



Capital Area Service Committee (CASC)
NC Capital Area Convention Committee

**North Carolina Capital Area Family Reunion of NA
(NCCAFRNA) Convention Guidelines**

As carried by GSR vote on May 3, 2020

PURPOSE

The North Carolina Capital Area Convention Committee (CACC) was formed to provide a celebration of recovery. Conventions are held by members of Narcotics Anonymous; meetings, workshops and other activities are scheduled to encourage unity and fellowship among our members.

Because service committees of Narcotics Anonymous sponsor conventions, they should always conform to the N.A. principles and reflect our primary purpose, which is to carry the message to the addict who still suffers.

PLANNING COMMITTEE

Hosting a convention is a tremendous responsibility, which requires significant planning, dedication & effort. Conventions can be complex and overpowering endeavors; therefore, effort should be made to select key people who have had prior convention experience. The planning of a convention requires the combined efforts of many people. These people work as a committee, which might be made up of representatives from groups sponsoring the convention. The convention is conducted as an area activity and is organized as a subcommittee of the Capital Area Service Committee (CASC). We hold an annual convention and the committee is a standing committee of the CASC. This is done to ensure continuity of effort. Although some members change from year to year, enough experienced convention planners usually remain to ensure an effective planning process.

The CACC is a Subcommittee of the CASC. This places the convention within the N.A. service structure via the Ninth Tradition by making it a committee directly responsible to those it serves. The CACC is totally responsible to the hosting service committee(s) and exists only because those service committees formed it. Any convention not reporting to a branch of the N.A. service structure is not responsible to the Fellowship and hence is not an N.A. convention.

The CACC should be allowed sufficient leeway to perform its responsibilities and should not bog down the host service committees with routine business matters that can be handled within the CACC. Also a report of the committee's activities should be given at each of the hosting service committees meetings, by the Convention Chairperson. This keeps the ASC's in touch with how things are going and enables them to provide support and guidance when needed.

COMMITTEE MEETINGS

All CACC meeting should take place at a regularly scheduled time and place 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 and carrying out 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. Election of officers should be based upon qualifications and experience. Exemptions to stated clean time requirements can be made by 2/3 majority vote of the current voting members to fulfill a position. A description of Executive Committee members and duties is presented in these guidelines. Anyone may speak at a CACC meeting upon obtaining recognition by raising a hand, and acknowledgement by the Chairperson.

CACC meeting are scheduled monthly until four months prior to the convention, at which time they take place every two weeks. A mandatory Pre and Post CACC meeting will be held at the host hotel. The Pre-Convention meeting should be held on the day of the Convention, at least 3 hours prior to the opening of the Convention. The Post-Convention meeting should be scheduled to begin, no more than 2 hours after the close of the Convention. It is advisable to schedule two or three hours to conduct CACC meeting business. All subcommittees hold separate meetings prior to the CACC meetings. The subcommittee chairpersons submit reports, recommendations and other details about their areas of responsibility. An agenda or format should be prepared prior to meetings.

The agenda shown below will be used at CACC meeting:

1. Opening: Begin with a moment of silence asking for all members to reflect on their involvement, thinking about who they serve and why. Follow with the Serenity Prayer, the twelve traditions and the twelve concepts.
2. Read and approve the minutes of the last meeting.
3. Chairperson's report (review progress to date and relay any recent information).
4. Treasurer's report (update on expenses and new balance).
5. Subcommittees' reports (reports should include goals and progress of each subcommittee).
6. Old Business carried over from the last meeting.
7. Area(s) Concerns/Comments/Suggestions
8. New Business to be undertaken before the next meeting, including motions.
9. Closing prayer.

(Order of agenda can change on an as need basis)

VOTING PROCEDURES

Voting privileges are extended to each member of the CACC. Any representative to the member area (i.e. Area Chairperson or liaisons), Officers, and Subcommittee Chairpersons who regularly attend CACC meeting is considered a member. Any voting member must have attended 2 consecutive CACC meetings to have received voting privileges. Subcommittee voting privileges are conducted by the same guidelines. Further, voting procedures will adhere to the following standards.

- Motions shall be made by voting members or submitted from member Area Service Committees only.
- Motions must be seconded at the committee meeting, prior to any discussion on the motion.
- All motions are to be made in writing utilizing the CACC motion form. The Secretary of Policy Chair should have these forms on hand.
- In keeping with our Sixth Concept (See Appendix A) a group conscience should be taken, when unanimity is not possible.
- A 2/3 majority vote is required for a passing vote.
- Abstentions are considered a non-vote (as if the member didn't vote).

ATTENDANCE POLICY

Due to the limited amount of time available to properly plan and execute an undertaking as cumbersome as a Convention, Committee members are expected to be in attendance at all CACC meetings. Absenteeism will be handled in the following manner:

1. Executive Committee members who anticipate being absent from a Committee Meeting should contact the Chairperson and submit a written/typed report to the Chairperson, prior to the scheduled Committee Meeting.
2. Subcommittee Chairpersons who anticipate being absent from a Committee Meeting should contact the Vice-Chairperson and submit a written report to the Vice-Chairperson, prior to the scheduled Committee Meeting.
3. Following any absence, it is the responsibility of the Sub-Committee Chairperson to contact the Chairperson or Vice-Chairperson.
4. Following the second absence, the Committee Member shall be up for review as two absences are grounds for dismissal. However, the group will consider excused absences. Excused have been defined as: work or illness known or unknown.

5. Written reports are required in the event of a Committee Members absence.

REMOVAL OF CACC OFFICERS OR SUBCOMMITTEE CHAIRPERSONS

Any CAFR officer or subcommittee chairpersons may be removed by a 2/3's majority vote of the CAFR. Grounds for removal can include (but are not limited to): failure to perform duties as indicated in the CAFR guidelines or the WSC Convention Handbook (or assigned by the CAFR), failure to follow CAFR attendance policy, misappropriation or embezzlement of CAFR funds, or relapse. A motion to remove a CAFR officer or a subcommittee chairperson shall be handled in accordance with normal CAFR procedure. It is recommended that such a step not be taken lightly. Because the CAFR serves as a trustee for the funds in accounts in its name, (these funds are owned by the Capital Area), it is the responsibility of the CAFR to make every attempt to collect any misappropriated or embezzled funds. The CAFR should not forgive any debt owed to the CAFR. Any CAFR officer or subcommittee chairperson removed from office may be considered for position as a Trusted Servant after a minimum of two (2) calendar years from his or her removal. The CAFR should determine the validity of any charges before voting on a motion to remove any CAFR officer or subcommittee chairperson. The CAFR shall notify the Capital Area Service Committee when any CAFR officer or subcommittee chairperson is removed. The Capital Area Service Committee shall have the power of veto over any removal. Any member who resigns from any position should not be allowed to serve as a Trusted Servant for two (2) calendar years from date of resignation.

DISRUPTIVE BEHAVIOR

The CACS will conduct business in a manner that is conducive with the twelve steps and twelve concepts of Narcotics Anonymous. Every member will have the opportunity to express themselves without fear of reprisal. Any behavior weather it is verbal or physical; intentional or unintentional that is threatening to any member of this committee is unacceptable and will be grounds for removal. The removal process will be conducted by the executive committee. The final authority of any removal will rest with the CASC.

Intentional is described as:

1. On purpose
2. Willful

Unintentional is described as:

1. Random; repeated incidents over a period of time
2. Unconsciously or not aware of.

CONVENTION COMMITTEE

The CACC is generally made up of members who were involved in the preliminary planning process. However, membership in the CACC should be open to all members of the Fellowship. The CACC consists of an Executive Committee and Subcommittee chair positions, which are identified as follows:

1. Executive Committee
 - a. Chairperson
 - b. Vice-Chairperson
 - c. Policy Chairperson
 - d. Alternate Policy Chairperson
 - e. Secretary
 - f. Alternate Secretary
 - g. Treasurer
 - h. Alternate Treasurer
 - i. Hotel Liaison
 - j. Alternate Hotel Liaison
2. Subcommittee Chairperson
 - a. Hospitality
 - b. Fundraising/Entertainment
 - c. Registration
 - d. Convention Information
 - e. Arts & Graphics
 - f. Programming
 - g. Merchandise
 - h. Security/Serenity Keepers (Non standing positions will operate under the guidance of the Hotel Liaison during the convention or committee functions as needed).

Requirements and qualifications suggested for Executive Committee and Subcommittee chairpersons of the CACC are as follows:

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|------------------------|---|
| 1. Chairperson | 5 yrs. clean time and convention experience |
| 2. Vice Chairperson | 4 yrs. clean time and convention experience |
| 3. Secretary | 2 yrs. clean time |
| 4. Alt. Secretary | 1 yr. clean time |
| 5. Treasurer | 5 yrs. clean time and convention experience |
| 6. Alt. Treasurer | 4 yrs. clean time and convention experience |
| 7. Policy Chairperson | 3 yrs. clean time and convention experience |
| 8. Subcommittee Chairs | Minimum of 3 yrs. clean time and experience in the area of responsibility |

Other relevant and necessary experience:

- Working knowledge of the 12 steps, 12 traditions and 12 concepts of N.A.
- Willingness to give the time and resources necessary.
- Ability to exercise patience and tolerance.

- Active participation in Narcotics Anonymous.
- Other duties as identified in the appropriate Subcommittee description.
- Attend all meeting of the CACC. Any Officer or Subcommittee Chairperson, who misses two (2) meeting of the CACC within a convention year, may be removed from office.

THE EXECUTIVE COMMITTEE

The Executive Committee carries out (executes) the conscience of the overall committee. The Executive Committee functions as the administrative committee of the convention and holds separate, periodic, and special subcommittee meetings. Its function is to ensure that various subcommittees work together to assist subcommittees, which may need extra help. However, it is not 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 subcommittees as well as the convention budget and other matters, which affect the convention. The results of these discussions are included in the reports at CACC meetings.

Chairperson: Five years clean time, demonstrated stability in local community an administrative abilities.

1. Organizes subcommittees and delegates major task to specific subcommittees. Stays informed of the activities of each subcommittee and provide help when needed.
2. Attends at least one meeting of each Subcommittee during the year.
3. Helps resolve personality conflicts.
4. Keeps activities within the principles of the 12 traditions, 12 concepts and with the purpose of the convention.
5. Monitors the flow of funds and overall convention cost, and helps organize the subcommittee budgets. Prepares a budget for the Executive Committee functions.
6. Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
7. Allows the subcommittees to do their jobs, while providing guidance and support. Only major issues need be brought to the CACC meeting. Subcommittees should be given the trust and encouragement to use their own judgment.
8. Votes only to break a tie.
9. Chairs the CACC meetings as well as the Saturday night main meeting.
10. Assist Treasurer in picking up and depositing money during the convention.
11. Assist Treasurer in counting money during and after the convention.
12. Signature authority on the bank account.
13. Signs hotel contract, arranges for any special functions, and approves all charges to the master account.
14. Guarantees banquet and/or breakfast count(s) to the hotel, if applicable.
15. Communicates with members of the Executive Committee regularly between CACC meetings.
16. Reserves all rooms billed to the master account.

