committee meeting for any changes and or additions requested by the rest of the committee.

Below are suggested guidelines for the Host Area Convention Committee meeting:

A. Format:

- 1) Opening Prayer.
- 2) Read Twelve Traditions
- 3) Roll Call
- 4) Set Quorum
- 5) Open Forum
- 6) Secretary's Report
- 7) Chair's Report
- 8) Shared Service Committee Report
- 9) Treasurer's Report
- 10) Nominations/Elections
- 11) Old Business
- 12) New Business
- 13) Announcements and plans for the next meeting are discussed
- 14) Closing Prayer (Serenity Prayer)

C. Motions/Voting:

- 1) Anyone attending the meeting has a voice on the floor.
- 2) The following can make or second motions: Standing Subcommittee Chairs, Vice-Chairperson, Treasurer, Secretary and Site liaison
- 3) Quorum is set to equal one more than half of the previous meeting

attendance not to be less than six (6) voting members

4) Voting privileges are extended to the following Host Area Convention Committee members: Vice Chair, Secretary, Site Liaison, Treasurer and Subcommittee Chairs or **Vice-Chairs** in the alternative (only one vote per subcommittee), and Chair (only in the event of a tie)

9. REQUIREMENTS OF THE HOST AREA CONVENTION EXECUTIVE COMMITTEE

A. Chairperson: Minimum of four (4) years clean time and two (2) years service experience on a convention committee or prior experience as a chairperson.

B. Vice Chairperson: Minimum of four (4) years clean time and two (2) years service experience on a convention committee or prior experience as a chairperson.

C. Secretary: Minimum of one (2) year clean time.

D. Treasurer: Minimum of four (4) years clean time and prior experience as a Treasurer.

E. Site Liaison: Minimum of four (4) years clean time and two (2) years service experience on a convention committee or prior experience as a chairperson.

10. DUTIES OF HOST AREA CONVENTION COMMITTEE

A. Chairperson:

1. Presides at all Host Area Convention Committee meetings.
2. Attends all Shared Service Committee meetings as a voting member.
(Voting on Convention issues only)
3. Help prepare and distributes an agenda.
4. Is primary liaison between the Host Area Service Committee.
5. Ensures that committee members are informed of any sudden changes in meeting times or places.
6. Cosigner on the Host Area Convention Committee bank account.
7. Only votes in case of a tie.
8. Gives updated report at each Host Area Convention Committee meeting.
9. Must be present for the daily cash counts during Convention weekend.
10. Shall compile a final report working with Vice Chair, Treasurer and the Shared Service Committee Treasurer, to give a detailed accountability report to the Host Area Service Committee. (This report will also be give to the other two Area Service Committees)

Convention Chair's Report

The Convention Chair is required to present a type written report to the Shared Service Committee and to the ALL Three (3) Areas.

The convention report will contain, but is not limited to, the following information:

- a. Issues raised at the convention committee
- b. Announcement of newly elected Trusted Servants and open positions
- c. Philosophical issues, including new concepts or ideas
- d. Information about upcoming events
- e. Highlight subcommittee needs
- f. Problems, concerns and contractual issues
- g. All convention Treasure information

h. Any recommendations for removal of convention Trusted Servants

B. Vice Chairperson:

1. Will assume the responsibilities of the Chairperson in the event of their absence.
2. Secures and maintains the Host Area Convention Committee post office box
3. Attends all Shared Service Committee meetings as a voting member.
4. Is secondary liaison between the Host Area Service Committee.
5. Assists the Chairperson in overall coordination.
6. Cosigner on the Host Area Convention Committee bank account.
7. Attends as many Subcommittee meetings as possible and maintains regular contact with the Subcommittee Chairs to ensure they have all the support they need to do their job.

