



Narcotics Anonymous®



MRCNA
GUIDELINES
Revised September 2004



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 N.A. 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 of N.A. as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An N.A. group ought never endorse, finance, or lend the N.A. name to any related facility or outside enterprise lest problems of money, property or prestige divert us from our primary purpose.
7. Every N.A. 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. N.A. 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 N.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need to 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.



Narcotics Anonymous®



GENERAL PLANNING

PURPOSE

Conventions are held by members of Narcotics Anonymous to bring our membership together in the celebration of recover. 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.

PLANNING COMMITTEE

The planning of a convention requires the combined efforts of many people. 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 people 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 sub-committee of the RSC. This is done to insure continuity of effort. Although some members change from year to year, enough experienced convention planners usually remain to insure and effective planning process.

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 at the June convention committee meeting and presents it to the administrative committee. The winning bid will be announced during the clean time countdown at the convention. Once the convention has been awarded, the first step is in organizing a full Convention Committee. 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 reverts to a standing Regional committee for the year's convention.



MRSCNA Convention Guidelines-Bid Process

Area Qualification

- I. Two (2) years membership in MRSCNA
- II. Ten (10) or more area meetings
- III. Bid committee with seven (7) or more members.
- IV. Two (2) or more members with five (5) or more years clean.
- V. Two (2) or more members with two years previous convention experience. *Members of the Bid Committee do not have to be from the Bidding Area.

Area Responsibilities

- I. Form an Ad-Hoc Convention Bid Committee, per section above.
- II. Conduct a survey to determine local interest.
- III. Review available sites to insure that appropriate facilities, i.e., hotels, motels, colleges, universities, etc. are available or the dates of the annual convention.
- IV. Draft Area History paper.
- V. Draft "letter of need" (how and why convention will benefit the area).
- VI. Submit the Bid to the convention committee.

Bid Content

- Area History.
- Results of survey.
- Site information (no contract needed).
- Letter of need.
- Register of Bid Committee "membership".

Bid Timetable

- I. A bid committee shall submit a bid at the June administrative convention committee meeting. The winning bid shall be announced by the RSC upon acceptance.
- II. Rotation of the convention shall be sought with Areas bidding for its location with MRSCNA approval.
- III. In the event no bids are submitted, the convention committee shall select the convention site, with the approval of the RSC. The committee shall provide its' rationale for the RSC to consider in approval.



Narcotics Anonymous®



CONVENTION COMMITTEE MEETINGS

All convention committee meetings should take place 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. Even at this early stage, it is necessary to elect a chairperson to preside over Convention Committee meetings and activities. Elections of officers should be based upon qualifications and experience. A description of Administrative Committee members and duties is presented in these guidelines.

Any member who participates on a regular basis, (2 of the last three meetings) at the convention committee meetings is considered a voting member. Subcommittees voting privileges are determined by the chairperson of the subcommittee. All subcommittees hold separate meetings prior to convention committee meetings. The subcommittee chairpersons submit reports, recommendations and other details about their areas of responsibility. All administrative and sub-committee chairs are required to attend all convention planning meetings. Missing two consecutive meetings without a report or communication with the committee co-chair, the position will go to the co-chair of that committee if they meet the requirements, or the position will be deemed open.

Convention committee meetings are scheduled monthly. It is advisable to schedule 2 to 3 hours to conduct convention committee business. An agenda or format should be prepared prior to meetings. Many convention committees use the agenda 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 and the 12 Traditions and 12 Concepts.
- II. Read and approve the minutes of the last meeting.
- III. Chairperson's report (review progress to date and relay recent information).
- IV. Treasurer's report (update on expenses and new balance).
- V. Subcommittee's report (reports included goals and progress of each committee).
- VI. Old business carried over from the last meeting.
- VII. New business to be undertaken before the next meeting.
- VIII. Open floor.
- IX. Closing prayer.

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.



Narcotics Anonymous®



Requirements and qualification for the administrative committee and subcommittee chairpersons are as follows: (Minimum of years clean):

- I. Chairperson-----Five years clean.
- Co-Chairperson-----Four years clean.
- Secretary-----One year clean.
- Co-Secretary----- One year clean.
- Treasurer-----Five years clean.
- Co-Treasurer-----Five years clean.
- Subcommittee Chairs-----Two years clean.
- Subcommittee Co-Chairs-----One year clean.

