

# Heart Of New York Area Narcotics Anonymous Convention Sub-Committee Guidelines

## DEFINITION:

The Convention Sub-Committee of H.O.N.Y.A.N.A is comprised of members of Narcotics Anonymous. The Convention will be referred to as the "Unity from the Heart" Convention of Narcotics Anonymous".

## PURPOSE:

### Section 1.0

Conventions are held by members of Narcotics Anonymous to bring our membership together in celebration of recovery. Meetings, workshops, and other activities are scheduled to encourage unity and fellowship among our members and their families. Because conventions are sponsored by service committees of N.A. **they should always conform to the N.A. principles and reflect our primary purpose.**

**Section 1.1:** Each Convention Sub-committee shall be referred to by the number of the convention they are planning, i.e. H O.N.Y.A.C.N.A. (Heart of New York Area Convention of Narcotic Anonymous). This would allow the proper accountability of each convention Sub-committee to the ASC.

**Section 1.2:** No part of net earnings or assets of this Committee shall benefit any private person, individuals, or any members of the Heart of New York Area Service Committee or its Sub-Committees. Upon completion or dissolution of each H.O.N.Y.A.N.A. Convention, all assets (i.e. equipment, supplies, merchandise, master copies of electronic media, banners, and archives) of this committee remaining after payments and provisions for all debts and obligations belong to the Heart of New York Area Service Committee.

**Section 1.3:** The Convention Committee will be allowed sufficient leeway to perform its responsibilities and should not bog down the H.O.N.Y.A.N.A. —ASC with routine business matters that can be handled within the Convention Committee.

## FUND DISTRIBUTION:

It is important to understand that conventions are not the funding source of Narcotics Anonymous. HONYACNA is not established to support special projects, the specific interests of the Convention Committee or the HONYACNA-A.S.C. Projects of the A.S.C. or its supports should be left to A.S.C. contributions. Other than the generation of prudent reserve for the next convention there should be little or no funds created as a result of a convention. However, excess funds may develop as a result of the activities of a convention. At the close of a convention the distribution of those funds has proven to be a significant issue.

45 An important consideration for a Convention Committee is the startup funds to be set aside for  
46 the following year's Convention. A prudent reserve will be retained for this purpose. The amount  
47 of the prudent reserve to be set aside will be determined by the **Convention Committee**, and  
48 approved by the **ASC**.

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50 The prudent reserve amount will be entered into the convention's operational by-laws. Increasing  
51 the prudent reserve will require (1) a 2/3 vote by the Convention Committee, and (2) a 2/3 vote  
52 by the A.S.C. **It is extremely important that all convention matters concerning prudent  
53 reserve are voted on both by the convention Committee, and the ASC members in order to  
54 allow objective input from the ASC whose concerns are separate from the functional  
55 aspects of the convention.**

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57 Disbursement of excess funds as a result of the convention will be done by the ASC. The ASC  
58 will distribute the funds according to normal accepted practice, including \$2,000 start up for the  
59 next convention.

60  
61 Once a prudent reserve is established, fund-raising efforts should not be needed; registration and  
62 other fees can be set at levels that will limit the accumulation of excess funds. This allows the  
63 Convention Committee to focus on the task of facilitating the convention. When turning over  
64 excess funds to the ASC the Convention Subcommittee Treasurer should provide a financial  
65 statement for the ASC's review. This will allow the committee to terminate existence and allow  
66 the new host committee to begin the next convention.

67  
68 We must remember that we have only one need for the money in NA and that is to further our  
69 primary purpose which is to carry the message to the addict who still suffers.

## 70 71 **DUTIES**

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73 **Section 1.0:** To coordinate, facilitate and develop the convention for the Heart of New York  
74 Area of Narcotics Anonymous that comply with: 1) H.O.N.Y.A.N.A Bylaw, 2) The Narcotics  
75 Anonymous 12 10 steps, 12 traditions, and 12 Concepts for NA Service.

76  
77 **Section 1.1:** All Convention Committee meetings will take place at a regularly scheduled time  
78 and place, and follow the current convention committee guidelines. The purpose of these  
79 meetings is to gather and share information regarding the planning and carrying out the  
80 convention. Effort should be made to encourage support and participation from all members.  
81 Care should also be exercised during the planning process to involve as many groups and  
82 individuals as possible.

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84 **Section 1.2:** The NA Groups of the H.O.N.Y.A.N.A. have delegated the necessary authority to  
85 the Convention Subcommittee to act for the Society pursuant to the matters outlined in these  
86 external guidelines.  
87 Internal policies or matters that may affect Narcotics Anonymous as a whole in an adverse way  
88 that are not covered in these bylaws, will be presented to the G.S.R.'s before any action is taken.

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90 **Section 1.3:** The Convention Chair shall consider all viewpoints of interested members;  
91 however, the decision of the Convention Chair is final. It is the ASC Chair and the Vice-Chairs  
92 responsibility to coordinate all functions of all sub-committees. If an issue arises that cannot wait  
93 until the next ASC, the ASC Chair and Vice-Chair will seek to mediate. By clearly defining a  
94 decision making process, we hope to avoid a variety of problems. All members of a decision  
95 making body bear substantial responsibility, however the conscience or 2/3 majority vote of the  
96 ASC officers (Chair and Vice-Chair) and Convention Committee Chair will stand final until  
97 GSR's decide. Any member can appeal any decision at the ASC.

