

**CAPE/ATLANTIC AREA CONVENTION COMMITTEE
GUIDELINES
Updated May 2010**

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Purpose & Definition

The *Cape/ Atlantic* Convention is an annual event that brings our fellowship together for the purpose of celebrating recovery in Narcotics Anonymous. Workshops and other activities are scheduled during the convention to encourage unity, fellowship and service among our member This conventions is a function of the *Cape/ Atlantic* Area Service Conference, it should be guided by the 12 Steps and 12 Traditions of Narcotics Anonymous and reflect our purpose.

"To carry the message to the addict who still suffers"

Convention Committee

Definition:

The Convention committee is a standing Committee of: and accountable, to the *Cape/ Atlantic* Area Service Conference. The name of the convention will be The *Cape/ Atlantic* Area Convention of Narcotics Anonymous "Pearl of Recovery."

Composition:

The Convention Committee is made up of NA members from throughout the *Cape/Atlantic* Area who participate in the planning and execution of the event. The Convention Committee consists of an administrative Committee (Chair, Vice Chair, Secretary, Treasurer and Assistant Treasurer) and Subcommittee Chairpersons (Arts and Graphics, Convention Information, Fundraising and Entertainment, Hotels and Hospitalities, Merchandising, Programming and Registration). The Committee as a whole is known as The Planning Committee.

Elections:

A meeting is called to elect trusted servant positions for the new Convention Committee. This meeting has been held the following month after the Convention. The Convention Chair or Vice Chair will preside over the meeting and follow the Electoral Procedure. All NA members who have attended (2) consecutive Planning Committee Meetings are eligible to vote .. It is the Chair's responsibility to keep the atmosphere focused on the 12 Steps and 12 Traditions of NA and these guidelines.

Elections Procedure:

The General Elections Meeting is typically held at the convention meeting the month following the convention. It is run by the Convention Chair or Vice-Chair. Elections of the Administrative Committee members, beginning with the Convention Chair, are followed by Sub-committee Chairs. The same process is used for Sub-committee and Vacant Position Elections during Subcommittee and Planning meetings with the Committee Chair presiding.

1. The requirements are read from the Guidelines by the Convention Chair. The outgoing Chair may present a brief description of the position.
2. Convention Chair asks for Nominations from the floor, and then asks for volunteers from the floor. Nominations need not be seconded, but must be accepted by Nominee.
3. Each Candidate briefly qualifies to the requirements.
4. The floor is opened to questions to the Candidates. Any NA member present may ask questions.
5. The Candidate(s) are asked to leave the room for discussion and pros/cons.
6. Simple majority wins the vote, abstentions are not counted. At the General Elections Meeting, all NA members who have attended (2) consecutive Planning Committee Meetings may vote with the exception of the Chair who votes only in the event of a tie. For elections held during Planning Committee Meetings, voting participants are defined by the Sub-Committee.
7. If "No" votes outweigh "Yes", then position is tabled to next meeting when another candidate may be available.

It is the Chairs' responsibility to carry out the elections in a spiritual fashion. If the Members present appear to have been "stacked" to manipulate a vote, the chair must first address the floor with the concern and/or adjourn meeting to speak to the Candidates. Alternatives might include rescheduling the remainder of the positions or postponing the election of a particular position.

Elections for vacant positions shall be announced to the fellowship prior to the next Planning meeting in order to attract Candidates. During the General Election meeting, an important item of business is to set the date of the first Planning Meeting. Commitments should run for a 12 month period beginning after the first meeting following the convention. The election of the Convention Chair and Treasurer must be confirmed by the CAASC at which time they also become members of the BOD.

Removal of Trusted Servants

A Trusted Servant may be removed from service to the Convention Planning Committee for the following circumstances: In all situations, the Planning Committee must agree to 2/3 vote to motion brought at the Planning Meeting. The Planning Committee motion must go back to the Board of Directors for the BOD to take action. The Board of Directors must have a 2/3 vote to remove a trusted servant from the Cape/Atlantic Area Convention Committee.

1. Negligence or failure to adequately perform duties under Guidelines. In this situation, the Planning Committee must agree to 2/3 vote to motion brought at the Convention Planning Meeting to go to the BOD for action.
4. Misappropriation or misuse of funds (again, 2/3 vote to motion required to go to the BOD)
3. Misrepresentation to outside 3rd party with intent to inappropriately bind (financially or legally) the Planning Committee (again 2/3 vote to motion required to go to the BOD).
4. Failure to attend two consecutive regularly scheduled Planning Meetings (automatic at the end of 2nd meeting) (again 2/3 vote to motion required to go to the BOD).
5. Relapse to the use of drugs. Automatic dismissal upon relapse.
6. The Cape/Atlantic Area Convention Committee doesn't have the authority to remove a trusted servant from the Cape/Atlantic Area Convention Committee 2/3 vote to motion required to go to the BOD.

After dismissal of a trusted servant, the secretary should write a letter to the appropriate persons, contracted vendors and outside entities (including those we have an ongoing, non-contracted business relationship with) regarding the termination revoking the person's authority to speak on behalf of and/or bind the Planning Committee to any new projects or purchases. The Treasurer or Assistant Treasurer should remove the name from the list of Signatory's as appropriate. The Committee may hold elections for replacements at the next regularly scheduled Planning Meeting with the Planning Vice-chair or the Sub-committee Vice-chair acting in the interim.

Administrative Committee

Purpose & Function:

This Committee is comprised of the Planning Chair, Vice Chair, Secretary, Treasurer and Assistant Treasurer. The Administrative Committee carries out the will of the Planning Committee. It holds separate, periodic meetings when deemed! necessary by the Planning Chair or as' directed by the Planning Committee. The Planning Chair presides over these meetings in accordance with the 12 Steps, 12 Traditions and these guidelines. Its function is to ensure that the various Sub-committees work together and assist those that may need guidance.

Planning Committee Meeting

Meeting frequency:

The Planning Committee should start meeting on a regular basis immediately after the elections. The Committee should meet monthly. At four months prior to the convention, the Committee should start a bi-weekly schedule. The Committee Chair may then choose to meet every week one or two months prior to the convention. It is the Chairperson's prerogative to increase or decrease meeting frequency based on their perception of the workload of the Committee. The Committee will meet immediately before (Thursday night or Friday morning), during (Saturday), and after (Sunday afternoon) the Convention. The Convention's closing meeting will be held the month following the Convention, with both the outgoing and incoming Members attending. Traditionally this has been the time that the outgoing committee members share their experience, strength and hope with the incoming members.

Voting Procedure:

Meetings are conducted in an orderly manner and follow these guidelines. 50% of the voting members plus one, will be required for any vote to pass. **The voting members are considered to be the Administrative committee members and all Sub-committee Chairs.** In the absence of the Sub-committee Chair or Treasurer, Vice Chair and Assistant Treasurer, Respectively, carries the vote for that position. The Convention chair will vote only in the case of a tie. All voting Members will be any who attends (2) consecutive Planning Committee Meetings.

Committee Reports:

Reports are to be submitted in writing to the Secretary at each Planning Meeting. Questions may be asked after the reading of the report. Motions should be included in reports and brought up again in new/old business as necessary.

Meeting Agenda:

Meetings should always follow an agenda. Agendas should be made prior to the scheduled committee to allow for conducting the business in a smoother manner.

Suggested Format:

- A) Open with a moment of silence followed by the serenity prayer.
- B) Reading of the Twelve Traditions of NA.
- C) Read and approve the minutes of the last meeting.
- D) Chairpersons report to the committee from the Convention Committee.
- E) Old business.
- F) New business.
- G) Review business to be covered at the next meeting.
- H) Closing Prayer.

In order to be a voting participant of the Planning committee one must have attended the previous Planning Committee meeting in order to have a vote at the present committee meeting.

Planning Committee Chair

Requirements:

5 years clean, 2 years service in an elected Planning Committee position and must be elected by CAASC. Is appointed by the CAASC to be a member of the Board of Director's (BOD).

