

Convention Subcommittee

Conventions are held by members of Narcotics Anonymous to bring our Fellowship together in the spirit of recovery. Meetings, workshops and other activities are scheduled to encourage unity and Fellowship among our members. The convention is managed in such a manner as to accomplish three goals.

- To provide a suitable celebration of recovery.
- To be financially responsible
- To minimize the expense of those attending the convention.

Because service committees of Narcotic Anonymous sponsor conventions, they should always conform to the NA principles and reflect our primary purpose.

The convention committee is generally made up of members who are involved in the primary process. However, membership in the convention committee is open to all members of the Fellowship. The convention committee consists of an Administrative committee, Subcommittee Chairperson, and attending members.

Convention Committee Meetings

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

Meetings are scheduled monthly; until four months prior to the convention when they are held every two weeks; then at two months prior they are held weekly. An agenda or format should be prepared prior to meetings.

All Subcommittee’s hold separate meetings prior to the convention committee meetings. The Subcommittee Chairpersons must submit written reports, recommendations and other details about their areas of responsibility.

Voting Members

1. A voting member is defined as a person who has attended two (2) consecutive meetings.
2. Members may vote at their second consecutive meeting.
3. Voting privileges will be forfeited if a member misses two (2) consecutive meetings.
4. Voting privileges can be re-established by attending two (2) consecutive meetings.
5. Subcommittee voting privileges are determined by the same guidelines

Agenda

1. Open with moment of silence followed with the Serenity Prayer
2. Read the Twelve Traditions and the Twelve Concepts.
3. Read and approve the minutes of the last meeting.
4. Open floor (to bring to the floor agenda items not covered in any other area.)
5. Chairperson’s report (review progress to date and relay recent information.)
6. Treasurer’s report (update on expenses and new balance.)
7. Subcommittee’s reports (reports include goals and progress of each committee.)
8. Old business carried over from the last meeting.
9. New business to be undertaken before the next meeting.

10. Close with the Serenity Prayer.

Finances

Accountability, prudence, and integrity are of the utmost importance when handling convention funds.

1. All monies collected from any event should be turned in to the convention treasurer within 24 hours
2. 2 years clean time to handle any convention subcommittee funds.
3. Check requests must be submitted to convention treasurer to obtain any funds.
 - a. Convention chairperson or convention treasurer must sign all check requests.
 - b. Check requests should be completed at least one month prior to the date that the funds are needed.
4. Receipts are required for all transactions that involve convention funds.
 - a. Receipts and an event financial report are due at next scheduled meeting.
 - b. Receipts and "returned cash" total should equal amount of check received.
 - c. The convention treasurer should give a receipt for all cash money received.
5. At the end of any fundraising event all money will be turned over to the convention treasurer in the event that the treasurer is not present, money will be turned over to the convention chairperson or convention vice-chairperson.
6. The convention treasurer will deposit all event money in the ASC bank account and notify the ASC treasurer within 48 hours
7. Petty Cash will be provided to the secretary and fundraising chairperson as determined by the convention committee. Receipts for reimbursement need to be submitted.
8. All money and checks received from registrations should be turned over to the convention treasurer within two weeks.
9. The convention Treasurer should deposit all registration checks within 48 hours, to avoid members having outstanding checks for long periods of time.
10. All money should be given to and counted by the convention treasurer before the beginning of the monthly convention committee meeting, in order to submit an updated treasurer report.
11. Each subcommittee chairperson is responsible for all payments, receipts, invoices and correspondences for all financial transactions conducted by their subcommittee.
12. All money should be counted by at least two subcommittee members before being recorded.
13. During the convention, avoid having large amounts of cash.
 - a. The convention treasurer should make pickups every 2 hours.
 - b. At pickup, two subcommittee members should count money.
 - c. Money should be deposited in the ASC bank account or a hotel safe deposit box by the end of each day.
14. A budget is due at January ASC, detailing the use of the seed money.

