

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:

The Executive Committee and subcommittee chair positions are identified as follows:

1. Executive Committee
 - A. Chairperson
 - B. Vice-Chairperson
 - C. Secretary
 - D. Alternate Secretary
 - E. Treasurer
 - F. Alternate Treasurer
 - G. Hotel Liaison
 - H. Alt. Hotel Liaison

2. Subcommittee Chairpersons
 - A. Hospitality
 - B. Fund-Raising /Entertainment
 - C. Registration
 - D. Convention Information
 - E. Arts & Graphics
 - F. Programming
 - G. Merchandise
 - H. Security/Serenity Keepers (Non standing will operate under hotel during convention or committee functions when needed.)

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

1. Chairperson-----5 years clean time and convention experience
 Vice-Chairperson-----4 years clean time and convention experience
 Secretary-----2 years clean time
 Alt. Secretary-----1 years clean time*
 Treasurer-----5 years clean time and convention experience
 Alt. Treasurer-----4 years clean time and convention experience*
 Subcommittee Chairs-----Minimum of 3 years clean and experience in the area of responsibility.*

2. Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.
3. Willingness to give the time and resources necessary.
4. Ability to exercise patience and tolerance

5. Active participation in Narcotics Anonymous.
6. Other duties as identified in the appropriate Subcommittee description.
7. Attend all meetings of the CACC. Any Officer or Subcommittee Chairperson, who misses two (2) meetings 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 and 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.

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

The Executive Committee also makes regular reports to the member area service committees, which they represent. Comments and suggestions from the member area service committees are included in the chairperson's report at the beginning of each committee meeting.

The responsibilities and qualifications of the Executive Committee are as follows:

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

1. Organizes subcommittees and delegates major tasks 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 Twelve Traditions, Twelve Concepts and with the purpose of the convention.
5. Monitors the flow of funds and overall convention costs, 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. Prepares the agenda for CACC meetings and Executive Committee Meetings.
9. Votes only to break a tie.
10. Chairs the CACC meetings as well as the Saturday night main meeting activities.
11. Assists Treasurer in picking up and depositing money during the convention.
12. Assists Treasurer in counting money during and after the convention.
13. Reserves all rooms billed to the master account.
14. Signature authority on the bank account.
15. Signs hotel contract, arranges for any special functions, and approves all charges to the master account.
16. Guarantees banquet and/or breakfast count(s) to the hotel, if applicable.
17. Communicates with members of the Executive Committee regularly between CACC meetings.

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 chairpersons.
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 CASC 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 purposes.
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. Communicates 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 signatories which are the CACC Chairperson, Vice-Chairperson, Secretary, Treasurer and Alternate Treasurer. The cards and account information are filled out at the committee meeting.
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 tasks. The budget can be a rough estimate at the beginning of the planning, and revised as the convention draws near. When all of the financial needs of the subcommittees are listed and totaled, the income should be outlined: one source of income comes from fund-raisers, and the second from registrations.
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; pays all 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. This information is included in the Treasurer's report.
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 of convention funds.
8. The area service committee whom 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 beginning one month prior to 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 for 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 percent and 60 percent above the pre-registrations, depending on the efficiency of Fellowship communications. With regard to banquet tickets prudence and caution should be used when estimating 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 to provide the Vice-Chairperson with a copy of their monthly report for inclusion in his 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 an 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, are the keys that will make it work.

Each Subcommittee is responsible for electing the following officers at the first meeting of the subcommittee, following the election of the Chairperson.

Alternate-Chairperson: Assists the Chairperson, acts as Chairperson if the Chairperson is unavailable, and may become more actively involved in one or

more aspects of the Subcommittee. Each alternate should have no less than one year less clean time than that required for Subcommittee Chairpersons.

Secretary: Keeps minutes and records of all Subcommittee meetings and provides a copy of the minutes to the Chairperson for presentation to the CACC.

Alternate Chairpersons are not elected by the CACC; each respective subcommittee will elect its own chairperson, and secretary if needed. Those individuals have no subcommittee voting privileges but may vote as a CACC member once meeting those 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 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 hotel liaison and CACC treasurer. (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 of the Convention Committee.

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 outlets for vendors, 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 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 assignments to the alternate and provide a copy of that assign-

- ments to the vice-chair.
8. Submit to the CACC three hotel proposals 30 days after closeout from the previous years convention.

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. An Alt. Chairperson may be elected by the stated committee (hospitality) to perform the duties in the absence of the chair. Due to the frequent contact with numerous members of the fellowship it is imperative that members of this committee be patient, 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 the 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 signed 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 o'clock noon on the day the convention begins.
4. Ensure that everyone at the Convention feels welcome

FUNDRAISING AND ENTERTAINMENT:

New members not familiar with the Twelve Traditions may be confused by the concept of “fund-raising” 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 would, 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 would 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 Subcommittee 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 knowledge of recommendations for entertainment prior to presenting the information to the CACC for approval.
6. 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.
7. Responsible for providing a list of entertainment events occurring at the Convention to the Program Subcommittee Chairperson to be included in the Convention Program.