C. Secretary

1. Requirements:

- a. 2 years Clean Time
- b. Typing and organizational skills.
- c. Membership and active involvement in Narcotics Anonymous
- d. Experience with NA conventions and/or other service committee work
- e. Willingness to give the time and financial resources necessary
- f. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts
- g. Home group membership within the Tri-Area. (PASCNA*PICANA*SWANA)
- h. Ability to exercise patience and tolerance is a must

2. Duties:

- a. Attend all regular Convention Committee meetings and events.
- b. Record the minutes of all Convention Committee meetings.
- c. Shall prepare and distribute minutes of all Convention Committee meetings to the Convention Committee, to all members of the Shared Service Committee and ALL three Area Service Committee's PO Boxes, prior to the next scheduled meetings of the above mentioned.
- d. Shall work with the Shared Service Web-master to put minutes and other information on the web-site.
- e. Maintain Convention Committee archives, including Convention minutes and all sub-committee reports.
- f. Shall turn over all archives to the Shared Service Committee at the close of the Convention Committee.
- g. Maintain a current list of names, addresses, phone numbers and meeting attendance of all committee members.
- h. Type and mail agendas after the Chair has approved them.

D. Treasurer

1. Requirements:

- a. 4 years Clean Time
- b. Accounting Skills required
- c. Service experience with conventions or other large-scale fellowship activities.
- d. Computer skills and familiarity of accounting software and organizational skill.
- e. Membership and active involvement in Narcotics Anonymous
- f. Experience with NA conventions and/or other service committee work
- g. Willingness to give the time and financial resources necessary
- h. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts
- i. Home group membership within the Tri-Area. (PASCNA*PICANA*SWANA)
- j. Ability to exercise patience and tolerance is a must

2. Duties:

- a. Maintain Convention checking account.
- b. Attend all regular Convention Committee meetings, executive committee meetings, and convention events.
- c. Must NOT be a signatory on the Convention bank account.
- d. Formulate the budget by working closely with the Executive Committee and Subcommittee Chairs.
- e. At the convention, the Treasurer must not pickup funds from the cash registers alone
- f. When picking up funds from the cash registers there must be a two signature sign off.
- g. A Tri-Area Shared Service member and the committee member working the cash register will sign off on all pickups from the cash registers at the convention
- h. Keep records of all income and expenditures.

The reports and to whom they will be given:

1. Monthly Treasurer's Report
2. Monthly updated Checkbook at a Glance
3. Monthly updated Check Register
4. Monthly Bank Statements with account numbers black-out
5. Monthly Tickets & Reg. updated excel spreadsheet
6. Monthly Merchandise updated excel spreadsheet

* Each month these six items must be included in your report:

and be given to:

All convention committee members

All Tri-Area Shared Service Committee members

Send to PO Boxes of PASCNA, PICANA and SWANA. 20 reports each.

Send to all GSR's and members on the email mailing list.

- i. Work with the Tri-Area Shared Service Committee Treasurer in preparation of budgets for each subcommittee.
- j. Responsible for collecting all receipts from Convention Committee members before any money is reimbursed.
- k. Coordinates with the Fundraising, Merchandise and Registration subcommittee Chairpersons for the collection of funds at the fundraisers and at Convention Committee meetings

- l. Any funds collected by any convention committee member will be turned over to the convention committee Treasurer no later than the next meeting. The Treasurer will issue a receipt and record the transaction on his / her monthly report.
- m. The Convention Treasurer or the Shared Service Treasurer will deposited the funds into the Convention Committee account within 24 hours of receipt.
- n. Must be present for the daily cash counts during the Convention weekend.
- o. Create a final Convention Committee financial report.

E. Site Liaison

1. Requirements:

- a. 4 years Clean Time
- b. Strong inter-personal, problem-solving and oral communication skills.
- c. Membership and active involvement in Narcotics Anonymous
- d. Experience with NA conventions and/or other service committee work
- e. Willingness to give the time and financial resources necessary
- f. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts
- g. Home group membership within the Tri-Area. (PASCNA*PICANA*SWANA)
- h. Ability to exercise patience and tolerance is a must.