- II. Working knowledge of the 12 Steps and 12 Traditions of N.A.
- III. Willingness to give the time and resources.
- IV. Ability to exercise patience and tolerance.
- V. Active participation in Narcotics Anonymous.

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

- I. Administrative Committee:
 - i. Chairperson
 - ii. Co-Chairperson
 - iii. Secretary
 - iv. Co-Secretary
 - v. Treasurer
 - vi. Co-Treasurer

- II. Subcommittee Chairperson
 - i. Additional Needs.
 - ii. Arts & Graphics
 - iii. Convention Information
 - iv. Entertainment & Fundraising
 - v. Hotels and Hospitality
 - vi. Hugger
 - vii. Merchandise
 - viii. Program
 - ix. Serenity Givers
 - x. Tickets & Registration

- III. Subcommittee chairs will pass along all subcommittee records to the next year's convention chair with a final report at the last convention meeting.



ADMINISTRATIVE COMMITTEE

Administrative committee executes the conscience of the overall committee. They do not directly involve themselves in the daily workings of the sub-committee, unless required, except for co-chair who serves as liaison. Just as the Administrative Committee does not involve itself in the daily workings of the sub-committees (unless required), the Administration body of the Region should not involve itself in the day-to-day workings of the sub-committee.

Members of the Administrative Committee may discuss the performance of sub-committees, as well as the convention budget and other matters that affect the convention as a whole.

The Administrative Committee schedules meetings of the committee. The Administrative Committee (especially chairperson) reports to the Region at their regularly scheduled meetings. The Region should be given as much information as possible.

MRCNA CHAIRPERSON RESPONSIBILITIES

- I. Five (5) years clean time.
- II. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Narcotics Anonymous.
- III. Will help to resolve personality conflict.
- IV. Keeps informed of the activities of the sub-committees, and offers help when needed.
- V. Helps prepare a budget for the Administrative Committee functions.
- VI. Allow the sub-committees to perform their tasks while giving guidance and support. Only major issues need to be brought to the Convention Committee meeting. Sub-committees should be allowed to make their own decisions with offers of trust and encouragement.
- VII. Votes only to break a tie.
- VIII. Executes judgment without giving personal opinions.
- IX. Because the Michigan Regional Convention is a sub-committee of the Michigan Region, the Chair of the convention should not sit on the Administrative Board of the same region to avoid spiritual conflict.
- X. Chairs the Convention Committee meeting as well as the convention.
- XI. Chair attends all Convention Committee meetings and if unable to attend, notifies the co-chair and sends a written report.
- XII. Brings hotel contract to regional facilitator for signature.
- XIII. Brings final report to region at 1st regional meeting after final convention meeting.
- XIV. Attends MRSCNA meetings in their entirety.



MRCNA CO-CHAIPERSON RESPONSIBILITIES

- I. Four (4) years clean time.
- II. Working knowledge of the 12 Step, 12 Traditions, and 12 concepts of Narcotics Anonymous.
- III. Will act as Chair when the Chairperson is not available.
- IV. Works closely with Chairperson to delegate responsibilities to sub-committee chairperson.
- V. Will serve as liaison between sub-committees and Administrative body.
- VI. A friendly and tolerant personality is recommended.
- VII. Has served at least one year as a member of any standing convention sub-committee.
- VIII. Co-Chair attends all Convention Committee meetings and if unable to attend, notifies the Chair and sends a written report.

MRCNA SECRETARY RESPONSIBILITIES

- I. Minimum of one (1) year clean time.
- II. Keeps accurate minutes of each meeting.
- III. Types and distributes copies of the minutes to each admin. Member, sub-committee Chair and Co-Chair, not later than ten (10) days following each meeting.
- IV. Keeps copies of all minutes during term of office and have available at all meetings.
- V. Keeps accurate on-going roll call.
- VI. Maintains mailing list of all active committee members.
- VII. May be co-signer on all bank accounts.
- VIII. Distributes agenda for meetings.
- IX. In absence of Chair and Co-Chair, presides over meeting until Chair can be elected.

MRCNA CO-SECRETARY RESPONSIBILITIES

- I. Minimum of one (1) year clean time.
- II. Assists Secretary in completion of hi/her duties and responsibilities as stated above.
- III. Performs all duties and has all responsibilities of Secretary in their absence.