Vice-Chairperson: A minimum of four (4) years clean time, personable, and familiar with all committee members, in order to serve as a liaison between the subcommittees and the hosting community.

1. Acts as chairperson if the chairperson is unavailable.
2. Coordinates subcommittees and attends subcommittee meetings in order to ensure that they get the necessary support to do a good job.

3. Works closely with the chairperson to help delegate responsibilities to subcommittee chairperson.
4. Makes a written report to the member area service committees on the progress of convention planning.
5. Signature authority on the bank account.
6. Attends at least one meeting of each Subcommittee during the year.
7. Serves as chairperson for the Friday night Speaker meeting.

Secretary: Should possess a minimum of 2 years clean time, service experience and good typing skills, as well as service experience to ensure that accurate minutes are distributed to the committee members.

1. Keeps minutes of all committee meetings and subcommittee reports.
2. Keeps a running log of motions passed, conferring with the CACS policy chair to ensure any policy changes do not conflict with ASC policy. Have a copy of minutes available at each committee meeting.
3. Maintain a copy of all Subcommittee minutes for archive and reference purpose.
4. Will have the latest approved CACC Guidelines available at each meeting.
5. Signature authority on bank account.
6. Maintain a list of names, addresses, and phone numbers of committee members for committee use.
7. Keeps extra sets of minutes, updated after each committee meeting, for members who request a complete set.
8. Communications to the local N.A. membership regarding the progress and planning of the convention. Assists all committees in mailing and correspondence.

Alternate Secretary: Must possess the same qualifications of the secretary.

1. Assist the Secretary in the discharge of secretarial duties.
2. Assume the duties and responsibilities of the secretary in case of absence.

Treasurer: Five years clean time, 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 Subcommittee.

1. Opens a bank account for the CACC. The signatures required for the account are any two of five signatures which are the CACC Chairperson, Vice-Chairperson, Secretary, Treasurer and Alternate Treasurer. None of the signatories should be a signatory on the CACC checking account.
2. Works with the Chairperson and Vice-Chairperson to prepare a budget for the convention, which is used for planning fund-raising activities. The budget is based on the subcommittees' recommendations as to the monies they will need to carry out their task. The budget can be a rough estimate at the beginning of the planning, and revised as the convention draws near. When all the financial needs of the subcommittees are listed and totaled, the income should be outlined: one source of income comes from fund-raisers, and the second from registration.
3. Writes all checks and is responsible for collecting receipts from subcommittees for monies paid out.
4. Responsible for all monies, including revenues from registration and banquet tickets, pay bills and advises the chairperson on cash supply, income flow and rate of expenditures.
5. Keeps a record of expenditures for each subcommittee.
6. Reviews subcommittee reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained.

7. Each check requires two signatures; one must be that of the Treasurer or the Alternate Treasurer and the other any authorized member of the Executive Committee. Additionally, a complete Treasurer's report should be submitted to the sponsoring service committee(s) along with funds distribution, within two months but no later than three months from the Convention end. The CACC should also have the report audited as a further safeguard for convention funds.
8. The area service committee the CACC serves should make a periodic review of all financial records. The records should be reviewed at the time of the actual funds distribution in accordance with the Treasurer's financial statement requirements.
9. Both the Treasurer and Alternate Treasurer can be bonded at the expense of the CACC.
10. Oversees the programming of cash registers and organizes training for cashiers.
11. Cashes out all registers, at each shift change, with the assistance of the Convention Chairperson and keeps copies of register tapes for records.
12. Keeps all contracts and receipts.
13. Checks post office box for bills. Collects and distributes all mail, in a timely manner.
14. Signature authority on the bank account.
15. Maintains petty cash fund of \$500.00 at the beginning of the Convention.
16. At the start of the convention, in a receipt book, record all cash transactions, in and out, along with all money drops taken from the registers during the convention. The Chairperson must sign all deposit slip receipts to ensure accuracy.

Helpful Hints for Treasurers:

1. Have an accountant check your work.
2. Save all receipts in case of an IRS audit.
3. The CACC Treasurer and/or Alternate Treasurer are the only ones to handle checks.
4. Determine budgets for subcommittees as early as possible.
5. Maintain a separate account or record of monies received from banquet, brunch and/or registration.
6. Utilize the WSC approved financial guidelines whenever possible.

Helpful Hints for Budgets:

The importance of making a budget for the CACC and subcommittees needs to be emphasized. At this stage of planning, the committee should list as many financial responsibilities as possible. Every sub-committee should write a budget and adhere to it fairly closely throughout the planning period.

The Arts and Graphics Committee projects a monetary figure for flyers, banner(s), literature, and other displays and graphics that will be used at the convention. The Program, Public Information and Registration committees estimate the cost of mailing, paper, envelopes, and other office supplies needed to carry out their duties. The Fund-Raising Committee sets a budget based on the entertainment that will be used at the convention. This committee also sets a new budget each month, which includes the expense 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. The Hotels 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% above the pre-registrations, depending on the efficiency of Fellowship communications. With regard to banquet tickets prudence and caution should be used when estimation the number of tickets because this is one important area where a committee can fall into the red.

SUBCOMMITTEES

Nominated from CACC members, and elected at the second meeting of the ensuing convention year, the subcommittee chairpersons should have the general qualifications as outlined in the qualification section listed above. Specific service or vocational experience should be considered prior to election. It should be clearly understood that the subcommittees have specific service responsibilities to perform.

Subcommittees are vital to the convention, and the individuals should expect to be replaced if they are unable to serve for any reason. Naturally, relapse necessitates replacement; this is because we are concerned for the member as we are for the service responsibility. Each subcommittee has only one chairperson and volunteer committee members. A list of committees is provided in this manual, although other committees may be established as needed.

Each subcommittee Chairperson is responsible and accountable to the CACC through the Vice-Chairperson. It is imperative that Subcommittee Chairpersons be in contact with the Vice-Chairperson at least on a monthly basis and should notify the Vice-Chairperson of any anticipated absences from the CACC. It is also the Chairpersons responsibility to inform the Vice-Chairperson of the time and location of Subcommittee meetings and provide the Vice-Chairperson with a copy of their monthly report for inclusion in his/her report to the member Area Service Committees. This can be done at the CACC meeting.

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

Each CACC Subcommittee will meet at least once a month from the beginning of the convention year until 6 months prior to the convention date; and then at least twice a month from 6 months out until the actual start of the convention. These meetings will occur separately from the general CACC meeting. At least one monthly meeting will be held immediately prior to the CACC meeting at the same location.

Subcommittees maintain accurate records of the activities of the committee as well as all correspondence. Financial reports, including needs, expenditures, and receipts are included with each subcommittee reports. At the onset, each subcommittee should decide whether, or not, it will use the services of another committee, or address that particular area of business itself. Although either way is effective, remember cooperation, consideration and financial accountability is key to making it work.

Alternate Chairpersons are elected by the CACC. Each chairperson is responsible for getting help from other NA members to assist them in meeting their required expectations. Those members may vote as CACC member once meeting the voting qualifications.

HOTELS

When searching for convention sites is appropriate, this committee is responsible for conducting that process. The committee should research adequate facilities that will be able to accommodate the fellowship as comfortably and affordably as possible. Keeping in mind, location, accessibility and feasibility the Hotels committee should present their findings and recommendations to the CACC for the ensuing Convention year. When making their recommendation the Hotel committee should present three proposals with potential dates and cost. The CACC will then vote on the location.

Once the task of selecting a convention site is complete, the Hotels Subcommittee can begin planning to host the Fellowship. To assist in this planning it will be necessary to adopt and implement the procedures, or a reasonable facsimile, as they are outlined in this section. Care should be exercised in the development of this committee to ensure that the tasks assigned to it are properly accomplished.

This 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; an Alternate Hotel to fulfill the duties of Chairperson in their absence. Additional responsibilities may be added or removed if the CACC or CASC (through the Convention Committee) so directs.

The workload of any individual committee member will probably be determined by the size of the committee itself. The first objective of this committee is to project an attendance figure to help determine the amount of meeting space, which will be needed for the Convention. The projected figure need not be accurate, although using criteria from previous conventions, after the initial convention, should help the committee to project a reasonable figure from which to work. **It is strongly suggested the HL include the CACC treasurer during the hotel negotiation process.**

Once the committee has become comfortable with the projected 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 incurred. 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.

Beware of open end or additional charges. Inform the hotel, as well as any other contractors who might be involved, that the CACC is unable to pay for unexpected or hidden costs. Make them explain their bargain in detail, exerting yourself to be sure that there won't be any unexpected costs. Also, make sure that they don't extend services, which might be left unpaid. Any services rendered can only be signed for by the HL and CACC treasure. (Also included in Hospitality)

*All agreements should be in the form of a contract for services, which must be presented to the CACC for approval and signatures. Authorized signatories for contracts are: **Hotel Liaison and Treasurer, or their alternates if needed.** Make it clear that the committee will only honor bills with these specified signatures. Final approval of any contracts will be the responsibility of the full CACC.*

Keep in mind that the majority of problems arise from poor communication. Good communication between the Hotels Subcommittee and all other subcommittees is extremely important. Almost everything that will be done by other committees will hinge on how well Hotel performs and communicates.

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

When selecting a chairperson for the Hotels Subcommittee the duties and responsibilities associated with the task should be seriously considered. Experience has shown that a successful chairperson will have:

1. The willingness to work hard and the ability to motivate others.
2. The ability to deal effectively with people outside the Fellowship.
3. Demonstrated trustworthiness, especially where funds are concerned.
4. The tenacity, ability and dedication to oversee all Hospitality activities during the convention.

Job Duties:

1. Ensure that all Hotel Subcommittee tasks are completed on time.
2. Ensure Audio/Visual needs are met. Microphones for each workshop, Speaker meeting space and vendor locations, outlets as well as audio visual equipment.
3. Communicate with chair and treasurer regularly on the process of hotel and to keep open lines of communication.
4. Communicate with the Alt. Hotel Liaison regularly.
5. Communicate weekly, biweekly or monthly with the hosting hotel to ensure a smoothly ran convention.
6. Communicate with all other subcommittees to ensure any required materials are made available during the convention.
7. Delegate assignment to the alternate and provide a copy of those assignments to the vice-chair.
8. Submit to the CACC three (3) proposals no more than 30 days after closeout from the previous years convention.

POLICY

Chair should possess a minimum of 3 years clean time and should be familiar with how the convention committee operates and the purpose it serves. This individual should be comfortable with reading and comprehension.

Job Duties:

1. Be able to read, interpret and explain policy to CACC and CACS members on a as need basis.
2. When controversies arise the policy chair should be able to effectively explain to the body how the issue will be resolved based on policy.
3. When policy changes/modifications are made the policy should be updated within 30 days.
4. Ensure that all CACC members are aware of their respective timelines.
5. Ensure that all ensuing Executive Members have an updated copy of policy.

HOSPITALITY

Once the fundraising agenda has been set it then becomes the responsibility of the hospitality committee to provide refreshments at cost for the fulfillment of the fellowship and assist in creating necessary funds for the CACC. This committee will consist of a chairperson to conduct business meetings, make sure the duties of the committee are carried out and present regular reports to the CACC. Due to the frequent contact with numerous members of the fellowship it is imperative that members of this committee be patients, and makes every effort to place principals before personalities. While this committee like all committees report directly to the CACC it should be clearly understood they like all other CACC committees serve at the direction of the fundraising and entertainment chair during all CACC functions.

