



MRCNA GUIDELINES

Revised: August 7, 2011

THE TWELVE TRADITIONS

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions.

As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
6. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

TWELVE CONCEPTS FOR NA SERVICE

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

Michigan Regional Convention of Narcotics Anonymous

PURPOSE

Conventions are held by members of Narcotics Anonymous to bring our membership together in the celebration of recovery. Meetings, workshops and other activities are scheduled to encourage unity and fellowship among our members.

Because conventions are sponsored by service committees of Narcotics Anonymous, they should always conform to N.A. principles and reflect our primary purpose.

Generally initiated at the regional service committee level, a regional convention is designed to encourage unity and celebration within a particular region.

BID COMMITTEE

When bidding for convention sites is appropriate, ad-hoc committees from interested Area Service committees should be formed to prepare a bid. This committee should be aware of the bidding criteria, presentation requirements and formats that are required.

The Bid Committee submits a bid no later than the April regional committee meeting and presents it to the Regional administrative committee. The winning bid will be announced during the June regional meeting.

Once the convention has been awarded, the first step is to organize and elect a full Convention Committee. This will take place at the first meeting in July. The Convention Committee is charged with the responsibility of organizing and carrying out the convention in its entirety, including dates and location, and being responsible to those they serve.

If no bids are submitted, then the convention committee is charged with the responsibility of seeking bids from hotels for the next planning convention year for a period of 1 year.

Michigan Regional Service Committee of Narcotics Anonymous Convention Guidelines-Bid Process

Area Qualification:

1. Two (2) years membership in MRSCNA
2. Ten (10) or more group meetings
3. Bid committee with seven (7) or more members.
4. Two (2) or more members with five (5) or more years clean.
5. Two (2) or more members with two (2) years previous convention experience.

***Members of the Bid Committee do not have to be from the Bidding Area.**

Area Responsibilities:

1. Form an Ad-Hoc Convention Bid Committee, per section above.
2. Conduct a survey to determine local interest.
3. Review available sites to ensure that appropriate facilities, i.e., hotels, motels, colleges, universities, etc. are available for the dates of the annual convention.
4. Provide Area History paper. How many groups, meetings, H & I meetings when area started and any other pertinent information about the area.
5. Provide "letter of need" (how and why convention will benefit the area).
6. Submit the bid to the Regional committee.

Bid Content:

1. Area History.
2. Results of survey.

3. Prior to negotiating with major hotels, contact Narcotics Anonymous World Services (NAWS); they can assist with obtaining bids from hotels (no finalized contract is needed) to submit a bid to the region.
4. Letter of need.
5. Register of Bid Committee “membership”

Bid Timetable:

1. A bid committee shall submit a bid at the April Regional Committee meeting. The winning bid shall be announced by the Regional meeting upon acceptance.
2. Rotation of the convention shall be sought with Areas bidding for its location with MRSCNA approval.
3. In the event no bids are submitted, the Convention Committee shall select the convention site, with the approval of the Regional Committee. The committee shall provide its rationale to the Regional Committee to consider in approval.

PLANNING COMMITTEE

The planning of a convention requires fiscal responsibility and the combined efforts of many members. Hosting a convention is a tremendous responsibility that requires significant planning, dedication, and effort.

Conventions can be complex and overpowering endeavors; therefore, effort should be made to select key members who have had prior convention experience. These people work as a committee, which might be made up of representatives from groups sponsoring the convention. In this region where an annual convention is held, the convention committee is a subcommittee of the Michigan Region. This is done to ensure continuity of effort. Although some members change from year to year, enough experienced convention planners usually remain to ensure an effective planning process.

CONVENTION COMMITTEE

The convention committee is generally made up of members who were involved in the preliminary planning and bidding process. However, membership in the convention committee should be open to all members of the fellowship. The convention committee consists of an administrative committee, subcommittee chairpersons and attending members.

COMMITTEE POSITIONS

Administrative Committee:

- a) Chairperson
- b) Co-Chairperson
- c) Secretary
- d) Co-Secretary
- e) Treasurer
- f) Co-Treasurer

Subcommittee Chairs:

- a) Arts & Graphics
- b) Convention Information
- c) Entertainment & Fundraising
- d) Hotels and Hospitality
- e) Huggers
- f) Merchandise
- g) Programming
- h) Serenity Givers
- i) Tickets & Registration

CONVENTION MEMBER REQUIREMENTS

1. Requirements and qualification for the administrative committee and subcommittees:

Minimum of years clean. Clean time should not be waived.

- Chairperson----- (5) Five years clean.
- Co-Chairperson ----- (4) Four years clean.
- Secretary ----- (1) One year clean.
- Co-Secretary----- (1) One year clean.
- Treasurer ----- (5) Five years clean.
- Co-Treasurer ----- (5) Five years clean
- Subcommittee Chairs ----- (2) Two years clean.
- Subcommittee Co-Chair----- (1) One year clean.
 - 1) Arts & Graphics, Convention Information and Programming.
 - 2) Merchandise, Ticket & Registration, Entertainment & Fundraising, Hotels & Hospitality, Huggers and Serenity Givers.

2. Willingness to give the time and resources. (example: cost of driving to and from meetings).

3. Recommended to have (1) one year previous experience on a prior convention committee.

4. Ability to exercise patience and tolerance.

5. Active participation in Narcotics Anonymous.

6. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of N.A.

CONVENTION COMMITTEE MEETINGS

All convention committee meetings should take place monthly at a regularly scheduled time and place. The purpose of these meetings is to gather and share information regarding the planning and carrying out of the convention. Effort should be made to encourage support and participation from all members. Care should also be exercised during the planning process to involve as many groups and individuals as possible.

Elections of officers need to be take place soon as possible, based upon qualifications and experience. A description of Administrative Committee members and duties is presented in these guidelines.

VOTING

Any member who participates on a regular basis (two of the last three meetings) at the convention committee meetings is considered a voting member. All administrative and subcommittee chairs are required to attend all convention planning meetings.

