

FORMATION OF CONVENTION COMMITTEE

The Chairperson will be elected at the Regional Meeting following the Convention. The first meeting to form the new committee will be held on Saturday at the Regional weekend following the election of the Chairperson. Voting privileges are extended to the Area Reps only, during the formation of the committee. After all positions are filled the Co-Chair, Treasurer, Co-Treasurer and Secretary are extended voting privileges. The Chairperson to vote only in a tie. All nominees must be present for nominations and elections. Cleantime is not suggested it is required to run for a position. A description of all committee qualifications and duties is presented in these guidelines.

CONVENTION COMMITTEE MEETINGS

All Convention Committee meetings should take place at regularly scheduled time and place. The purpose of these meetings is to gather and share information regarding the planning and carrying out of the convention. Effort should be made to encourage participation from all members.

CONVENTION COMMITTEE

The Convention Committee consists of an Executive Committee, Area Representatives, Subcommittee chairpersons and attending members.

1. Executive Committee

- A. Chairperson
- B. Co-Chairperson
- C. Secretary
- D. Treasurer
- E. Co-Treasurer

2. Subcommittees

- A. Hotel Liasion
- B. Fund Raising
- C. Registration
- D. Program
- E. Merchandising
- F. Hospitality
- G. Convention Information
- H. Arts and Graphics
- I. Security

Requirements and qualifications for the Executive Committee, Area Representatives and Subcommittee, Chairpersons are as follows.

Executive Committee

1. Chairperson-----five years clean
 - Co-Chairperson-----four years clean
 - Secretary-----two years clean
 - Treasurer-----five years clean
 - Co-Treasurer-----four years clean
2. AREA PROGRAM REPRESENTATIVES----three years clean
3. Subcommittee Chairpersons

Registration-----three years clean
Fundraising-----three years clean
Merchandising-----three years clean
Hotel Liasion-----two years clean
Program-----two years clean
Hospitality-----two years clean
Convention Information-----two years clean
Arts & Graphics-----two years clean
Security-----two years clean

The clean time requirements for co-chairpersons of subcommittees is one year less than chairperson.

All Executive Committee, Area Representatives and Subcommittee Chairpersons should base their lives and recovery on Narcotics Anonymous. And have a good working knowledge of the Twelve Steps and Twelve Traditions. Also some Convention Committee experience would be helpful. All positions that handle money must be employed.

THE EXECUTIVE COMMITTEE

The Executive Committee carries out (executes) the conscience of the overall committee. It functions as the administrative committee of the convention and holds separate periodic and special meetings. Its function is to insure that the various subcommittees work together and to assist subcommittees which may need extra help.

However, it is necessary for the Executive Committee to involve itself directly in the specific workings of each subcommittee. The members of the Executive Committee discuss the performance of each subcommittees as well as the convention budget and other matters which affect the convention. The results of these discussions are included in reports at Covention Committee meetings.

As soon as possible the Executive Committee drafts a schedule of meeting dates for the Convention Committee. This schedule is then approved by the Convention Committee and distributed to all members. It is advisable to choose a particular night on which meetings will be held and schedule all meetings on that night throughout the duration of the planning period.

The Executive Committee also makes regular reports to the Regional Service Committee. Comments and suggestions from the Region are included in the Chairpersons report at the beginning of each meeting.

The responsibilities of the Executive Committee are as follows.

Chairperson: Demonstrated stability in local community, and administrative skills

1. Organizes subcommittee meeting and delegates major task to specific subcommittees. Stays informed of the activities of each subcommittee, and provides help when needed.
2. Helps resolve personality conflicts
3. Keeps activities within the principles of the Twelve Traditions and in accord with the purpose of the convention.
4. Monitors the fund flow and overall convention costs, and helps organize the subcommittee budgets. Prepares a budget for the Executive Committee.
5. Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
6. Allows the subcommittees to do their jobs while providing guidance and support. Only major issues need to be brought to the Convention Committee meeting.
7. Prepares the agenda for Convention Committee meeting and Executive Committee meetings.
8. Votes only to break a tie.
9. Attends all Regional Service Committee meetings and gives Convention Committee reports.

CO-Chairperson: Personable and familiar with all committee members, in order to serve as a liaison between the subcommittees.

1. Acts as chairperson if the chairperson is unavailable.
2. Coordinates subcommittees and attends subcommittee meetings in order to insure that they get the necessary support to do a good job.
3. Works closely with the chairperson to help delegate responsibilities to subcommittee chairpersons.
4. Attends all Regional Service Committee meetings.

Secretary: Service experience and good typing skills, to insure that accurate minutes are distributed to the committee members.

1. Keeps minutes of all committee meetings and subcommittee reports
2. Distributes minutes to committee members: Minutes are distributed at the Convention Committee meeting. An agenda for the next meeting can be attached to the minutes.
3. Maintains a list of names, addresses, and phone numbers of committee members for committee use.
4. Keeps extra sets of minutes, updated after each committee meeting, for members who request a complete set.
5. Assists all committees in mailing and correspondence.

Treasurer Demonstrated stability in the local community, accounting skills, service experience with conventions or other large scale Fellowship activities, and accessibility to other committee members, especially the Registration, Fundraising and Merchandising Subcommittees

1. Maintains a bank account for the Convention Committee. The signature required for the account are any two of four signatures which are the Convention Treasurer, Co-Treasurer, R, S, D Chairperson and Treasurer. The cards and account information are the responsibility of the R, S, D Treasurer to be changed each year.
2. Works with the Chairperson and Co-Chairperson to prepare a budget for the convention which is used for planning fundraising activities. The budget is based on the subcommittees recommendations as to monies they will need to carry out their tasks. The Committee will start with \$5,000,00 in the bank account. The budget can be a rough estimate at the beginning of the planning, and revised as the convention draws near. When all of the financial needs of the subcommittees are listed and totaled, the income should be outlined. The income should be outlined: one source of income comes from Fundraising another source is Merchandise and the Third is Registration.
3. Writes all checks and is responsible for collecting receipts from subcommittees for money paid out. Checks will not be written without a check requisition request form.
4. Responsible for all monies, pays all bills and advises the chairperson on cash supply, income flow and rate of expenditures.
5. Reviews subcommittee reports for departures from the

financial plan not mentioned in the original budget so that an accurate budget can be maintained. This information is included in the Treasurers report.

6. Each check should require two signatures. Additionally a complete treasurer's report within three months of the convention should be submitted to the sponsoring service committee along with fund distribution.
7. A periodic review of all financial records should be made by the corresponding service arm. The records should be reviewed at the time of the actual funds distribution in accordance with the Treasurer's financial statement requirements.
8. All requests for reimbursements must be accompanied by receipts and purchase orders as outlined by the Purchase Policy. (see attached proposed order and inventory policy)

Area Program Representatives Good working knowledge of the Twelve and Twelve. Previous service experience.

1. Must be nominated and elected by Area only, if vacancy occurs position can only be filled by that Area.
2. Is a voting member of the program committee and the main Convention Committee.
3. Reports to Area on progress of Convention
4. Makes nominations for speakers and chairpersons at convention.