MRCNA TREASURER GUIDELINES

- I. Five (5) years clean time – cannot be waived.
- II. Previous treasurer experience at Area or Region level.
- III. Some convention experience – One (1) year on any sub-committee as member (any capacity).
- IV. Assists sub-committees with budgets.
- V. Co-signer on the MRSCNA checking account. (Other co-signers are the MRSCNA Facilitator, Treasurer, and Regional Delegate.) Checks are made payable to vendors whenever possible. Checks may not be signed in advance or written payable to “Cash”.
- VI. Prepares monthly financial reports to be submitted at monthly planning meetings of the convention committee. These reports will cover a time period of “meeting to meeting”.
- VII. Responsible for all monies received (i.e. registrations, merchandise, activities, etc.). Writes pre-numbered, carbon receipts for any cash or checks received. Deposits are made to the MRSCNA checking account within five (5) working days.
- VIII. Submits monthly income and expense detail to the MRSCNA treasurer.
- IX. Submit bi-monthly inventory reports to the MRSCNA treasurer.
- X. Maintains a petty cash fund for incidental expenses. (Amount to be approved by the RSC).
 - i. A check is written payable to the MRSCNA treasurer for the amount of the fund. Cash is kept in a locked box. The fund will at any time contain the total amount of cash and receipts, which are equal to the amount of the fund.
 - ii. To make payments from the fund:
 - a. A petty cash voucher, which includes the date, amount, payee name, and committee name, must be completed by the person requesting reimbursement. Payments must be approved by the committee Chair or Co-chair. Receipt/s for purchases are attached to the voucher.
 - b. For payments made in advance, the payee completes the petty cash voucher and submits the receipts after purchases.
 - iii. A petty cash report is submitted with vouchers and receipts to the MRSCNA Treasurer, who writes a check to reimburse the fund.

MRCNA CO-TREASURER GUIDELINES

- I. Five (5) years clean time –cannot be waived.
- II. Previous convention experience (one year) on any sub-committee, any capacity.
- III. Previous treasurer experience, preferably at Area, Region or some sub-committee level.
- IV. Assists Treasurer in all duties during planning year and at convention.



ADDITIONAL NEEDS GUIDELINES

- I. This committee shall consist of a Chair, Co-Chair, and any other interested member of the NA fellowship.
- II. The purpose of the Additional Needs sub-committee is to fulfill our primary purpose of carrying the message to the still suffering addict, by providing services and to make workshops activities, speaker meetings and meals et. accessible to all members in attendance at MRCNA. By eliminating not only physical barriers, but the barrier of ignorance so that personal recovery can be possible.
- III. The Additional Needs sub-committee shall be responsible for hiring all interpreters for the hearing impaired, as well for seeking speakers from throughout the N.A. fellowship to speak at three (3) Additional Needs workshops to be held during MRCXNA. These workshops should address, "What is Additional Needs?" "Secondary Illness in Recovery" and HIV/Aids in Recovery. This committee should work closely with many other MRCNA sub-committees, including but not limited to Program, H & H, Convention Information, and Admin. This committee should work especially close with the Program sub-committee to insure that workshop space and meeting times are provided for the Additional Needs workshops as well as a video tape contract with the selected taper to video the three (3) workshops as well as the four (4) main speaker meetings that are held during the MRCNA convention.

Qualifications

Chair:

- i. Prior experience on an Additional Needs sub-committee at a Regional Convention, Regional, or Area Level.
- ii. Time, willingness, etc. to perform all duties as well as a good working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of N.A.

Co-Chair:

- i. Time, willingness etc. as well as a good working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of N.A.
- ii. To assist Chair and to conduct the business of this sub-committee in the absence of the Chair.



ARTS & GRAPHIC'S SUB-COMMITTEE GUIDELINES

I. Statement of Purpose

The Arts & Graphics Sub-Committee is comprised of members who are artistic and energetic. Prior to the convention this committee is responsible for designing and/or printing a convention banner convention poster and directional posters. The Chairperson is responsible to develop a budget that includes printing and other expenses, and then submit for approval.

II. Duties

- i. Present a variety of designs for the selected theme of the convention.
- ii. Work with Tickets & Registration Sub-Committee to develop flyers, tickets and any registration packet item needing artwork.
- iii. Work with Merchandise Sub-Committee to develop convention merchandise.
- iv. Work with Hotels & Hospitality Sub-Committee, Serenity Giver's and Hugger's Chairs, to develop artwork for their shirts.
- v. To work with any other sub-committee that needs artwork.
- vi. Always present ideas and suggestions to the entire convention committee.
- vii. Always adhere to the group conscience of the convention committee. Remembering that our ultimate authority is a loving Higher Power as expressed through a group conscience.