At the first election meeting for the convention committee all members in attendance have a vote.

It is advisable to schedule two to three hours to conduct convention committee business. An agenda or format should be prepared prior to meetings. An example agenda is shown below:

- I OPENING: Begin with a moment of silence asking for all members to reflect on their involvement, thinking about who they serve and why.
Follow with the Serenity Prayer
- II Read convention Purpose, 12 Traditions and 12 Concepts
- III Roll Call
- IV Read and approve the minutes of the last meeting
- V Chairperson's report (review progress to date and relay recent information)

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- VI Treasurer's report (update on expenses and new balance)
- VII Subcommittee's written reports (including goals, all financial information, such as amount spent, earned, and progress of subcommittee)
- VIII Old business carried over from the last meeting.
- IX New business.
- X Open floor.
- XI Closing prayer.

BUDGETS

1. All subcommittees will submit a projected budget at the September convention meeting.
2. Budget requests are approved by the Convention Committee prior to submission to the Regional Committee for approval in October.

ADMINISTRATIVE COMMITTEE

1. The Administrative Committee executes the conscience of the overall committee. They do not directly involve themselves in the daily workings of the subcommittees, unless required, except for co-chair who serves as liaison to each subcommittee.
2. Members of the Administrative Committee may discuss the performance of subcommittees, as well as the convention budget and other matters that affect the convention as a whole.
3. The Administrative Committee schedules meetings of the convention committee.

ELECTIONS/ RESIGNATIONS/ REMOVAL

Elections will be by closed ballot. The vote count does not need be announced.

1. Elections will be by simple majority, unless unopposed, then a 2/3 majority vote is needed.
2. At the July meeting, after the convention, Administrative and Subcommittee Chair positions need to be filled. Each month, unfilled positions will be open for nominations and elections, until all positions are filled.
3. When a position is open, the Co-Chair of that position will take over the duties and responsibilities until the chair position is filled (provide they meet the required clean time).
4. In the case of a tie for any Chair position, the voting process will continue by closed ballot until one nominee is elected to that position.

Resignations/ Removal of all Convention Committee Officers and Subcommittee Co-Chairs.

1. Missing two consecutive meetings with or without a written report will result in the position being open. (No vote needed)
2. Removal of a position for other reasons requires 2/3 majority vote. Possible reasons for removal may include, but are not limited to:
 - a. Failure to follow guidelines.
 - b. Misuse and /or misappropriation of NA funds.
 - c. Relapse.
 - d. Excessive absences.
 - e. Disruptive behavior at meetings.

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MRCNA CHAIRPERSON RESPONSIBILITIES

1. Helps prepare a budget for the Administrative Committee, keeping in mind annual expenses, such as: P.O. Box, storage lockers, bank fees, postage, etc.
2. Be present during subcommittee meetings giving guidance and support to subcommittees when requested, or when deemed necessary by the planning committee as a whole.
3. Votes only to break a tie, except for elections.
4. Executes judgment without giving personal opinions.
5. The Michigan Regional Convention is a subcommittee of the Michigan Region; therefore, the Chair of the convention should not sit on the Administrative Board or the Board of Directors (RCM) of the Region in order to avoid spiritual conflict.
6. Prepares the agenda for the Convention Committee meetings and the Administrative Committee meetings and chairs both meetings as well as the Saturday banquet speaker session during the convention.
7. Attends Michigan Regional meetings on first Sunday in the months of February, April, June, August, October and December. The Regional meeting rotates amongst the areas. If unable to attend, notifies the Regional Facilitator of their pending absence, asks convention co-chair to attend in their absence and sends a written report including Treasurer's report and current financial statements.
8. Brings back from regional meeting all issues regarding the Convention Committee. Asks at every regional meeting if any member areas are forming a bid committee to host the convention. Reminds the regional body that if there are no bids to host the convention, the current Hotels and Hospitality subcommittee will gather bids.
9. Makes sure all convention registration and fundraiser fliers get to regional meeting.
10. Brings hotel contract to regional facilitator for signature.
11. Submits Convention budgets for approval at the October regional meeting.
12. Brings complete year-end final report including treasurer's report and current financial statements to the region at first regional meeting, after final convention meeting of the current year.
13. Works closely with the treasurer in the disbursement of convention funds. Reviews final hotel bill with the Treasurer and Hotels and Hospitality Chair before it is paid.
14. Could be a signer on bank accounts held by the Regional Convention Committee.
15. Will be the signer on all contracts except the Hotels (entertainment, food, merchandise items etc).
16. When available and practical, will be an observer during meetings with the hotel prior to the convention. If changes are made to the contract, ensures the changes are made in writing with the hotel giving back a signed receipt acknowledging changes.

17. Train the Co-Chair in the performance of the Chairperson's duties.

MRCNA CO-CHAIRPERSON RESPONSIBILITIES

1. Works closely with Chairperson, and will act as Chair when the Chairperson is not available.
2. Will serve as liaison between subcommittees and the Administrative body. Attends subcommittee meetings and willing to help as needed. Make sure subcommittees are meeting deadlines.
3. Advise Chair on rules of order and Parliamentary Procedures.
4. Chair the Sunday morning speaker session during the convention.
5. In the event of an open subcommittee chair position, the Convention Co-Chair will facilitate that chair's duties and responsibilities until the position is filled.
6. Attends all Convention Committee meetings and if unable to attend, notifies the Chair and Secretary and submits a written report.
7. Will attend Michigan Regional meetings when the Chair is not available. In order to gain experience, it is highly recommended he /she attend as many Michigan Regional meetings as possible with the Chair.
8. Prepares to become the Chair the following year.
9. Will keep an inventory of MRCNA property (such as cash registers, shelving, storage totes, radios and previous year's left over merchandise) and record who has the items.