2. Duties:

- a. Attend all regular Convention Committee meetings.
- b. Executive Committee meetings and Convention events.
- c. Develop an action plan.
- d. Serves as the only liaison between the Convention Committee and the Convention hotel representative(s), regarding Convention Committee needs
- e. Provide a written report of liaison activities, financial activities, and other pertinent information.
- f. Set two/three Committee meetings at hotel and travel accommodations.
- g. Serve as the liaison between the Convention Committee and Nar-Anon.
- h. Coordinate and arrange quest speaker's hotel and travel accommodations
- i. Work closely with the Site Liaison Vice.
- j. Coordinate and arrange room reservations for Convention Committee members.
- k. Present a final report at or before the July Convention Committee meeting that will consist of the liaison's detailed yearly progress, along with recommendations for the next year's committee.
- l. Coordinate, attend, and report on post-convention meeting between Executive Committee members and hotel representative.

E 2. HOSPITALITY (this committee could fall under site liaison)

The responsibility of the Hospitality Subcommittee is to provide a hospitality room that will remain open 24 hours a day for the entire convention. The committee should have a sign up sheet for hospitality shifts located at the registration table at the convention. For the hospitality suite, coffee, snacks or fresh fruit may be provided. Activities such as cards, backgammon, chess, checkers or other board games may also be provided.

It is suggested that a poster board with rules printed on it to alert every one of the **do's and don'ts** of the suite be posted for all to see. Some of the don'ts include:

- NO Sleeping**
- NO Showering**
- NO Storage of Personal Belongings**
- NO Gambling, etc.**

Other helpful services to provide are a Lost and Found and a Message Board.

At the end of the convention, this subcommittee shall donate all perishable items to the Host Area Service Committee and/or local members.

11. REQUIREMENTS FOR SUBCOMMITTEE CHAIRS

1. Minimum of three (3) years clean time.
2. Prior convention experience.
3. Merchandise Chairperson shall not be affiliated with any merchandising companies.

12. DUTIES OF SUBCOMMITTEES CHAIRS

1. Must be onsite during the duration of the convention
2. Prepares and submits reports at all Host Area Convention Committee meetings along with a financial report, including needs, expenditures, and receipts
3. Responsible for maintaining documents and supplies throughout the year that are applicable to their Subcommittee.
4. Responsible to maintain area or function of subcommittee at convention
5. Inventory all items left over at the end of the convention
6. Turn over all supplies, documents, materials along with a disc containing all the subcommittee information at the closing Host Area Convention committee meeting.

13. DUTIES OF SUBCOMMITTEES

A. REGISTRATION

The registration and wearing badges is a **must** in case of accidents or injuries incurred at the facility. If someone is injured and they are not registered with the convention or are not staying in the facility as a registered guest, they have legally no business being in the facility. So, it is for their protection that these badges are worn and individuals are registered with the convention. This policy, therefore, protects them as well.

Registration with the convention is a must, simply for the sake of liability. **This is not a matter of traditions; it is a matter of legal responsibility.**

The first task is to design a registration flyer, which must be done well in advance (at least eight (8) months prior to the convention). All pre-registration, registration and

event prices are to be set by the Tri-Area Shared Service Committee. The written instructional and returnable parts of the registration form should be written with clarity, organization and ease of understanding in mind. Once approved by the Host Area Convention Committee and the Tri-Area Shared Service Committee, this needs to be distributed to the Tri-State Regional Service Committee and World Service Committee and as many other Regions and Areas as possible. The Registration Subcommittee should also do a direct mailing to NA members listed on attendance rosters from previous conventions. Care should be taken in completing a list of all registrants at the convention for use by future convention committees.

- Registration records should be maintained on a monthly basis.
- A record system must be established to record and send confirmations to all pre-registrants. The records should be updated at least once a month and then weekly beginning two (2) months prior to the convention. Another important task is assembling the registration packet which is determined by the allotted budget. During this time registration should work closely with the Merchandise Subcommittee to obtain at least three (3) bid for each items. These bids must be sent to the Tri-Area Shared Service Committee Negotiating Team Leader with a recommendation of which vendor this committee would like to use. A member of the Registration Committee shall attend all fundraisers to sell registrations. The Host Area Convention Committee shall prepare, and the Tri-Area Shared Service Committee shall approve the registration hours at the convention. Hours should be established in conjunction with the Program Subcommittee.