III. Submit bids for artwork.

- i. Three (3) bids for convention banner artwork.
- ii. Three (3) bids for poster and necessary signs.

IV. Suggestions

- i. Encourage members with artistic talents to get involved.
- ii. Solicit the help of as many members as possible. (Especially newcomers)
- iii. Utilize any and all resources available. Members who work in hobby/craft stores, printing shops, office supply stores, copy shops and etc, may be able to provide services or supplies at discount rates.



CONVENTION INFORMATION

I. STATEMENT OF PUROSE

The Convention Information Sub-Committee's purpose 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, flyers of upcoming events, and to answer questions relating to the convention and fund-raisers.

II. DUTIES

- i. Inform the N.A. members of the convention, fund-raisers, and to inform the hospitals and institutions within surrounding areas of the convention, in order to further carry out our primary purpose.
- ii. Provide convention particulars to the N.A. Way Magazine for entry in their list of upcoming events.
- iii. Provide flyers at as many fund-raisers as possible. To work with Entertainment and Fundraising to distribute flyers of upcoming events.
- iv. 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.
- v. This sub-committee also prepares 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.
- vi. Must be available during the convention in case the media should arrive.
- vii. Make up press packets:
 - i. N.A. pamphlets.
 - ii. Anonymity Statement.

III. POLICIES

Policies will be established during the planning year by motion and some of these policies may carry over to the next planning year. It is required to be knowledgeable of all policies that pertain to this sub-committee and to the committee as a whole.



ENTERTAINMENT AND FUNDRAISING GUIDELINES

This committee consists of a Chair, Co-Chair and any other interested member of the N.A. fellowship.

QUALIFICATIONS:

CHAIR:

- I. A good working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Narcotics Anonymous.
- II. The ability and willingness to motivate others and to deal effectively with others, both inside and outside the fellowship.
- III. Demonstrated trustworthiness, especially where N.A. funds are concerned, as well as prior activity committee experience at the Area or Regional level.

CO-CHAIR:

- I. All qualifications of the Chair as stated above.

PURPOSE:

The purpose of the E & F committee is to generate interest and support for the MRCNA convention from within the fellowship of the Michigan Region, in addition to raising funds. Fundraising activities should help motivate attendance at MRCNA by increasing awareness of how conventions, like meetings help us as members in our personal recovery.

DUTIES/RESPONSIBILITIES:

The E & F sub-committee is responsible for planning and carrying 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. When planning these activities "it is suggested that this committee work closely with other sub-committees such as Convention Information, Arts & Graphics, Hotels and Hospitality, and Admin in order to successfully complete its project. This committee is also responsible for all entertainment activities to be held on site at the convention, as well as selecting the bands or DJ to be used at all fundraising and convention dances, as well as selecting speakers for these functions. All of our events should always be in good taste consistent with our spiritual principles, and set a tone, which emphasizes caring and sharing the N.A. way.



Narcotics Anonymous®



HOTELS AND HOSPITALITY

I. Statement of Purpose

To secure adequate facilities for the convention and act as the liaison between the convention committee and the hosting hotel. In addition, the Hotels & Hospitality committee will coordinate all requirements of the sub-committees with the hotel staff.

II. Duties

- i. Solicit fellow addicts to serve as members of this sub-committee.
- ii. Secure meeting space for all convention committee-planning meetings.
Note: Convention site is advisable; this will give all committee members the opportunity to familiarize themselves with the hotel layout.
- iii. Work with the Additional Needs committee and advise the hotel of any special requirements that our members may have.
- iv. Work with the Arts & Graphics committee securing ample space for hanging of all convention banners (A&G will supervise). A room will be needed for last minute on site signs to be made.
- v. Work with Convention Information committee to arrange adequate space for a press conference at the hotel. C.I. needs a table set (preferably next to Tickets & Registration) with a phone hook up for “incoming calls only”.
- vi. Work with Entertainment & Fundraising committee to provide adequate space for pre-convention fund-raisers. Dance setups, DJ access and requirements, banquet decorating, etc. needed during the convention should be discussed, and details conveyed to the hotel prior to the convention.
- vii. Work with Merchandising committee to secure adequate space for merchandise sales.
Note: This room should have enough space to accommodate the merchandise committee, the Michigan Service Office, a jeweler, etc. 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 H&H 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 H & H Chair or Co-Chair requests their presence.
- viii. Work with Program Committee to address all room requirements for workshops, marathon meetings, plays, etc. This should be discussed and details of requirements be convey to the hotel at least three weeks prior to the convention. Note: Taper requirements need to be discussed. Before promising any particular area for set up please discuss with the H & H committee.
- ix. Work with Tickets & Registration committee to arrange adequate space for registration tables. T & R will need secure storage for registration packages to be stored. This storage area should be available on the “package-stuffing day”.
Note: The importance of this sub-committees cooperation with the other sub-committees cannot be stressed enough. Communication is *the key*. For the sake of clarity, any problems having to do directly with the convention site, such as equipment or room