Responsibilities:

1. Functions as a member of the BOD with all of the privileges and responsibilities thereof on behalf of the Planning Committee.
2. Prepares agenda and presides over all Planning Committee Meetings.
3. Helps keep Convention Committee members, meetings, and activities focused on the principles of the 12 Steps, and 12 Traditions with the purpose of the Convention.
4. Assists in Sub-Committee budgeting and monitors fund flow to avoid excessive, unnecessary spending.
5. Allows the Sub-Committees to do their jobs while providing guidance and support. Sub-Committees should be given trust and encouragement to use their own judgment.
6. Stays informed of the activities of Sub-Committee through Sub-Committee meeting attendance or interaction with the planning Vice Chair.
7. Prevents important questions from being decided prematurely in order to foster understanding by the entire committee prior to action.
8. To actively seek guidance from current and prior Planning Committee members remaining open-minded to suggestions.
9. Functions as liaison between the Planning Committee and BOD and also between the Planning Committee and CAASC. Provides written reports to the BOD and the CAASC at their scheduled meeting times.
10. Is responsible to work with the Treasurer to finish the Convention Committee's financial responsibilities.
11. Chairs the Saturday Night Banquet.
12. Is responsible for keeping banners and other such material and supplies in safe keeping until convention weekend.

Planning Committee Vice Chair

Requirements:

4 years clean time and 1 year of service in an elected Planning Committee position.

Responsibilities:

1. Acts as Chairperson with all privileges and responsibilities if Chair is unavailable or if Chair cannot fulfill their commitment. Serves as Chair until another chairperson is elected by the Planning Committee and the CAASC.
2. Supports the Sub-Committees and attends as many Sub-Committee meetings as possible.
3. Chairs Friday night opening meeting.

Planning Committee Secretary

Requirements:

9 months clean time with good typing and organizational skills.

Responsibilities:

1. Takes and keeps minutes of all Committee Meetings.
2. Receives Sub-Committee reports during Planning Meetings and includes them as attachments for distribution to Planning Committee members as scheduled by Planning Chair (no later than next scheduled meetings).
3. Maintains current list of Names, Addresses and Phone Numbers of Committee Members.
4. Provides additional sets of minutes on request.
5. Supplies minutes from the Convention Planning Committee to the CAASC.

Bidding Process

If the Planning Committee agree that bids should be sought for outside services, the following method could be suggested.

1. Sub-Committees are to solicit bids from vendors. If Sub-Committee cannot find three bids, then convention planning committee may assist in soliciting bids for the Sub-Committees review.
2. Bids are to be opened at a Sub-Committee (or Planning) meeting.
3. Sub-Committee will review bids and select recommendation to the convention planning committee. Convention planning committee to review financial and legal aspects of recommendation, discuss with Sub-Committee and sign.

Treasury Committee

Requirements:

1. 5 years clean time.
2. Has demonstrated commitment in NA service.
3. Service experience with Convention Treasury fellowship Treasury.
4. Book-keeping or Accounting experience.
5. Willingness to be accessible to other Committee Members.
6. An understanding of the 12 Steps and 12 Traditions.
7. Must be elected as Treasurer by CAASC.
8. The Treasurer becomes a member of the Board of Directors.

Responsibilities:

1. Opens and/or maintains the Bank Account for the Cape/ Atlantic Area Convention Committee two signatures are required for all checks.
2. Upon request, is available to assist with the preparation of sub-committee's budgets.
3. Submits written financial reports at all Committee Meetings and BOD Meetings to include the monthly bank statement.
4. When requested, provides a financial report to the Convention Chair for CAASC meeting writes all checks and is responsible for maintaining a file for all receipts for all payments.
5. Responsible for documenting all funds flow in and out of the Convention Committee.
6. With BOD Treasurers assistance, receives and accounts for all cash during the Convention weekend.
7. With BOD Treasurer Assistance, establishes a cash deposit plan for during and immediately following the Convention.
8. Prepare financial records for the preparation and filing of the tax return.
9. Within 60 days of the close of the Convention, submits a complete financial report to the Convention Committee, the BOD, and the CAASC.
10. Works with the incumbent in the process closing the books and starting the books for the coming year.
11. Serves as Treasurer until another Treasurer is elected by the Planning Committee and CAASC (5 years clean time requirement).

Assistant Treasurer

Same requirements as Treasurer (4 year clean time) and operates as Trainee. In the event the Treasurer defaults on their Commitment, the Assistant Treasurer will serve as Treasurer until another treasurer is elected by the Planning Committee and CAASC. (5 years clean time requirement - non-waivable) The Assistant may be presented to the CAASC for election to Treasurer and appointment to the BOD. The Assistant Treasurer has a vote at all Planning Committee meetings.

Election of Officers:

The Chairperson is elected by the Convention Committee. All other officers should be elected by the Treasury Committee.

TREASURER - 5 years clean time. ASSISTANT

TREASURER - 4 year clean time. SECRETARY

- 6 months clean time.

The Treasurer and Assistant Treasurer should all have a working knowledge of the Twelve Traditions of NA. and willingness to give time and resources. Active participation in N.A. is expected.

Duties of Officers:

CHAIRPERSON - Attends all Convention Committee meetings and communicates with other sub-committee chairpersons. Stays informed of other sub-committee activities. Chairs the Treasury committee meetings. Prepares the agenda prior to sub-committee meetings. Delegate's different tasks to committee members. Keeps activities within the principles of the Twelve Traditions of NA. and in accordance with the purpose of the convention. Votes in Treasury committee meetings only to break a tie.

VICE-CHAIRPERSON - Chairs the Treasury committee meetings in absence of the chairperson. Works closely with the chairperson in coordinating different tasks within the Treasury committee. Attends the Convention Committee meetings when chair is unable to.

SECRETARY - Keeps accurate minutes of all Treasury committee meetings. Makes copies of minutes of meetings and makes them available for distribution at the following committee meeting.

Sub-Committees

Quantity:

There are (7) Sub-committees within the Convention Committee. More may be added by submitting an amendment to the guidelines to the CAASC.

Sub-committee meeting

All sub-committee meetings should occur at regularly scheduled meeting time and public place and follow these guidelines. At the first Sub-committee meeting, Trusted Servants should be elected including a Vice Chair and Secretary. A Vice Chair's qualification should include clean time requirements and the ability to perform as Chair in their absence. Each Sub-committee should follow the policy on voting and attendance (see voting).

Meeting Agenda:

The Chair of the Sub-committee shall prepare the agenda for their meeting.

Sub-committee Meetings

All sub-committee meetings should take place at a regularly scheduled time and place. At the first scheduled committee meeting trusted servants of the committee should be elected. These are: Vice-chairperson and Secretary.

Meeting Agenda:

Meetings should always follow an agenda. Agendas should be made prior to the scheduled committee to allow for conducting the business in a smoother manner.

Suggested Format:

- A) Open with a moment of silence followed by the serenity prayer.
- B) Reading of the Twelve Traditions of NA.
- C) Read and approve the minutes of the last meeting.
- D) Chairpersons report to the committee from the Convention Committee.
- E) Old business.
- F) New business.
- G) Review business to be covered at the next meeting.
- H) Closing Prayer: In order to be a voting participant of a Sub-committee one must have attended the previous sub-committee meeting in order to have a vote at the present committee.

Requirements:

Merchandise, Registration and F & E Chairs - are required to have a minimum of 3 years clean (non-waivable), with experience within the respective sub-committee as a committee member or vice-chair.

Programming, Hotel and Hospitality Chairs - 2 years clean with experience within the respective Sub-committee as committee member or Vice Chair.

Arts & Graphics and Convention Information Chairs - 1 year clean with experience within the respective Sub committee as committee member or Vice Chair.

