

**(PROPOSED) GUIDELINES FOR
GPRSC CONFERENCE COMMITTEE**

DEFINITION

This body shall be known as the Conference Committee of Narcotics Anonymous and operate as a subcommittee of the Greater Philadelphia Regional Service Committee (GPRSC) of Narcotics Anonymous.

PURPOSE

To coordinate and conduct the Bi-Monthly Weekend Service Conferences of the Greater Philadelphia Regional Service Committee.

FUNCTION

This conference is held by members of Narcotics Anonymous to bring our Regional and Area Service Sub-Committees and Representatives together. Meetings, workshops and activities are scheduled to encourage unity and fellowship among our members. This conference should always conform to the 12 Traditions of Narcotics Anonymous and reflect our primary purpose.

PARTICIPANTS

1. **Chairperson:**
The GPRSC Co-Chairperson will preside over the Conference Committee. This position is elected at the Regional Service Committee by the Area Service Representatives.
2. **Co-Chairperson, Secretary and Treasurer:**
These positions are elected by the Conference Committee.
3. **Voting Members:**
 - a. Any GPRSC member currently in service.
 - b. Two (2) GPRSC servants of the past two (2) years.
 - c. Two (2) members from the hosting area.

REQUIREMENTS

1. Minimum clean time of two (2) years.
(Chairperson is a minimum of four (4) years)
2. Working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous and familiarity with Spiritual Principles.
3. Willingness to give the time, energy and resources necessary to fulfill and complete the responsibilities.
4. Ability to exercise patience, tolerance and acceptance.
5. Active participation in Narcotics Anonymous.

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FLYERS and TICKETS

1. Flyers and Tickets will be printed and distributed for each Conference at least two (2) months in advance.
2. Flyers and Tickets will be distributed proportionally to each of the member areas. (To the ASR, if possible).
3. The minimum/maximum number of tickets printed will be determined by the minimum/maximum dinner requirements of the hotel facility.
4. The minimum amount of flyers printed will be enough to carry one (1) each to every member group.
4. The cost for each ticket will reflect the amount needed to break even or to cover the overhead costs involved with the meeting space.
5. The final number of tickets sold will be finalized three (3) days before the start of the Conference.
6. Flyers will include:
 - a. Who is the hosting area
 - b. Hotel name, address, and phone number
 - c. Directions from all areas
 - d. Dates and times
 - e. Additional contact people and numbers

CONTRACT

1. Contract negotiations with the hotel will be a joint effort between the Regional Service Office (R.S.O.) and the Conference Committee.
2. The hotel contract will be reviewed by the Conference Committee and the Regional Service Office before being signed by the R.S.O.
3. The hotel contract will be finalized at least two (2) months before the Conference.

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BY LAWS

1. The Conference shall meet on the 1st weekend of every even month. (Feb, Apr, Jun, Aug, Oct, Dec).
2. If the month begins on a Sunday the Conference will be held the following weekend, beginning on Saturday.
3. The Conference will be held in each of the member areas on a equally, rotating basis.
4. The Sub-Committees, Executive Committee and the Joint Administration Committee will meet on Saturday.
5. There will be a dinner, meeting and dance following the committee meetings on Saturday.
6. Tickets will be sold for the dinner.
7. The meeting will be chaired by the hosting Area Service Representative.
8. The speaker at the meeting will be chosen by the Conference Committee.
9. The D.J., for the dance, will be chosen by the committee.
10. A collection will taken at the door for the dance.
11. The Regional Service Meeting will be held on Sunday.

SATURDAY FORMAT

10:00 AM - 12:00 NN	Sub-Committees
12:00 NN - 2:00 PM	Sub-Committees
2:00 PM - 3:00 PM	Lunch Break
3:00 PM - 4:00 PM	Executive Committee
4:00 PM - 6:00 PM	Joint Administration Committee
6:30 PM - 7:30 PM	Dinner
7:30 PM - 8:30 PM	Speaker
9:00 PM - 1:00 AM	Dance

SUNDAY FORMAT

10:00 AM - 1:00 PM	Regional Service Meeting
1:00 PM - 2:00 PM	Lunch Break
2:00 PM - 4:00 PM	Regional Service Meeting