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99 **Section1.4:** Because of the workload of this committee, meetings are to be scheduled monthly  
100 until four months prior to the convention, at which time they take place every two weeks  
101 minimum. At two months prior to the convention, meetings take place weekly. It is advisable to  
102 schedule two hours minimum to conduct Convention Committee business. These meetings must  
103 be held in a public place so that all members wishing to participate may feel comfortable in  
104 doing so. All attempts should be made by the Convention Chair to set the meetings up so that a  
105 convenient time and location is provided so those interested may attend. Many Convention  
106 Committees use the agenda shown below:

- 107
- 108 • Opening: Begin with a moment of silence asking for all members to reflect on their  
109 involvement and about who they serve and why. Follow with the Serenity Prayer, the  
110 Twelve Traditions, and Twelve Concepts of Service.
- 111
- 112 • Read and approve the minutes of the last meeting.
- 113
- 114 • Set and confirm date & time for the next meeting.
- 115
- 116 • Chairperson's report (review progress to date and relay recent information).
- 117
- 118 • Vice-Chairperson report (updates).
- 119
- 120 • Treasurers report (update on expenses and new balance).
- 121
- 122 • Secretary's report -
- 123
- 124 • Subcommittees' reports (reports include goals and progress of each committee).
- 125
- 126 • Old business carried over from the last meeting.
- 127
- 128 • New business:
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- 130 • Closing prayer. (Serenity Prayer)

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132 **MEMBERS**

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134 **Section 1.0:** General membership in the H.O.N.Y.A.N.A. Convention Committee shall be open  
135 to all individuals that have a desire to stay clean, and who shares the stated purpose of the  
136 Committee.

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138 **Section 1.1:** H.O.N.Y.A.N.A- Convention Committee consists of two classes of members:  
139 Voting and Non-voting. Voting membership in the H.O.N.Y.A.N.A. Convention Committee  
140 shall be open only to those designated in these guidelines.

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## 142 **VOTING**

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144 **Section 1.0:** All voting at the H.O.N.Y.A.N.A. Convention Committee and in its Sub-  
145 committees will be done on a one person, one vote system. Once voting privileges have been  
146 established, there are two types of voting: Financial and non-Financial. The Executive  
147 Committee (Vice-Chair, Secretary, and Treasurer) will carry one vote, inclusive of the sub-  
148 committee chairs on financial issues. The Convention Chair will vote only to break a tie. As the  
149 Convention Chair is the only member on this committee that has been elected at the ASC, the  
150 Convention Chair has the authority to overrule any decision of the Convention Committee. ASC  
151 Officers, H.O.N.Y.A.N.A. Subcommittee Chairs, may participate, but do not have the privilege  
152 to vote. In case of a situation requiring the Convention Chair to overrule a decision, any member  
153 may appeal the decision or seek redress of a grievance at the ASC. If the situation is urgent an  
154 individual may contact the ASC Chair or Vice Chair for guidance to resolve the issue.

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156 **Section 1.1:** Voting privileges are extended to each voting member of the H.O.N.Y.A.N.A.  
157 Convention committee. Only voting members can vote. Only voting members can second a  
158 motion. Nonvoting members of the H.O.N.Y.A.N.A. Convention committee have right to the  
159 floor for purpose of debate and they can make motions. Observers have the right to observe the  
160 proceedings and may request the floor for purposes of debate. The granting of the floor to an  
161 observer is at the discretion of the Chair, but is subject to appeal by the body.

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163 **Section 1.2:** Any interested member of the Convention Committee after attending two  
164 consecutive meetings can vote. If any member misses two scheduled meetings in a row, they  
165 forfeit the right to vote until they have attended two consecutive meetings. Officers and  
166 Subcommittee Chairs who miss two consecutive meetings without prior notification to the  
167 Executive Committee will be up for review and/or resign their position.

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169 **Section 1.3:** All members present may however participate in discussions. A voting member  
170 must second motions. **During discussions, pro's and con's by individuals will be limited to 3**  
171 **minutes per motion or issue.** An amended motion must be re-seconded by a member eligible to  
172 vote.

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## 174 **OFFICERS AND SUBCOMMITTEE CHAIRS**

175 Clean time requirement for the positions vary, and are minimum required recommendation. The  
176 Officers and Sub-Committee Chairs of the H.O.N.Y.A.N.A. - Convention Committee are as  
177 follows:

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180	<b><u>OFFICERS:</u></b>	<b><u>CLEAN TIME</u></b>	<b><u>TERM</u></b>
181			
182	Chair	2 Years Clean	18 Months
183	Vice-Chair	2 Years Clean	
184	Secretary	2 Years Clean	
185	Treasurer	7 Years Clean	

186  
187 **COMMITTEE CHAIRS:**

188			
189	Hotel & Hospitality	2 Years Clean	
190	Fund-Raising (Entertainment)	2 Years Clean	
191	Convention Information	2 Years Clean	
192	Registration	2 Years Clean	
193	Arts & Graphics	2 Years Clean	
194	Programming	2 Years Clean	
195	Merchandising	2 Years Clean	

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- 197 • Working knowledge of the Twelve Steps and Twelve Traditions
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  - 199 • Willingness to give the time and resources necessary
  - 200
  - 201 • Ability to exercise patience and tolerance
  - 202
  - 203 • Active participation in Narcotics Anonymous
  - 204

205 Note- See current approved WSO Convention Guidelines for description of individual duties to  
 206 be used as reference. It is strongly suggested that every Officer and Subcommittee chair possess  
 207 their own copy. This group also will be the Executive Committee on Financial Issues.  
 208

209 **OFFICER AND SECTION CHAIR RESPONSIBILITIES OFFICERS**

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211 **Section 1.0**

212 **CHAIR:** The H.O.N.Y.A.N.A. Convention Chair is the single point of decision and  
 213 accountability. Due to the workload and nature of this committee the Chairperson will serve a  
 214 term of not more than eighteen (18) months.  
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217 **Section 1.1**

218 Attend monthly ASC & Convention Committee meetings. Stay informed of the activities of each  
 219 subcommittee, and provides guidance when needed.  
 220

221 **Section 1.2**  
222 Monitors the fund flow and overall convention costs. Communicate the necessity and  
223 responsibility of each subcommittee to prepare a budget.  
224

225 **Section 1.3**  
226 Prepares a budget for the Executive Committee functions.  
227