Responsibilities:

1. Attends all Planning Meetings and Convention related activities and events.
2. Schedule (time and place) all meetings for Sub-Committee.
Provides information to Planning Committee for distribution to the fellowship. Notifies the Planning Chair and Vice Chair of any changes.
3. Prepares agenda for and presides over the Sub-Committee meetings in adherence to the 12 Steps, 12 Traditions, and Convention Committee "Purpose" Statement.
4. Prepares budget, if necessary, with the aid of Planning Committee Chair, Treasurer, and/or BOD. A budget is not a license to spend money irresponsibly.
5. Communicates needs and progress to Planning Committee in written reports at Planning Committee meetings.
6. To actively seek out members for inclusion and hold elections for positions within their committees during the Sub-Committee meetings.
7. Coordinates all activities relating to their Committees' definition, purpose, and function, as found in the Convention Committee Guidelines.
8. To actively seek out guidance from current and prior Planning Committee members remaining open-minded to suggestion.
9. Responsible for the archives of the Sub-Committee. The Sub-Committee Chair presents them to the Planning Committee Secretary in the Planning Committee Archives at the end of the year.

Fundraising & Entertainment

Purpose & Definition:

The Fundraising & Entertainment Committee raises fund to support the needs of the Convention Planning Committee. They raise these funds by planning various events, which would not only generate financial support, but also create awareness & unity for Area Convention. F &E

should also plan entertainment during the Convention.

Functions:

1. To check with various areas to schedule events and to set a calendar of events that would minimize conflict with other NA events ..
2. Secure facilities for events and make arrangements for whatever is needed to hold event (i.e. Food, DJ, supplies).
3. Work with Convention Information to be sure that events are listed in local and regional areas. Flyers should be made and distributed throughout the region.
4. Work with Merchandising Committee to try to make available Pre-Convention merchandise at all events.
5. Work with Registration Committee to have someone available at each event to register people for the Convention.
6. Work with Programming Committee when holding Speaker Jams.
7. Keep accurate records of all monies used to hold events, and to use forms to keep track of a) money spend, b) money raised, and c) profit from each event.
8. F&E will be supplied with seed money (amount to be determined by Planning Committee) to hold events. This seed money is to be deposited within 72 hours after each event with receipts and expense report.
9. F&E may hold raffles at planned events with prizes such and registration packages, jewelry, trips, and quilts to raise funds. (There will not be any 50/50 raffles held at any events).
10. Obtains bids for entertainment events at the Convention, such as dances, comedy shows, and DJ's. Makes recommendation to the Planning Committee for approval.
11. F&E will make arrangements for any decorations at tables for Convention Banquet.
12. Work with A&G to produce flyers for all events.

Handling of all Funds

Each time two hundred dollars (\$200.00) is collected, the funds are to be counted by two members of the F&E or two members of the Planning Committee. The funds are to turn over to the Treasurer of the convention committee within 48 hours of the event.

Election of Officers:

The Chairperson is elected by the Convention Committee. All other officers should be elected by the F&E Sub-Committee.

CHAIRPERSON - 3 years clean time.

VICE CHAIR - 2 year clean time.

SECRETARY - 6 months clean time.

The Chair, Vice-chair, and Secretary should all have a working knowledge of the Twelve Traditions of NA. and willingness to give time and resources. Active participation in N.A. is expected.

Duties of Officers:

CHAIRPERSON - Attends all Convention Committee meetings and communicates with other sub-committee chairpersons. Stays informed of other sub-committee activities. Chairs the subcommittee meetings. Prepares the agenda prior to sub-committee meetings. Delegates different tasks to sub-committee members. Keeps activities within the principles of the Twelve Traditions of N.A. and in accordance with the purpose of the convention. Votes in sub-committee meetings only to break a tie.

VICE-CHAIRPERSON - Chairs the sub-committee meetings in absence of the chairperson. Works closely with the chairperson in coordinating different tasks within the sub-committee. Attends the Convention Committee meetings when chair is unable to.

SECRETARY - Keeps accurate minutes of all sub-committee meetings. Makes copies of minutes of meetings and makes them available for distribution at the following committee meeting.

Sub-committee Meetings:

All sub-committee meetings should take place at a regularly scheduled time and place. At the first scheduled committee meeting trusted servants of the committee should be elected (see election procedure p.2). These are: Vice-chairperson and Secretary.

Meeting Agenda:

Meetings should always follow an agenda. Agendas should be made prior to the scheduled committee to allow for conducting the business in a smoother manner.

Suggested Format:

- A) Open with a moment of silence followed by the serenity prayer.
- B) Reading of the Twelve Traditions of NA.
- C) Read and approve the minutes of the last meeting.
- D) Chairpersons report to the committee from the Convention Committee.
- E) Old business.
- F) New business.
- G) Review business to be covered at the next meeting.
- H) Closing Prayer.

In order to be a voting participant of the F&E Sub-committee one must have attended the previous sub-committee meeting in order to have a vote at the present committee.

Budget Items:

- 1) Donations to event sites (rent)
- 2) Flyers
- 3) Food, beverages, non- food items (cups, paper products, etc.)
- 4) Raffle baskets
- 5) DJ
- 6) Comedian

ARTS & GRAPHIC

Purpose & Definition:

The Arts and Graphics Sub-committee is responsible for providing artwork and all printed material for the Planning Committee.

Functions:

1. To create artwork and other print materials at the direction of the planning committee.
2. To develop, together with the Planning Committee, an advance convention announcement flyer to precede the registration flyer. This may be done as soon as knowledge of the site and date are confirmed by contract.
3. To create flyer requesting artwork (logo and theme) from the fellowship for use at the convention. The ideas from the fellowship and those from the A&G Committee will be presented to the Planning Committee for review, selection and approval.
 - a) For definition: Theme is a written statement of the focus for the convention. Logo is the artistic rendering of the theme.
4. To work with other sub-committees to produce a flyer drawing attention to their meeting time and location in order to attract membership, example: " We need your help!."
5. All print materials and artwork should be proof read by at least two members prior to printing and distribution.
6. Items that may typically be requested would include artistic proposals for pre convention merchandise, flyers, banners and tickets for fundraisers and other committee ideas, aid in developing convention registration flyer and program, and signage, banners and tickets for the convention weekend.
7. To work with H&H in displaying current and prior years' banners and signage (directional and informational) at the convention.
8. To announce and unveil the current years' banner at the opening meeting and/or ceremony.
9. To secure source for banner production.
10. Create and print badges for registration packages.
11. Planning Committee will approve all printed materials.
12. all printed materials to be reviewed by Planning Committee – "All audio or video materials to be shown at Convention or any Convention related events must be approved by the Planning Committee."

Election of Officers:

The Chairperson is elected by the Convention Committee. All other officers should be elected by the Arts & Graphics Sub-Committee.

CHAIRPERSON - 1 year clean time.

VICE CHAIR - 9 months clean time.

SECRETARY - 6 months clean time.

The Chair, Vice-chair, and Secretary should all have a working knowledge of the Twelve Traditions of NA. and willingness to give time and resources. Active participation in N.A. is expected.

Duties of Officers:

CHAIRPERSON - Attends all Convention Committee meetings and communicates with other sub-committee chairpersons. Stays informed of other sub-committee activities. Chairs the subcommittee meetings. Prepares the agenda prior to sub-committee meetings. Delegate's different tasks to sub-committee members. Keeps activities within the principles of the Twelve Traditions of NA. and in accordance with the purpose of the convention. Votes in sub-committee meetings only to break a tie.

VICE-CHAIRPERSON - Chairs the sub-committee meetings in absence of the chairperson. Works closely with the chairperson in coordinating different tasks within the sub-committee. Attends the Convention Committee meetings when chair is unable to.

SECRETARY - Keeps accurate minutes of all sub-committee meetings. Makes copies of minutes of meetings and makes them available for distribution at the following committee meeting.

Sub-committee Meetings

All sub-committee meetings should take place at a regularly scheduled time and place. At the first scheduled committee meeting trusted servants of the committee should be elected (see election procedures p.2). These are: Vice chairperson and Secretary.

Meeting Agenda:

Meetings should always follow an agenda. Agendas should be made prior to the scheduled committee to allow for conducting the business in a smoother manner.