Secondly, this committee will submit for approval any catering, meal, and buffet pricing during fundraising or conventions.

Beware of open end or additional charges. Inform the hotel, as well as any other contractors who might be involved that they CACC is unable to pay for unexpected costs. Make them explain their bargain in detail, exerting yourself to be sure that there won't be any unexpected costs. Also make sure that they don't extend services, which might be left unpaid. Any services rendered can only be billed for by the hotel liaison and CACC treasurer.

Finally, this committee should open and operate a hospitality area where the fellowship can gather and relax while enjoying the convention. It should be noted this area should not be utilized for a living area by any member unless otherwise approved by the CACC. When selecting a chairperson for this committee the duties and responsibilities associated with the task should be seriously considered.

1. Communicate with the treasurer of budget and monies for fundraisers.
2. Purchase food and beverages in bulk to ensure not to run out. If items are left over store them until the next event.
3. Set up at least one hour before the fundraisers start to ensure the events open we will be ready to sell.
4. Form a committee and delegates positions to prevent fast burn out.
5. Communicate monthly with home groups to see if they would like the hospitality committee to come in and sell food or beverages at the function.
6. Communicate with the Vice-Chair if you need help at functions to relieve stress, burn out and keep the lines of communication open.

Duties:

1. Schedules Home Groups to host the Hospitality suite during the convention and provide the CACC with a list of Home Group assigned responsibilities at least 60 days prior to the start of the Convention.
2. Ensure that the Hospitality Suite is set-up, clean, and supervised at all times. Check on the room frequently throughout the convention to ensure that this is done.
3. Responsible for purchasing all sheets, sharpie pens, snacks, coffee and other supplies as dictated by the CACC for the Hospitality Suite. These items should be delivered to the host Hotel no later than 12 p.m. on the day the convention begins.

FUNDRAISING AND ENTERTAINMENT

New members not familiar with the Twelve Traditions may be confused by the concept of “fundraising” in Narcotics Anonymous because it is so unlike the kind of fund-raising done in other organizations – even nonprofit organizations. We never under any circumstances accept any monetary contribution from any outside source. We affiliate ourselves with no one, choosing to be entirely self-supporting through our own contributions. In Narcotics Anonymous, whenever we do need to “raise funds,” we fund raise from our own membership.

With the adoption of these guidelines, surplus funds from the convention flow from year to year. This procedure was established by the group conscience of Narcotics Anonymous as a whole, as expressed through our World Service Conference in 1985 and 1986.

Purpose of Fund-raising:

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

The experience of many regions and areas is that fund-raising for conventions is extremely important as it generates interest and support from the local N.A. community in addition to raising money. Our guidelines do not prohibit groups, areas or regions from hosting fund-raisers on behalf of conventions. We should however, caution against placing an unreasonable financial drain on local resources for funds in support of the conventions, while at the same time welcoming activities which motivate attendance by increasing awareness of how conventions, like meetings help us as members in our personal recovery.

Area and regional conventions will probably continue to have a need for a fund-raising and entertainment committee. This subcommittee will plan and carry out activities such as dances and picnics and will need to interface with other subcommittees such as C.I., Arts and Graphics and the Administrative Subcommittee in order to successfully complete its projects.

This subcommittee also has the responsibility for entertainment activities, selecting the bands or disc jockeys to be used at all fund-raising and convention dances. They also arrange for all other forms of entertainment which are provided in conjunction with the convention. **It is suggested that one budget be prepared for fund-raisers and a separate budget for entertainment activities.**

Activities can be held throughout the year; however, we suggest that events be scheduled at least three or four months prior to the date of the convention. Communication about your events is extremely important. A list of planned functions should be prepared and distributed through the area and regional service structure to the groups you serve to spark interest, encourage participation and support. Fundraising functions that are well publicized generally have successful turnout and poor turnout generally indicates poor planning and a lack of exposure to the NA community.

Selecting a Chairperson:

When selecting a chairperson for the Fund-Raising and Entertainment Subcommittee, the duties and responsibilities associated with the task should be seriously considered.

Experience has shown that a successful chairperson will have:

1. The willingness to work hard and the ability to motivate others.
2. The ability to deal effectively with people outside the fellowship.
3. Demonstrated trustworthiness, especially where funds are concerned.
4. The tenacity, ability and dedication to oversee all fundraising activities of the Convention Committee.

Job Duties:

1. Ensure that all Entertainment tasks are completed on time.
2. Present recommendations for pre-convention fundraisers to the CACC at least 60 days prior to the scheduled event for approval.
3. Work in conjunction with the Arts & Graphics subcommittee, Convention Information, and the CACC secretary to ensure that flyers for all fundraising events are created and distributed a minimum of 30 days prior to the event.
4. Present three (3) bids and the recommendation to the committee for all entertainment.
5. Have a signed contract from all vendors 60 days prior to start of convention.
6. Have knowledge of recommendations for entertainment prior to presenting the information to the CACC for approval.

7. Responsible for submitting a list of activities that have a cost associated with them to the Arts & Graphics subcommittee to be included on the Registration flyer.
8. Responsible for providing a list of entertainment events occurring at the Convention to the Program Subcommittee Chairperson to be included in the Convention Program.

Use of the convention “theme: for fund-raising and entertainment events is more likely to excite and increase the local members’ involvement in the upcoming convention.

In conclusion, fund-raising and events for conventions should be held first to generate money. All fundraising events held in support of the conventions should include an explanation as to why money is needed. Finally, all of our events, whether to raise money or simply provide entertainment for our Fellowship should always be in good taste, consistent with our spiritual principles and set a tone which emphasizes caring and sharing the N.A. way.

CONVENTION INFORMATION

The Convention Information (C.I.) Subcommittee may actually be considered a two-part committee. This committee, as the name indicates, serves the purpose of providing information about the convention both to N.A. members and certain non-members. These two jobs are handled very differently and because of the resulting contacts with non-N.A., those members chosen to serve on C.I. must have a thorough knowledge of the **Twelve Traditions**, especially as they apply to public relations and personal anonymity.

Information provided by C.I. may include a description of the planned events, dates, locations and other pertinent information. It is always important that convention subcommittees work closely together and because of the work, which C.I. is responsible for, it becomes especially important for them to maintain close contact with the Programming, Hotels and Hospitality, Entertainment & Fundraising, and Arts & Graphics Subcommittees. All information must be up-to-date and accurate.

There should be no reason to promote the convention. It is an event of sharing and fellowship, and needs no advertisement. It is, however, the duty of the C.I. Subcommittee to communicate to all concerned persons and agencies about the coming events and encourage their participation. This is done in the spirit of providing information rather than promoting N.A., or its activities. In a subsequent section of these guidelines, entitled “Miscellaneous Questions and Answers” question number (4) provides additional information about promoting N.A. conventions.

The C.I. Subcommittee chairperson has the sensitive tasks of encouraging a large attendance without abandoning the principle of “attraction rather than promotion.” Some of the following experience and suggestions are helpful in keeping all C.I. efforts within the dignity and spirit of N.A.:

1. **Within the Fellowship:** Preparation and distribution of flyers, programs and a map of the area, if necessary. Distribution is usually accomplished by handing out or mailing the information to the G.S.R.’s and R.C.M.’s in the servicing region, with additional mailings to other R.S.O.’s and the WSO for inclusion in the *NA Way and World Website calendar*

2. **Outside the Fellowship:** Pre-Convention informational activities of the C.I. Subcommittee's activities outside the Fellowship should be extended only to those hospitals, treatment centers and similar agencies which provide direct service to addicts. The purpose of this is to attempt to bring addicts in the hospital, center or facility to the convention. This is in keeping with our primary purpose. The H&I subcommittee in the hosting areas and servicing region should be asked to help by providing names and addresses of those agencies and institutions which are already aware of the Fellowship and have H&I panels currently operating. Addresses of other agencies, which have direct contact with addicts, may be available from the area or regional P.I. subcommittee. A short cover letter to the agencies should be included with the convention flyer or other information being mailed. The letter might be a simple statement acknowledging their ongoing support of recovery from addiction and a request that their clients be informed of the upcoming convention.

If the treatment centers or recovery facilities are residential, a request might be made that the CACC be advised about the number of residents they expect to attend. This information would then be turned over to the Registration Committee. A member of the C.I. Subcommittee may be assigned to the Registration desk to greet and assist members and staff from treatment centers. Assuring that institutionalized addicts have the chance to attend a convention serves our primary purpose by showing them and the staff that there are indeed clean, recovering addicts in the outside world.

The C.I. Subcommittee does not do the type of work that is commonly associated with a public information committee. P.I. committees inform the public about Narcotics Anonymous and the majority of that information is shared with non-addicts, often in the form of community presentations. The community at-large is not included in the C.I. Subcommittee's efforts of distributing information about the convention. Letters or general announcements to professionals, other than those mentioned in the previous text, would not benefit the celebration of recovery which a convention represents. A convention is not an appropriate setting for a community presentation. Neither is it a beneficial time or place to encourage media participation.

It is recommended that pre-convention press releases printed and/or visual media sources be avoided. Anonymity, non-affiliation and "attraction rather than promotion" are just some of our principles – which can easily, although unintentionally be violated if the press is encouraged to attend a convention.

It is however, a good idea for the C.I. Subcommittee to prepare a press packet to have available at the Registration desk in case a reporter should show up. All members staffing the Registration desk should be informed that if a reporter inquires they should give him/her a packet and immediately direct the reporter to a member of the C.I. Subcommittee.

When selecting a Chairperson for the C.I. Subcommittee, the duties and responsibilities associated with the task should be seriously considered. Experience has shown that a successful chairperson will have:

1. The willingness to work hard and the ability to motivate others.
2. The ability to deal effectively with people outside the Fellowship.
3. Demonstrated trustworthiness, especially where funds are concerned.
4. The tenacity, ability and dedication to oversee all CI activities of the Convention Committee.

Job Duties:

1. Ensure that all Convention Information Subcommittee tasks are completed on time.
2. Responsible for getting an updated Regional address list from the W.S.O.

3. Responsible for getting a mailing list of previous years' convention attendees from the outgoing Registration Chairperson.
4. Works with the Registration Subcommittee to ensure that Registration flyers are mailed to the entities listed in the aforementioned paragraphs, all neighboring regions and prior convention attendees.
5. Responsible for contacting the W.S.O. for getting the Convention Information listed in the N.A. Way and the Online Events Calendar.
6. Responsible for responding to phone calls referencing Convention Information in a timely manner.
7. Responsible for getting the Registration flyer posted to the Website of the three hosting areas.
8. Responsible for announcing relevant timeline information at each relevant CACC meeting.
9. Will have a space at the convention to provide general information, speaker/chairperson checkin.
10. Get copies of current hosting areas meeting lists and flyers of upcoming events to have available at the Convention Information desk.

REGISTRATION

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

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 includes drafting the flyers and forms which must be done well in advance (at least nine (9) months prior to the convention date) in order to allow sufficient time for review by the full committee. The mailing schedule for flyers and preregistration forms is six (6) months prior to the Convention start date.