228 **Section 1.4**  
229 Prevents important questions from being decided prematurely, in order to foster understanding  
230 by the entire committee prior to action.  
231

232 **Section 1.5**  
233 Allows the sub-committees to do their jobs while providing guidance and support. Only major  
234 issues need be brought to the Convention Committee meeting. Subcommittees should be given  
235 trust and encouragement to use their own judgment.  
236

237 **Section 1.6**  
238 Prepares the agenda for Convention Committee meetings and Executive Committee meetings.  
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240 **Section 1.7**  
241 Votes only to break a tie.  
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243 **Section 1.8**  
244 Chairs the Convention Committee meeting as well as the Convention.  
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246 **Section 1.9**  
247 Present at all negotiations that involves financial transactions with this subcommittee.  
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249 **Section 1.10**  
250 The Chair must be aware that success depends on delegating the work to the officers,  
251 subcommittee chairs and other members, yet be accountable and responsible for what the H.O.  
252 N.Y.A.N.A. Convention committee does and does not do.  
253

254 **Section 1.11**  
255 The Chair is directly responsible to the H.O.N.Y.A.N.A.-ASC. The H.O.N.Y.A.N.A. Convention  
256 Chair will report about the subcommittee's affairs and answer the questions of our members at  
257 the H.O.N.Y.A.N.A. ASC monthly meeting.  
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259 **Section 1.12**  
260 The Chair will complete a Convention Committee Income Statement Treasurers Report each  
261 month with copies of all relevant receipts to the ASC Treasurer. This will help ensure that two-  
262 way communications are maintained between the Convention Committee and ASC.  
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264 **Section 1.13**  
265 The outgoing Chair will provide a complete inventory listing all assets and supplies remaining to  
266 accompany the yearend report.

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**Section 1.14**

After elections in November at ASC, the new H.O.N.Y.A.N.A. Chair will assume the position on the first of January.

**Section 1.15**

**The incoming chair will begin forming their committee immediately following the conclusion of the current convention. From January 1 through the end of the current convention, the incoming chair's duty will be to shadow the current chair,**

**Section 1.16**

The Incoming Elected Body of the Convention along with the Current Convention Body will present 3 potential sites to the ASC for the next upcoming Convention that body will be serving on.

**Section 2.0**

**VICE CHAIR:**

**Section 2.1**

Attend all scheduled Convention Committee meetings.

**Section 2.2**

Acts as chairperson if the chairperson is unavailable.

**Section 2.3**

Works closely with the chairperson to help delegate responsibilities to subcommittee chairs.

**Section 2.4**

Coordinate subcommittees and attends subcommittee meetings in order to ensure they receive the necessary support.

**Section 2.5**

Vice Chair will appoint an acting chair of a subcommittee in the event of a resignation of a subcommittee chair.

**Section 3.0**

**SECRETARY:**

**Section 3.1**

Record attendance, and keeps minutes of the committee meetings.

**Section 3.2**

**Receives the minutes of all subcommittee meetings and 33 compiles them into the general meeting minutes.**

**Section 3.3**

313 Distributes minutes to committee members at each Convention Committee meeting.

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315 **Section 3.4**

316 Maintains contact list.

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318 **Section 3.5**

319 Obtain and preserve archives to be turned over to ASC.

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321 **Section 4.0**

322 **TREASURER:** Seven (7) years clean time, demonstrated stability in the local community.

323

324 **Section 4.1**

325 The service position requires persons to be gainfully employed, or other means of income  
326 /financial stability **and have some type of accounting skills.**

327

328 **Section 4.2**

329 **Opens a bank account for the Convention Committee. The required signatures are any**  
330 **three or four signatories, which are Convention Committee Chair persons. H.O.N. Y.A.**  
331 **ASC strongly recommends two signatures on all checks, with the Treasurer as primary.**  
332 **Secondary would be Chair or Vice-Chair.**

333

334 **Section 4.3**

335 Works with Chairperson and Vice-Chairperson to prepare a budget. The budget is based on the  
336 subcommittee's recommendations as to the monies they will need to carry out their tasks. The  
337 budget can be a rough estimate at the beginning of the planning, and revised as the convention  
338 draws near.

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340 **Section 4.4**

341 **Responsible for all monies, including revenues from registration and all events.**

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343 **Section 4.5**

344 Pays all bills and advises the chairperson on cash supply, income flow, and rate of expenditures.

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346 **Section 4.6**

347 Treasurer will provide a receipt for income received; monies/income must be deposited in drop  
348 box the same day/evening.

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350 **Section 4.7**

351 A periodic review of all financial records will be made by the ASC. The records should be  
352 reviewed at the time of the actual funds distribution in accordance with the treasurer's financial  
353 statement requirements.

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355 **Section 4.8**

356 **A complete treasurer's report, including all funds, must be submitted to the ASC within 3**  
357 **months of the close of the convention.**

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359 **Helpful Treasurer's Hints:**

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- Have an accountant check your work.
- Save all original receipts in case the IRS audits you.
- The Convention Committee Treasurer is the only one to handle checks (Suggested to attend all events).
- Determine budgets for subcommittees as early as possible.
- Maintain a separate account or record of monies received for banquet, brunch and registrations.
- Utilize the WSC approved guidelines whenever possible.

370 **Helpful Budget Hints**

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The importance of making a budget for the Convention Committee and subcommittees needs to be emphasized. At this stage of planning, the committee should list as many financial responsibilities as possible. Most of the subcommittees, with the exception of the Hotels and Hospitality Committee, should write a budget and adhere to it fairly closely throughout the planning period.

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The Arts and Graphics Committee projects monetary figures for flyers, program banner(s) and other displays and graphics that will be used at the convention. The Convention Information and Registration Committees estimate the cost of mailing, paper, envelopes, and office supplies needed to carry out their duties.