Suggested Format

- A) Open with a moment of silence followed by the serenity prayer.
- B) Reading of the Twelve Traditions of NA.
- C) Read and approve the minutes of the last meeting.
- D) Chairpersons report to the committee from the Convention Committee.
- E) Old business.
- F) New business.
- G) Review business to be covered at the next meeting.
- H) Closing Prayer.

In order to be a voting participant of the Convention Information Sub-committee one must have attended the previous sub-committee meeting in order to have a vote at the present committee.

Budget Items:

1. Papers (for flyers, posters) markers, glue, tape, etc., and Ink for printers.
2. Any spending of monies by any sub-committees member must first be approved by a Convention Committee vote. Receipts must be given to the Convention Committee Treasurer.

Convention Information

Purpose & Definition:

The Convention Information Sub-Committee collects and disseminates concerning the Convention to the NA fellowship and any interested parties.

Function:

1. Notifies NA World Services of the details of the convention and facilities, the posting of our information on their website and other World Services media which may be available to us.
2. Provides a phone number that may be monitored by a committee member for the purpose of responding to inquires.
3. Works with other Sub-committees to develop and distribute flyers and other information for convention related events.
4. Assist in distribution of convention registration flyers by:
 - a) Collecting the addresses of the ASC's and RSC's throughout the local fellowship in order to set up a reasonable distribution system for Convention Registration Flyers.
 - b) Ensuring that NJ ASC's receive Registration Flyers by supplying the NJRSC with a sufficient quantity.
 - c) Fulfilling any request that come in over the phone or from other media.
 - d) Attending, sending representatives or mailing flyers to as many conventions as possible.
5. Three months prior to the convention, CI sends out a letter inviting recovery institutions to the convention (see sample letter). A follow up call should be placed by the CI Chair to verify the receipt of the letter. A list should be generated with input from the Area H&I Chair and the prior years, CI Chair. The sample letter should include a cutoff date for response time 14 days prior to convention is a good suggestion.
6. Forwards number of responses from the institution mailings to the Registration Sub-committee.
7. Prepares a written statement and plan for how to handle members of the Press or Media should they attend the convention and inquire about us. It is suggested that the CI Chair contact the Cape Atlantic Area Public Information Chair regarding this matter.
8. Collects and makes available local mass transit, taxi, restaurant and sightseeing information for distribution at convention. Will aid in arranging transportation options for committee guests (speakers, etc.) if asked to do so.

9. C.I. is provided (by programming) a location, with table and chairs, in the Hotel lobby or other highly visible area and may distribute convention packages to the invited institutions from this location

11. Works with Hospitalities to provide a Bulletin Board to allow members to post messages or flyers of upcoming NA events. Provides a table or other space for information that other Regions or Areas may have available for distribution at our convention. Ensures that the flyers represent NA activities and events.

12. Purchases I.P's and other NA materials for use and for distribution at the convention.

13. Acts as the welcoming committee together with Hospitalities

14. Prepares, conducts, collects and summarizes the Guest Survey if the Planning Committee approves its use. Prepares a report to the Planning Committee of the resulting data. The Survey Form and process should be reviewed by Planning Committee each year prior to implementation.

15. If the Committee desires to purchase Basic Texts or other literature for use at the Convention, they must notify the Literature Committee at least 2 months prior to the Convention.

Election of Officers:

The Chairperson is elected by the Convention Committee. All other officers should be elected by the Convention Information Sub-Committee.

CHAIRPERSON - 1 year clean time.

VICE CHAIR - 9 months clean time.

SECRETARY - 6 months clean time.

The Chair, Vice-chair, and Secretary should all have a working knowledge of the Twelve Traditions of N.A. and willingness to give time and resources. Active participation in N.A. is expected.

Duties of Officers:

CHAIRPERSON - Attends all Convention Committee meetings and communicates with other sub-committee chairpersons. Stays informed of other sub-committee activities. Chairs the subcommittee meetings. Prepares the agenda prior to sub-committee meetings. Delegate's different tasks to sub-committee members. Keeps activities within the principles of the Twelve Traditions of N.A. and in accordance with the purpose of the convention. Votes in sub-committee meetings only to break a tie.

VICE-CHAIRPERSON - Chairs the sub-committee meetings in absence of the chairperson. Works closely with the chairperson in coordinating different tasks within the sub-committee. Attends the Convention Committee meetings when chair is unable to.

SECRETARY - Keeps accurate minutes of all sub-committee meetings. Makes copies of minutes of meetings and makes them available for distribution at the following committee meeting.

Sub-committee Meetings:

All sub-committee meetings should take place at a regularly scheduled time and place. At the first scheduled committee meeting trusted servants of the committee should be elected (see election procedure p.2). These are: Vice-chairperson and Secretary.

Meeting.: Agenda:

Meetings should always follow an agenda. Agendas should be made prior to the scheduled committee to allow for conducting the business in a smoother manner.

suggested Format:

- A) Open with a moment of silence followed by the serenity prayer.
- B) Reading of the Twelve Traditions of NA.
- C) Read and approve the minutes of the last meeting.
- D) Chairpersons report to the committee from the Convention Committee.
- E) Old business.
- F) New business.
- G) Review business to be covered at the next meeting.
- H) Closing Prayer.

In order to be a voting participant of the Convention Information Sub-committee one must have attended the previous sub-committee meeting in order to have a vote at the present committee.

Budget Items:

- 1. Postage
- 2. Envelopes
- 3. Copies
- 4. Telephone Expenses

Indigent Statement
(how to deal with "those who have yet to register")

The Issue

As stated in the Purpose and Definition of our Guidelines, the convention "is an annual event that brings our fellowship together for the purpose of celebrating recovery in Narcotics Anonymous". It goes on to say that it is to "encourage unity, fellowship and service among our members", and it ends with a statement regarding NA's primary purpose, "To carry the message to the addict who still suffers".

The question arises, how do we follow our purpose as stated in our guidelines when it comes to the member, or even the nonmember, suffering addict who shows up at the doors of our convention without the funds to fully register and participate in a function we are holding *for them*? In other words, how do we achieve balance between making money and helping those who claim to have insufficient funds? Many of us feel that turning away any addict is wrong.

Our Purpose and Definition can give us direction. In seeking such a solution, we are to be " ... guided by the 12 Steps and 12 Traditions ... ", Hence, we should look to the principles embodied in those documents for our solution.

The Approach

We refer to them as "*those who have yet to register*", because that is what they are. They claim to be short on funds and want to attend our function. As a committee responsible to the fellowship and the facility, we can't allow individuals to attend our functions and utilize our rented space unless a registration badge of some type identifies them as being with our group. It's our job to help find a practical way to include them. Paid or not, we want to get them registered.

Typically, the committee has assigned the duties of "screening" and counseling to the Registration Chair and members of the BOT. When a committee member comes across *one who has yet to register*, they have guided them to the responsible member, preferably away from the registration table and crowds to avoid embarrassment, to be dealt with in a loving and caring way. In our guidelines, H&H has the responsibility to guide such addicts to the appropriate members.

We don't pretend to be able to give sound doctrine on how to handle each and every case where an addicts' lack of funds are concerned, but we can share some solutions that have worked for us in the past.

The Solution

Essential to a solution would be humility, prudence, integrity and accountability. We should, " ... stand fast on sound principle; to compromise, and to disagree without being disagreeable; to demonstrate the courage of [our] convictions, and to surrender." All of these should have their place in our solution.

Indigence Statement (page2)*The Solution (cont'd)*

When confronted with the uncomfortable situation where an individual does not have enough money, we have often employed the principle of compromise and have sometimes said, "What *do* you have that you *could* give?" and have accepted that in return for a basic or "partial" (as defined by current committee) package. This allows the individual the dignity of paying their own way, within their own means.

Members who cannot afford to pay full registration price will be asked to make any contribution they can and be given a badge and a program only.