MRCNA SECRETARY RESPONSIBILITIES

1. Attend all regularly scheduled administrative meetings and Convention Committee meetings.
2. Keep accurate minutes of all administrative meetings and Convention Committee meetings.
3. Types and distributes copies of the minutes to all members of the planning committee, the Regional Facilitator and Regional Secretary, no later than ten (10) days following each meeting using email whenever possible. Emails set of minutes to Convention Information chair for posting on MRCNA website, making sure that personal information, such as full names, phone numbers, and addresses are not included.
4. Keeps copies of all minutes during convention year and have available at all meetings.
5. Keeps accurate on-going roll call and voting privileges.
6. Maintains contact list of all active committee members.
7. Prepares ballots for elections. Disburses and collects ballots during voting of election process. Can ask for volunteers to assist them in performing this task.

8. Keeps track of the number of pros and cons and records discussion of motions. Maintains a motion log of approved and failed motions.
9. In absence of Chair and Co-Chair, presides over meeting until a temporary Chair can be elected to chair the convention meeting.
10. Trains the Co-Secretary in the performance of the Secretary duties.

MRCNA CO-SECRETARY RESPONSIBILITIES

1. Attends all regularly scheduled administrative meetings and Convention Committee meetings.
2. Assists Secretary in completion of their duties and responsibilities as stated above.
3. Performs all duties and has all responsibilities of Secretary in their absence.
4. Prepares to become the Secretary next year.

MRCNA TREASURER RESPONSIBILITIES

1. Attends all regularly scheduled administrative meetings and Convention Committee meetings, and must be available to attend the convention in its entirety.
2. Previous treasurer experience at Area or Region level.
3. Assists subcommittees with budgets.
4. Signer on the MRSCNA checking account. (Other signers are the MRSCNA Facilitator, Treasurer, and Regional Delegate.) Checks are made payable to vendors whenever possible.
5. Checks may not be signed in advance or written payable to "Cash".
6. Prepares financial reports to be submitted at monthly planning meetings of the convention committee. These reports will cover a time period of "meeting to meeting". Reports should include all income and expenses for each committee as well as the petty cash balance.
7. Responsible for all monies received (i.e. registrations, merchandise, activities, serenity keepers and huggers etc.). Writes pre-numbered, carbon receipts for any cash or checks received. Deposits are made to the MRSCNA checking account within three (3) business days. The deposit will be any amount in excess of the petty cash fund.
8. Submits monthly income and expense report to the MRSCNA treasurer.
9. Maintains a petty cash fund for incidental expenses. (Amount of petty cash to be approved by the Regional Service Committee)
 - a. A check is written payable to the MRCNA treasurer for the amount of the petty cash fund. Cash is kept in a locked box. The petty cash fund will at any time contain the total amount of cash and receipts, which are equal to the amount of the fund.

- b. To make payments from the petty cash fund: A petty cash voucher, which includes the date, amount, payee name, and subcommittee name, should be completed by the person requesting reimbursement.
 - c. Payments must be approved by the subcommittee Chair or Co-chair. Receipts for purchases are attached to the voucher. For payments made in advance, the payee completes the petty cash voucher and submits the receipts after purchases.
 - d. A petty cash report is submitted with vouchers and copies of receipts to the MRSCNA Treasurer, who writes a check to reimburse the petty cash fund. (MRCNA treasurer will keep original receipts)
10. Ensure that all taxes and financial obligations are submitted to Regional Treasurer in a timely manner. This would include all merchandise sold by the convention committee throughout the year.
 11. Makes regular picks ups during the convention from all areas that have cash and must be accompanied by the Co-Treasurer, (Chair or Co-Chair could fill in never done alone).
 12. Make bank deposits throughout the convention always with the Co-Treasurer when available (Chair or Co-Chair could fill in) NEVER ALONE though.
 13. Pays the hotel bill after Convention Chair and Hotels Chair reviewed the final banquet, brunch, hotel and equipment bills.
 14. Will obtain tax-exempt forms from the regional treasurer. Any purchases made by the convention are exempt from taxes.
 15. Trains the Co-Treasurer in the performance of the Treasurer's duties.

MRCNA CO-TREASURER RESPONSIBILITIES

1. Attends all regularly scheduled Administrative Committee meetings and Convention Committee meetings, , and must be available to attend the convention in its entirety.
2. Previous treasurer experience, preferably at Area, Region or some subcommittee level.
3. Assists treasurer in all duties during planning year and at convention.
4. Will assist treasurer making regular pickups from all subcommittees that take in cash during the convention.
5. Will assume the duties and responsibilities of treasurer in their absence.
6. Prepares to become the treasurer next year.

MRCNA SUBCOMMITTEE CHAIRS GUIDELINES

1. All subcommittees hold separate meetings prior to convention committee meetings.
2. Attend all regularly scheduled Convention Planning Subcommittee meetings and give an oral and written report, including a written financial statement with receipts for their committee.
3. At the final meeting, there will be separate packets for each newly elected subcommittee chair, consisting of all reports submitted by that previous subcommittee, from the previous year (hard copy, and if available, electronic copy).
4. Elections within Subcommittees for Co-Chair, Secretary and Treasurer etc. should be held as soon as possible within the respective Subcommittees. The members of the subcommittee determine voting privileges.
Co-Chair Requirements (1) One year for : (see page 6)
 - a. Arts & Graphics, Convention Information and Programming.Co-Chair Requirements (2) Two years for : (see page 6)
 - b. Merchandise, Ticket & Registration, Entertainment & Fundraising, Hotels & Hospitality, Huggers and Serenity Givers.
5. Prepare and read projected the budget for their committee at the August convention meeting. The final budget will be submitted at the September convention meeting. The convention treasurer can provide assistance if needed (see forms back pages of guidelines).
6. Subcommittees may not establish a treasury or bank account. Checks are made payable to vendors whenever possible. No payments will be made without a proper petty cash voucher requesting payment for services provided. Keep in mind that we are a tax-exempt organization and are not required to pay taxes on items we purchase. (See treasurer responsibilities for process of vouchers).
7. Participate in the convention planning and facilitate the functions of their Subcommittee during the convention.
8. Subcommittees may develop guidelines and requirements for specific service functions; they need to be submitted for approval by the convention committee.
9. All Subcommittee and/or Ad-Hoc projects shall be initiated and approved at the Convention Committee through motions. * Example* T-shirt designs and/or changes to logos. Entertainment groups. We need to remember that we will be interacting with the public etc.
10. All receipts and unused funds from a project must be returned to convention treasurer as soon as possible and no later then next Convention Planning Committee meeting.
11. Work with all subcommittees remembering to communicate with each other in the planning process of the convention.
12. Subcommittee chairs will pass along all subcommittee records to the next year's convention chair with a final report at the last convention meeting. The final report should include information that will be beneficial for the following year's subcommittees, such as timelines, budget items, suggestions and helpful hints learned during the planning process and at the convention.
13. No Subcommittee shall perform duties of another Convention Subcommittee without previous consent from the Convention Committee.