Responsibilities and Qualifications for Convention Admin Committee

1. Willingness and desire to serve.
2. Time and resources necessary to complete these duties.
3. Knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts
4. Active participation in the local NA Fellowship

5. Ability to exercise patience and tolerance

Administrative Committee and clean time requirements is composed of the following:

- a. Chairperson, Vice Chairperson, Treasurer 3 years clean
- b. Secretary 1 year clean
6. Subcommittee Chairpersons and their clean time requirements:
 - a. Arts & Graphics, Registration, Convention Information, Program, Merchandising, Fundraiser/Entertainment 2 years clean
 - b. Hotel & Hospitality 3 years clean

Administrative Committee

1. The convention Chairperson is elected by the Funcoast Area and carries out the conscious of the overall committee. The remaining Administrative Committee members are elected by the convention Committee.
2. The convention Chairperson, Vice-Chairperson, Secretary and Treasurer functions as the Administrative Committee of the convention and holds separate administrative meetings.
3. Ensures that the various Subcommittees work together and assists Subcommittees which may need help. However, it is not necessary to involve itself directly in the specific working of each Subcommittee.
4. Discuss the performance of the Subcommittees, the convention budget, and other matters, which affect the convention. Results of discussions are included in the reports at the convention Committee meetings.
5. Drafts a schedule of meeting dates for the convention subcommittee to be approved by the convention subcommittee and distributed to all members. It is advisable to use a consistent day and time.
6. Makes monthly reports to the ASC. Comments and suggestions from the ASC are included in the Chairperson's report at the beginning of each committee meeting.

Chairperson

The Convention Chairperson has three (3) years clean, prior convention experience and administrative abilities.

1. Secures meeting location.
2. Organizes Subcommittees and delegates major tasks to specific Subcommittees. Stays informed of the activities of each subcommittee, provides help when needed, and helps to resolve conflicts.
3. Keeps activities within the principles of the Twelve Traditions and within the purpose of the convention.
4. Monitors the fund flow and overall convention costs and helps organize the subcommittee's budgets.
5. Prepares a budget for the Administrative Committee.
6. Co-signer on check request forms.
7. Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
8. Allows the Subcommittees to do their jobs while providing guidance and support. Subcommittees should be given trust and encouragement to use their own judgment.
9. Prepares the agenda for the convention Committee meetings and Administrative Committee.
10. Votes only to break a tie.

11. Chairs the convention Committee meetings as well as the convention.
12. Must attend all Funcoast ASC meetings and give updated reports.
13. Will possess and maintain ASC storage key.

Vice-Chairperson

Have three (3) years clean, prior convention experience and administrative abilities.

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

Secretary

Must have one (1) year clean, service experience, and good typing skills.

1. Keep minutes of all committee meetings and Subcommittee reports.
2. Maintains a list of names, address and phone numbers of committee members.
3. Minutes are to be provided to administrative committee and subcommittee chairpersons first.

Treasurer

Must have three (3) years clean, accounting skills, service experience with conventions or other large scale NA activities and accessibility to other committee members (especially the registration committee.)

1. Works with the chairperson and vice-chairperson to prepare a budget for the convention
2. Keep records of all income and expenditures.
 - a. Saves all receipts.
 - b. Maintains a separate, detailed report of all monies received from each Subcommittee.
3. Deposits all funds received within 48 hours from the end of the event.
4. Reviews subcommittee reports for any discrepancies from the approved budget. This information should be included in the Treasurer's report.
5. A complete financial report is due at the 2nd ASC meeting following the end of the convention.

Responsibilities and Qualifications for Convention

Subcommittee Chairpersons

Maintains accurate records of the activities of the subcommittee, as well as an inventory and all correspondence. Financial reports, including expenditures and receipts are to be included with each subcommittee report. The subcommittees of the convention committee work together. Each subcommittee can decide to use the services of another subcommittee or complete an area of business itself. Cooperation and consideration are the keys that make it work.

Arts & Graphics Subcommittee

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

Responsibilities

1. Design and printing of a banner and convention posters.
2. Work with fundraising to provide flyers and tickets for upcoming events.