Another solution would be to utilize the funds collected in the Newcomer Donation Fund. This would entail the use of a ledger account prior to the convention for accrual and a member at the registration table during the convention to keep a "real-time", current account of funds as they are donated and distributed in accordance with committee procedures. When this account is exhausted, newcomers can wait until the fund is replenished; use one of the aforementioned solutions or a blend of them. This would require the use of several, dedicated members with "treasurer-like" responsibilities to work in shifts so as to avoid fatigue.

We should stay away from the "dope fiend" mentality, thinking that they are just getting over on us, even if we see them buying up half our merchandise or dining well later on in the hotel restaurant. It is not our job to interrogate. If they claim to be short, we need to believe them for purposes of registration. If we employ the principles of honesty and humility, perhaps we can see a little of ourselves in them, make allowances and act with compassion and respect based on our own personal experience.

We should not be quick to judge, sentence and condemn another by turning them away or by simply handing them a meeting list, explaining that this is a fundraiser and informing them that they need to find a meeting. As committee members, we have accepted a term of service; they are our guests. Remember how warm and inviting it felt to be included? Remember how cold and harsh it felt to be excluded and turned away?

Neither should the pendulum swing to the other extreme where we "give it all away". Not many *want* to pay, and we have a responsibility (accountability) to those who did pay to do our best to keep the field level and criteria as fair and just as possible.

We find it difficult to give a step-by-step, "cookie cutter" approach to this dilemma. We feel that if the committees allow the principles mentioned above to work all will be well.

"In order to receive, we must be willing to give." Basic Text, pp. 102

"Good will is best exemplified in service; proper service is, 'Doing the right thing for the right reason.'" Basic Text, pp. ix

Sample Letter to an Institution

To: (Name & Address of Recipient)

From: CAACNA
Convention Information or Registration
Subcommittee
P.O. Box
City, State Zip

To Whom It May Concern:

The Cape/Atlantic Area Convention Committee would like to invite you and your clients to the Cape/Atlantic Area Convention of Narcotics Anonymous. Our annual convention is being held at (location of convention) on (date of convention).

Our convention information committee will supply attendees from your facility with a convention registration package. The convention registration package will include a name tag and a program. The name tag enables the attendees to attend all workshops. The charge is five dollars (\$5.00) per person attending the convention from your facility. We are not responsible for providing meals and or any admission charged entertainment. Food can be purchased at the hotel's restaurants.

If you are interested in attending, please contact our subcommittee chairperson to provide us with the number of persons that you will be bringing so that we can plan accordingly. We ask that you have one staff member per every six clients that will be attending. Any additional staff members will be asked to register for the convention.

Enclosed is a copy of our convention registration flyer. Please provide us with the number of attendees no later than one week before the convention.

Regards,

Convention Information Chair or
Registration Chair (Chair's
phone number)

Hotels & Hospitalities

Purpose & Definition:

Hospitalities serve as a highly visible welcoming committee and provides for security and orderly traffic flow. Hospitalities works closely with the other Sub-Committees and hotel staff to help provide a suitable atmosphere of fun and recovery for the guest of the convention.

Functions:

1. Assembles a Sub-Committee sufficient to maintain the areas of the facility that are utilized by the Sub-committees. Frequent and ongoing communication is vital for the planning of smooth flow in heavy traffic areas.
2. Develops a Working relationship with facility staff becoming familiar with emergency protocol, smoking policy, facility damage control procedures and areas that are off limits to guests.
3. The Chair will request timely workshop, event and other sub-committee information from the other Chairs so as to plan accordingly. It is the responsibility of all sub-committees to communicate information when asked.
4. Provides personnel at entrances, intersections and other points as necessary to welcome guests, direct traffic and answer questions.
5. Advises guests as to the importance of registering and may restrict access to those who have yet to register, guiding them instead to the registration Area, the appropriate B.O.D. member or an appointed member of the Administrative Committee (Please refer to "indigent policy").
6. Secures the Hospitality Room and, in cooperation with F&E, establishes its hours of operation. 7. Provides traffic control at Registration Area, Merchandise Store, Banquet and other functions as necessary. May be called on to aid in the collection of tickets at paid events.
8. Provides security escort on extremely short notice from R.O.D. or Administrative Committee for money drops or merchandise transport.
9. Obtains hotel bids- Will obtain a minimum of three (3) proposals of prospective hotels within the *Cape/ Atlantic Area* eligible to accommodate conventions. These proposals will be submitted to the Convention Committee for approval.
10. Committee members will be identified by wearing disguising shirts, hats and/or ribbons as approved by Planning Committee.
11. Solicits bids for hand held communication devices and forwards recommendation to planning committee for approval. Distributes devices to Planning Committee members and BOD based on need.

12. Hotels usually give the Convention a certain number of complimentary rooms which can be used for the (3) main speakers and up to (1) guest speaker. These financial considerations should be taken into account when the budget is being drawn up in order to provide the Programming Sub-committee with an idea of available rooms.

13. H&H – After a facility has been approved for the upcoming Convention, H&H should arrange a meeting with facility representatives and Planning Committee chairs to be introduced to facility representatives. Facility should have names of all Committee/Sub-Committee Chairs. Intent: To allow fuller interaction by members of the Committee with the facility rather than just H&H sub-committee members.

Election of Officers:

The Chairperson is elected by the Convention Committee. All other officers should be elected by the Hotels and Hospitalities Sub-Committee.

CHAIRPERSON - 2 years clean time.

VICE CHAIR -1 year clean time.

SECRETARY - 6 months clean time.

The Chair, Vice-chair, and Secretary should all have a working knowledge of the Twelve Traditions of NA. and willingness to give time and resources. Active participation in N.A. is expected.

Duties of Officers:

CHAIRPERSON - Attends all Convention Committee meetings and communicates with other sub-committee chairpersons. Stays informed of other sub-committee activities. Chairs the subcommittee meetings. Prepares the agenda prior to sub-committee meetings. Delegate's different tasks to sub-committee members. Keeps activities within the principles of the Twelve Traditions of NA. and in accordance with the purpose of the convention. Votes in sub-committee meetings only to break a tie.

VICE-CHAIRPERSON - Chairs the sub-committee meetings in absence of the chairperson. Works closely with the chairperson in coordinating different tasks within the sub-committee. Attends the Convention Committee meetings when chair is unable to.

SECRETARY - Keeps accurate minutes of all sub-committee meetings. Makes copies of minutes of meetings and makes them available for distribution at the following committee meeting.

Sub-committee Meetings:

All sub-committee meetings should take place at a regularly scheduled time and place. At the first scheduled committee meeting trusted servants of the committee should be elected (see election procedure p.2). These are: Vice-chairperson and Secretary.

Meeting Agenda

Meetings should always follow an agenda. Agendas should be made prior to the scheduled committee to allow for conducting the business in a smoother manner.

Suggested Format:

- A) Open with a moment of silence followed by the serenity prayer.
- B) Reading of the Twelve Traditions of NA.
- C) Read and approve the minutes of the last meeting.
- D) Chairpersons report to the committee from the Convention Committee.
- E) Old business.
- F) New business.
- G) Review business to be covered at the next meeting.
- H) Closing Prayer.

In order to be a voting participant of the Hotels and Hospitalities Sub-committee one must have attended the previous sub-committee meeting in order to have a vote at the present committee.

Budget Items:

1. Shirts
2. Hats and/or Ribbons
3. Communication devices

Programming

Purpose & Definition:

The programming Sub-committee is responsible for developing the schedule and selections of speakers, workshops and events for the convention and all events related to the convention fundraisers etc. They allocate available hotel space to the various Subcommittees based on their needs.