Tickets and Registration Chair

TICKETS & REGISTRATION: This subcommittee is responsible for making available pre-registrations by attending Convention events and other NA events throughout the year. In addition, this subcommittee tracks pre-registrations and also assembles registration packages prior to Convention weekend. During Convention weekend the committee distributes registration packages and event tickets. To facilitate this process, assistance from Executive Committee members and/or Shared Service members is strongly suggested.

Tickets and Registration Committee:

1. Requirements:

- a. 3 years Clean Time.
- b. Membership and active involvement in Narcotics Anonymous.
- c. Experience with NA conventions and/or other service committee work.
- d. Willingness to give the time and financial resources necessary.
- e. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA Service.
- f. Home group membership within the Tri-Area. (PASCNA*PICANA*SWANA)
- g. Ability to exercise patience and tolerance is a must.

2. Duties: Chair's Responsibilities:

- a. Attend all regular Convention Committee meetings and events.
- b. Develop an action plan including a financial impact.
- c. Recruit members for their subcommittee.
- d. Provide a written report of committee activities, financial activities, and other pertinent information.
- e. Must have some working knowledge of excel spreadsheets.
- f. An updated spreadsheet must be presented to the committee each month.

- g. A tracking spreadsheet must be used to record all pre-registrations, which includes the name, address and what was purchased by the member.
- h. Must attend Convention events, along with subcommittee members, for the purpose of making available Convention pre-registrations.
- i. Attend, whenever possible, area events within the Tri-Area for the purpose of making available Convention pre-registrations.
- j. Work closely with the Arts & Graphics Subcommittee Chair to assist in the creation of Tickets & Registration flyers, as needed.
- k. Work closely with all Subcommittee Chairs in creating draft Convention Registration Form. Convention Registration Form must be approved by Convention Committee and then submitted to the Tri-Area Shared Service Committee for final approval.
- l. Submits the subcommittee's recommendation for "package stuffers" to the Convention Committee for their approval.
- m. Provide the Treasurer with all proceeds collected from pre-registrations. Keep accurate account of all pre-registrations and tickets sold, recording transactions as they occur and updating records weekly.
- n. Collect registrations from the Convention PO Box at least once a week.
- o. Present a final report at or before the July Convention Committee meeting that will consist of the subcommittee's detailed yearly progress, along with recommendations for the next year's committee.

B. 1. MERCHANDISE

Careful consideration should be made in selecting items to be sold at the convention and how many of each item should be ordered. The Tri-Area Shared Service Committee will make the final decision on the quantity and selling price of merchandise to be sold at the convention based on the recommendation from the Host Area Convention Committee. Any Region, Area or Convention that wishes to sell merchandise on Sunday of the convention must first get approval from the Tri-Area Shared Service Committee. Careful consideration should also be made in negotiating the purchase price of items selected for sale. Three (3) different bids shall be submitted. These bids must be sent to the Tri-Area Shared Service Committee Negotiating Team Leader with a recommendation of which vendor this committee would like to use.

All items selected by the Merchandise Subcommittee must first be approved by the Host Area Convention Committee and then forwarded to the Tri-Area Shared Service Committee for approval. The Merchandise Subcommittee should work closely with the Registration Subcommittee in ordering items for the registration packets. The Host Area Convention Committee shall prepare, and the Tri-Area Shared Service Committee shall approve the merchandise hours at the convention. Hours should be established in conjunction with the Program Subcommittee. A member of this subcommittee should be in attendance at all fundraisers and at as many other NA functions to sell merchandise. During the convention, volunteers will be needed to work in the merchandise room. Anyone handling funds or working the cash register should be either a Host Area Convention Executive Committee member, Host Area Convention Subcommittee Chair or a Tri-Area Shared Service Committee member. A monthly excel spreadsheet of all the Merchandise must be submitted to all Host Area Convention Committee members at the monthly meeting.