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The Fund-Raising Committee sets a budget based on the entertainment which will be used at the convention. This committee also sets a new budget each month which includes the expenses of functions the other committees perform on their behalf, such as designing flyers, or mailing. For the sake of expediency, the Fund-Raising Committee maintains a petty cash fund to aid in its operations.

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The Hotel and Hospitality Committee projects attendance figures before setting a budget. This is the most difficult area to budget because we can never really be sure of attendance until a few weeks prior to the convention. A reasonable projection of participation is a figure between 40 and 60 percent above the pre-registrations, depending on the efficiency of Fellowship communications. With regard to the banquet tickets, prudence and caution should be used when estimating the number of tickets because this is one important area where a committee can fall into the red.

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397 **Section 5.0**

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**SUBCOMMITTEES**

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**Section 5.1**

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

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**Section 5.2**

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 as concerned for the member as we are for the service responsibility. Each subcommittee has only one chairperson who then recruits committee members. A list of committees is provided in these guidelines, although other committees may be established if needed. Experience has shown, however that most other responsibilities can be incorporated within the framework provided.

**Section 5.3**

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

**Section 5.4**

Subcommittees maintain accurate records of the activities of the committee as well as all correspondence. Financial reports, including expenditures, and receipts are included in each subcommittee report. The subcommittees of the Convention Committee work together. Remember cooperation and consideration is the keys that will make it work.

**Section 6.0**

**HOTELS AND HOSPITALITY COMMITTEE:**

**CHAIRPERSON:** Oversees and coordinates all aspects of the Hotels and Hospitality Subcommittee and reports to the Convention Committee, schedules, work shifts and puts together work team members and the Serenity Keepers.

**Section 6.1**

Once the task of selecting a convention site is complete, the Hotels and Hospitality Subcommittee can begin planning to host the Fellowship. Care should be exercised in the development of this committee to ensure that the tasks assigned to it are properly accomplished.

**Section 6.2**

The subcommittee should consist of: a chairperson to conduct business meetings, make sure the duties of the committee are carried out and make progress reports to the convention committee; a Vice chairperson to act as chairperson if necessary; and a secretary to record minutes of the subcommittee. Additional responsibilities may be added or removed if the Convention Committee may direct.

**Section 6.3**

The workload of any one-committee member will probably be determined by the size of the committee itself. There is probably no set formula for determining the size of this subcommittee. What worked for one convention may not work for the next. However, there is a set of objectives

450 that need to be accomplished. Perhaps it will be best to weigh these objectives out and then  
451 determine who on this committee will be able to perform what tasks.

452

#### 453 **Section 6.4**

454 This committee will submit, for approval, all catering proposals such as coffee, and snacks.  
455 Special attention should be given to the wording of any proposal. Beware of open end or  
456 additional charges. Inform the hotel as well as any other contractors who might be involved, that  
457 the Convention Committee is unable to pay for unexpected costs. Make them explain their  
458 bargain in detail, exerting yourself to be sure that there won't be any unexpected costs. Also  
459 make sure that they don't extend services which might be lost unpaid.

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#### 461 **Section 6.5**

462 Establish an arrangement to that H & H and one other individual will have the authority to sign  
463 for services. Make it clear that the committee will only honor bills with specific signatures. Final  
464 approval of any contract(s) will be the responsibility of the full Convention Committee.

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#### 466 **Section 6.6**

467 Finally, this committee should open and operate a hospitality area where the fellowship can  
468 gather relax and drink coffee.

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#### 470 **Section 6.7**

471 Try not to lose sight of the reason your committee is doing all of their work. Stay in tune with the  
472 spirit of recovery. As the convention draws near there will be a number of tasks available for  
473 newcomers to perform. Try to enlist the help of as many local members as possible.

474

#### 475 **Section 7.0**

#### 476 **FUND RAISING AND ENTERTAINMENT COMMITTEE**

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478 **CHAIRPERSON:** Oversees and coordinates all aspects of the Fundraising and Entertainment  
479 Subcommittee reports to the Convention Committee, schedules work shifts and puts together  
480 work team members.

481

482 When selecting a chairperson for the Fund-Raising and Entertainment Subcommittee, the duties  
483 and responsibilities associated with the task should be seriously considered. Experience has  
484 shown that a successful chairperson will have:

485

- 486 • Willingness to work hard.
- 487
- 488 • Ability to motivate others.
- 489
- 490 • Ability to deal effectively with people outside of the fellowship.
- 491
- 492 • Demonstrated trustworthiness, especially where funds are concerned.

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#### 494 **Section 7.1**

495 This subcommittee also has the responsibility for entertainment activities, selecting the bands or  
496 disc jockeys to be used at all fundraising and convention dances. They also arrange for all other  
497 forms of entertainment, which are provided in conjunction with the convention.  
498

499 **Section 7.2**

500 We must remember that we have only one need for money in Narcotics Anonymous, and that is  
501 to further our primary purpose of carrying the message to the addict who still suffers.  
502

503 **Section 7.3**

504 We never, under any circumstances, accept any monetary contribution from an outside source.  
505 We affiliate ourselves with no one, choosing to be entirely self-supporting through our own  
506 contributions to Narcotics Anonymous; whenever we do need to "raise funds" we fund raise  
507 within our own membership.  
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509 **Section 7.4**

510 It is suggested that one budget be prepared for fund-raisers and a separate budget for  
511 entertainment activities.  
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513 **Section 7.5**

514 Activities can be held throughout the year; however we suggest that events be scheduled at least  
515 three or four months prior to the date of the convention. Communication about your events is  
516 extremely important. A list of planned functions should be prepared and distributed through the  
517 area and region to spark interest and encourage participation and support.  
518

519 **Section 7.6**

520 All of our events should always be in good taste, consistent with our spiritual principles, and set  
521 a tone which emphasizes caring and sharing the NA way.  
522