Functions:

1. Will distribute a flyer soliciting tapes for Main Speakers and other workshops.
2. Clean time requirements are: Main Speakers- (5) five years, Topic Workshop- (3) three years. 3. Should use prior convention Programs, programming chairpersons and NA literature (notably, "the Speaker portion of IP. #2) as a resource and guide for selection of workshop topics for approval by the Planning Committee.
3. Chair and vice chair should develop a working relationship with the hotel personnel. 5. Should schedule as many on site committee meetings as possible for a clear working understanding of the facility.
4. Should conduct the walk through portion of the planning meetings that are held at the hotel in order to allocate available rooms and space to the sub-committee.
5. Should maintain close working relationship with the Planning Vice Chair and to inform other committees of progress and any changes that affect them.
6. Advice Hospitalities as to the quantity of communication devices needed for the Programming members
7. To Solicit three (3) bids from Taping companies and recommend the most appropriate to the planning Committee for approval (see "Bidding Process").
8. To develop (in cooperation with A&G) a written "Program" including the schedule of workshops and events to be included in the Registration Package (see "Bidding Process").
9. To develop formats for all assemblies and workshops. Schedule Chairs, Readers and other duties (clean-Time Countdown, State recognition, etc.) associated with the flow of the format.
10. Traditionally, the Saturday Night Main Assembly has included the following elements:
 - 1) Opening by the Convention Committee Chair.
 - 2) State, Region and/or Area Recognition.
 - 3) Clean Time Countdown
 - 4) Giving out of basic Texts or other NA Approved Literature to newcomers after the countdown.
 - 5) Book and mug Exchange for most and least Clean-Time at each table.
 - 6) Total Clean-Time.

- 7) An additional moment of silence for the predecessor and our deceased members.
- 8) Serenity Prayer.
- 9) The Six Readings (Who, What, How, Why, 12 Trad., Anon. Stmt.).
- 10) Introduce the Main Speaker.
13. Committee members should be assigned the following duties regarding the status of the workshops:
 - 1) Are the speakers and chairs present?
 - 2) Does the Chair understand the Responsibility statement and the remainder of the format?
 - 3) Are the Readings available, including the Anonymity Statement? 4) Are tapers present?
14. To set up tables and reserve Committee seating at the Banquet.
15. To recommend three speakers for the Opening, three speakers for Banquet and Closing Assemblies for approval by the Planning Committee. This is done by giving each Sub-committee Chair, including the Administrative Committee, a tape/cd of each of the candidates for their review. Main speaker selections -
16. To staff a speaker sign in table at a visible location at the hotel and select replacements For those speakers who do not arrive on time.
17. Make hotel arrangements for out of town main (opening, banquet and/or closing) speakers and supply names and other information to Registration and Hospitalities.
18. To communicate to Registration, the names of those receiving special registration package content and pricing (such as "Main" speakers). Each person will have a separate line listing the contents of their package and pricing for each.
19. Arranges for interpreters for the hearing impaired. Programming is charged with briefing and providing for the needs of the interpreters at the convention.
20. Hotels usually give the Convention a certain number of complimentary rooms which can be used for the (3) main speakers. These financial considerations should be taken into account when the budget is being drawn up in order to provide the Programming Sub-committee with an idea of available rooms.

Election of Officers:

The Chairperson is elected by the Convention Committee. All other officers should be elected by the Programming Sub-Committee.

CHAIRPERSON - 2 years clean time.

VICE CHAIR - 1 year clean time.

SECRETARY - 6 months clean time.

The Chair, Vice-chair, and Secretary should all have a working knowledge of the Twelve Traditions of NA. and willingness to give time and resources. Active participation in N.A. is expected.

Duties of Officers:

CHAIRPERSON - Attends all Convention Committee meetings and communicates with other sub-committee chairpersons. Stays informed of other sub-committee activities. Chairs the subcommittee meetings. Prepares the agenda prior to sub-committee meetings. Delegate's different tasks to sub-committee members. Keeps activities within the principles of the Twelve Traditions of NA and in accordance with the purpose of the convention. Votes in sub-committee meetings only to break a tie.

VICE-CHAIRPERSON - Chairs the sub-committee meetings in absence of the chairperson. Works closely with the chairperson in coordinating different tasks within the sub-committee. Attends the Convention Committee meetings when chair is unable to.

SECRETARY - Keeps accurate minutes of all sub-committee meetings. Makes copies of minutes of meetings and makes them available for distribution at the following committee meeting.

Sub-committee Meetings

All sub-committee meetings should take place at a regularly scheduled time and place. At the first scheduled committee meeting trusted servants of the committee should be elected (see election procedure p.2). These are: Vice-chairperson and Secretary.

Meeting Agenda:

Meetings should always follow an agenda. Agendas should be made prior to the scheduled committee to allow for conducting the business in a smoother manner.

Suggested Format:

- A) Open with a moment of silence followed by the serenity prayer.
- B) Reading of the Twelve Traditions of NA.
- C) Read and approve the minutes of the last meeting.
- D) Chairpersons report to the committee from the Convention Committee.
- E) Old business.
- F) New business.
- G) Review business to be covered at the next meeting.
- H) Closing Prayer.

In order to be a voting participant of the Programming Sub-committee one must have attended the previous sub-committee meeting in order to have a vote at the present committee.

Budget Items:

- 1. Tapes_
- 2. Three main speakers only (Friday opening speaker, Saturday night banquet speaker, and Sunday morning spiritual speaker) will be given registration packages, meals to include Saturday dinner, and Sunday morning breakfast, and a hotel room per speaker for Friday and Saturday night.
- 3. Phone
- 4. Postage
- 5. Copies
- 6. The three main speakers travel expenses is not to exceed a total of \$300.00 to be used only when needed.

Merchandise

Purpose & Definition:

The Merchandising Sub-Committee is responsible for raising funds by selling convention merchandise and convention memorabilia to offset convention expenses. The Merchandise Sub-Committee is the only committee that can order merchandise for resale.

Functions:

1. Works with Arts & Graphics Sub-Committee on ideas for merchandise and artwork to be used for merchandise. All artwork and merchandise must be approved via motion by planning committee.
2. Plans for purchase of all merchandise to be used for pre-convention sales after approval of planning committee.
3. Secures (3) bids for merchandise to be sold at convention and advises the planning committee of recommendation for vendors to be used.
4. Keeps accurate records of purchases and sales of merchandise and running inventory.
5. Convention merchandise may be sold at recovery meetings if requested by the group and approved by the Planning Committee.
6. Chair deposits money raised within 72 hours of event.
7. Will set hours of operation and location of room to be used by Merchandise Committee in conjunction with Hotel & Hospitality. They will also equip and staff the Merchandise room during all hours of operation.
8. Will advise the planning committee of recommendations of any other vendors to sell specialty items during the convention.
9. Contracts with outside vendors must be approved and signed by the members of BOD.

Contracts will include terms allowing the committee to inventory items vendor makes available for sell or vendor may make starting and ending inventory amounts available.

Handling of all Funds

Each time one thousand dollars (\$1000.00) is collected, the funds are to be counted by the Merchandise chair, a member of the Merchandise Committee, and Treasurer of the Planning Committee. The funds are to turn over to the Treasurer of the Convention Committee.

Election of Officers:

The Chairperson is elected by the Convention Committee. All other officers should be elected by the Merchandise Sub-Committee.

CHAIRPERSON - 3 years clean time.

VICE CHAIR - 2 year clean time.

SECRETARY - 6 months clean time.

The Chair, Vice-chair, and Secretary should all have a working knowledge of the Twelve Traditions of NA. and willingness to give time and resources. Active participation in N.A. is expected.

Duties of Officers:

CHAIRPERSON - Attends all Convention Committee meetings and communicates with other sub-committee chairpersons. Stays informed of other sub-committee activities. Chairs the subcommittee meetings. Prepares the agenda prior to sub-committee meetings. Delegate's different tasks to sub-committee members. Keeps activities within the principles of the Twelve Traditions of NA. and in accordance with the purpose of the convention. Votes in sub-committee meetings only to break a tie.

VICE-CHAIRPERSON - Chairs the sub-committee meetings in absence of the chairperson. Works closely with the chairperson in coordinating different tasks within the sub-committee. Attends the Convention Committee meetings when chair is unable to.