Merchandise Chair

MERCHANDISE: This subcommittee designs and selects merchandise for approval. This subcommittee sells the approved merchandise throughout the convention year. Members of this subcommittee should be business-minded and have an understanding of the 12 Traditions regarding the sales of NA related items.

1. Requirements:

- a. 3 years Clean Time.
- b. Membership and active involvement in Narcotics Anonymous.
- c. Experience with NA conventions and/or other service committee work.
- d. Willingness to give the time and financial resources necessary.
- e. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA Service.
- f. Home group membership within the Tri-Area. (PASCNA*PICANA*SWANA)
- g. Ability to exercise patience and tolerance is a must.

2. Duties: Chair's Responsibilities:

- a. Attend all regular Convention Committee meetings and events.
- b. Develop an action plan including a financial impact.
- c. Recruit members for their subcommittee.
- d. Provide a written report of committee activities, financial activities, and other pertinent information.
- e. Must have a working knowledge of excel spreadsheets.
- f. An updated spreadsheet must be presented to the committee each month.
- g. Review catalogues/brochures for merchandise items to be presented to the Convention Committee for selection. Final approval of all merchandise rests with the Tri-Area Shared Service Committee.
- h. Purchasing merchandise is a three bid system. Three bids for merchandise must be presented to the Tri-Area Committee for review, then all of the bids are to be sent to the Tri-Area Shared Service Committee with a recommendation.
- i. Must attend Convention events, along with subcommittee members, for the purpose of selling Convention merchandise.
- j. Attend, whenever possible area events within the Tri-Area for the purpose of selling Convention merchandise.
- k. Retain all Jewelers, except for the convention Jeweler. For the maximum six (6) events, at least two (2) different Jewelers may be retained to alternate between events.
- l. Provide above retained Jewelers with a convention bid form and a resume to be completed, sealed and submitted to the Tri-Area Shared Service Committee to be considered for the event at the convention.
- m. Provide the Tri-Area Shared Service Committee with a recommendation on the convention Jeweler selection.
- n. Must attend Convention events, along with subcommittee members, for the purpose of selling Convention merchandise.
- o. Attend, whenever possible area events within the Tri-Area for the purpose of selling Convention merchandise.

- p. Keep accurate purchase and sales records at all events by way of spreadsheets to maintain inventory control.
- q. Provide the Treasurer with the necessary financial reports, receipts and proceeds from each convention event and the Convention.
- r. Must present to the Tri-Area Shared Service Committee all starting numbers of all merchandise before the convention. Must present to the Tri-Area Shared Service Committee all ending numbers of returned merchandise from the convention.
- s. Present a final report at or before the December Convention Committee meeting that will consist of the subcommittee's detailed yearly progress, along with recommendations for the next year's committee.

C. FUNDRAISING & ENTERTAINMENT

This Subcommittee is responsible for fundraisers and entertainment during the convention. Someone from the subcommittee should attend all fundraisers. Some tasks include securing DJ's for the fundraisers and convention, purchasing and setting up decorations. Host Area Convention Committee Treasurer to collect funds or tickets at paid events. As with the Merchandise Subcommittee, anyone handling funds should be either a Host Area Convention Executive Committee member, Host Area Convention Subcommittee Chair or a Tri-Area Shared Service member. Posters and flyers should be printed at least a couple of months prior to the fundraiser. This subcommittee should make sure that there are no other NA functions going on in the Host Area Service at the same time. This subcommittee also arranges for all other activities provided at 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, oldies shows, coffee shop with professional or fellowship entertainers, volleyball, etc. This subcommittee needs to submit a minimum of three (3) bids for all the entertainment packages. All actions of this subcommittee are subject to approval by the Host Area Convention Committee as a whole. Contracts for these services shall be approved and executed by the Tri-Area Shared Service Committee. All events should be planned taking into consideration the program times for each event should be included in the convention program. If a band is performing, their name should not appear on the flyer, as this is promotion from outside enterprises. Also, the name Narcotics Anonymous should not be used, only the initials. This committee can coordinate with the Arts & Graphics Subcommittee on the design of any fundraiser flyers. This committee must keep track of all Income and Expenses each month. A monthly excel spreadsheet of all the financial activities must be submitted to all Host Area Convention Committee members at the monthly meeting.