Narcotics Anonymous®



setups, are the responsibility of the Hotels & Hospitality sub-committee; other sub-committees should respect their authority in this area.

HOTELS AND HOSPITALITY Duties continued

- X. Arrange for a Hospitality meeting room where members can congregate and fellowship. It is the H&H committee'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.
- XI. 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 the H&H Chair, Co-Chair, or designated "coffee person" has the authority to order coffee.
- XII. This committee 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). The H&H Chair should go over the final banquet bill with the treasurer before it is paid.
- XIII. 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 committees 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
- XIV. 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 committee members. Convention committee members that should be present for this meeting are; Chairperson, Co-Chairperson, Treasurer, Co-Treasurer, H&H Chairperson and Co-Chairperson, Serenity Giver Chairperson and Co-Chairperson.
- XV. Prepare a monthly report for the full committee meeting.
- XVI. Reserve at least three large safe deposit boxes for the treasurer's use.
- XVII. Prepare a final report with as much detail as possible for your timetable during the planning stages of the convention. Include any suggestions for future H&H Chairpersons that may benefit them. This report should be presented at the final convention meeting.



Narcotics Anonymous®



HOTEL NEGOTIATIONS MICHIGAN REGIONAL CONVENTION OF NARCOTICS ANONYMOUS (MRCNA)

- I. Eight complimentary rooms Thursday – Sunday of Convention.
- II. 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. MRCNA will set coffee hours.
- III. Hot water and tea available whenever coffee is.
- IV. 308 gallons of punch, 8 gallons will be used at planning meetings through the year.
- V. One complimentary Hospitality suite with joining sleeping rooms.
- VI. \$2.00 rebate per sleeping night room pickup during convention.
- VII. All meeting spaced complimentary during convention. Beside all meeting rooms, need three rooms that can be secured throughout the convention with four keys per room.
- VIII. Two fundraisers for 300 with dance floor to be held between October – June, depending on space available, with option of third fundraiser. Hotel to give MRCNA a list of open dates. Also would need a room for 80 rounds and head table 10a.m.-10 p.m. and two microphones. (All complimentary)
- IX. One complimentary sleeping room for every twenty-five at fundraisers.
- X. Convention rate for fundraisers.
- XI. Need a room (80 round & head table) for meetings six times between October – August.
- XII. Sampling of meals for banquet. Minimum 10 people. Approximately 300 banquet (beef, chicken, vegetarian), 200 brunch. Price for banquet and brunch to be inclusive.
- XIII. Storage: Negotiable number of days prior to convention and 2 days after.
- XIV. Early check-in and late checkout for 23 people.
- XV. Extend convention rate 2 days before convention and 1 day after.
- XVI. MRCNA has banners that will need to be hung by the hotel.
- XVII. Phone for incoming calls only at Convention Registration counter.
- XVIII. Three large safety deposit boxes.
- XIX. Need to be able to serve food in Hospitality Room for members who can't afford it.
- XX. Right to know of any other functions or parties on premises during convention.
- XXI. One ice carving of N.A. logo.
- XXII. Need ample supply of tissue at workshop[s] during convention.
- XXIII. Need 12 easels and 2 writing easels complimentary.
- XXIV. Microphones complimentary. Need minimum of seven.



GUIDELINES MRCNA HUGGER SUB-COMMITTEE

- I. Hugger Chairperson and Co-Chairperson
 - i. Prior service commitments completed.
 - ii. Working knowledge of Twelve Steps and Twelve Traditions of N.A.
 - iii. Desire to serve, ability to attend MRCNA planning meetings, and available time needed to insure a successful convention.
 - iv. Means and availability to attend the entire convention.
 - v. Co-Chairperson to assume the duties of the Chair if the Chair cannot fulfill the duties.