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

The Registration Committee should develop the convention registration form for the Arts & Graphics subcommittee. This form is customarily placed at the bottom of the Convention flyer. ***After the convention flyer is completed, it is given to the Convention Information Subcommittee for distribution.***

The number of members needed for this committee will depend on the anticipated attendance and length of registration hours. It is not advisable to have the same members working five to eight hours without a break or a few members handling registration for a large rush of people. Therefore, the creation of shifts and work teams is important. The shift and team aspect is addressed in detail in a later section.

The first flyer announcing the convention should be made as soon as the dates are established and a contract or agreement is reached with the hotel. In this manner, participants will have an opportunity to schedule vacations or make other arrangements to attend the convention. The advance flyer can be distributed even if complete registration forms or convention fees have not been established. The flyer can be sent to the W.S.O. so the convention can be mentioned in the *NA Way*. *This subcommittee should also conduct a direct mailing to N.A. members listed in attendance rosters of the previous conventions. When pre-registration and arrival registration information is available, the

Registration Subcommittee prepares a finalized Registration flyer. This flyer should be sent to the W.S.O. for the *NA Way* inclusion and sent to all members on the mailing lists. The W.S.O. *NA Way* includes announcements of conventions and reaches thousands of N.A. members around the world, at no cost to the CACC. It is an excellent way of circulation information about the convention.

Care should be exercised in the production of flyers and registration forms. They should be clear and informative not confusing. In the event that additional activities or events are added after the initial mailing, which require pre-paid fees, and additional flyer may be generated and distributed. Flyers should be attractive but need not be ornate or expensive.

A clear understanding should be reached between the Registration Subcommittee Chairperson, the full CACC and the CACC Treasurer on the procedures for handling registrations and registrations from the committee's post office box or business address at least two or three times a week. Registration form records should be maintained on a weekly basis and all money received transferred to the CACC Treasurer prior to full CACC meetings.

As each registration is received, by mail or a direct sale, a record should be made indicating information about the registrant and all money received. If free registrations are given out as part of the promotional activities, the committees must keep careful records of what is provided and to whom. When registrations are made at fund-raising activities, numbered cash receipts are used as a confirmation to the convention. The CACC Chairperson, in conjunction with the Treasurer should establish a good working system for handling cash registrations received at these fund-raising activities. All registrations with numbered cash receipts are used for preparing confirmations. Each member of the Registration Subcommittee who is authorized to accept registration money should work out of one, cash receipt book with three-part carbon copies. The Chairperson and Alternate of the Registration Subcommittee will be authorized to accept registration monies and will each have a cash receipt book.

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

The record system developed by the Registration Subcommittee should be simple and clearly understood by all members of the Committee. The records of all registrations and breakfast, lunch or banquet ticket sales should be updated at least once a week. In this way, the full CACC can be apprised of the financial status. This record system can be used to verify the Committee Treasurer's records and provide an indication of the solvency of the convention.

A duplicate record system should be maintained for all Registration Subcommittee activities. A simple file box containing 3"5" cards arranged alphabetically is a simple and effective method. A card is made for each registration. One card contains all the information about each registrant, including all functions which have been paid, the receipt number and confirmation number (which are the same). Another method would be the use of a computer database, which would include the same information and backed up to a jump drive after each entry. It is recommended that both be used as a check and balance system in case of human or computer error and/or computer malfunction.

During the convention registration should be located as strategically as possible to the workshop area and the host hotel in the event the two venues are separate. Registration will remain open thru the opening and main speaker. Pre-registration will be \$10.00 unless otherwise specified by the CACC.

As mailed registration is received, a confirmation card is sent to the registrant. Most conventions only send confirmation cards for registrations, which are received by the announced cut off date. The cut off date for pre-registrations is included on the convention flyer. Following is an example of a simple confirmation, which has been used satisfactorily. Confirmations may be sent electronically provided the registrant has provided the necessary information.

YOUR CONFIRMATION NUMBER FOR THE NCCAFRNA CONVENTION IS #_____. PLEASE BRING THIS CARD WITH YOU WHEN YOU PICK UP YOUR REGISTRATION PACKET AT THE CONVENTION SITE (REGISTRATION TABLE).

The Registration Subcommittee is responsible for preparing a complete registration packet. The packets include:

- A Convention Program
- Name tag or badge
- Tickets (Breakfast, Lunch, Banquet, Entertainment, etc.)
- Sightseeing Information
- List of local restaurants with approximate price ranges (Especially those open 24 hrs.)
- Marathon meeting list
- Souvenir items (N.A. phone books, key tags, pens, etc.)

A suggested shift for a team to work is three hours on and three hours off. Just remember at times there will be a lot of responsibility and pressure on you. It is important that you look out for one another. Set personalities aside and help each other in our spirit of unity and purpose. Our personal recovery comes first, and you should do your part to make sure you and your fellow members do not use over the pressures of handling money. **STAY CLEAN AND GROW TOGETHER!**

When selecting a chairperson for the Registration Subcommittee, the duties and responsibilities associated with the task should be seriously considered. Experience has shown that a successful chairperson will have:

1. The willingness to work hard and the ability to motivate others.
2. The ability to deal effectively with people inside and outside the fellowship.
3. Demonstrated trustworthiness, especially where funds are concerned.
4. The tenacity, ability and dedication to oversee all Registration activities of the CACC.

Job Duties:

1. Ensure that all Registration Subcommittee tasks are completed on time.
2. Work with Arts & Graphics to create badges and badge holders.
3. Presents subcommittee recommendations regarding giveaway items and badges to the CACC for approval.
4. Must be present at each opening and closing of Registration during the convention.
5. Is responsible for keeping a count of all registrations, banquets, newcomer donations, etc.
6. Assist Treasurer in training cashiers.
7. Responsible for arranging breaks for cashiers during their shifts.
8. Responsible for giving updated attendee address list to Information Subcommittee, CACC Secretary (for archives) Chair, Vice-chair and Treasurer.
9. Works with the Convention Information and Arts & Graphics Subcommittees to ensure that Registration flyers are prepared and mailed to the entities listed under the Convention Information Subcommittee (paragraph 2).

10. Keep an accurate count of all registration items (i.e. registrations, comedy shows, fashion shows, banquets, breakfast/lunches, etc.)
11. Organize a “stuffing” party to prepare registration packets utilizing both Subcommittee and CACC personnel.
12. All funds will be submitted to the CACC treasurer at the end of each evening.

Newcomer/Indigent Packages

Newcomer and indigent packages should be made available to those who have less than 90 days clean and are not able to pay the cost of registration. In the case of attendees who are in a residential treatment program or recovery house, prior approval for these packages should be obtained from the CACC following a recommendation from the Convention Information and/or Registration Subcommittees through the respective Subcommittee Chairperson.

Newcomer packages will include a badge and a Convention meeting schedule. Packets for Newcomers will be limited as decided by the CACC. Newcomers may pick up packages twice a day and the hours of distribution will be posted at the Registration area. It is suggested to do service work with the Program, Registration, Convention Information, or Security Subcommittee for at least 1 hour to receive a Newcomer packet.

*Indigent packages for non-newcomers will only include a special badge for identification purposes only.

PRE-REGISTRATION FOR THE NEXT CONVENTION:

In an effort to continue the tradition of allowing individuals to pre-register for Conventions, the CACC will offer Advance Pre-Registration opportunity to conventioners on Sunday morning of the

Convention. The Advance Pre-Registration funds will be kept separate as they are funding the following year’s convention. The price for Advance Pre-Registration will be \$10.00 for the next Convention which will begin after the closing speaker.

ARTS AND GRAPHICS

The Arts and Graphics Subcommittee is comprised of members who are artistic, energetic and have some knowledge of sound and sight requirements for large gatherings. Prior to the convention this committee is responsible for conducting a logo contest. Flyers announcing this contest should be designed, dated and distributed by this Subcommittee Information regarding transportation to the host site should be included on the convention flyer. Information regarding the location of the airport, bus and train stations in relationship to the convention site is necessary for members to know. It helps them to make appropriate arrangements for their arrival.

The deadline for the logo should be no more than nine (9) months prior to the Convention. The Arts and Graphics Subcommittee present’s the logo contest submissions to the full CACC for approval at least eight (8) months prior to the Convention. The Arts & Graphics is also responsible for soliciting and securing bids from taping vendors and submit a report of the results to the CACC along with a contract for services.

Prior to the convention the Arts & Graphics will design and/or print a banner with the current year’s logo, programs, tickets, flyers, convention posters and/or directional posters as requested. Some conventions also produce coffee cups, T-shirts or other merchandise. The Arts & Graphics subcommittee is also responsible for passing on the approved artwork from the logo design to the Merchandise subcommittee to assist in ordering mass merchandise.

The N.A. logo, which will be in use on flyers, t-shirts, mugs, etc., is the property of the Fellowship of Narcotics Anonymous. Our W.S.O. holds the trademark on our logo and symbol. Special and serious care needs to be maintained in order to assure that the use of the N.A. logo is always in good taste and in keeping with our Twelve Traditions. Any N.A. service board or committee created through our Ninth Tradition may use the N.A. logo, as well as any Narcotics Anonymous group.

Care should be exercised concerning the concept and design of flyers. This is especially critical because many of these flyers find their way into hospitals, institutions, and other facilities which relate to N.A. Appropriate use of language and graphics is crucial; these flyers may represent N.A. to the public. Utilize the expertise of the Arts & Graphics Subcommittee.

The Chairperson of the Arts & Graphics subcommittee develops a budget which includes all printing and other expenses. Once the budget is developed it should be presented to the Treasurer and to the CACC for approval. The Arts & Graphics Subcommittee should present a variety of designs of each item being considered in order to provide the CACC with a variety to choose from.

Helpful Suggestions

1. Develop a set of priorities and keep first things first.
2. Encourage members with artistic talents to get involved.
3. Solicit the help of as many members as possible (especially newcomers).
4. Find a large room in which to work; banner and poster makers need a lot of space.
5. Utilize any and all resources available: members who work in hobby/craft stores, printing offices, copy shops, etc., may be able to provide services and supplies at discount rates.
6. Always present ideas and suggestions to the entire CACC for feedback.
7. Always adhere to the group conscience of the CACC, remembering that our Ultimate Authority is a loving God expressed through the group conscience.

When selecting a chairperson for the Arts & Graphics, the duties and responsibilities associated with the task should be carefully considered.

Experience has shown that a successful chairperson will have:

- The willingness to work hard and the ability to motivate others.
- The ability to deal effectively with people inside/outside the fellowship.
- Demonstrated trustworthiness, especially where funds are concerned.
- The tenacity, ability and dedication to oversee all A&G activities of the Convention Committee.

Job Duties:

1. Hold and chair monthly A&G subcommittee meetings, separate from the CACC meeting.
2. Insure that all A&G subcommittee tasks are completed on time.
3. Will have a rough artwork finished professionally within the committee or by a graphic artist.
4. Is responsible for producing the Registration flyers, Programs event tickets and Registration badges through collaborative efforts with the respective Sub-committees.
5. Is responsible for producing badges for all of the CACC to include their name and position.
6. Is responsible for producing "Official Hugger" badges.