MICHIGAN REGIONAL SERVICE COMMITTEE OF NARCOTICS ANONYMOUS
MEMORANDUM OF FINANCIAL RESPONSIBILITY

I, _____, a trusted servant of the fellowship for the Michigan Region of Narcotics Anonymous, agree to properly and safely use any money or other assets entrusted to me by the fellowship of NA.

I agree to use fellowship money or other assets only as directed by the fellowship of NA.

I agree that if I misappropriate or misuse fellowship money or other assets because of my personal negligence or dishonesty, I will accept full responsibility for their replacement.

While in service at any time, or if I am removed from service or leave service, I agree to promptly turn over any Fellowship money, assets, records or any other fellowship property.

I have agreed to follow and adhere to the MRSC Financial Responsibility Policy as outlined on the Financial Responsibility Addendum.

Signed _____ (Trusted Servant) Date: _____

Print name: _____

OFFICER MRSCNA BY _____ DATE: _____

TITLE: _____

This document was created to implement the MRSCNA Financial Responsibility Policy. The MRSC has adopted guidelines and operational policies, which apply to and shall guide the conduct of our NA Trusted Servants. Current Copies of these documents are available on request.

This agreement shall be held in the MRSCNA Archives.

Arts & Graphics

Purpose:

The subcommittee is responsible for designing and/or printing a convention banner, convention poster and directional signs. The subcommittee consists of a Chair, Co-Chair and artistic and energetic interested members of the NA fellowship.

DUTIES:

1. Present a variety of logo designs for the selected theme of the convention.
2. Work with Tickets & Registration Subcommittee to develop flyers, tickets and any registration packet item needing artwork.
3. Work with Merchandise Subcommittee to develop convention merchandise.
4. Work with Hotels & Hospitality regarding the hanging of banners, and storage of banners before and after the convention if necessary.
5. Work with Serenity Givers and Huggers Subcommittee to develop artwork for their shirts, if requested.
6. Work with other subcommittees that need artwork.
7. Present logo designs to the entire convention committee; a vote will take place to determine the logo.
8. Post all signage for workshops and other events during the convention.
9. Is responsible for the hanging and removal of banners, and facilitates transportation of banners to and from the storage area.
10. Ensures that the “®” trademark registration symbol appears on any convention material containing the N.A. logo or symbol.
11. Arrange a time and place for the banner to be signed.

Submit bids for artwork:

1. Three (3) bids for convention banner artwork.
2. Three (3) bids for poster and necessary signs.

Co-Chair

1. Will assist the Chair in performance of their duties.
2. Conduct the business of this subcommittee in the absence of the Chair.

Suggestions:

1. Solicit logo designs from the fellowship, possibly giving a free registration to the addict whose design is selected.
2. Budget items may include: cost of the banner; transportation of banners to and from the convention site; printing for signs; markers and paint.

CONVENTION INFORMATION

Purpose:

The purpose of the subcommittee is to provide information of the convention to hospitals and institutions as well as members of the N.A. community. This is done by distribution of various written materials such as letters, information pamphlets, website, and to answer questions relating to the convention and fund-raisers. The committee consists of a Chair, Co-Chair and any other interested member of the NA fellowship.

DUTIES:

1. Will work closely with all committees during the planning year.
2. Inform N.A. members, hospitals, recovery houses, treatment centers, and other institutions within the surrounding area about the convention and fundraisers.
3. Provide convention particulars to the N.A. Way Magazine and the na.org website for entry in their list of upcoming events.
4. Prepare cover letters to send to the hospitals, treatment centers, halfway houses, and other institutions within a radius of the hosting convention site. The purpose of these letters is to inform addicts that are new to the N.A. fellowship and potential members of our fellowship.
5. Prepare for dealing with members of the media, such as newspapers, radio and television should they appear at the convention. Maintaining the anonymity of our members is of primary importance.
6. Must be available during the convention in case the media should arrive.
7. Make up press packets consisting of N.A. pamphlets and Anonymity Statement.
8. Maintain the MRCNA portion of the regional website, ensuring that all information is up-to-date.

Co-Chair

1. Will assist the Chair in performance of their duties.
2. Conduct the business of this subcommittee in the absence of the Chair.

Suggestions:

1. Individuals working the Convention Information desk must be able to contact the Convention Information Chair during the convention and answer any questions that may be directed to Convention Information. Also, have a room available to meet with press should they arrive.
2. Have volunteers that are experienced in dealing with the media, should they arrive at the convention. Members that are experienced in Public Information may be good candidates.
3. Budget items may include: printing, envelopes, postage and banner storage.

Entertainment and Fundraising

Purpose:

The purpose of the subcommittee is to generate interest and support for the convention from within the fellowship, in addition to raising funds. The subcommittee consists of a Chair, Co-Chair and any other interested member of the NA fellowship.