- II. Hugger committee member's responsibilities.
 - i. Enlist artwork or design for the Hugger T-shirt logo.
 - ii. Work with full MRCNA Committee cooperatively on all related issues.
 - iii. Recruit members to participate at the Convention.
 - iv. Designate locations at the Convention to station Huggers.
 - v. Formulate a list of responsibilities for members who participate as Huggers.
 - vi. Establish a schedule with time slots to insure they cover all stations as needed.

The purpose of Huggers at a Convention is to welcome all who attend, foster a caring atmosphere and fellowship in recovery. Huggers will have knowledge of Convention grounds and schedules to help members if needed.



MERCHANDISE SUB-COMMITTEE

I. STATEMENT OF PURPOSE:

The Merchandise Sub-Committee assists with the financial success of the convention by generating revenue through the sale of commemorative convention merchandise. The convention is a celebration of recovery meant to unify the fellowship and carry the message. Proper planning is important. Be conservative with ordering merchandise; it is better to sell out than to have a lot of merchandise left over.

II. QUALIFICATIONS:

Previous convention or other N.A. service experience. Some knowledge of pricing and merchandising techniques.

III. DUTIES:

- i. Solicit fellow addicts to serve as members of the sub-committee, and find one who would be willing to serve as Vice-Chairperson (same qualifications as Chair except 2 years clean).
- ii. Prepare and submit to the Convention Committee a written calendar of date and locations where/when sub-committee meeting will take place.
- iii. Prepare and submit written reports of activities of sub-committee at convention meetings.
- iv. Solicit sealed 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 3 bids are needed.
- v. Work with Treasurer to come up with a budget, also a system of keeping track of sales and where sales were generated. For example: \$500.0 from convention in Augusta Ga. \$350.00 from Ohio, \$275.00 from Grand Rapids. Sale taxes are paid different for sales outside Michigan.
- vi. 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.
- vii. Come up with a list of affordable items to be made available for both pre-convention and convention sales, and keep updated inventory of merchandise and present to MRSCNA on a bi-monthly basis.
- viii. When selecting t-shirt, sweatshirts, jackets, shorts, hats, etc. insure that quality of the item versus the cost is considered.

IV. THE CONVENTION

- i. Work with Hotels & Hospitalities to come up with a room large enough for merchandise entrance and exits, plus can be secured with locks. Also is available the day before the convention and up to the 10:00 PM the last day of convention.



- ii. Storage room 2 days prior to convention for merchandise, cash registers, etc.
- iii. Minimum 2 cash registers needed with electrical outlets.

MERCHANDISE SUB-COMMITTEE

THE CONVENTION CONT:

- iv. Set hours merchandise room will be open. Get Arts & Graphics to make signs for time, as well as No Smoking, Food or Drinks, as well as directional signs, etc.
- v. Time schedule for money pick-ups need to be worked out with Treasurer, Example: every hour to 1½ hour.
- vi. Merchandise order forms are helpful for smooth processing of purchases. Large sign that's visible to all in room with prices on it may be helpful.
- vii. Arrange with H&H a room for other areas and regions to sell merchandise on Sunday. No earlier than 10:00 A.M.

V. POLICIES

- i. That all logo for commemorative merchandise be approved by full convention committee, keeping in mind all Traditions.
- ii. That the "@" trademark registration symbol appear on any convention material containing the N.A. logo or symbol.
- iii. That N.A. merchandise from other N.A. service committees be allowed on Sunday no earlier than 10:00 AM, provided prior approval was obtained from Merchandise Committee.
- iv. That MRCNA deal only W.S.O. approved jewelry vendors.
- v. That special commemorative merchandise for a special fund-raiser is limited to 2-3 dozen only. Examples: Bowlarama, Splash Pool Parties, etc.
- vi. That special merchandise for individual sub-committee be avoided or limited to small quantities.
- vii. Membership for voting on Merchandise Sub-committee is: attendance at 2 of 3 previous meetings.
- viii. Members that volunteer to sell merchandise at convention that they are attending be compensated for mileage; in the event they fly, total miles from home city to convention by AAA standards would be paid.
- ix. Travel to sell merchandise in Michigan would be limited to 10 cents per mile on a request basis only.
- x. That a letter requesting permission to sell MRCNA merchandise be sent to all conventions prior to our attendance.