523 **Section 7.7**

524 Functions, which are successful, are well planned and published. Poor turn out and unsuccessful  
525 fund raisers can generally be traced back to a lack of planning and/or exposure within the local  
526 NA community.  
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528 **Section 8.0**

529 **CONVENTION INFORMATION COMMITTEE**

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531 **CHAIRPERSON:** Oversees and coordinates all aspects of the Convention Information  
532 Subcommittee and reports to the Convention Committee, schedules work shifts and puts together  
533 work team members.  
534

535 **Section 8.1**

536 The convention information (C.I.) subcommittee may actually be considered a two-part  
537 committee. This committee serves the purpose of providing information about the convention  
538 both to NA members and certain nonmembers. These two jobs are handled very differently and,  
539 because of the resulting contacts with non-NA, those members chosen to serve on C.I. must have

540 a thorough knowledge of the twelve traditions, especially as they apply to public relations and  
541 personal anonymity.

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#### 544 **Section 8.2**

545 Information provided by C.I. may include a description of the planned event, dates, locations and  
546 other pertinent information. It is always important that convention subcommittees work closely  
547 together and because of the work in which C.I. is responsible for, it becomes especially  
548 important for them to maintain close contact with the Programming, Hotels and Hospitality and  
549 the Registration subcommittees. All information must be up to date and accurate.

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#### 551 **Section 8.3**

552 There should be no reason to promote the convention. It is an event of sharing and fellowship,  
553 and needs no "advertisement". It is, however, the duty of the C.I. subcommittee to communicate  
554 to all concerned persons and agencies about the coming events and encourage their participation.  
555 This done in a spirit of providing information rather than of promoting NA or it's activities as  
556 well as obtain the pertinent local transportation, tourist, dining and other information to the  
557 Hotels and Hospitality subcommittee.

558

#### 559 **Section 8.4**

560 The C.I. Subcommittee chairperson has the sensitive task of encouraging a large attendance  
561 without abandoning the principle of "attraction rather than promotion." Some of the following  
562 experiences and suggestions are helpful in keeping all C.I. efforts within the dignity and spirit of  
563 NA:

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565 • **WITHIN THE FELLOWSHIP:** Preparation and distribution of flyers, programs  
566 and a map of the area, if necessary. Distribution is usually accomplished by  
567 handing out or mailing the information to the GSR's and RCM's in the hosting  
568 region with additional mailings to other RSC's and NAWs for inclusion in the NA  
569 WAY Member's names should never be used on an envelope with NA  
570 identification. The Convention Committee should rent a post office box and that  
571 box number, with no reference to NA on the return address, can be used on all  
572 mailings. Flyers and personal phone contact numbers can be distributed freely  
573 within NA groups at regular meeting places, but even here, attraction is our aim  
574 discretion and good taste should prevail.

575

576 • **OUTSIDE THE FELLOWSHIP:** Pre-convention informational activities of the  
577 C.I. Subcommittee's activities outside the fellowship should be extended only to  
578 those hospitals, treatment centers and similar agencies which provide direct  
579 services to addicts. The purpose of this is to attempt to bring addicts in the  
580 hospitals, treatment centers or facilities to the convention. This is in keeping with  
581 our primary purpose. The H&I subcommittee in your area or region should be  
582 asked to help by providing names and addresses of those agencies and institutions  
583 which are aware of the Fellowship and have H&I panels currently operating.  
584 Addresses of other agencies, which have direct contact with addicts, may be  
585 available from the area or regional P.I. subcommittee. A short cover letter to the

586  
587 agencies should be included with the convention flyers or other information being  
588 mailed. The letter might be a simple statement acknowledging their ongoing  
589 support of recovery from addiction and a request that their clients be informed of  
590 the upcoming convention.

591  
592 **Section 8.5**

593 A member of the C.I. Subcommittee may be assigned to the registration desk to greet and assist  
594 members and staff from treatment centers. Assuring that institutionalized addicts have the chance  
595 to attend a convention that serves our primary purpose by showing them and the staff that there  
596 are indeed clean, recovering addicts in the outside world.

597  
598 **Section 9.0**

599 **REGISTRATION COMMITTEE:**

600  
601 **CHAIRPERSON:** Oversees and coordinates all aspects of the Registration Subcommittee and  
602 reports to the Convention Committee, schedules work shifts and puts together work team  
603 members.

604  
605 **VICE-CHAIRPERSON:** Assists the chairperson as they become more actively involved in one  
606 or more aspect of the Registration Subcommittee.

607  
608 **SECRETARY:** Keeps minutes and records.

609  
610 **MAILINGS SUBCOMMITTEE:** Handles all registrations that come through the mail. Mails  
611 out registration receipts and confirmation numbers as soon as possible.

612  
613 **SHIFT OR WORK TEAM:**

- 614 • Writes receipts, collects registration money, and gives out registration packages at  
615 conventions. Anticipated attendance and length of registration hours will determine the  
616 number of teams needed to work a shift.
- 617
- 618 • A team of three members seems to work best. Two members write receipts and issue  
619 packages. The third team member who must be the chair or vice chair of the registration  
620 committee is the deposit person who sits between them and collects money and receipts.
- 621
- 622 • During registration hours the convention or committee treasurer collects the registration  
623 money at regular periodic intervals from the Chair or Vice Chair of Registration.
- 624
- 625 • A suggested shift for a team to work is three hours on three hours off.
- 626
- 627 • At times there will be a lot of responsibility and pressure on you. It is important that you  
628 look out for one another. Set personalities aside and help each other in our spirit of unity  
629 and purpose. Our personal recovery comes first and you should do your part to make sure  
630 you and your fellow members do not use over the pressures of handling money. Stay  
631 clean and grow together.

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**The Registration Subcommittee is responsible for preparing complete registration packet. The packets may include, but not be limited the following:**

- A Convention Program
- Name tag or badge
- Tickets (banquet, brunch, dance, etc.)
- Souvenir items (NA phone books, key tags, etc.)