7. Is responsible for producing Registration and Merchandise order forms.
8. Is responsible for giving finished artwork to all vendors on time.
9. Is responsible for proof-reading all printing with the CACC Vice Chairperson.
10. Is responsible for ordering and delivering the Convention banner.
11. Is responsible for securing and delivering the Registration flyers to the Registration Chairperson.
12. Will secure and deliver programs, event tickets and other materials as dictated to the Registration Chairperson for stuffing the Registration packets.
13. Will work closely with Registration on badges ensuring that they conform to any badge holder size approved.
14. Will work closely with Hotel & Hospitality to ensure that all Audio/Visual needs are met.

PROGRAMMING SUBCOMMITTEE

*Without a good program the trouble and expense of putting on a convention is not justified. The reports of the Program Subcommittee should therefore be given appropriate attention.

The Program Subcommittee plans all workshops and meeting at the Convention. The members of the Program Subcommittee select speakers, meeting chairs, and others to help with the program. The Program Subcommittee should enlist the assistance of the member area home groups for suggestions on workshop topics. Any recruitment for this purpose should be completed by the 7th month prior to the convention. Once the suggested topics are in, they should be listed in tally-type ballot and resubmitted to the home groups for final voting on the top 15 - 20 topics. From this final tally, the Program Subcommittee will submit a list of workshops to the CACC for final approval.

The Program Subcommittee schedules all workshop and speaker events to take place during the convention and prepare the written program to be distributed to attending members. Marathon meetings may be incorporated into the Convention Program if approved by the CACC, to occur late night on Friday and Saturday. Marathon meetings should have a chairperson and may have a topic for each hour. The chairpersons for the Marathon meetings should be scheduled as any other workshop. It is imperative that the Program Subcommittee attempt to have a balance of workshops for newcomers, service-minded persons and spiritual discussions.

One of the main problems in scheduling is the event of no-shows (people who don't call when they are unable to attend). The recommended procedure for speakers, chairpersons, readers, or anyone else involved in the program is to note somewhere on the program or the registration package that a check-in list is located in the Registration area for all scheduled participants. Also, it should be noted that participants who are not checked in at least 1 hour prior to their scheduled duties will need to be replaced. This way, all program participants can sign in, thus assuring the Program Subcommittee that they are willing and able to fulfill their responsibilities. In the event of a no-show, the Program Subcommittee should have a pool of members from which to select replacements and may ask them to check in 45 minutes prior to each set of scheduled events. All selected speakers should be notified of their topics, time of the workshop and check-in requirements at least 30 days prior to the convention.

The basic qualification for participation on the program of a N.A. convention is membership in

N.A. A speaker or workshop chair at a convention shares his/her personal experience of recovery in Narcotics Anonymous. Potential speakers and program participants are people who base their recovery on powerlessness over addiction, identify themselves as addicts and attend N.A. meetings to sustain their recovery. These qualifications assure N.A. members get a N.A. Convention. The best speakers for conventions are those who address recovery as if their lives, as well as the lives of the listeners depend on it.

The search for potential speakers must require a Cassette tape or CD be submitted by a cut-off date of six (6) months prior to the convention and can be publicized in the form of a flyer. The information may simply be added to the Registration flyer, if the CACC agrees to this alternative. Main speakers should have a minimum of eight (8) years clean and workshop speakers should have at least three (3) years clean. These requirements should also be included on the flyer(s). If a Midnight or Midday speaker is scheduled, they should possess a minimum of five (5) years clean. The Program Subcommittee should meet specifically to review the submitted Speaker tapes and present their recommendations to the full CACC for approval, five (5) months prior to the convention. At 90 days prior to the convention date all main and workshop speakers must be announced to the CACC and distributed to the A&G Chairperson for preparation of the CACC program.

Potential Speakers should be asked the following questions:

1. Have you worked the 12 steps of Narcotics Anonymous?
2. Do you share a clear N.A. message?
3. Do you have a N.A. sponsor?

These questions are asked to gather further information. The answers do not exclude anyone from being considered as a speaker. 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. **No speaker should be asked to speak at the convention again, until at least five (5) years have passed. No current CACC member or Subcommittee member can speaker during the convention.**

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

Taping speakers and workshops allows members who are unable to attend all functions the opportunity of hearing them at home, or sharing them with others. Care should be taken to inform the speakers and/or workshop participants that they are being taped. When contracting with someone to record meetings it should be clearly understood that the CACC holds the copyrights to the tapes. **Further, the vendor must agree that the masters from each meeting will be supplied to the CACC at no cost at the end of the convention. The said agreement will be signed by the A & G chairperson or Programming Chair.**

Procedures for reimbursing travel expenses vary with different conventions. Whenever funds are available a speaker's travel expenses are paid, thereby assuring attendance and participation. Sometimes a complimentary room is provided to the participant as a way of deferring travel expenses. Hotels usually give the convention a certain number of complimentary rooms, which can be used for this purpose. These financial considerations should be taken into account when the budget is being drawn up in order to provide the Program Subcommittee with an idea of available funds for securing speakers.

The CACC is responsible for the transportation, hotel accommodations and breakfast, lunch and/or banquet admittance for all Main Speakers. Friday night speaker, Saturday night speaker, mid-day speaker and Sunday morning are the “main speakers.” The Program Subcommittee should be cost conscious when making reservations for speakers’ travel. In the case of car travel the CACC will reimburse the speaker up to the amount of airfare from their destination. The speaker should submit all gas and toll receipts upon arrival to the Programming Chairperson, who in turn will turn them in to the Treasurer for prompt reimbursement. For regional and or area speakers, the CACC will offer the Speaker(s) up to \$100.00 towards their transportation expenses, provided they do not reside within the city of the Convention. Hotels usually give the CACC a certain number of complimentary rooms, three (3) of which can be used for the main Speakers (**mid-day speaker does not receive a complimentary room**). These financial considerations should be taken into account when the budget is being drawn up in order to provide the program Subcommittee with an idea of available funds for securing speakers.

The Program Subcommittee should explore the idea of presenting books, key tags, and/or other N.A. literature to newcomers during the countdown at the Saturday Main Speaker Meeting. There should be a line item for this type of give-away in the program budget. Once the Subcommittee makes a decision, their recommendation should be presented to the CACC for approval and authorization at least six (6) months prior to the Convention. Any items the CACC approves should be ordered at least 60 days prior to the Convention. Usually, the Programming Sub-committee holds on to the 7th tradition funds collected during the year and can purchase these items out of those funds. 7th tradition funds should be included in the monthly reporting. All left over 7th tradition funds should be turned in to the Treasurer at the last CACC meeting before convention.

When selecting a chairperson for the Program Subcommittee, the duties and responsibilities associated with the task should be seriously considered. Experience has shown that a successful chairperson will have:

1. The willingness to work hard and the ability to motivate others.
2. The ability to communicate effectively with people inside/outside the Fellowship.
3. Demonstrated trustworthiness, especially where spending Committee funds are concerned.
4. The tenacity, ability and dedication to oversee all program activities of the convention Committee.

Job Duties:

1. Hold and chair monthly Program subcommittee meetings separate from the CACC meeting.
2. Insure that all Program subcommittee tasks are completed on time.
3. Phone number may appear on the Registration and Speaker Recruitment flyer.
4. Choose speakers and Chairpersons for all meetings.
5. Oversee the choice of topics for all workshops and time schedule.
6. Greets all speakers personally and insures that the Main Speakers are checked into the hotel.
7. Present bids for taping of convention and make recommendation to the CACC for approval.
8. Will compile and deliver all Program information to the Arts and Graphics on time.
9. Will present a draft copy of the program to the CACC at least 90 days prior to the Convention.
10. Will communicate with Hotel & Hospitality sub-committees to ensure that rooms are allocated for the Workshops, Marathon and Main speaker meetings.

MERCHANDISING SUBCOMMITTEE

The merchandising effort of any convention should be based strictly on the need to generate funds to ensure the success of the event. Too often the merchandising efforts of the CACC detract from the primary purpose. The focus of any convention is the celebration of recovery. Our efforts to generate funds from our members should be based solely on what is necessary to ensure that the convention is successful. If a CACC finds that it is not necessary to generate considerable sums of money to cover expenses then the merchandising effort should be kept to a minimum. Every CACC wants to be able to provide commemorative items for the convention attendees; however, the efforts to do this should be done in such a way that a department store atmosphere is not created.

The Merchandising Subcommittee should be fairly business minded and have an understanding of the Twelve Traditions, especially regarding the sale of N.A. related items. The practice of allowing commercial vendors to sell their products at a N.A. convention violates our Sixth Tradition and should be strongly discouraged. Any time there is a person or group of people selling merchandise at a convention other than the Merchandising Subcommittee we are in fact sanctioning the idea that it is alright for individuals to generate a person profit in the name of our Fellowship. Any funds generated from the N.A. convention should be made in negotiating the purchase price of items selected for sale. Usually three (3) different bids are submitted for consideration. The bids and recommendations of the Merchandising Subcommittee should be presented to the CACC for a decision at least seven (7) months prior to the convention. The recommendations brought forward should include quantity, color and design. All items selected by the Merchandising Subcommittee should be purchased outright by the Convention Committee. In cases where funds are not available to purchase the items then the possibility of a consignment agreement should be investigated. This will ensure that all merchandising done at the convention is done by the Merchandising Subcommittee or its equivalent body.

The Merchandising Subcommittee Chairperson prepares a budget consisting of the items to be sold and expenses incurred. This budget is then submitted to the CACC for approval. Attached to the budget should be a complete summary of information regarding the ordering, marketing, and shipping of the items selected for sale at the convention (e.g. individual item prices, service charges, consignment agreement terms if applicable, and the time frames for obtaining the items). All items for sale must be approved by the CACC at least six (6) months prior to the start of the Convention. The Merchandising Subcommittee is responsible for the sale of all merchandise.

The Merchandise Subcommittee is responsible for ensuring that items to be sold at the Convention are received, inventoried and displayed prior to the start of the

Convention. The Chairperson of the Merchandise Subcommittee should work with the Hotel and Hospitality Subcommittee to ensure adequate space for storage of merchandise items until the convention opens and adequate space for display and selling merchandise to include all contracted vendors. Store hours should be coordinated with the Program and Hotels and Hospitality Subcommittees to assure proper scheduling with the facility management. The Merchandise Subcommittee is responsible for the storage of all items, in a secure place, and the delivery of all receipts, promptly to the CACC Treasurer along with an accurate list of remaining items in the inventory. Following the Convention a final statement of remaining inventory is given to the Treasurer. This should be provided no more than one (1) week from the closing date of the Convention. This information should be included in the Treasurer's final convention report. In addition to the statement of remaining inventory, a complete set of records showing all subcommittee orders for merchandise, expenditures and sales should be given to the Treasurer to assure accountability for all merchandise and expenditures.