Fundraising and Entertainment

This subcommittee is responsible for all fundraising and entertainment activities for the Convention itself, as well as other activities such as picnics, unity days and dances. The purpose for such events is to raise funds and spark interest, encourage fellowship participation, and generate support for the Convention, in a fiscally prudent manner.

1. Requirements:

- a. 3 years Clean Time
- b. Membership and active involvement in Narcotics Anonymous
- c. Experience with NA conventions and/or other service committee work
- d. Willingness to give the time and financial resources necessary
- e. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts
- f. Home group membership within the Tri-Area. (PASCNA*PICANA*SWANA)
- g. Ability to exercise patience and tolerance is a must.

1. Duties and Responsibilities:

- a. Attend all regular Convention Committee meetings and events.
- b. Develop an action plan including a financial impact.
- c. Recruit members for their subcommittee.
- d. Provide a written report of committee activities, financial activities, and other pertinent information.
- e. Plan and arrange dates, times, and locations throughout the Tri-Area for activities.
- f. Work closely with Arts & Graphics Subcommittee Chair to assist in the creation of Activities flyers, as needed.
- g. Submit flyers to the Convention Information Subcommittee for distribution.
- h. Purchase and provide supplies (food & beverage, activity-related, etc.) for scheduled activities.
- i. Maintain a list of food & beverage, supplies, and equipment inventories.
- j. Provide the Treasurer with the necessary reports, receipts, and proceeds from each event.
- k. Retain all disc jockeys, except for the convention disc jockey.
- l. Provide above retained disc jockeys with a convention bid form to be completed, sealed, and submitted to the Tri-Area Shared Service Committee to be considered for events at the convention.
- m. Provide the Tri-Area Shared Service Committee with a recommendation on the convention disc jockey selection.
- n. Retain all Photographers, except for the convention Photographer.
- o. Provide above retained Photographers with a convention bid form and a resume to be completed, sealed, and submitted to the Tri-Area Shared Service Committee to be considered for the event at the convention.
- p. Provide the Tri-Area Shared Service Committee with a recommendation on the convention Photographer selection.
- q. Manage facility clean up after each activity.
- r. Work closely with the Program Subcommittee in planning all activities throughout the convention year
- s. In planning all activities, invite and encourage all areas within the Tri-State Region to participate.
- t. Present a final report at or before the July Convention Committee meeting that will consist of the subcommittee's detailed yearly progress, along with recommendations for the next year's committee.

D. 1. PROGRAM

The Program Subcommittee is responsible for the selection of topics, chair people and time of all meetings held at the convention, except for the Marathon meetings and main speaker meetings. The main speaker shall be a member of NA with a minimum of ten(10) years clean time. Main speakers cannot be a member of the Tri-Area Shared Service Committee or the Host Area Convention Committee and cannot be a spouse, sponsor, boyfriend/girlfriend or sponsee of a Host Area Convention Committee or Tri-Area Shared Service member. The Host Area Convention Committee should submit a minimum of two speakers for each of the main speaker meetings along with a recommendation. The Tri-Area Shared Service Committee will make the final approval on each of the main speaking meetings taking the recommendation of the Host Area Convention Committee into consideration. This should be done no later than three (3) months prior to the convention. The Program Subcommittee may consider CD's and tapes from past year's submissions and will turn over unused CD's and tapes to the Tri-Area Shared Service Committee.

Workshops are held to satisfy the needs of our membership for information or discussion on specific topics and service related to NA. 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 (i.e. 12 Steps) rather than having to choose between two or more workshops they would like to attend. You should attempt to have a balance of workshops for newcomers, service minded persons, and spiritual discussions. Program Subcommittee should have a pool of members available as backups for workshop speakers in the event of the no-show.