3. Works with merchandise to design coffee cups, T-shirts or other merchandise.
4. Present designs for each item to the full convention committee for approval.

Convention Information Subcommittee

The purpose of this Subcommittee is to provide information about the convention to the NA Fellowship and certain agencies outside the Fellowship. Members chosen to serve on the Subcommittee should have a good understanding of the Twelve Traditions, especially as they apply to Public Relations.

Information

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

Distribution

1. The distribution list includes:
 - a. GSR's from the Tampa Funcoast Area
 - b. Tampa Funcoast ASC Newsletter
 - c. RCM's throughout the Florida Region
 - d. World Services for inclusion in the NA Way and the Internet Calendar
 - e. Local Treatment Facilities
 - f. Other Regions or distribution targets will also be considered.

Responsibilities Before, During, or After convention

1. Develop and maintain a distribution list (before)
2. Prepare information for distribution as it becomes available (before)
3. Distribute information as it becomes available (before)
4. Provide convention chair with distribution list for future use (after)

Fundraising/Entertainment Subcommittee

The purpose of this subcommittee is to help raise funds to finance the convention while providing entertainment for our members at a minimal cost. In Narcotics Anonymous whenever we need to "raise funds" we do so from our own membership. We do not affiliate ourselves with anyone. Under no circumstances do we accept contributions from any outside source.

Responsibilities Before the Convention

1. Plan at least one fundraiser every month and one at the hotel where the convention is to be held; if at all possible. The reason for this is to generate excitement and to show the fellowship the facility and hopefully get them to register and secure a hotel room.
2. During the year before the Tampa Funcoast convention is held, the convention committee will conduct the Halloween and New Year's Eve events as Funcoast convention fundraiser.
3. The Fundraising chairperson should stay in touch with the ASC Activity chairperson and provide any support that they feel they may need.
4. The Fundraising chairperson should attend all fundraisers for support and collect any funds generated; then turn them over to the convention treasurer.
5. The Fundraising chairperson is responsible for securing the DJ's and the location for the fundraisers, purchasing food, drinks and decorations.

6. The Fundraising Chairperson is responsible for recruiting subcommittee members to assist with the collection of monies, through the sale of raffle tickets, food and or drinks.
7. Anyone handling money must have two (2) years clean time.
8. Posters and flyers should be printed and passed out at least a month prior to the fundraiser.
9. Research should be done in the surrounding areas to ensure that there are no other NA functions being held at the same times.

Responsibilities During the Convention

1. Arranges the entertainment for the convention. There are many activities that the subcommittee can put on. For example, dances, pool parties, comedy shows, tug-of-war, coffee shop with either professional or fellowship entertainers, volleyball, and many other games or contests.
2. Time for each event should be included in the Convention Program.

Hotel & Hospitality Subcommittee

The purpose of this Subcommittee is to secure a host hotel for the convention and to coordinate all hotel-related functions of the convention Committee. As the hotel liaison, this Committee's effective communication between the Hotel and the convention Committee is an absolute necessity. Most of the committee's work is done in the early planning and especially during the convention.

Hotel Selection and Contract

The hotel contract is one of the most important items in planning the convention. Important points for Hotel selections:

1. All convention representatives should present themselves in proper attire and professional manner when meeting with the hotel staff.
2. Compare several hotels to be financially responsible and to minimize expense to the members.
3. Secure a site as soon as possible, since many planning functions depend on the hotel site.
4. Have all commitments from the hotel written in the contract.
5. Present three bids to the convention Committee for review.
6. The contract should be completely read and discussed by the Convention committee and ASC treasurer to avoid unexpected costs.
7. The Hotel & Hospitality chairperson is the liaison between the hotel and the Convention committee before, during, and after the convention.
8. Get program schedule from Program subcommittee for hotel contract negotiations.
9. Negotiate minimum costs for food, coffee, audio-visual equipment, and parking.
10. Workshop setup to include podium, microphone, and recording table (setup theater style).
11. Secure rooms for Hospitality and Marathon meetings.
12. Secure locations for Merchandise and Registration.
13. Inform the hotel that several banners will need to be hung up in the meeting rooms.
14. Discuss room block requirement and have written in the contract.
15. Inform the hotel staff that all events will be alcohol-free.
16. The Convention chairperson, vice-chairperson, or Hotel & Hospitality chairperson are allowed to sign for charges to the master hotel account.