ALL CONVENTIONS: 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 World Service Office 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 and Graphics Subcommittee.

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 events for conventions should be held first to generate money. All fund-raising events held in support of the conventions should include an explanation as to why money is needed. Finally, all of our events, be they to raise money or simply to 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 event, 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 and 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 four 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 RCM.'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 Web site 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 paragraph 2 above, 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 to print 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 does 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 paragraph 2 above, 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 check-in.
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 pre-registration forms is six (6) months prior to the Convention. The cut-off date for pre-registration is one (1) month prior to the Convention start date.

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

The Registration Committee should develop the convention registration form for the Arts and 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 set. The flyer can be sent to the World Service Office 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 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 *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 circulating 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, an 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 banquet or brunch 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" x 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. However, it is recommended that both be used, as a check and balance, 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 take place for the next year's convention on Sunday morning. The cost of pre-registration will be \$15.00 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 maybe 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.

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

- A Convention Program
- Name tag or badge
- Tickets (Banquet, Brunch, Entertainment, etc.)
- Sightseeing information
- List of local restaurants with approximate price ranges
(Especially those open 24 hours)
- Marathon meeting list
- Souvenir items (N.A. phone books, key tags, pen, 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 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, banquets, brunches, 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 packets 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 packets will include a badge and a Convention meeting schedule. Packets for Newcomers will be limited as decided by the CACC. Newcomers may pick up packets twice a day and the hours of distribution will be posted at the Registration area. It is suggested 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 \$15.00 for the next Convention which will begin after the closing speaker.

ARTS & 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 and 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 and 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 and 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 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 or 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 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 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 ordering and delivering the Convention banner.
10. Is responsible for proof-reading all printing with the CACC Vice Chairperson.
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.

PROGRAM 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 meetings 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 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 an 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 an N.A. member gets an 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 (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 full 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 be a 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.

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 brunch/banquet admittance for all 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. For regional and or area speakers, the CACC will offer the Speaker(s) \$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. 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 giveaway 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.

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 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 to ensure that rooms are allocated for the Main Speakers.

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 focus. 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 an 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 an N.A. convention, other than the Merchandising Subcommittee, we are, in fact, sanctioning the idea that it is alright for individuals to generate a personal profit in the name of our Fellowship. Any funds generated from an N.A. convention should be used to further enhance our Fellowship either locally or worldwide. Careful consideration should be made in negotiating the purchase price of items selected for sale. Usually three 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 a 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 (i.e. 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 Convention Committee, prior to ordering. The approval should be received from the CACC at least six 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. It is suggested that the items be delivered to the host Hotel at least 1-2 days prior to the Convention and that the Merchandise Subcommittee be on hand to receive the items and inventory them upon receipt.

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 (i.e. state, regional, world convention committee's) at this 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 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. 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 and Hospitality and the Program 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 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 N.A. 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 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. 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.
5. Present three (3) bids and the recommendation to the committee for all entertainment.
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.

SECURITY/SERENITY KEEPERS SUBCOMMITTEE: In considering the operations of the conventions, 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.

This function is sometimes referred to in some conventions as the Bulldog Committee, Blood Sweat and Tears Committee and the Operations Committee. For the purpose of CACC, this Subcommittee will be titled Serenity Keepers.

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 Narcotics Anonymous, as necessary. 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 gentle 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 the Serenity Keepers subcommittee’s responsibility to ensure that the aisles are kept clear, the chairs are kept orderly, and the doors, except for those designated for entry and exit, remain closed for the duration of the meeting. To this end, a member of this Subcommittee is responsible for manning the other doors to ensure they remain closed, so as not to disturb the speaker or the flow of the meeting. The members, who are 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.

SELECTING A CHAIRPERSON:

When selecting a chairperson for the Serenity Keepers 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 within the Fellowship;
3. Demonstrated trustworthiness, especially where funds are concerned.
4. The tenacity, ability, and dedication to oversee all Serenity Keeper activities of the Convention Committee.

Job Duties:

1. Hold and Chair monthly Subcommittee meetings, separate from the regular CACC meetings.
2. Ensure that all Serenity Keepers Subcommittee tasks are completed on time.
3. Will work with the Arts & Graphics Subcommittee to ensure that visible badges are made for each committee member to wear during the convention.
4. Oversee any newcomers assigned to the Serenity Keepers Subcommittee to work as an effort to offset the cost of their Registration packet.
5. Communicate with the Registration, Program, and Entertainment Subcommittee Chairpersons to ascertain the need for Serenity Keepers during the Convention activities and assign subcommittee members to assist accordingly.
6. Assign Subcommittee members to secure the doors during each of the Main Speaker meetings.
7. Will assist the Chairperson and Treasurer in the pick-up of funds from Registration and Merchandising areas during the Convention.

Disruptive Behavior (Addendum)

The CASC will conduct business in a manner that is conducive with the twelve steps and 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.**