The following guidelines should be followed regarding workshops:

- Workshop speakers can be a member of the Tri-Area Shared Service or Host Area Convention Committee.
- Workshop speakers shall be members of NA with a minimum of two (2) years clean time.

Program Chair

PROGRAMMING: This subcommittee selects speakers and chairpersons for all Convention events held throughout the year. This subcommittee plans all of the workshops and meetings at the Convention and prepares the content of the written program to be distributed at the Convention.

PROGRAM SUBCOMMITTEE GUIDELINES:

- A voting member of this committee must have three years clean and must attend five subcommittee meetings prior to the selection of main speakers, with the exception of Area Program Liaisons, who are subject only to their area's policies.
- Workshop speakers must have three years clean and workshop chairpersons must have one year clean.
- The event speakers, area speakers and main speakers must have five years clean.
- Event speakers may be considered for area speakers.
- The committee will attempt to represent all areas in selecting event speakers.
- The Program committee will distribute and collect chairperson and speaker sign-up sheets to and from the Home-groups and Areas in the Tri-Area. These sign-up sheets will be the

primary source when selecting workshop chairpersons and speakers.

- Subcommittee members review tapes submitted of potential meeting speakers.
- Subcommittee members review sign-up sheets for selection of workshop chairs and speakers for convention weekend.
- Event speakers are selected through the voting process within the subcommittee.
- The Convention Committee must approve the Area and Main speakers before they are notified.
- No member of the Convention Committee is permitted to chair or share at any Convention speaker meetings or workshops (exceptions: Saturday Banquet Speaker Meeting is chaired by the Convention Chairperson: Sunday Morning Speaker Meeting is chaired by the Vice Chair)
- Program Subcommittee members chair Event Speaker Meetings.
- The Program Subcommittee will compile a convention program including, but not limited to times and locations of meetings, subcommittee locations and hours of operation, event times and locations, etc. The Convention Committee must approve the final draft of the convention program.
- The week of the Convention, the Program Subcommittee holds a meeting, where they distribute packages and also conduct an orientation for convention speakers and chairpersons.
- At the convention, the Program Subcommittee will have a sign-in area for speakers and chairpersons.

1. Requirements:

- a. 3 years Clean Time
- b. Membership and active involvement in Narcotics Anonymous
- c. Experience with NA conventions and/or other service committee work
- d. Willingness to give the time and financial resources necessary
- e. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts
- f. Home group membership within the Tri-Area. (PASCNA*PICANA*SWANA)
- g. Ability to exercise patience and tolerance is a must.

2. Duties: Chair's Responsibilities:

- a. Attend all regular Convention Committee meetings and events.
- b. Develop an action plan including a financial impact.
- c. Recruit members for their subcommittee.
- d. Provide a written report of committee activities, financial activities, and other pertinent information.
- e. Work closely with the Site Liaison planning the best possible use of the Convention hotel meeting space and facilities.
- f. Work closely with the Arts & Graphics Subcommittee Chair to assist in the creation of Program flyers and the draft convention program.
- g. Assign members to count the number of attendees at workshops, main speakers and Area meetings during the Convention weekend.

Present a final report at or before the December Convention Committee meeting that will consist of the subcommittee's detailed yearly progress, along with recommendations for the next year's committee

D 2. MARATHON (this committee could fall under Programming)

The purpose of this subcommittee is to offer any convention attendee an open meeting

in which he/she may participate throughout the convention. During the convention, this subcommittee is responsible for placing a sign up sheet for shifts at the registration table and for keeping the meetings running smoothly.

The Marathon Subcommittee can 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, then having the chairperson open the meeting up for discussion. Subsequent chair people 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. As needed, they suggest topics. Typically, most people bring their own topics. At the end of the convention, this subcommittee shall turn in all reading cards and formats, at the closing Host Area Convention Committee meeting.

E 1. CONVENTION INFORMATION

This Committee could have multiple committees combine.