Narcotics Anonymous®



PROGRAM SUB-COMMITTEE GUIDELINES

Statement of Purpose: The purpose of the Program Subcommittee is to plan all the workshops, meetings and select main speakers and workshop speakers and Chairperson. A successful Convention centers on the thoroughness and creativity of the Program Sub-Committee to attain an atmosphere of recovery and fun. Be careful not to set up the program to allow large spans of time with nothing to do. This is very important and responsible committee. It must work hand-in-hand with the other committees.

Duties:

- I. Solicits fellow addicts to become members of the sub-committee and locates two willing addicts to become its Co-Chairperson.
- II. Develop task sheet & completion dates.
- III. Writes and submits a report of sub-committee activities at each Convention Committee meeting.
- IV. Works with the Treasurer to develop a sub-committee budget, and follows expenditures to insure that the budget guidelines are being followed.
- V. Schedule all events that will take place at the Convention.
- VI. Contacts taping vendors to submit bids and choose vendor who best suits our needs.
- VII. Seeks and compiles input on speaker tapes, with an eye toward selecting Convention main speakers with a minimum of 5 years clean.
- VIII. Contacts candidates for Convention Speakers to ascertain their willingness and availability to speak at the Convention.
- IX. Works with H&H sub-committee to see that housing needs of Convention main speakers are covered, and communicates to Registration sub-committee the number of registration packages that will be needed for the main speakers.
- X. It's the committee's responsibility to arrange transportation for main speakers to and from airport and hotel.
- XI. Works with H&H to insure that all speaker/workshop rooms have adequate sound system.
- XII. Compiles a list of willing addicts to serve as Chairperson (6 months clean time) and speakers (3 years clean time) for workshops.
- XIII. Establishes a Marathon Meeting.
- XIV. Prepares a written Program of Convention events. Obtains three (3) bids from printing companies and selects the company that best suits our needs.
- XV. Notifies Arts & Graphics of what the Program is to consist of at the earliest opportunity.
- XVI. Work with Arts & Graphics to establish sign and map needs for the Convention.
- XVII. Writes formats for speaker, workshop, and marathon meetings.
- XVIII. Establishes a staffing schedule to insure that sub-committee work during the Convention is covered.
- XIX. Prepares and submits a written final report within 30 days of the closing of the Convention.
- XX. Sets deadline for submission of potential speaker tapes.
- XXI. Taping of speakers and workshops allows member who are unable to attend the Convention to hear the message. When selecting the vendor, make it known that all copyrights are the



Narcotics Anonymous®



property of the MRCNA. Any contracts, such as taping or any other legal and binding contracts need to be approved by the MRCNA Administration Committee.

SERENITY GIVERS

Clean time Requirements, worker: Six (6) months.

DUTIES AND RESPONSIBILITIES

- Chair:** Set up work schedule for workers at Convention. Coordinate, plan, and discuss schedules with other sub-committee members. In keeping with the 12 Steps, 12 Traditions, and 12 Concepts; maintain order. Relieve, fill in for, or take the place of a person assigned to a job station.
- Co-Chair:** Perform all above tasks and duties in the Chairpersons absence. Relieve fill in for, or take the place of a person assigned to a job station.
- Workers:** Direct convention members to, registration, workshops, speaker meetings, open talks, and discussion groups. Assist the Additional Needs committee when called on to do so. Remind members who smoke of non-smoking areas. Maintain order, discipline, and serenity of the Convention in a positive; non-confrontational, assertive manner. In keeping the 12 Steps, 12 Traditions, and 12 Concepts of Narcotics Anonymous.



TICKETS AND REGISTRATION

I. STATEMENT OF PURPOSE:

To organize and implement a system of accounting for total registration/banquet/brunch sales; receive pre-registration and mail confirmations; account for all monies received; be able to provide current information on above items at all times.