DUTIES:

1. Communicate with Area Activities Chairs throughout Michigan and coordinate dates for possible MRCNA fundraisers.
2. Turn in receipts and event expense log to the MRCNA Treasurer within 7 days after every event.
3. Responsible for fundraising event themes and locations.
4. Ensure that all events are in good taste, consistent with our spiritual principles.
5. Plan and carry out various activities throughout the planning year, such as, but not limited to, dances, picnics, bowling parties, and any other activity which will generate funds for the convention.
6. Prior to the convention, discuss entertainment needs and requirements (such as, but not limited to: dance setups, DJ access and requirements, and banquet decorating) needed during the convention.
7. Work closely with other subcommittees such as Convention Information, Arts & Graphics, Hotels and Hospitality, Program and Admin.
8. Plan all entertainment activities to be at the convention, as well as selecting the bands or DJ to be used at all fundraising and convention dances, and will select the speakers for all fundraisers.

Co-Chair

1. Will assist the Chair in performance of their duties.
2. Conduct the business of this subcommittee in the absence of the Chair.

Suggestions:

Budget items may include: DJ, other types of entertainment, possible transportation entertainers, banquet center pieces and give away items, dance and banquet decorations, fundraising fliers and concessions.

Hotels and Hospitalities

Purpose:

The purpose of the Hotels and Hospitality subcommittee is to work with bidding areas to secure adequate facilities including those of the Americans with Disabilities Act for the convention, and act as the liaison between the convention committee and the hosting hotel. The Hotels & Hospitality subcommittee will convey all requirements of the subcommittees to the hotel staff. The subcommittee consists of a Chair, Co-Chair and any other interested member of the NA fellowship.

DUTIES:

When communicating with the hosting hotel prior to the actual convention, a minimum of (2) two members when possible should be present. Suggestions would be the Hotels and Hospitality Chair and Co-Chair and the Convention Chair.

Prior to negotiating with major hotels, contact Narcotics Anonymous World Services (NAWS). They can assist with obtaining bids from hotels. Most major hotel chains have a coordinator assigned to work with NAWS in obtaining our business.

1. Provide the committee with an update of number of hotel rooms reserved at each convention meeting.

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2. Secure meeting space for all convention committee planning meetings.
3. Oversee the disbursement of coffee (if the convention committee chooses to provide coffee). It should be made clear to both the hotel and the full committee that only one person may have the authority to order coffee; as determined by the Hotels and Hospitality subcommittee.
4. Arrange several site tours. One so the full committee can see the variety of sleeping rooms and meeting rooms. Two or three more will be necessary with select subcommittees to discuss room arrangements for the convention. Note: It is helpful to have sketches of seating and table arrangements with you when you make final preparations with the hotel.
5. Arrange for a staff meeting approximately thirty days before the convention start date. This meeting is so the hotel managers can meet face to face with convention subcommittee members. Convention committee members that should be present for this meeting are Convention Chair, Co-Chair, Treasurer, Co-Treasurer, Hotels and Hospitality Chair and Co-Chair, Serenity Giver Chair and Co-Chair.
6. Reserve large safe deposit boxes for the treasurer's use.
7. Review the final hotel bill with the treasurer and Convention Chair before it is paid.
8. Advise the hotel of any special requirements that our members may have with regards to Americans with Disabilities Act. (i.e.: arranges special seating at workshops, banquet, brunch, and speaker meetings).
9. Work with the Arts & Graphics subcommittee securing ample space for storage and hanging of convention banners (Arts & Graphics chair will supervise). Secure a space for last minute on site signage to be made.
10. Work with Convention Information subcommittee to arrange adequate space for a press conference at the hotel. Convention Information needs a table set preferably next to Tickets & Registration.
11. Work with Entertainment & Fundraising subcommittee to provide adequate space for pre-convention fund-raisers. Prior to the convention, discuss entertainment needs and requirements such as, but not limited to: dance setups, DJ access and requirements, and banquet decorating needed during the convention.
12. Work with Merchandise subcommittee to secure adequate space for convention merchandise sales the Michigan Service Office, jeweler merchandise and any other vendors the committee chooses. A room with separate entrance and exit doors, preferably on opposite sides, is helpful. This room should be secure, with a limited amount of keys available for committee use only (suggested members are Hotels and Hospitality Chair and Co-Chair, and Merchandise Chair and Co-Chair). Inform the hotel that this room is off limits to all personnel except when the Hotels and Hospitality Chair or Co-Chair requests their presence.
13. Work with Program Subcommittee to address all room requirements for workshops, marathon meetings audio recordings, etc. The details need to be conveyed to the hotel at least three weeks

prior to the convention. The hotel should provide written documentation that they received this information.

14. Work with Tickets & Registration subcommittee to arrange adequate space for registration tables. Tickets & Registration will need secure storage for registration packages to be stored. This storage area should be available on the “package-stuffing day”.
15. This subcommittee is responsible for the collection of banquet and brunch tickets. Care should be taken so the convention committee does not have to pay for overages (meals served but not paid for). Work with Serenity Givers to help maintain serenity and order during the convention, especially during the brunch, banquet and entertainment times. Serenity Givers will collect tickets at the door.
16. Arrange for a Hospitality meeting room where members can congregate and fellowship. It is the Hotels and Hospitality subcommittee’s responsibility to keep refreshments in this room (water, cookies, fruit, peanut butter, bread, jelly, etc). A chalkboard or corkboard should be available for our members to use for communication purposes.
17. Is the only committee that can authorize the usage of complementary rooms. ensuring that more rooms are not given out than are available from the hotel. Friday and Saturday night speakers and special entertainment are considered first.
18. Will provide a secure room for Treasurer and Co-treasurer to count money during the convention.
19. Arranges a parking area for motorcycles at the convention.
20. Is responsible for obtaining and securing 2 way radios for use at the convention. The number of radios needed per subcommittee will be determined by the hotels and hospitality subcommittee.
21. Responsible for the “Welcome Party”(if one is held) on the opening night of the convention.