1. CI

2. Serenity Keeps

3. Special Needs

The purpose of the CI Subcommittee is to let the surrounding communities know about the convention and to provide information services during the convention. This Subcommittee should work in conjunction with the Host Area Services and Regional Public Information Subcommittee, and must work within all of the Twelve Traditions of NA. The CI Subcommittee shall work with other subcommittees in regards to dispensing information:

- Informs all hospitals and institutions within the Host Area Service Committee at least 120 days prior to the convention date.
- Ensures convention information is submitted and is printed in the World Service Committee event calendar and all local NA newsletters.
- Sends information to our Region and all Areas listed in our meeting list, via email.
- The CI Subcommittee should appoint a member to work with the Area PI Subcommittee to set up a table at the convention to assist and answer questions of people who are not NA members or part of the convention. Some things to look for or to provide:
 - Local meeting lists.
 - NA literature.
 - A map of the Area with local restaurants.
 - Information on transportation to and from the airport.

E 2. SERENITY KEEPERS (this committee could fall under Convention Info)

The purpose of the Serenity Keepers Subcommittee is to maintain an atmosphere of recovery and respect for the facility in which the convention is held.

The Serenity Keepers Subcommittee function is to help ensure that no personnel or property damage occurs. The Serenity Keepers assist with crowd and line control at the convention as directed by the Site Liaison. They are also an information source for members at the convention. If any situations should arise the Subcommittee chair, Host Area Convention Committee Chair and the Tri-Area Shared Service Committee Chair shall be contacted

immediately. This Subcommittee should determine within the committee what shifts to work that best meet the needs of the convention and accommodates the number of volunteers within the subcommittee. A sign up sheet for shifts should be placed at the registration table at the convention. The Subcommittee may provide “Serenity Keepers” T-shirts for Subcommittee members only. Design must be approved by the Host Area Convention Committee. If applicable, the Subcommittee chair will be responsible for charging and maintenance of the walkie-talkies during the convention.

E 3. Special Needs

It should be understood that all members of the Tri-Area Convention Committee will be aware of and sympathetic to the special needs of some of our members. The Special Needs Subcommittee will serve as the primary provider of attention and resources to meet those needs. Direct communication with and cooperation from other subcommittees will be necessary in order to ensure the members of our fellowship with special needs are able to fully participate in the convention along with everyone else.

1. Remain in contact with the Registration Chair to be aware of members with special needs that pre-register prior to the convention as well as those who arrive during the weekend.
2. Remain in contact with the Serenity Keeper Chair to meet members as they arrive and help them through the registration process if needed.
3. Remain in contact with Hotels and Hospitality Chair to work with hotel on seeing - eye dogs, special diets, special access guest rooms, etc.
4. Remain in contact with Programming Chair to exchange information about needs i.e.: front row seats, access through aisles, etc.
5. Schedule interpreters for designated events.

F. ARTS & GRAPHICS

This Subcommittee shall be responsible for all designs at the convention, including the themes for the convention. Prior to the convention, this Subcommittee is responsible for designing the convention banner, tickets, logos, flyers, convention posters, directional posters, etc. This Subcommittee is also responsible for the designs used on T-shirts, coffee cups and other merchandise logos. This Subcommittee should present a variety of designs for each item to the full Host Area Convention Committee for a vote. No artwork shall depict drugs, drug paraphernalia or profanity. All material must be kept within our Twelve Traditions and must be voted on by the Host Area Convention Committee. It is the responsibility of this Subcommittee, with cooperation from Fundraising Committee, to set up the decorations at the dance and the banquet. This Subcommittee should solicit the fellowship for logo ideas. This should be done at least eight (8) months in advance of the convention.

Handling the Media

It's a good idea to have a press packet available at the registration table in case the media does show up. All Convention Committee members should be advised that if a reporter approaches them, they should direct the reporter to the registration area. A well informed and knowledgeable Convention Committee member should be readily available to accommodate the reporter's needs or questions. A Convention is not an appropriate setting for a community presentation. Neither is it beneficial time or place to encourage media participation.