**Section 9.1**

**The first objective is to project an attendance figure to help determine the amount of meeting space, which will be needed. The projected figure need not be accurate although using criteria from previous conventions should help the committee to project a reasonable figure from which to work.**

**Section 9.2**

**Once the committee has become comfortable with the protected attendance figure they can plan how much meeting space will be needed, how the space can be utilized most effectively, and what would be the lowest possible expense. It would be wise to have alternate plans of action if the actual attendance should be higher or lower than the projected figure of attendance. Keep in mind the need for unscheduled meeting rooms.**

**Section 9.3**

The first people convention attendees meet are those members manning the registration table. How well they are greeted in many ways sets the tone for how well the convention comes off. Smooth, prompt, orderly, and hospitable service is key ingredients to successful registrations. Therefore organization and planning by this committee is very important.

**Section 9.4**

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

**Section 9.5**

The development of the convention flyer should be cooperative effort between the Registration and the Arts and Graphics Subcommittees.

678 **Section 9.6**  
679 The Registration Subcommittee should develop the convention registration form for the Arts and  
680 Graphics Subcommittee. This form is customarily placed at the bottom of the Convention Flyer.  
681 After the convention flyer is completed, it is given to the Convention Information Subcommittee  
682 for distribution if such committee exists.  
683

684  
685 **Section 9.7**  
686 The number of members needed for this committee will depend on the anticipated attendance  
687 and length of registration hours. It is not advisable to have the same members working five to  
688 eight hours without a break or a few members handling registration for a large rush of people.  
689 The creation of shifts and work teams is important.  
690

691 **Section 9.8**  
692 The first flyer announcing the convention should be made as soon as the dates are established  
693 and a contract or agreement is reached with the hotel. Participants will have an opportunity to  
694 schedule vacations or make other arrangements to attend the convention. This advance flyer can  
695 be distributed even if complete registration forms or convention fees have not been set.  
696 Information regarding transportation to the host site should be included on the convention flyer.  
697 Information regarding the location of airport, bus and train stations in relationship to the  
698 convention site is necessary for members to know. It helps them to make appropriate  
699 arrangements for their arrival.  
700

701 **Section 9.9**  
702 The flyer can be sent to the NAWS so the convention can be mentioned in the NA Way. The  
703 committee should also do a direct mailing to NA members listed on attendance rosters of  
704 previous conventions along with a regional mailing.  
705

706 **Section 9.10**  
707 When all information is available, the Registration Subcommittee prepares a finalized flyer,  
708 copies of this flyer, and the registration forms, should also be sent to NAWS for NA Way  
709 inclusion and sent to all members on the mailing lists.  
710

711 **Section 9.11**  
712 Care should be exercised in the production of flyers and registration forms. They should be clear  
713 and informative, not confusing. Flyers should be attractive but need not be ornate or expensive.  
714

715 **Section 9.12**  
716 The finalized flyers with registration forms should be sent at least four months prior to the  
717 convention date and again about forty-five days prior to the convention. In this way members can  
718 make plans to attend and those who have forgotten or delayed in registering are reminded.  
719

720 **Section 9.13**  
721 The final mailing, at forty-five days prior to the convention, can be used to provide  
722 announcements of for changes or new activities.  
723

724 **Section 9.14**

725 A clear understanding should be reached between the Registration Subcommittee Chairperson,  
726 the full committee, and the Convention Committee Treasurer on the procedures for handling  
727 registrations and money. One person should be assigned the responsibility of picking up  
728 registrations from the committee's post office box or business address at least two or three times  
729 a week.

730

731 **Section 9.15**

732 Registration form records should be maintained on a weekly basis and all money received  
733 transferred to the Convention Committee Treasurer prior to or at all Convention Committee  
734 meetings.

735

736 **Section 9.16**

737 As each registration is received, by mail or as a direct sale, a record should be made indicating  
738 information about the registrant and all money received. If free registrations are given out as part  
739 of promotional activities, the committees must keep careful records of what is provided and to  
740 whom.

741

742 **Section 9.17**

743 When registrations are made at fund-raising activities, numbered cash receipts are used as a  
744 confirmation to the convention. The Convention Committee Chairperson, in conjunction with the  
745 treasurer, should establish a good working system for handling cash registrations received at  
746 these fund-raising activities.

747

748 **Section 9.18**

749 All registrations, with numbered cash receipts, are used for preparing confirmations.

750

751 **Section 9.19**

752 Each member of the Registration Subcommittee who is authorized to accept registration money  
753 should work out of one cash receipt book with two part carbon copies.

754

755 **Section 9.20**

756 The Registration Subcommittee conducts its activities within the scope of the budget authorized  
757 by the full committee. When funds are needed for expenses, they are obtained from the  
758 Convention Committee Treasurer. Un-deposited cash received by the Registration Subcommittee  
759 should not be used for committee expenses; it can result in confusion and possible misuse of  
760 funds.

761

762 **Section 9.21**

763 The record system developed by the Registration Subcommittee should be simple and clearly  
764 understood by all members of the Committee. The records of "registrations and banquet or  
765 brunch ticket sales should be updated at least once a month. In this way the full committee can  
766 be apprised of the financial status. This record system can be used to verify the Committee  
767 Treasurers records, and provide an indication of the solvency of the convention.

768

769 **Section 9.22**

770 A duplicate records system should be maintained for all Registration Subcommittee activities. A  
771 simple file box containing 3X5 arranged alphabetically is a simple and effective method. A card  
772 is made for each registration. One card contains all the information about each registrant,  
773 including all functions which have been paid the receipt number and confirmation number  
774 (which is the same).

775  
776

### 777 **Section 9.23**

778 As each mailed registration is received, a conformation card is sent to the registrant. Most  
779 conventions only send confirmation cards for registrations, which are received by the announced  
780 cutoff date. The cutoff date for pre-registrations is included on the convention flyer. Following is  
781 an example of a simple confirmation, which has been used satisfactorily.