Co-Chair

1. Will assist the Chair in performance of their duties.
2. Conduct the business of this subcommittee in the absence of the Chair.

Suggested items for Hotel Negotiations:

1. Guest Rooms
 - a. Extend convention rate two days before convention and one day after.
 - b. Eight complimentary rooms Thursday - Sunday of convention.
 - c. \$2.00 rebate per sleeping night for each room pickup during convention.
 - d. Early check-in and late checkout for 23 people.
 - e. One complimentary suite or office space for treasurer duties.
 - f. One complimentary Hospitality Room for members to enjoy food and fellowship.
 - g. One complimentary sleeping room for every twenty-five rooms reserved during MRCNA fundraisers.
2. Drinks

- a. 680 gallons of coffee; 600 gallons for the convention, 80 gallons will be used at planning meetings through the year. After that, MRCNA will buy coffee (price to be determined) but will be inclusive (tax and gratitude include in price). MRCNA will set coffee hours.
- b. Hot water and tea available whenever coffee is.
- c. 308 gallons of punch, 8 gallons will be used at planning meetings through the year.
- 3. Pre-Convention Space
 - a. Need space for two fundraisers to accommodate up to 300 members, with dance floor, to be held during the convention year; with option of third fundraiser if space is available. Hotel to give MRCNA a list of open dates. Fundraiser space may include 80 round tables and one head table from 10a.m.-10 p.m. and two microphones, for possible workshops or events (all complimentary). Convention room rate for fundraisers.
 - b. Need a room with eight round tables & one head table for Planning Committee meetings, once per month July through June, with the possibility of two in June, providing the committee chooses to meet at the hotel.
- 4. Convention Space
 - a. All meeting space complimentary during convention. Beside all meeting rooms, need three rooms that can be secured throughout the convention with four keys per room.
 - b. Storage: Negotiable number of days prior to convention and two days after.
 - c. MRCNA has banners that will need to be hung by the hotel supervised by Arts and Graphics subcommittee, at no charge to us.
 - d. Phone line at Convention Registration counter.
 - e. Large safety deposit boxes.
 - f. Need ample supply of tissue at workshops during convention.
- 5. Misc.
 - a. Right to know of any other functions or parties on premises during convention.
 - b. Sampling of meals for banquet, for a minimum 10 people. Up to 300 banquet tickets and up to 200 brunch tickets. Price for banquet and brunch includes beverages, dessert, and gratuity.
 - c. One ice carving of N.A. logo.
 - d. Need 12 easels and two writing easels complimentary.
 - e. Need minimum of seven complimentary microphones.

Suggestions:

- 1. Review the contract and be aware of additional service fees that maybe added to the price of meals, service and equipment rentals.
- 2. Prior to banquet and brunch ensure all doors to the rooms are locked except for (1) one entrance door. If the host hotel offers a free breakfast consider eliminating the brunch, keeping in mind brunch tickets do not tend to sell well. Either negotiate a low minimum attendance or eliminate the brunch.
- 3. Budget items may include food and supplies for the welcome party and hospitality room, batteries for radios, and coffee.

Huggers

PURPOSE:

The Subcommittee is comprised of energetic members who welcome attendees to the convention with a hug. The subcommittee consists of a Chair, Co-Chair and any other interested member of the NA fellowship.

DUTIES:

1. Enlist artwork or design for the Hugger T-shirt logo working with Arts and Graphics subcommittee. Present logo designs to the entire convention committee (a vote will take place to determine the logo for Huggers).
2. Works with other Subcommittee on all related issues.
3. Recruit members to participate at the convention to be huggers.
4. Designate locations at the convention to station huggers.
5. Formulate a list of responsibilities for members who participate as Huggers.
6. Establish a schedule with time slots to ensure they cover all stations as needed.
7. Huggers will have knowledge of Convention grounds and schedules to help guide members if needed.
8. Encourage new members to be huggers.

Co-Chair

1. Will assist the Chair in performance of their duties.
2. Conduct the business of this subcommittee in the absence of the Chair.

Suggestions:

1. Keep in mind that we may not be the only group on the premises. Don't force hugs on people.
2. The Huggers and Serenity Givers subcommittees may combine and function as one subcommittee

SERENITY GIVERS

PURPOSE:

The purpose of this Subcommittee is to maintain serenity and order at the Convention in a positive, non-confrontational, assertive manner. Also provides directions to members as to where registration and other convention activities can be found. The subcommittee consists of a Chair, Co-Chair and any other interested member of the NA fellowship.

Clean time Requirement for a Serenity Giver: Six (6) months.

DUTIES:

1. Enlist artwork or design for the Serenity Giver T-shirt logo working with Arts and Graphics subcommittee. Present logo designs to the entire convention committee; a vote will take place to determine the logo for Serenity Givers.
2. Set up work schedule for workers at convention. When needed, the Chair and Co-Chair will relieve, fill in for, or take the place of a person assigned to a job station.
3. Coordinate, plan, and discuss schedules with other subcommittees regarding their needs for Serenity Givers during the convention.
4. Work with Merchandising to keep flow of traffic moving and remind members that there is NO Food / Drinks allowed in Merchandising Room /Area.
5. Work with Tickets & Registration keeping orderly lines at the registration table and keep traffic moving as needed.
6. Serenity Givers are not a police action body. There is no need for any committee member to intervene on any other member when they chose to act in an unacceptable manner. Serenity Givers Chair / Co-chair should first contact the Admin Chair/Co-Chair as to the incident taking place and allow the Chair/Co-Chair to take appropriate action. Usually this will be in the form of contacting the facility security and/or management.
7. This subcommittee is responsible for the collection of banquet and brunch tickets. Care should be taken so the convention subcommittee does not have to pay for overages (meals served but not paid for).
8. May need to assist member's special requirements (Disabilities) by allowing them to enter rooms prior to scheduled events (speaker meeting, banquet, brunch, and entertainment).