On occasion, there will be committee representatives from other N.A. conventions or similar activities (e.g. state, regional and world convention committee's) at our convention. Many times these committees would like to sell items from a previous or upcoming N.A. event. This should be allowed as long as it does not conflict with the merchandising effort of the sponsoring convention committee. One very practical approach is to establish a specific time and place for these sales to take place (e.g. last day of convention). This not only simplifies the situation for the sponsoring committee but also allows conventioners the opportunity to purchase items from these committees at one time and in one place. The

Merchandise Subcommittee coordinates arrangements to provide space for this type of sale to take place with the Hotels, Hospitalities and Programming Subcommittees. 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 reasonably sure that such sales will benefit the Fellowship. This opportunity should not be provided for commercial vendors.

Therefore, on Sunday immediately following the Closing Speaker, an "Open Store" will be conducted in the Merchandise area. This will provide other committees the opportunity to sell their N.A. wares. However, a letter must be received from the sponsoring committee, area, region, etc. at least thirty (30) days prior to the Convention for a committee to be allowed to participate in this "Open Store." Only N.A. merchandise will be sold at this time and only dated materials will be allowed.

The Merchandise Subcommittee is responsible for the acquisition and sale of N.A. conference-approved literature and other items selected for sale at the convention. Although these steps may seem a bit excessive they are necessary to ensure that proper accountability is always maintained. Additionally, using a set of established guidelines makes merchandising much easier to handle. Finally, we all have a responsibility to ensure that our fellowship and not individuals is the beneficiary of the funds generated at the convention.

Selecting a chairperson:

When selecting a chairperson for the Merchandise Subcommittee the duties and responsibilities associated with the task should be seriously considered. Experience has shown that a successful chairperson will have:

1. The willingness to work hard and the ability to motivate others.
2. The ability to deal effectively with people inside and outside the fellowship.
3. Demonstrated trustworthiness, especially where funds are concerned.
4. The tenacity, ability and dedication to oversee all merchandising activities of the CACC.

Job Duties:

1. Hold and Chair monthly Subcommittee meetings separate from the regular CACC meeting.
2. Ensure that all Merchandise Subcommittee tasks are completed on time.
3. Present recommendations for purchase items to the Convention Committee.
4. Be accessible to receive potential vendor bids.
5. Decide which vendors will be allowed to sale merchandise and make sure we don't have vendors with same merchandise as we ought never be in competition.
6. Have available merchandise at all fundraisers leading up to the convention.

SECURITY/SERENITY KEEPERS SUBCOMMITTEE

In considering the operations of the convention, it is important to cover issues of security and functional aspects. This includes crowd control, set-up, and break down tasks, as well as transportation for out-of-towners. All of these tasks will probably involve every member of the committee and all subcommittees although it may be considered a separate committee. Security is necessary whenever large functions take place in order to maintain harmony between the hotel and the convention. Most hotels have rules and by signing the contract, the committee indicates agreement with those rules. Every attempt should be made to maintain harmony and reduce the negative reflection on N.A. or future conventions. ***However, security decisions should remain with the Executive Committee and the hotel staff.***

The Serenity Keepers Subcommittee is responsible for maintaining an atmosphere of recovery throughout the convention. Although they are not “recovery police,” they do bear a degree of responsibility to encourage members to behave responsibly and within the traditions of N.A. The Serenity Keepers Subcommittee is also responsible for ensuring that smoking stipulations are adhered to, that order is maintained during speaker meetings and that the flow of traffic in high traffic areas remains smooth. In the event that a member is resistant to the gently urging of the Serenity Keepers Subcommittee member they may be asked to leave the area with or without an escort.

It is not our intention to alienate any member from participating and enjoying our Convention; however, it is the responsibility of the Convention Committee through the Serenity Keepers to maintain an atmosphere of recovery and order. During any event that requires a ticket for entry, the Serenity Keepers are responsible for assisting the Program, Entertainment, and/or Registration Subcommittees in ensuring that members present their tickets or pay for entry. During the Main Speaker Meetings, it is their responsibility to ensure that the aisles are kept clear, the chairs are kept orderly and the doors (except for those designated for entry/exit) remain closed for the duration of the meeting as to not interrupt the speaker. The members stationed near the entry and exit doors should make every effort to ensure that noise levels are kept to a minimum upon entry and exit and that outer hall noises do not rise to the level that it disrupts the meeting.

In the spirit of N.A. Unity a statement regarding the role of the Serenity keepers should be printed in the program, to allow members to recognize the responsibility of these subcommittee members. With this printed statement comes the freedom to allow this Subcommittee to function and the response of the attendee to respect and adhere to the standards set forth from this Subcommittee.

CACC CONVENTION TIME LINE

While experience has shown that these time lines indicated by an asterisk (*) should be followed closely, others are meant to help each Chairperson better plan his/her year.

ELEVEN MONTHS PRIOR

1. All Chairpersons from prior year's convention

- a. *Write year-end report and proposed budget and be prepared to pass on all information and materials to next year's Chairperson. (Should be candid about opinions/concerns of the previous convention).
- b. Submit names of committee members to be nominated for Executive Committee and Subcommittee Chairperson positions.

2. Executive Committee

- a. Hold election to determine the ensuing convention year's officers and subcommittee chairpersons.
- b. Ensure that all information is passed down to the incoming officers and chairpersons.
- c. Present signature cards from the bank to be filled out by incoming officers and returned to the bank by the incoming and outgoing Treasurer.
- d. Present the contract from the previous year's host hotel (if applicable) to be reviewed and signed by the appropriate incoming officers to secure the facility for the ensuing year.
*Review to ensure the appropriate amount of space and accommodations are relevant based on previous year's attendance and comfort.
- e. Schedule an Audit of the books from the previous year's convention with incoming committee as well as with an Accountant.
- f. Have copies of the CACC Guidelines available for distribution to all incoming officers who have not received a copy.

3. Arts & Graphics

- a. Present a Convention logo contest flyer for approval by the CACC. The deadline for logo submissions should be no more than nine (9) months prior to the Convention.

TEN MONTHS PRIOR

1. Chairperson and Hotel Chairperson

- Meet with the host hotel to confirm dates space for the ensuing year's convention.
- Present room rates, reservation deadline and meal costs to the Committee and Arts & Graphics for inclusion on the Registration flyer.

2. All Sub-Committees

- Submit schedule of monthly and bi-monthly meetings for the ensuing year to the CACC.
- Submit itemized budget to be approved by the CACC.

3. Program

- Submit flyers requesting member area home group's suggestions for workshop topics to the CACC for approval.
- Submit flyers soliciting speaker tapes for CACC approval. The deadline for receiving Main Speaker tapes should be no more than six (6) months prior to the Convention date.

- Contact tape vendors to obtain speaker tapes from other conventions.
 - Rough draft of Friday, Saturday and Sunday events at the convention (times and locations).
- 4. Arts & Graphics**
- Start work on Registration flyer (use previous layout if appropriate).
 - Get price quotes for flyers.
 - Submit any recommendations regarding changes in Audio/Visual needs.
 - Prepare and submit the Pre-Convention flyer for distribution.
- 5. Entertainment**
- Submit a list of proposed monthly fundraisers for the ensuing Convention year to be approved by the Committee.
 - Determine what events should appear on the Registration flyer. Present confirmed recommendations to the Arts & Graphics Subcommittee for inclusion on the flyer.
- 6. Merchandise**
- *Decide what if any pre-registration items (and cost) will be offered. Give to Arts & Graphics subcommittee for inclusion on the flyer.
- 7. Registration**
- Work with A&G and C.I. to produce and distribute the Pre-Convention flyer.
 - *Determine policy for N.A. kid badges and submit to A&G for inclusion on the Registration flyer.
 - Give past attendee address list to the Convention Information Subcommittee.
 - Begin discussion on giveaway items and badge holders.
- 8. Convention Information**
- Get Regional address list from W.S.O.
 - Purchase labels and/or envelopes for mailing Registration flyers.
- 9. Serenity Keepers**
- Make recommendations to the CACC based on previous year's attendance, response, and problems.

NINE MONTHS PRIOR

- 1. Arts and Graphics**
- Prepare to present all logo contest submissions to the CACC for voting and selection next month.
 - Compile a draft of the Registration flyer soliciting input from the CACC for the final copy to be prepared following the next meeting after voting on a logo.
- 2. CACC**
- Approve the logo from submitted entries for the ensuing year's convention.
 - Approve the final outline for the Registration flyer.
- 3. Convention Information**
- *Contact the W.S.O to list the convention in the *NA Way* and the online events calendar.
- 4. Merchandise**
- Continue choosing items, colors and quantities.
- 5. Program**
- Begin listening to Main Speaker tapes.

EIGHT MONTHS PRIOR

1. Arts & Graphics

- *Have draft of Registration flyers available for preview.
- Present all Logo submissions to the CACC for final voting and selection process.

2. Convention Information

- Prepare labels to mail flyers to all Regions and previous convention attendees.

3. Program

- Continue with draft of program.
- Continue receiving Speaker tapes and schedule listening sessions.

SEVEN MONTHS PRIOR

1. Arts and Graphics

- Submit final draft of Registration flyer for approval.
- Proof-read the flyer with the CACC Vice Chairperson, Registration, Program, Entertainment and Convention Information Chairpersons to ensure accuracy and complete information.
- Modify artwork to meet the needs of Merchandise and Registration.
- Present three (3) copies of approved Logo artwork, saved to disk for the Chairperson, Merchandise and Secretary for archives.

2. Entertainment

- Finalize events
- Negotiate prices and reserve dates with DJ, Comedian, Band and/or other entertainment.

3. Hospitality

- Make sure that artwork is appropriate for items and colors and make slight changes as necessary.

4. Program

- Begin selecting Main Speakers and workshop topics to be submitted to the CACC next month.
- Research cost associated with transporting the Main Speakers to the Convention and present the cost to the CACC next month.

5. Hospitality

- Assemble subcommittee and begin discussing ideas for hospitality at the Convention.

6. Registration

- Select give away items and badge holders and present recommendations to the Committee next month.

SIX MONTHS PRIOR

1. Arts & Graphics

- Present 1,000 copies of the Registration flyer for distribution.
- Modify artwork to meet the needs of Merchandise and Registration.
- Present three (3) copies of the flyer in PDF, saved to disk, for the Chairperson, Regional PI Chairperson and Secretary for archives.
- Work on possible cost effective Program layouts and get quotes to present at next meeting.

2. Entertainment

- Submit detailed event recommendations including times and costs for approval.

- Give all information to the Program Chair prior to the next CACC meeting.
- 3. Convention Information**
 - Prepare stuffing/labeling party for Registration flyer distribution.
 - *Take two (2) checks (amount left blank) to the Post Office with the complete mailing prior to the next CACC meeting.
- 4. Merchandise**
 - Submit final items choices including quantities and colors to the Committee for approval.
 - Present schedule of receipt of recommended merchandise including turnaround time for additional quantities.
 - Order samples after getting approval.
- 5. Program**
 - Prepare to submit meeting/workshop/event/entertainment schedule (including marathon meeting) to be approved next month.
 - Conduct listening session for selecting Main Speakers to recommend to the CACC next month.
- 6. Serenity Keepers**
 - Make recommendations to committee for aides (e.g. radios, badges, flashlights, t-shirts, etc.) to ensure smooth operation during the Convention.
- 7. Hospitality**
 - Submit suggestions to the CACC regarding items for the Hospitality suite (e.g. cards, board games, refreshments, etc.)