A professional baby-sitting service may be contracted to accommodate the needs of N.A. members with small children. Ask the hotel representative, if they have agencies they already work with or consult local business directories.

Hospitality Room

A room that will remain open for assigned hours. The following items are suggested:

1. Coffee, snacks or fruit (at least in the morning).
2. Board games, backgammon, cards, chess or checkers.
3. N.A. literature, Meeting lists, and N.A. flyers.
4. Board for notes and communication between conventioners.

In the Hospitality room, clearly display the rules at all times. Suggested rules are:

1. Hours of operation.
2. No smoking, sleeping, gambling allowed.
3. Keep noise level low for consideration of other hotel guests.
4. No unattended children allowed.

Responsibilities Before the convention

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

Responsibilities During the convention

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

Responsibilities after the convention

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

Merchandise Subcommittee

The purpose of this subcommittee is to provide recovery related merchandise for sale before and during the convention. The Merchandise chairperson keeps accurate records of sales and inventory and has that information available for the committee throughout the sales period.

Responsibilities Before Convention

The merchandising effort of any convention is to generate funds to ensure the success of the event. All funds generated should be used to further enhance our Fellowship.

1. The Merchandising subcommittee should be business minded and have a good understanding of the Twelve Traditions; especially regarding the sale of NA related items.
2. Three different bids for merchandise should be submitted to the Convention committee for review.
3. The Convention committee will determine where pre-convention merchandise is sold (e.g. NA events, meetings, ASC etc.).

Responsibilities During Convention

1. Merchandise store hours should be coordinated with Program and Hotel & Hospitality subcommittees to assure proper scheduling.
2. Ensure merchandise subcommittee members are available to man merchandise room or table
3. Responsible for the storage of all items in a secure place and the delivery of all receipts to the Convention treasurer, along with an accurate inventory.

Responsibilities After Convention

1. Submit a statement of the remaining inventory including records showing all merchandise ordered, expenditures, and sales to the Convention Treasurer to assure accountability for all merchandise and expenditures.
 - a. Due one (1) week from the close of the convention.

Other Merchandise and outside vendors

There may be representatives from other NA areas or conventions wanting to sell items for other NA events. This is usually allowed on the last day of the convention. This allows conventioners the opportunity to purchase these items at one time and place as well as foster unity. The committee should plan for the space and scheduling of these sales. It is important that the committee be reasonably sure that such sales will benefit the Fellowship. Other NA licensed vendors may be contacted to enhance merchandising and funding of the convention.

Program Subcommittee

The purpose of this subcommittee is to provide speakers and workshops that promote the NA message of recovery.

Responsibilities

1. Have regular scheduled program meetings.
2. Plans all the workshops and meetings at the convention.
3. Selects potential speakers, workshops, and workshop chairs for the convention program.
 - a. All speakers and workshops are to be brought to the full Committee for final approval.
4. Draft and print the program for the actual convention
 - a. Work with Fundraising, Merchandise and Registration to schedule events

Speakers and Program Participants

1. The basic qualification for participation on the program of a NA convention is membership in NA.
2. Speakers who base their recovery on powerlessness over addiction, identify themselves as addicts and attend NA meetings to sustain their recovery and incorporate the Twelve Steps and Twelve Traditions, assure a NA message is given at a NA convention.
3. It is important to keep in touch with speakers as the convention draws near and assist them in any way possible to ensure their attendance.

Main Speakers

1. A main speaker should have minimum of five (5) years clean time and shares his/her personal experience of recovery in Narcotics Anonymous.
2. Has a NA Sponsor who has a Sponsor.
3. Lives the program and the Twelve Steps of Narcotics Anonymous.
4. The Program Subcommittee will submit two choices of Speakers for each of the Main Speakers meetings, in order of preference, to the Convention Committee. The final choice rest with the Convention Committee as a whole.
5. Whenever funds are available, a speaker's travel expenses are paid, to assure attendance and participation.
6. A complimentary room may be provided to the speaker to defer travel expenses.