Co-Chair

1. Will assist the Chair in performance of their duties.
2. Conduct the business of this subcommittee in the absence of the Chair.

Suggestions

1. Work in pairs and be aware of smoking areas and bike parking area.
2. The Serenity Givers and Huggers work together in accomplishing their duties.
3. Budget items may include t-shirts.

MERCHANDISE

PURPOSE:

The Merchandise Subcommittee assists with the financial success of the convention by generating revenue through the sale of commemorative convention merchandise. Proper planning is important. Be conservative with ordering merchandise; it is better to sell out than to have a lot of merchandise left over. The subcommittee consists of a Chair, Co-Chair and any other interested member of the NA fellowship.

DUTIES:

1. Solicit fellow addicts to serve as members of the committee, with knowledge of pricing and merchandising techniques.
2. Solicit bids from possible vendors for t-shirts, sweatshirts, etc. Previous vendors used from past conventions, and possible new vendors close to convention site should be asked to submit bids. Remember, net 30 days credit is a must. Minimum of three (3) bids are needed.
3. Devise a system to keep track of sales and where sales were generated. For example: \$500.00 from convention in Augusta, GA. \$350.00 from Ohio, \$275.00 from Grand Rapids. Sales taxes may vary for sales outside Michigan.
4. Work with Arts and Graphics to come up with artwork to be placed on saleable pre-convention and convention merchandise. Ideas should be solicited from within the fellowship, but may be accepted from outside the fellowship as well.
5. Develop a list of affordable items to be made available for both preconvention and convention sales.
6. When selecting t-shirts, sweatshirts, jackets, shorts, hats, etc. ensure that quality of the item(s) versus the cost is considered.

AT CONVENTION:

1. Work with Hotels and Hospitality to come up with a room large enough for merchandise with entrance and exits that can be locked. The room should be available the day before the convention and up to 10:00 PM the last day of convention.
2. Minimum two cash registers suggested with electrical outlets.
3. Set hours during which merchandise room will be open.
4. Get Arts & Graphics to make signs for merchandise hours, prices, "No Food or Drinks" sign, directional signs, etc.
5. Establish a time schedule with the treasurer for money pick-ups. Example: every hour to 1½ hours.
6. Merchandise order forms are helpful for smooth processing of purchases.

7. Arrange (with Hotels & Hospitality) a room for other areas and regions to sell merchandise on the last day of the convention.

POLICIES:

1. Logos for commemorative merchandise must be approved by full convention committee.
2. The “®” trademark registration symbol must appear on any convention material containing the N.A. logo or symbol.
3. Sales of N.A. merchandise from other N.A. service committees will be allowed on the last day of the convention, provided prior approval was obtained from Merchandise Committee.
4. Utilize NAWS approved vendors.
5. Special commemorative merchandise for a special fund-raiser should be limited to 2-3 dozen only. Examples: Bowl-a-rama, Splash Pool Parties, etc.
6. Special merchandise for individual subcommittees should be avoided or limited to small quantities.
7. Members who volunteer to sell merchandise at conventions that they are attending maybe compensated for mileage; in the event they fly, total miles from home city to convention by AAA standards would be paid. Note: prior approval should be obtained by the full committee prior to traveling.
8. Travel to sell merchandise in Michigan is limited to 35 cents per mile on a request basis only.
9. A Letter requesting permission to sell MRCNA merchandise should be sent to all conventions prior to our attendance.
10. To be prudent with NA funds and reduce the need for travel, it suggested that MRCNA committee members be recruited to sell merchandise at their local area events.

Co-Chair

1. Will assist the Chair in performance of their duties.
2. Conduct the business of this subcommittee in the absence of the Chair.

SUGGESTIONS:

1. Review the previous year’s final report for ideas about what and how much to purchase.

PROGRAM

PURPOSE:

This subcommittee plans all workshops and marathon meetings and selects main speakers and workshop speakers and chairpersons for the workshops. Successful conventions center on the thoroughness and creativity of the Program Subcommittee to attain an atmosphere of recovery and fun. The subcommittee consists of a Chair and two (2) Co-Chairs and any other interested member of the NA fellowship.

DUTIES:

1. Develops a task sheet & completion dates.
2. Be prepared to hire interpreters for the hearing impaired, depending on the needs of the convention. The committee should be aware of what the Americans with Disabilities Act. If need is responsible for ensuring a Videographer of the convention main speakers.
3. Plans a balance of workshops for newcomers, service minded attendants, spirituality topics and barriers of recovery, (Physical and mental disabilities and secondary illness).
4. Writes formats for speaker, workshop, and marathon meetings.
5. Establishes a staffing schedule to ensure that subcommittee work during the convention is covered.
6. Schedules all events that will take place at the convention. (Except what Entertainment and Fundraising plan.)
7. Contacts recording vendors to submit bids and choose vendor who best suits our need. The recording of speakers and workshops allows members who are unable to attend the convention to hear the message. When selecting the vendor, make it known that all copyrights are the property of the MRCNA. Any contracts, such as recording or any other legal and binding contracts need to be approved by the MRCNA Administration Committee.
8. Seeks and compiles input on speaker tapes, with an eye toward selecting convention main speakers with a minimum of 5 years clean.
9. Contacts candidates for convention speakers to ascertain their willingness and availability to speak at the convention.
10. Works with Hotels and Hospitality subcommittee to see that housing needs of convention main speakers are covered, and communicates to Registration subcommittee the number of registration packages that will be needed for the main speakers.
11. Arrange transportation for main speakers to and from all airports and hotel.
12. Works with Hotels and Hospitality to ensure that all speaker/ workshop rooms have adequate sound system.
13. Compiles a list of willing addicts to serve as chairperson (six months clean time) and speakers (three years clean time) for workshops. Tickets and Registrations will be able to provide a list of pre-registered members who have indicated a willingness to chair or to speak at workshops.
14. Establishes a Marathon Meeting room and required format for sharing (such as time limits).
15. Prepares a written program of convention events. Obtains three (3) bids from printing companies and selects the company that best suits our needs. The registration symbol ® must appear on any convention material containing the NA logo or symbol.