782

783

YOUR CONFIRMATION NUMBER FOR THE CONVENTION IS #

785

786

PLEASE BRING THIS CARD WITH YOU WHEN YOU PICK UP YOUR  
REGISTRATION PACKET AT THE CONVENTION.

789

790

791

### 792 **Section 10.0**

#### 793 **ARTS AND GRAPHICS COMMITTEE**

794

795 **CHAIRPERSON:** Over sees and coordinates all aspects of the Arts and Graphics Subcommittee  
796 and reports to the Convention Committee, schedules work shifts and put together work team  
797 members.

798

### 799 **Section 10.1**

800 The Arts and Graphics Subcommittee is comprised of members who are artistic and energetic.  
801 Prior to the convention, this committee is responsible for designing a banner, program, tickets,  
802 flyers, convention posters, and T-shirts.

803

### 804 **Section 10.2**

805 The Chairperson of the Arts and Graphics Subcommittee develops a Budget that includes  
806 printing and other expenses. Once the budget is developed, it should be presented to the  
807 Treasurer and the Convention Committee for approval. The Arts and Graphics subcommittee  
808 should present a variety of designs for each item to the full Convention Committee in order to  
809 provide a choice of selections.

810

### 811 **Helpful Suggestions:**

812

813

- Develop a set of priorities and keep first things first.

814

815

- Encourage members with artistic talents to get involved.

- 816
- 817 • Solicit the help of as many members as possible (especially newcomers.)
- 818
- 819 • Find a large room in which to work; banner and poster makers need a lot of space.
- 820
- 821 • Utilize any and all resources available, members who work in hobby/crafts stores,
- 822 printing offices, copy shops, etc. may be able to provide services or supplies at
- 823 discount rates.
- 824
- 825 • Always present ideas and suggestions to the entire Convention Committee for
- 826 feedback.
- 827
- 828 • Always adhere to the group conscience of the Convention Committee, remembering
- 829 that our ultimate Authority is a loving God expressed though the group conscience.
- 830

831 **Section 10.3**

832 The NA logo, which will be in use on flyers, t-shirts, mugs, etc. is the property of the fellowship

833 of Narcotics Anonymous. Our World Service Office holds the trademark on our logo and

834 symbol. Special and serious care needs to be maintained in order to assure that the use of the NA

835 logo is always in good taste and in keeping with our Twelve Traditions, any NA service board or

836 committee created through our Ninth Tradition may use the NA logo, as well as any Narcotics

837 Anonymous group.

838

839 **Section 10.4**

840 Care should be exercised concerning the concept and design of flyers. This is especially critical

841 because many of these flyers find their way into hospitals, institutions and other facilities which

842 relate to NA. Appropriate use of language and graphics is crucial; these flyers may represent NA

843 to the public. Utilize the expertise of the Arts and Graphics Subcommittee.

844

845 **Section 11.0**

846 **PROGRAM SUBCOMMITTEE:**

847

848 **CHAIRPERSON:** Oversees and coordinates all aspects of the Programming Subcommittee and

849 reports to the Convention Committee, schedules work shifts and puts together work team

850 members.

851

852 **Section 11.1**

853 Without a good program, the trouble and expense of putting on a convention isn't justified. The

854 reports of the program Subcommittee should therefore be given appropriate attention.

855

856 **Section 11.2**

857 The Program Subcommittee plans all the workshops and meetings at the convention.

858

859 **Section 11.3**

860 The members of the Program Subcommittee select speakers, meeting chairs and others to help

861 with the program. They schedule all workshops and speakers to take place during the convention

862 and prepare the written programs to be distributed to attending members. They attempt to have a  
863 balance of workshops for newcomers, service minded persons and spiritual discussions.

864

#### 865 **Section 11.4**

866 One of the main problems in scheduling is the event of no-shows (people who don't call when  
867 they are unable to attend). The recommended procedure for speakers, chairpersons, readers or  
868 anyone else involved in the program is to note somewhere on the program or the registration  
869 package that a check-in table will be set up. Include the specific location and times. This way, all  
870 programs participants can sign in, thus assuring the Program Subcommittee that they are willing  
871 and able to fulfill their responsibilities. In the event of a no-show, the Program Subcommittee  
872 should have a pool of members available from which to select replacements.

873

#### 874 **Section 11.5**

875 The basic qualification for participation on the program of a NA convention is membership in  
876 NA. A speaker or workshop chair at a convention shares his/her personal experience of recovery  
877 in Narcotics Anonymous.

878

#### 879 **Section 11.6**

880 Potential speakers and program participants are people, who base their recovery on  
881 powerlessness over addiction, identify themselves as addicts, and attend NA meetings to sustain  
882 their recovery. These qualifications assure that NA members get a NA convention. The best  
883 speakers for conventions are those who address recovery as if their lives, as well as the lives of  
884 the listeners, depend on it. It is important to keep in touch with speakers as the convention draws  
885 near to assist them in any way possible to ensure their attendance.

886

#### 887 **Section 11.7**

888 Workshops are held to satisfy the needs of our membership for information or discussion on  
889 specific topics and services related to NA. These workshops allow attending members to ask  
890 questions, and learn about various aspects of the program and recovery. It is important to  
891 schedule similar workshops consecutively rather than at the same time. This allows interested  
892 members to attend an entire series of related workshops rather than having to choose between  
893 two or more workshops they would like to attend.

894

#### 895 **Section 11.8**

896 Taping the speakers and workshops allows members who are unable to attend all functions the  
897 opportunity of hearing them at home, or sharing them with others. Care should be taken to  
898 inform the speakers and/or workshop participants that they are being taped. When contracting  
899 with someone to record meetings, it should be clearly understood that the Convention Committee  
900 holds the copyrights to the tapes.