II. DUTIES:

- i. Solicit fellow addicts to serve as members of the sub-committee (one year clean time needed to handle money), and find one who would be willing to serve as Vice-Chairperson (same qualifications as Chair, with the exception of two years clean).
- ii. Prepare and submit written reports of activities of sub-committee at Convention meetings.
- iii. Chair and Co-Chair should have a key to P.O. Box.
- iv. Construct a registration flyer with:
 - A. Date of Convention.
 - B. Time Convention starts
 - C. Hotel information with phone numbers, prices, and satellite hotel info.
 - D. Contact names and numbers for registration information.
 - E. Contact name and number for hotel information (H&H Chair-name and phone number).
 - F. Logo supplied by Arts & Graphics.
 - G. P.O. Box # to mail registrations to and who to make check or money order out to.
 - H. Maintain communications with Additional Needs, Programming, and Entertainment and Fundraising as to what information they may want included on the registration flyer.
- v. Be available at all fundraising events to take pre-registrations. The proceeds from these events would be turned over to the Treasurer within 48 hours.
- vi. Main registrations forms to all regions and regional service offices registered with the W.S.O. Registration forms would be available for distribution at the December regional meeting.
- vii. Select and order items to be included in the registration packets. Arts & Graphics should supply artwork.
- viii. Print banquet and brunch tickets.
- ix. Print confirmation cards and mail at least two months prior to Convention.
 - x. Keep records of all pre-registrations with the necessary information: Name, address, phone, banquet, brunch and additional donations. The Co-Chair should receive an updated list at each committee meeting. (Make copies of pre-registrations forms for backup).
 - xi. Make a detailed report at each committee meeting of total pre-registered, banquet, brunch and additional donations.
- xii. Assemble packets prior to the convention.



- xiii. Distribute packets and collect money at the convention site.
- xiv. Print on-site registration forms and clean time sheets.

TICKETS AND REGISTRATION

DUTIES CONTINUED.

- xv. Number all registration packets.
- xvi. For pre-registered persons that registered at previous convention, mail confirmations early to allow time for making hotel reservations and/or ordering banquet and brunch tickets.
- xvii. Confirmation mailing by postcard for other pre-registered persons should take place one (1) month prior to the Convention.
- xviii. Keep registration open during speakers and banquet.



CONVENTION INFORMATION HELPFUL HINTS

- A. This committee should work closely with all sub-committees during the planning year.
- B. 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, to have a room available to meet with press should they arrive.
- C. To 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.

PROGRAM SUB-COMMITTEE GUIDELINES HELPFUL HINTS

- A. Speakers and workshop Chairs: Basic qualifications for participation on the Program Subcommittee is membership in N.A. Potential speakers and program participant: are people who base their recovery on powerlessness over addiction, *identify themselves as addicts* and attend 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 give at least 3 months notice.
- B. Try to have a balance of workshops for newcomers, service minded attendants, and spiritual discussions.
- C. 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.
- D. Workshop speakers are not usually reimbursed and are selected very similarly to main speakers. Some conventions choose workshop Chairs from neighboring states to help with unity, variety, and attendance.
- E. Items to be included in the budget are: travel expenses for main speakers, tape purchases to select speakers, phone calls, mailing (information to workshop Chairs and speakers). Also, a miscellaneous expense, of unseen or unknown expenses. Remember, mailing is less expensive than calling.
- F. Last but not least, plan many varieties of things to do; marathon meetings, a room for quiet, a room for music (guitar/piano), a bus tour or special entertainment. The purpose of this committee 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.



TICKETS & REGISTRATION HELPFUL HINTS

- A. Order selection of give-away items early in order to have items available at least two (2) weeks prior to Convention.
- B. Make sure Convention flyers are available early in order to inform the fellowship (in-state and out-of-state).
- C. Make sure flyers inform the fellowship that we **DO NOT ACCEPT CREDIT CARDS!**
- D. Make an alphabetized and numerical list for registered person. Included in this list are Banquet and Brunch tickets. This method makes life easier at the Convention. If they lose their confirmation number, you can look up their name.
- E. 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:

- A. Make sure you include with the confirmation to pre-registered person 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.
- B. Write corresponding registration number of registration forms and checks or money orders in case of insufficient funds.
- C. 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 person to fill for these time slots (i.e. banquet), make sure they are trustworthy with the money.
- D. Remember to keep communications open between yourselves and other sub-committees. This saves a lot of time, confusion, disagreements and grief. We found that motions don't need to be presented to the whole Committee when it can be taken care of between sub-committees.



THE 12 STEPS OF NARCOTICS ANONYMOUS

1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God as we understood Him.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed, and became willing to make amends to them all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continued to take personal inventory, and when we were wrong, promptly admitted it.
11. We sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.