Workshops

1. A workshop Speaker should have minimum of three (3) years clean time and shares his/her personal experience of recovery in Narcotics Anonymous.
2. Workshops are held to satisfy the needs of our membership for specific topics and services related to NA.
3. Workshops should be for the newcomers, service minded persons, and spiritual discussions.
4. Workshops allow members to ask questions and learn about various aspects of the program and recovery.
5. Schedule similar workshops consecutively, rather than at the same time. This allows interested members to attend an entire series of related workshops.

Recording of Speakers and Workshops

1. Get three (3) bids from audio recording companies for the convention.
2. Obtain a written contract from recording company with specific costs and requirements.
3. Inform all speakers and workshop participants that they are being recorded
4. Convention Committee holds the copyrights to all convention recording.

No-Shows

One of the main problems in scheduling is speakers and workshop chairs who don't call to cancel or show up for their commitment. To avoid confusion:

1. Inform speakers and workshop chairs that sign-in is required.
2. Provide sign-in roster and include location in convention program
3. Include the specific location and times of commitment on roster.
4. In the event of a no show, the Program subcommittee should have a replacement available

Registration Subcommittee

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

Responsibilities

Begin with the advance planning of the drafting of the flyers and registration forms, which must be done well in advance (at least six months prior to the convention date) in order to allow sufficient time for review by the full committee. The mailing schedule for the flyers and pre-registration forms should also be established at this time.

1. Develop flyers and registration forms along with Arts & Graphics subcommittee.
2. Provide copies of flyers and registration forms to the Convention Information subcommittee.
3. Chairperson should have a clear understanding of handling registrations & monies generated.
4. Chairperson coordinates with ASC treasurer weekly to pick up registrations mailed to the PO Box.
5. Chairperson maintains registration records and ensures registration money is transferred to the convention committee treasurer prior to the full convention committee meetings.
6. Maintain log of all registrant information, convention items purchased, and money received.
7. If free registrations are given out as part of promotional activities, a careful record must be kept of what is provided and to whom.
8. For registration sales made prior to the convention, numbered cash receipts should be used as a confirmation to the convention. The convention committee chairperson, in conjunction with the Registration chairperson and convention Treasurer, should establish a good working system for handling cash registration received at the fundraising activities.
9. Activities are conducted within the scope of the budget authorized by the full committee.
10. When funds are needed for expenses, they are obtained from the convention Treasurer.
11. Cash received by the Registration Subcommittee should not be used for expenses, as it can result in confusion and possible misuse of funds.

Responsibilities Before the convention

1. Records of all registrations, events, breakfast, lunches or banquet tickets sales should be updated at least once a week, in order to keep the full committee updated on the financial status.
2. Registration log is numbered, in alphabetical order on each registrant, and contains all information of the registrant, events, breakfast, lunches and banquet purchased.
3. Registration Subcommittee is responsible for preparing a complete package. The package may include the following.
 - a. Convention Program
 - b. Marathon Meeting List
 - c. Name Tag or Badges
 - d. Tickets' for Breakfast, Lunches, Banquet and Dances (should be numbered and logged)
 - e. Souvenir Item (NA phone books, Pad, Pens, Magnets, etc.)

Responsibilities During convention

1. At least two tables should be set up in the hotel lobby and manned by at least two NA Subcommittee members during registration hours.

2. Provide subcommittee members manning the registration tables with a list of all members registered.
3. A record of all registration packages handed out; should be recorded, including indigent packages.
4. New Registrations during the convention should be handled by a convention committee member.
5. The number of breakfast, lunches or banquet tickets available for sale will be determined by the convention committee.
6. Monies on new registrations should be counted every 2 hours by 2 of the following: Registration chairperson, Convention treasurer, or Convention chairperson.