FIVE MONTHS PRIOR

- 1. Arts & Graphics**
 - Begin working on program layout using submitted workshop/event schedule.
 - Get quotes for the Program based on the layout.
- 2. Entertainment**
 - Finalize events.
 - Negotiate prices and reserve dates with approved entertainers.
 - Submit event list including badge/ticket requirements to A&G.
- 3. Program**
 - Submit recommendations for main Speakers and workshop topics for final approval.
 - Narrow down Workshop Speakers and Chairpersons.
 - Submit finalized meeting/workshop and event schedule for approval.
- 4. Registration**
 - Work with the Program Chairperson to determine the scheduled times for Registration at the Convention.
 - Begin logging in all incoming pre-registration info. (including breakfast/lunch, entertainment and newcomer donations.
 - Submit paid registration monies to the Convention Treasurer on a weekly basis.
 - Send confirmation cards promptly.
 - Input registration information into the computer database at least weekly.
- 4. Secretary**
 - *Get mailing list of local institutions to invite their clients to our convention. This can be done with the assistance of the C.I.

5. Merchandise

- Present sample items to Committee for final order authorization.
- Make any recommendation changes prior to final Committee authorization.
- Work with the Program Chairperson to determine the scheduled times for Merchandise sales at the Convention.

FOUR MONTHS PRIOR

1. Chairperson

- Get meeting room details including room locations from the hotel chairperson and submit to Program Subcommittee.

2. Vice-Chairperson

- Get merchandise and Registration schedules from those Chairpersons.
- Determine radio/television needs and contact radio/television stations to ascertain cost of PI announcements.

3. Treasurer

- Ascertain the need for state taxation permit and obtain necessary documents.

4. Arts & Graphics

- Submit a draft of the Program layout for approval.

5. Hospitality

- Submit a sign-up list of needed items to be distributed to member area home groups. The A & G Chair can assist you with this list if needed.
- Submit a list of Hospitality host times for distribution to the ASC to obtain volunteers.

6. Program

- Present costs for transporting Main Speakers to the CACC for approval and funding.
- Finalize Main Speakers attendance and verify with the Committee.
- *Compile a list of Marathon meeting topics/times and chairperson. Submit to A&G next month.
- *Finalize room layout/resume and submit to the Hotel and A&G Chairpersons.
- Finalize accommodations for all Main Speakers.
- Determine and make purchase arrangements for any giveaways (books, key tags, mugs, etc.)
- 7. [Registration](#)
- *Submit list of needed artwork and sizes for all giveaway items and badges to A&G.

7. Secretary

- *Draft and mail letter to institutions inviting their in-patient clients to the convention.

9. Fundraising/Entertainment

- Submit all Entertainment contract to CACC for approval and signature.

THREE MONTHS PRIOR

1. Chairperson

- Reserve all rooms billed to the master account (all main Speakers and Chairperson).
- Announce need for artwork and theme for next year's convention at member ASC's.

2. Arts & Graphics

- Continue working on final draft of Program layout. Get quotes for banner(s).

3. Convention Information

- Begin compiling a list of volunteers to work during the convention.
 - Contact public Information Subcommittee(s) to request 500 extra meeting schedules to be printed and given to the CACC the month prior to the convention.
- 4. Merchandise**
- Begin compiling a list of volunteers to work during the convention.
- 5. Program**
- Confirm main speakers and travel arrangements.
 - *Finalize all speakers/chairpersons/events/rooms. All information must be submitted to A&G at the next meeting. There is a spreadsheet that can be provided from the previous Programming Chair.
 - *Determine number of books (if any) to be given away and order from the Carolina Region or Literature Committee.
 - Get formats and readings for all meetings approved by CACC. Confirm all Main Speakers and ensure that their travel arrangements have been finalized.
- 6. Registration**
- Begin compiling a list of volunteers to work during the convention.
- 7. Fundraising/Entertainment**
- Obtain signed copies of all contracts (e.g. Disc Jockey, etc.) for distribution, ensuring that one copy is given to the Convention for the archives.
- 8. Serenity Keepers**
- Begin compiling a list of volunteers to work during the convention.

TWO MONTHS PRIOR

- 1. Vice-Chairperson**
- Obtain cash registers for Merchandise and Registration areas, if necessary.
 - Order two-way radios.
 - Develop training schedule for Cashiers, if necessary.
- 2. Arts & Graphics**
- Present final draft of program to CACC for final approval prior to printing.
 - Have banner(s) made.
 - Create ticket layout and get approval from Entertainment and Program Chairpersons.
- 3. Hospitality**
- Finalize list of home groups hosting the Hospitality Suite and distribute accordingly.
- 4. Merchandise**
- Order merchandise.
- 5. Program**
- *Submit final schedule of all speakers/chairpersons/marathon meetings/events to A&G.
 - Contact Main Speakers to confirm receipt of travel documents.
- 6. Registration**
- *Order give away items and badge holders (include enough for newcomers/indigent packages and NA kids, if applicable).
 - Determine policy for giving away newcomer/indigent packages.
 - Have special badges made for Officers, Chairpersons, and Subcommittee members.

- Continue to track registrations received and send confirmation notices out weekly.
- Advise the CACC of the number of Pre-Registrations received, by category (e.g. adult, children, indigent, newcomer).

7. Serenity Keepers

- Compile and distribute list of all volunteers and their assigned work location and schedules to be distributed to each Officer and Subcommittee.

ONE MONTH PRIOR

1. Chairperson

- Confirm that all subcommittee Chairpersons are on schedule.
- Get area meeting schedules from each member ASC and give to Convention Information Chairperson.

2. Treasurer

- Evaluate cash registers, check ink roll and purchase tape (paper).

Program cash registers with the assistance of Merchandise and Registration Chairpersons.

- Conduct training seminar for everyone authorized to run cash registers.
- Withdraw \$500.00 from Convention bank account to fund Petty cash. Speakers will be reimbursed for gas/tolls from Petty Cash.

3. Arts & Graphics

- *Distribute proofed program for one last approval and have printed before stuffing party.
- Print event tickets, Registration/Merchandise onsite order forms and badges (include enough for newcomer/indigent badges) and Early-bird registration forms for next year's convention.

4. Fundraising/Entertainment

- Confirm all convention entertainment.
- If you are going to require rehearsals at hotel (e.g.fashion/talent show) please get with Hotel person to schedule.

5. Hospitality

- Take inventory of all supplies.
- Purchase needed supplies, snacks, coffee, and sheets.

6. Convention Information

- Get previously requested meeting schedules from the Chairperson.

7. Merchandise

- Arrange to pickup or have merchandise delivered to hotel.
- Work closely with the Hotel & Hospitality Chairpersons to coordinate storage of merchandise at the hotel.
- Submit a list of all volunteers and committee members and their work schedules to the Executive Committee.

8. Program

- Confirm that all speakers have a ride from the airport (or wherever) to the hotel.
- Notify all workshop speakers and chairpersons of the times, locations, and topics of their workshop.

9. Registration

- Arrange to pick-up give away items and badges.
- Prepare NA kids badges.
- Submit a list of all volunteers and committee members and their work schedules to the Executive Committee.

*****SHOWTIME*****

- 1. *ALL CACC Officers and Subcommittee Chairpersons:**
 - Must attend a meeting at the hotel on the 1st day of the Convention at 12:00 p.m.
 - Must be available at hotel during the entire convention, except during scheduled breaks.
 - Must notify the Chairperson or Vice-Chairperson when they are going to be out of reach during the convention.
- 2. Chairperson**
 - Set up Safety Deposit Box at Hotel.
- 3. Vice Chairperson**
 - Have radios delivered, in working order to the Chairperson, Treasurer and each Subcommittee Chairperson on an as need basis.
- 4. Treasurer**
 - Have cash ready to make banks registers (if needed).
 - Complete form and pay sales tax within 30 days after the convention (if applicable).
- 5. Secretary**
 - Provide Newcomer orientations to those receiving Newcomer packets.
- 6. Arts & Graphics**
 - Deliver banner(s) to Registration and Hotel & Hospitality Chairpersons.
 - Deliver order forms and tickets to appropriate committee Chairpersons.
- 7. Hospitality**
 - Set up Hospitality Suite and get ready for opening.
 - Oversee hanging of the Convention Banners in the Main Speaker room.
- 8. Merchandise**
 - Conduct inventory of all merchandise upon arrival. (CACC officers should assist the Merchandise Committee in this endeavor).
 - Transport convention supplies to and from storage area.
 - Organize merchandise in an appealing manner in the Merchandise/Store area.
 - Get ready for opening.
- 9. Program**
 - Arrange for pickup of speakers.
 - Be on hand to greet speakers upon their arrival at the hotel.
- 10. Registration**
 - Get ready for opening.
 - Have pre-registrations organized as to be more effective.
 - Have cash on hand to make change.

Make every effort to make this a pleasant experience for the attendees. Take a deep breath and hold on to your seats! It will be over soon; in the meantime, you are about to see the fruit of your labor.

APPENDIX A

This appendix consists of pertinent and applicable financial policy as defined in the Capital Area Service Committee (CASC) Policy Manual as of 3/14/2020. Other sections of the CASC Policy Manual may also apply. Where CACC guidelines and CASC Policy are conflicting then CASC Policy shall prevail.

The most recent version of the CASC Policy Manual can be found at <http://capitalareancna.com>.

Section 3.05 FINANCIAL POLICY FOR ALL SUBCOMMITTEES

All Subcommittees which handle money are required to provide a Treasurer/financial report at each CASC meeting and sign a copy of the CASC's misappropriation of funds policy at the beginning of their term. In addition, all Subcommittees which have a bank account are required to provide a bank statement or an account summary (online banking) for the month that is related to the report. Also, receipts are required for all monies paid out to stores, vendors or venues. There are NO EXCEPTIONS. Failure to provide a FULL Treasurer's report will result in the following:

(a) Suspension of Functions and Fundraisers

All functions or fundraisers for that Subcommittee will be immediately suspended until the FULL report, including bank statements is provided to the CASC. This applies even if it means loss of deposit / monies for a venue that has been rented for a function, no exceptions. Any Subcommittee that ignores this rule will be subject to rule b. below.

(b) Removal from CASC Office

If a full report is not provided within 2 weeks, or if rule a. is ignored, the Chairperson and Treasurer of that Subcommittee will be removed from office immediately. Additionally, they will be barred from ANY CASC service positions for a minimum of 1 year.

(c) Personally Liable

In the event of removal per rule b. above, both the Chair and Treasurer will be personally liable for any money not accounted for or misappropriated.

Section 4.06 MISAPPROPRIATION OF FUNDS

The following suggestions were freely drawn from World Service Board of Trustees Bulletin #30 and the collective experience of NA. Also see **Error! Reference source not found. Error! Reference source not found.**

(d) Safeguarding Funds

The misuse and theft of NA funds is a recurring issue in our fellowship. While this money is precious, the NA member's trust is even more so. We need to keep the image of that one NA member and that one donation in mind whenever we make decisions about handling NA's money. NA members, serving in positions of financial responsibility for the fellowship, volunteer countless hours to make sure everything adds up.