901

#### 902 **Section 11.9**

903 Procedures for reimbursing travel expenses varies with different conventions. Whenever funds  
904 are available, a speaker's travel expenses are paid, thereby assuring attendance and participation.  
905 Sometimes a complimentary room is provided to the participant as a way of deferring travel  
906 expenses. Hotels usually give the convention a certain number of complimentary rooms, which  
907 can be used for this; purpose. These financial considerations should be taken into account when

908 the budget is bring drawn up in order to provide the Program Subcommittee with an idea of  
909 available funds for securing speakers.

910

911 **Section 12.0**

912 **MERCHANDISING COMMITTEE:**

913

914 **CHAIRPERSON:** Oversees and coordinates all aspects of the Merchandise Subcommittee and  
915 reports to the Convention Committee, schedules work shifts and puts together work team  
916 members.

917

918 **Section 12.1**

919 The merchandising effort of any convention should be based strictly on the need to generate  
920 funds to ensure the success of the event. Too often the merchandising efforts of the Convention  
921 Committee detract from the primary focus.

922

923 **NOTE: The focus of any convention is the celebration of recovery. Our efforts to generate**  
924 **funds from our members should be based solely on what is necessary to ensure that**  
925 **the convention is successful. If a Convention Committee funds that it is not**  
926 **necessary to generate considerable sums of money to cover expenses, then the**  
927 **merchandising effort should be kept to a minimum. Every Convention Committee**  
928 **wants to be able to provide commemorative items for the convention attendees**  
929 **however the efforts to do this should be done in such a way that a department sole**  
930 **atmosphere is not created.**

931

932 **Section 12.2**

933 The Merchandising Subcommittee should be fairly business minded and has an understanding of  
934 the Twelve Traditions, especially regarding the sale of NA related items. The practice of  
935 allowing commercial vendors to sell their products at a NA convention violates our Sixth  
936 Tradition and should be strongly discouraged.

937

938 **Section 12.3**

939 Any time there is a person or group of people selling merchandise at a NA Convention, other  
940 than the Merchandising Subcommittee, we are, in fact, sanctioning the idea that it is all right for  
941 individuals to generate personal profit in the name of our fellowship.

942

943 **Section 12.4**

944 Any funds generated from a NA Convention should be used to further enhance our fellowship.  
945 Careful consideration should be made in negotiating the purchase price of items selected for sale.

946

947 **Section 12.5**

948 Usually three different bids are submitted for consideration. All items selected by the  
949 Merchandising Subcommittee should be purchased outright by the Convention Committee. In  
950 cases where funds are not available to purchase the items, then the possibility of a consignment  
951 agreement should investigate.

952

953

954 **NOTE: This will ensure that the Merchandising Subcommittee or its equivalent body does**  
955 **all merchandising done at a convention.**

956  
957

958 **Section 12.6**

959 The Merchandising Subcommittee Chairperson prepares a budget consisting of the items to be  
960 sold and expenses incurred. This budget is then submitted to the Convention Committee for  
961 approval. Attached to the budget should be a complete summary of information regarding the  
962 ordering, marketing, and shipping of the items selected for sale at the convention (I.E. Individual  
963 item prices, service charges, consignment agreement terms if applicable, and the time frames for  
964 obtaining the items). The Merchandising Subcommittee is responsible for the sale of all  
965 merchandise.

966

967 **Section 12.7**

968 The Merchandising Subcommittee is responsible for communicating with the Hotels and  
969 Hospitality Subcommittee for the provision of space for a store at the convention site. Store  
970 hours should be coordinated for the Program and the Hotels and Hospitality Subcommittees to  
971 assure proper scheduling with the facility management.

972

973 **Section 12.8**

974 The Merchandising Subcommittee is responsible for the storage of all items, in a secure place,  
975 the delivery of all receipts promptly to the Convention Committee Treasurer along with an  
976 accurate list of remaining items in the inventory.

977

978 **Section 12.9**

979 Following the Convention inventory a final statement of remaining inventory is given to the  
980 Treasurer. This should be provided no more than one (1) week from the closing date of the  
981 convention. This information should be included in the Treasurer's final convention report.

982

983 **Section 12.10**

984 In addition to the statement of remaining inventory a complete set of records showing all  
985 subcommittee orders for merchandise, expenditures, and sales should be given to the Treasurer  
986 to assure accountability for all merchandise and expenditures.

987

988 **Section 12.11**

989 On occasion there will be committee representatives from other NA conventions or similar  
990 activities (i.e. state, regional, world convention committee's) at a convention. Many times those  
991 committees would like to sell items from a previous or upcoming NA event. This should be  
992 allowed as long as it does not conflict with the merchandising effort of the sponsoring  
993 convention committee.

994

995 **Section 12.12**

996 There should be Specific times and places for these sales to take place. This not only simplifies  
997 the situation for the sponsoring committee, but also allows conventioners the opportunity to  
998 purchase items from these committees at one time and in one place.

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**Section 12.13**

The Merchandising Subcommittee coordinates arrangements to provide space for this type of sale to take place with Hotels and Hospitality and the Program Subcommittees.

**Section 12.14**

It is customary for the sponsoring committee to receive some type of advance notification of a committee's intention to be present to sell. This allows the host committee ample time to plan for the provision of space and the scheduling of the sale so as not to interfere with the convention program. It is important that the host committee be reasonable sure those sales will benefit the Fellowship. This opportunity should not be provided for commercial vendors.

**Section 12.15**

The Merchandising Subcommittee is responsible for the acquisition and sale of NA Conference approved literature and other items selected for sale at the convention.

**Section 12.16**

Although these steps may seem a bit excessive they are necessary to ensure that proper accountability is always maintained. We all have a responsibility to ensure that our Fellowship, and not individuals, is the beneficiary of funds generated at NA convention.

Updated 10/14/2018