SECRETARY - Keeps accurate minutes of all sub-committee meetings. Makes copies of minutes of meetings and makes them available for distribution at the following committee meeting.

Sub-committee Meetings

All sub-committee meetings should take place at a regularly scheduled time and place. At the first scheduled committee meeting trusted servants of the committee should be elected (see election procedure p.2). These are: Vice-chairperson and Secretary.

Meeting Agenda:

Meetings should always follow an agenda. Agendas should be made prior to the scheduled committee to allow for conducting the business in a smoother manner.

Suggested Format:

- A) Open with a moment of silence followed by the serenity prayer.
- B) Reading of the Twelve Traditions of NA.
- C) Read and approve the minutes of the last meeting.
- D) Chairpersons report to the committee from the Convention Committee.
- E) Old business.
- F) New business.
- G) Review business to be covered at the next meeting.
- H) Closing Prayer.

In order to be a voting participant of the Merchandise Sub-committee one must have attended the previous sub-committee meeting in order to have a vote at the present committee.

Registration

Purpose & Definition:

The Registration Sub-Committee is responsible for all matters relating to registering before and during the convention.

Functions:

1. To obtain a Post Office Box and check at least weekly. Keys to be held by Registration Chair and Planning Chair or Vice Chair.
2. To suggest to Planning Committee pricing for registration and events to be held at the convention, in cooperation with F&E. Final approval will rest with the Planning Committee.
3. To develop, together with Arts & Graphics, proposals for registration flyers inclusive of:
 - a. Scheduled events and pricing (sources - F&E, Programming & Planning Committee Chair)
 - b. A brief statement regarding the question "Why Register?" (Source - Planning Committee Chair)
 - c. Hotel address, contact information, room rates, reservation cut-off dates, etc. (sources - H&H & Planning Committee Chair)
 - d. Directions to Hotel and Event site ("from" North, South, East and West as necessary) (sources - H&H and CI)
 - e. Listing of Trusted Servant phone numbers for informational purposes (as deemed necessary by Planning Committee) (sources - Planning Committee Chair)
 - f. Payment terms, cut-off dates and terms and Payee information, i.e., "Make all checks payable to CAACC" and provide address of P.O. Box .(sources Planning Committee Chair)
 - g. Section for registrant information (preferably detachable and mail able) including special needs. (Sources - A&G)
 - h. Other items as deemed necessary by Planning Committee.
- H. Registration/Treasury – All Registration Forms must be accompanied by payment and must be processed directly through the Registration Committee. No Registration monies will be accepted directly by the Treasurer except from the Registration Committee.

Handling of all Funds

Each time one thousand dollars (\$1000.00) is collected, the funds are to be counted by the Registration Chair, a member of the Registration Committee, and Treasurer of the Planning Committee. The funds are to turn over to the Treasurer of the Convention Committee.

4. To provide for and staff a registration table at fundraisers and events as directed by Planning Committee.
5. To set up books (a spreadsheet journal, ledger accounts, etc.) together with Treasurer, for registrant information. Spreadsheet column information should include names, addresses, phone numbers, total received and a breakdown as to the selections made by registrants.
6. To keep Planning Committee informed as to receipts of pre-registrations and mail numbered confirmation cards. This includes informing CI and H&H of any special needs for registrants [blindness, deafness, other physical handicap, vegetarian diet].
7. To turn all payments in to Treasurer at next Planning Meeting for deposit.
8. To propose registration package contents and secure (3) bids from vendor for presentation to Planning Committee.
9. To obtain cash registers (Minimum of 3, with 2 drawers each) to be used at convention or other events and is responsible for safe keeping if purchased or while under rent or lease. At least three members (Registration Chair, Planning Chair or Vice Chair & Treasurer) should be instructed in cash register operation and programming.
10. To draft on-site registration form (see example) approved by B.O.D.
11. To provide Programming with hours of operation subject to Planning Committee approval.
12. To be familiar with Indigent Policy.
13. To obtain information from CI Chair regarding invited institutions. If necessary and to provide a single point for storage, space may be provided at Registration Table for C.I to dispense packages to invited guests.
14. To obtain information from F&E and Programming regarding registration package winners, recipients and those will receive a reduced rate, if any.
15. To work with Treasurer in making periodic cash pick ups as needed by Registration Chair or as required and to obtain receipts for money turned over from the Registration Table for deposit.

Election of Officers:

The Chairperson is elected by the Convention Committee. All other officers should be elected by the Registration Sub-Committee.

CHAIRPERSON - 3 years clean time.

VICE CHAIR -2 year clean time.

SECRETARY - 6 months clean time.

The Chair, Vice-chair, and Secretary should all have a working knowledge of the Twelve Traditions of NA., and willingness to give time and resources. Active participation in N.A. is expected.

Duties of Officers:

CHAIRPERSON - Attends all Convention Committee meetings and communicates with other sub-committee chairpersons. Stays informed of other sub-committee activities. Chairs the subcommittee meetings. Prepares the agenda prior to sub-committee meetings. Delegate's different tasks to sub-committee members. Keeps activities within the principles of the Twelve Traditions of NA. and in accordance with the purpose of the convention. Votes in sub-committee meetings only to break a tie.

VICE-CHAIRPERSON - Chairs the sub-committee meetings in absence of the chairperson. Works closely with the chairperson in coordinating different tasks within the sub-committee. Attends the Convention Committee meetings when chair is unable to.

SECRETARY - Keeps accurate minutes of all sub-committee meetings. Makes copies of minutes of meetings and makes them available for distribution at the following committee meeting.

Sub-committee Meetings:

All sub-committee meetings should take place at a regularly scheduled time and place. At the first scheduled committee meeting trusted servants of the committee should be elected (see voting procedure p.2). These are: Vice-chairperson and Secretary.

Meeting& Agenda:

Meetings should always follow an agenda. Agendas should be made prior to the scheduled committee to allow for conducting the business in a smoother manner.

Suggested Format:

- A) Open with a moment of silence followed by the serenity prayer.
- B) Reading of the Twelve Traditions of NA.
- C) Read and approve the minutes of the last meeting.
- D) Chairpersons report to the committee from the Convention Committee.
- E) Old business.
- F) New business.
- G) Review business to be covered at the next meeting.
- H) Closing Prayer.

In order to be a voting participant of the Registration Sub-committee one must have attended the previous sub-committee meeting in order to have a vote at the present committee.

Budget Items:

1. P.O. Box.
2. Postage, envelopes, copies and supplies
3. Cash Registers
4. Cash receipt books and journals
5. Packages
6. Registration Flyers
7. Pre- Registration Limited Edition Merchandise (for Pre-registration packages)
8. Telephone

Financial (7 pages)

Introduction

The CAASC annual convention is the largest single fundraising activity that occurs within the Area. The convention committee's Treasurer will be handling large sums of money. The guidelines set forth in this section are based on experience of past committee treasurers and are to be used by all Cape/ Atlantic Convention Committees. These have been established to help the Convention Committee function effectively, insure financial credibility and remain directly responsible to those they serve; the NA fellowship in Cape Atlantic Area.

Funding

The primary source of funding is seed money provided by the CAASC. This seed money is typically rolled over from the previous Convention Committee prior to the donation to CAASC and the close of their books. The amount of the seed money is approved by the CAASC and is currently \$7,500.00.

Secondary Funding:

- 1) Registration fees paid by members attending the Convention. Pre-Registrations should be encouraged at all levels and activities.
- 2) Fundraising activities and events to include but not limited to dances, speaker jams, dinners, brunches, raffles, etc. Fundraisers are to be planned by the F&E Subcommittee and approved at a scheduled Planning Meeting. F&E may also reach out and schedule events with areas and groups within the region.
- 3) Pre-convention merchandise. It is the decision of the Planning Committee (If the amount to purchase and the amount in current inventory exceeds \$1000.00, or if a written contract would arise with members signatures, BOD approval is required) to determine the amount of merchandise, if any, to be purchased for sale prior to the convention. Merchandise may be sold at fundraising events and other fellowship functions. Convention merchandise may be sold at recovery meetings if requested by the group and approved by the Planning Committee.
- 4) Under no circumstances will 7th Tradition funds ever be used for convention activities.