16. Works with Arts & Graphics to establish signage and map needs for the convention.
17. Sets deadline for submission of potential speaker tapes.
18. Responsible for planning the clean time countdown and related functions including obtaining Basic Texts to be given away to new members.
19. Be responsible for checking in all speakers.

Co-Chairs

1. Will assist the Chair in performance of their duties.
2. Conduct the business of this subcommittee in the absence of the Chair.

SUGGESTIONS:

1. Speakers and workshop chairs need to be members of NA.
2. Potential speakers and program participants are members who base their recovery on powerlessness over addiction, identify themselves as addicts and attends N.A. meetings to sustain their recovery. The best speakers seem to be those who address recovery as if their lives, as well as yours, depend on it. Speakers should be given at least three months notice.
3. 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.
4. Workshop speakers are not reimbursed and are selected very similarly to main speakers. Some conventions choose workshop Chairs from neighboring states to help with unity, variety, and attendance.
5. Items to be included in the budget are: travel expenses for main speakers, tape/CD purchases to select speakers, phone calls, mailing (information to workshop Chairs and speakers), and miscellaneous expenses for unseen or unknown expenses. Remember, mailings may be less expensive than calling.
6. Be careful not to set up the program to allow large spans of time with nothing to do. Plan many varieties of things to do marathon meetings, a room for quiet time, a room for music (guitar/piano), a bus tour or special entertainment. One of the purposes of this subcommittee is to keep our members occupied and to serve the variety of members in attendance. Not everyone likes to do one thing, be creative, but be prudent.
7. Note: recording requirements need to be discussed. Before promising any particular area for set up, please discuss with the H & H subcommittee.

Tickets and Registration

PURPOSE:

The Subcommittee sells registrations and banquet and brunch tickets prior to and during the convention, and for maintaining a current updated list of all registrants. The subcommittee consists of a Chair, Co-Chair and any other interested member of NA.

DUTIES:

1. Chair and Co-Chair (or designee) should have a key to P.O. Box.
2. Construct a registration flyer with:
 - a. Date of convention.
 - b. Hotel information with phone numbers and prices.
 - c. Contact names and numbers for registration information.
 - d. Contact name and number for hotel information (Hotels and Hospitality Chair name and phone number).
 - e. Obtain a Logo from Arts & Graphics.
 - f. P.O. Box # to mail registrations to and who to make check or money order out to.
 - g. Maintain communications with Programming, and Entertainment and Fundraising as to what information they may want included on the registration flyer
3. Be available at all fundraising events, or enlist a local member of the MRCNA committee, to take pre-registrations. The proceeds from these events would be turned over to the Treasurer within seven (7) days.
4. Mail registration forms to all nearby regions and regional service offices. Registration forms should be available for distribution at the October regional meeting but no later the December meeting.
5. Select and order items to be included in the registration packets. Arts & Graphics should supply artwork. Make sure that registration symbol ® appears on all convention material containing the NA logo or symbol.
6. Print banquet and brunch tickets.
7. Print confirmation cards and mail them at least two months prior to Convention.
8. Compose a list of members who have indicated a willingness to be of service and provide it to the appropriate subcommittee. Advises the Hotels committee if a member has indicated they have any special requirements (Disabilities).
9. Work out a time schedule with treasurer for money pick-ups. Example: every hour to 1½ hour.
10. Have a sign at the registration table clearly stating that members are responsible to make sure they have their banquet, brunch, or entertainment tickets as they will not be replaced.
11. Keep records of all pre-registrations with the necessary information: Name, address, phone, banquet, brunch and additional donations. (Make copies of pre-registrations forms for backup).
12. Make a detailed report at each committee meeting of total pre-registered, banquet, brunch and additional donations.

Approved by the Michigan Regional Committee August 7, 2011

13. Assemble packets prior to the convention and number all registration packets.
14. Distribute packets and collect money at the convention site.
15. Print registration forms for on-site registrations and clean time sheets. Print registration forms for early bird registrations for the next year's convention.
16. For pre-registered persons, mail registrations fliers as soon as they're available to allow time for making hotel reservations and/or ordering banquet, brunch and entertainment tickets.
17. Consider keep registration open during speakers and banquet.
18. Compile the total amount of clean time at the convention, giving the amount to programming to be announced Saturday night.

Co-Chair

1. Will assist the Chair in performance of their duties.
2. Conduct the business of this subcommittee in the absence of the Chair.

SUGGESTIONS:

1. Order selection of give-away items early in order to have items available at least two (2) weeks prior to convention.
2. Make sure Convention flyers are available early in order to inform the fellowship (in-state and out-of-state).
3. Make sure flyers inform the fellowship whether or not credit cards will be able accepted for payment at the convention
4. Make at least (3) three alphabetized and numerical lists of registered persons. Included in this list are banquet, brunch and entertainment tickets. This method makes life easier at the Convention. If they lose their confirmation number, you can look up their name.
5. Keep banquet and brunch tickets in envelopes separate from registration packets. Number the envelopes with the person's registration number. Number the bats-but only to keep count of registered persons not to correspond with assigned registration number. This information is for pre-registered persons that registered at the last convention.
6. Confirmation cards to pre-registered persons should include the hotel information and banquet and brunch prices. Number the response with confirmation number and the form with banquet and brunch information so that the numbers correspond.
7. Write the corresponding confirmation number on registration forms and checks or money orders in case of insufficient funds.
8. Be flexible with the hours you are open. We received many registrations during the dances after the open hours listed on the program. When you find persons to fill these time slots (i.e. banquet), make sure they are trustworthy with the money.

9. Remember to keep communications open between yourselves and other subcommittees. This saves a lot of time, confusion, disagreements and grief.
10. Budget items to consider include items for the registration packets, name tags, printing, and postage.