Many individual trusted servants follow guidelines and pass on funds that are used to further our primary purpose. Misuse and theft can be avoided by consistently and diligently following responsible financial principles and practices. It is far more uncomfortable and troublesome to deal with a theft after it has taken place than to take measures to prevent it from happening in the first place.

The Eleventh Concept for NA Service establishes the sole absolute priority the use of NA funds: to carry the message. The 12 concepts give the CASC a mandate from the NA Groups that calls for total fiscal accountability. Definition of "Misuse of funds" includes, but is not limited to theft, embezzlement, or use of funds for the purpose not expressly authorized by an Activities Committee or Subcommittee. This includes theft of cash, checks, any financial instrument, (i.e. refunds from vendors to the NA fellowship), or asset (i.e. equipment, supplies, soda, inventory.)

(e) Selecting trusted servants

Our Fourth Concept tells us how to select our trusted servants. "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants." We should look for honesty, integrity, maturity, and stability, both in recovery and in personal finances. We often avoid asking questions regarding the financial stability of those we are considering for these types of positions. We do this because those questions may be uncomfortable for us, or we somehow feel they are inappropriate, given the spiritual nature of our program.

We sometimes ignore evidence that a person is having a difficult time with his or her personal finances and should not have the additional burden of responsibility for NA's money. It is okay to ask members standing for election about their qualifications in these areas. It is irresponsible to not ask. Substantial clean-time and financial stability should be required for positions where money is handled.

(f) Responsible management

Our Eleventh Concept points out how very important NA funds are. In keeping with the spiritual principles of this concept, guidelines regarding the handling of funds should be developed and adhered to. The guidelines should include both recognized accounting practices and procedures that ensure the accountability of our trusted servants. All guidelines should include such safeguards as monthly reporting, regular audits, two-signature checking accounts, and monthly reconciliation of original bank statements. To paraphrase one of our sayings, an addict alone with NA money is in bad company.

It is critically important that all processes are monitored by another person. Two people count receipts; two people make the bank deposit (and this should be done immediately, not the following day); two people reconcile the original bank statements; and most importantly, two people are always present when any funds are disbursed. Financial records should be readily available to other trusted servants.

Financial procedures need to be written into guidelines that require a review and signature of those responsible for handling funds before they are put into positions of responsibility. Members who know they will be held to standardized accounting and auditing procedures will most likely behave in a responsible manner. Include a statement that theft will not be tolerated, and outline the process that will be followed if a theft occurs.

(g) When safeguards fail

If someone does misuse NA money or steals from us, the first question we should ask is one of ourselves: Did we adhere to all of our accounting procedures and safeguards? If the answer is no, we as a service committee also bear substantial responsibility for the misuse or theft. We will want to review our procedures to ensure that they are complete and resolve to adhere to them in the future. If the answer is yes, there is often a mixture of reactions. We may say we followed our guidelines to the letter, we did everything in our power to prevent a misuse or theft, and someone misappropriated our money anyway. When this happens, we don't want our initial emotional reaction to dictate the outcome of the situation.

Our program of recovery provides every member with an opportunity to behave responsibly in difficult situations and make amends. We are closest to the spiritual principles of our program when we begin to deal with these situations by encouraging the member who has misused or stolen the funds to make amends, which can then provide healing for all, involved. This is not to say that the disappearance of NA funds should be taken lightly. Nor should a service committee sit and passively wait for a member who has misused or stolen funds to be moved to make an amends.

We should instead encourage a process that is both responsible and spiritual; taking steps of increasing severity should they prove necessary. This may seem severe, but if the previous steps have been taken without result, sometimes something this harsh is the impetus that encourages the individual to make restitution.

(h) Resolution and recovery

We have to remind ourselves that NA's primary purpose is to carry the message to the addict who still suffers. We also need to remember that our disease will surface if we are not diligently working a program of recovery. As NA members practicing spiritual principles, we should all support the individual in continuing his or her recovery by utilizing meetings, a sponsor, and the Twelve Steps. We should offer the same love and support we would to someone who has relapsed by using drugs.

The misappropriation of NA funds affects groups, service committees, and world services in their efforts to carry the message to the still suffering addict. The process necessary to deal with

such incidents typically have long-term effects –conflict between members, disunity, disillusioned members—on any NA community, directly affecting the newcomer. The safeguards recommended in this policy not only protect our funds, but protect us from our disease.

We implore our local NA community to approve and practice the following procedures to protect our NA funds. To do so will keep our future secure.

(i) Process for when Misappropriation of Funds is Reported

(i) *An immediate and thorough review of all books and financial records shall be conducted to make sure the funds were actually misappropriated.*

- 1) What was the amount misappropriated?
- 2) By who was the money misappropriated?
- 3) What failing in the accounting procedures and safeguards allowed this to happen?

(ii) *A special meeting shall be convened within three days of the confirmation of a misappropriation.*

- 1) The individual(s) who supposedly took the money shall be informed of the meeting and given the opportunity to present his or her point of view.

If the individual(s) does not appear at the special meeting, the committee shall use registered mail and send a letter explaining that an audit of financial records has been performed, that facts show the individual(s) is responsible for missing money, that repayment is expected, and what the consequences will be if the individual(s) does not respond to the letter. Copies of the letter shall be deposited in a safe place for further reference.

- 2) The format shall allow sufficient time for everyone involved to express their feelings and concerns. This will allow everyone to give their input and may also allow a “defusing process” to occur.
- 3) After all sides have been heard, there shall be a break in the meeting. This will allow all present time to get in touch with their own Higher Power, and focus on spiritual principles, before coming back to decide the best course of action.

- 4) If the individual(s) admits to the misappropriation and agrees to pay back the missing funds, a restitution agreement shall be developed by 2/3rd majority vote of the Area's GSRs; including GSR determination of payment schedules, signature of the restitution agreement by the misappropriating individual and witness signature of the restitution agreement by a designated GSR who shall be elected by 2/3rd majority vote of the Area GSRs.
- 5) If the individual(s) defaults on the restitution agreement, a legally binding document shall be drafted, utilizing legal advice if necessary. The individual(s) shall be instructed to sign the restitution agreement and it shall be witnessed. The individual(s) shall be informed that, if the restitution agreement is not adhered to, the committee may take legal action based on the signed and witnessed restitution agreement.
- 6) A report on the status of the restitution agreement shall be published at each and every CASC meeting by the Treasurer, and include a copy of the agreed-upon, signed and witnessed Restitution Agreement, until such time as the agreement is satisfied.
- 7) Balancing spirituality with responsibility, the individual(s) shall be removed from his or her service position, and shall not be considered for another position until he or she has dealt with the issue through the process of the steps.
- 8) If the individual(s) refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person(s) has disappeared, it may be appropriate to take legal action. This may seem severe, but if the previous steps have been taken without result, sometimes something this harsh is the impetus that encourages the individual to make restitution. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be a last resort, opted for only when everything else has been tried. The decision to prosecute shall be thoroughly explored before going ahead, using area and/or regional service committees, the WSB, and the WSO as resources.

**CASC TRUSTED SERVANT QUESTIONNAIRE & AGREEMENT
FOR MONEY HANDLING POSITIONS**

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Part I - Questionnaire

Name: _____ Date: _____

Home Group: _____ Clean Date: _____

Position Applied For: _____

Description of experience with handling funds: _____

Are you currently financially stable? Yes ____ No ____

Explain: _____

Part II - Statement of Acknowledgement of Financial Responsibility

Procedure for Dealing with Misappropriation of NA funds

Our Eleventh Concept points out how very important NA funds are. In keeping with the spiritual principles of this concept, you will be required to adhere to guidelines regarding the handling of funds. You will be asked to implement standardized accounting practices and auditing procedures that ensure your accountability. These practices may include, but not be limited to, monthly reporting, regular audits, two-signature checking accounts, and monthly reconciliation of original bank statements.

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These practices may be monitored by another person. You may be accompanied while counting Misappropriation of Funds receipts, making the bank deposit (this should be done immediately, not the following day), reconciling the original bank statements, and most importantly, while any funds are disbursed. Your financial records shall be readily available to other trusted servants.

Misuse or theft of NA funds will not be tolerated. If a misappropriation is reported then CASC Policy Error! Reference source not found. Section 1.04 (i) will apply:

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0 Misappropriation of Funds

(f) Process for when Misappropriation of Funds is Reported

(i) An immediate and thorough review of all books and financial records shall be conducted to make sure the funds were actually misappropriated.

- 1) What was the amount misappropriated?
- 2) By who was the money misappropriated?
- 3) What failing in the accounting procedures and safeguards allowed this to happen?

(ii) A special meeting shall be convened within three days of the confirmation of a misappropriation.

- 1) The individual(s) who supposedly took the money shall be informed of the meeting and given the opportunity to present his or her point of view.

If the individual(s) does not appear at the special meeting, the committee shall use registered mail and send a letter explaining that an audit of financial records has been performed, that facts show the individual(s) is responsible for missing money, that repayment is expected, and what the consequences will be if the individual(s) does not respond to the letter. Copies of the letter shall be deposited in a safe place for further reference.

- 2) The format shall allow sufficient time for everyone involved to express their feelings and concerns. This will allow everyone to give their input and may also allow a "defusing process" to occur.
- 3) After all sides have been heard, there shall be a break in the meeting. This will allow all present time to get in touch with their own Higher Power, and focus on spiritual principles, before coming back to decide the best course of action.
- 4) If the individual(s) admits to the misappropriation and agrees to pay back the missing funds, a restitution agreement shall be developed by 2/3rd majority vote of the Area's GSRs; including GSR determination of payment schedules, signature of the restitution agreement by the misappropriating individual and witness signature of the restitution agreement by a designated GSR who shall be elected by 2/3rd majority vote of the Area GSRs.

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- 5) If the individual(s) defaults on the restitution agreement, a legally binding document shall be drafted, utilizing legal advice if necessary. The individual(s) shall be instructed to sign the restitution agreement and it shall be witnessed. The individual(s) shall be informed that, if the restitution agreement is not adhered to, the committee may take legal action based on the signed and witnessed restitution agreement.
- 6) A report on the status of the restitution agreement shall be published at each and every CASC meeting by the Treasurer, and include a copy of the agreed-upon, signed and witnessed Restitution Agreement, until such time as the agreement is satisfied.
- 7) Balancing spirituality with responsibility, the individual(s) shall be removed from his or her service position, and shall not be considered for another position until he or she has dealt with the issue through the process of the steps.
- 8) If the individual(s) refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person(s) has disappeared, it may be appropriate to take legal action. This may seem severe, but if the previous steps have been taken without result, sometimes something this harsh is the impetus that encourages the individual to make restitution. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be a last resort, opted for only when everything else has been tried. The decision to prosecute shall be thoroughly explored before going ahead, using area and/or regional service committees, the WSB, and the WSO as resources.

By my signature, I acknowledge the following:

- A. I have received a complete copy of these financial standards and practices.
- B. I have read them and understand them completely.
- C. I shall adhere to all that is contained within them as it applies to my position.

Signed:

Witnessed:

Signature

Signature

Printed name

Printed name

Date

Date