The Treasury Records (Books)

The Treasurer is responsible for the Committees records or "books". These items would include the following:

- A) The check register
- B) The journal
- C) The ledger

The treasurer should have the books available to present at all Planning Committee Meeting and will make them available at the request of the CAASC.

It is recommended that the Treasurer work with the prior Treasurer in setting up and maintaining the books.

There is no limit to the amount of accounts to be held in the Ledger. Some typical examples of Income and Expenses are as follows:

- A) Income
- B) Fundraising proceeds
- C) Registration money
- D) Merchandise sales
- E) Banquet and Brunch
- F) Ticket sales

The Bank Account

The CAASC Convention Committee has incorporated itself under The Board Of Directors of the Cape/Atlantic Area. (CAASO of NJ, Inc.) Only one bank account is to be used for convention business.

There will be three authorized signatures on the bank account. One will be the Treasurer. The other three signatory should be chosen from the following:

- The Convention Chair
- The Convention Vice Chair
- The Convention Treasurer
- The BOD Treasurer

Before the Convention

Once elected and confirmed by the CAASC, the Treasurer should start the books immediately. The bank account signatures should be updated. It may be necessary to complete new signature cards and a corporate resolution provided by the bank. They may require a copy of the corporation's Articles of incorporation and its By-Laws. The BOD Chair and prior Treasurer are keepers of these documents. The BOD may entrust the BOD Secretary to temporarily archive these, but their safekeeping is still the responsibility of the BOD Chair.

Incoming funds should be counted and recorded by the Treasurer with receipts being provided. The Treasurer must deposit all funds into the bank within 72 hours of receipt.

Disbursements should take place only at Planning Meeting by direction of the Convention Committee per motion or by receipt submitted for budgeted items.

Sub-committee budgets and spending

With Convention Chair and Treasurer Assistance, the Sub-committees should submit budgets for projected expenses as soon as possible. Prior convention minutes are a good source of information. The board of Trustees must review and approve all budgets.

Those committees requiring budgets are:

- 1) CI

- 2)H&H

- 3) Programming

- 4) Registration

- 5)A&G

- 6) F&E

Refer to the Sub-committee section for items included in budgets.

Budgets should also include a proposed time line (estimate) as to when the funds will be needed. No Sub-committee funds should be disbursed until its' budget is approved, unless approved by motion at a Planning meeting.

Once approved, budgeted funds may be disbursed upon presentation of a receipt to the Treasurer.

If an advance is requested, it must be approved by motion (accompanied by an estimate) at Planning.

Non budgeted Sub-committee spending

The Planning Committee should make all financial decisions during Planning Meeting. There are to be no monetary transactions between Sub-committees. All money is to be turned in to the Treasurer.

The Convention Subcommittees will submit proposed budgets, including costs for any special event related merchandise, for each scheduled event to the Planning Committee for approval. Once approved funds may be disbursed as seed money. After the event, (in a form received from the Treasurer) an expense report will be submitted with receipts for expenses, and all proceeds and start-up funds.

Arts & Graphics expenses must be submitted for approval by motion at a Planning meeting.

Change Fund

All disbursements prior to convention will be made by check to assure an audit trail. Petty Cash, or change funds, should only be used during the activities where goods, tickets or admission are sold. Pricing all products at even dollar points will eliminate the need for coin change funds. Petty Cash will be retrieved as needed or at the close of each activity in accordance with stated money pick-up procedures.

All disbursements over fifty dollars (\$50.00) must be done by check.

After the Convention

Cash:

The Treasurer with BOD assistance must deposit all money in the local bank (the "night drop" bank) immediately following the convention. Cash should not be left in a Hotel account with the agreement that the Hotel will forward the funds via a Hotel check. If the Hotel takes issue with us after the convention, they would be in a position to delay the transfer of funds.

Returned Check POLICY

The Registration Sub-committee maintains files of all registration forms submitted including the registrants name, address, and phone number. If a check is returned, the Treasurers will notify the Registration Chair to pull the appropriate form from the active file and place it in a "default" file.

The Treasurer and Registration Chair will contact the maker to advise of the returned check and arrange plans for restitution.

A \$30.00 (or, current fee levied by bank) charge will be added for every check that is returned, each time it is returned, with no exception.

Restitution will be allowed in the form of cash or money order.

If default occurs prior to the convention, the Registration Chair will not allow the registrant entrance to the convention until the Treasurer has verified receipt of funds.

If restitution is not made, the registration information will be maintained in a "Bad Debt" file to be monitored by the Convention Committee. No future checks will be accepted from that party.

The Convention Committee will forward a written request for restitution to all "Bad Debt" files. The Convention Committee will determine any further action.

Remaining Bills and Committee Reimbursements

The Planning Committee should meet no later than two weeks after the convention. All committees requiring reimbursement should bring all necessary receipts to this meeting. The committee should meet at least monthly until all business is finalized.

The Tax Return

A Federal Tax Return must be filed on the 15th day of the 4th month following fiscal year end. The appropriate reports must also be filed with the State of *NJ*. It is the responsibility of the BOD and its Chair to see that all necessary forms have been filed and to keep up to date on current requirements under State and Federal Statute. The BOD assumes responsibility to hire a competent Tax Accountant, monitoring their progress through the filing of the appropriate documents. The BOD Treasurer will provide CAASC with all Tax Returns for archives. The Secretary will also maintain copies of all past Tax Returns in case of audit.

Tax Exemption:

The CAASO of NJ, Inc. is a not for profit, tax exempt organization. This means we are exempt from Federal Income Tax and State Sales and Income Taxes. The treasurer and BOD are the keepers of the Tax ID Number.

Deposits

It is necessary for the BOD and Treasurer to plan in advance the method used to deposit convention proceeds. A suggestion is to secure a local "night drop" and discuss procedures with a local bank.

During the Convention

Income at the Convention:

The Planning Committee should assure that a safe deposit box and secure counting room are available for the safekeeping of the funds. At no time should the collected funds be deposited in the Hotel or Facility's account. The Treasurer and at least one Trusted Servant, usually the Planning Chair, will count all funds and receipt the source Trusted Servant in their presence. The Planning Chair will decide who will be responsible for primary and secondary coverage, working in shifts to avoid fatigue. For security, the Planning Chair may employ the services of Hospitalities as escort or may choose to operate alone (to avoid drawing attention to money transfers within the hotel), as the situation requires. Transaction log sheets should be used at all points during the money transfer to the safe deposit box and bank. The Treasurer is responsible for knowing the financial status at all times throughout the weekend. At the end of the convention, all funds should be turned into the Treasurer.

Spending during the Convention:

The Planning Committee should make every effort to anticipate any and all spending that could be required during the convention. If necessary, spending decisions during the convention should be made by a vote. Prior to the convention weekend, plans for settlement of the Hotel bill should be discussed with Hotel management. Due to the large amounts of cash on hand, it is suggested that the Hotel bill be paid in cash and the amount receipted.

When payments are made to vendors in cash, the cash count given to the vendor should be verified by the appropriate committee chair and/or two members of the Administrative Committee. Vendor will then verify count by signing a receipt or invoice as to the amount received. All three parties should sign the document verifying the transfer funds.

Merchandise and registration for Convention members

Special “staff/trusted servant” or t-shirts to wear during the convention will be paid for by individual committee members. Shirts can be purchased at cost if desired.

Convention committee members will pay pre-registration price.

Pick-up Procedure:

The Convention Committee will execute all money pick-ups during the convention. It is necessary that one of those be the Treasurer or Assistant Treasurer if at all possible. The count of the transfer from the Sub-committee to the Pick-up Team will be witnessed by the particular Subcommittee Chair or Vice Chair and confirmed by those three individuals on a log sheet or some other predetermined written proof of transfer.