

**NEW ORLEANS AREA CONVENTION OF NARCOTICS ANONYMOUS
SUBCOMMITTEE GUIDELINES**

(A SUBCOMMITTEE OF THE NEW ORLEANS AREA SERVICE COMMITTEE)

(NOACNA)

"GOD, grant us knowledge that we may write according to Your Divine precepts. Instill in us a sense of Your purpose. Make us servants of Your will and grant us a bond of selflessness, that this may truly be Your work, not ours – in order that no addict, anywhere, need die from the horrors of addition".

approved/used 4/2/17 for COSZZ as it applies

NOACNA GUIDELINES

TABLE OF CONTENTS

TWELVE CONCEPTS	4
TWELVE TRADITIONS	5
PURPOSE OF NOACNA	6
PLANNING SESSION	6
CONVENTION COMMITTEE MEETINGS	7
Administrative Committee	
Subcommittees	
REMOVAL OF AN NOACNA COMMITTEE MEMBER	7
THE NOACNA BUSINESS BANK ACCOUNT	8
NOACNA Treasurer	
NOACNA Chairperson	
NOASC Chairperson	
BUDGETS	9
RECEIPTS	9
RECEIPT BOOKS	9
SINGLE COLLECTIVE REPORTING OF FUNDS	9
GUIDELINE FORMS	10
COMMITTEE ROOMS (during Convention event)	10
ROBERT RULES OF ORDER	10
There are four basic types of motions	
How are motions presented?	
Voting on a motion	
There are two other motions that are commonly used that relates to voting	
Parliamentary procedure is the best way to get things done at your meetings	

NOACNA GUIDELINES

ROBERT RULES OF ORDER MOTION CHART	12
Part 1 - Main motions	
Part 2 - Incidental motions	
Part 3 - Motions that bring a question again before the assembly	
<u>ADMINISTRATIVE COMMITTEE PURPOSE AND RESPONSIBILITIES</u>	14
CHAIRPERSON	14
VICE-CHAIRPERSON	15
TREASURER	16
SECRETARY	19
<u>SUBCOMMITTEES</u>	
MERCHANDISE	20
REGISTRATION	21
ENTERTAINMENT & FUNDRAISING	24
PROGRAMMING	27
CONVENTION INFORMATION	29
ARTS & GRAPHICS	31
HOTEL LIAISON	32
HOSPITALITY	34

TWELVE CONCEPTS OF NARCOTICS ANONYMOUS

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.

THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

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.
7. 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.

NOACNA GUIDELINES

PURPOSE

Conventions are held by members of Narcotics Anonymous to bring together our members in a celebration of recovery. Meetings, workshops and other activities are scheduled to encourage unity and fellowship among our members. Conventions are to help the addict overcome his/her isolation; to correct misinformation; and to gain new information about recovery and service. Conventions are sponsored by service committee of NA and should always conform to NA principles and reflect its primary purpose to carry the message to the addict who still suffers.

PLANNING SESSION

Since the Convention Committee has not yet been elected, it has been proven helpful to call to order informally, as at a meeting, with the Serenity Prayer and reading of the Twelve Concepts. The acting Chairman, usually appointed/ratified by the New Orleans Area Service Committee (NOASC) introduces a motion to adopt Robert's Rules of Order and then presides over the election of a Chairperson and Administration Committee.

The purpose of the Administrative Committee is to insure that the needs of those attending the Convention are met. The Administration Committee consists of the following positions with recommended clean times:

CHAIRPERSON	5 YEARS CLEAN
VICE-CHAIRPERSON	4 YEARS CLEAN
SECRETARY	2 YEARS CLEAN
TREASURER	5 YEARS CLEAN
CO-TREASURER	4 YEARS CLEAN

Persons who will serve as the Subcommittee Chairpersons are elected at this time. The positions with recommended clean times are as follows:

ENTERTAINMENT & FUNDRAISING	3 YEARS CLEAN
PROGRAMMING	5 YEARS CLEAN
CONVENTION INFORMATION	2 YEARS CLEAN
REGISTRATION	5 YEARS CLEAN
ARTS & GRAPHICS	1 YEAR CLEAN
MERCHANDISING	5 YEARS CLEAN
HOTEL LIAISON	3 YEARS CLEAN
HOSPITALITY	1 YEAR CLEAN

CONVENTION COMMITTEE MEETINGS

All Convention Committee business must be conducted at the regularly monthly scheduled meetings only.

A SUGGESTED FORMAT FOR THE MEETINGS FOLLOWS:

- Open with the Serenity Prayer and the reading of the Twelve Concepts of NA.
- Read and submit all reports and guideline forms.
 - o **Administrative Committee**
 - Chairperson (reports to NOASC)
 - Vice- Chairperson
 - Secretary
 - Treasurer (reports to NOASC)
 - Co-Treasurer
 - o **Administrative Subcommittees**
 - Registration
 - Hospitality
 - Hotel Liaison
 - Merchandise
 - Entertainment & Fundraising
 - Programming
 - Convention Information
 - Arts & Graphics
- Old business
- New business
- Treasurer's closing report
- Closing Prayer

Guideline forms and reports are included with the minutes and issued to NOASC GSRs for circulation during group meetings and home groups business meetings.

REMOVAL OF NOACNA COMMITTEE MEMBERS

If an elected NOACNA Chairperson has failed to meet his/her qualifications/responsibilities, as the position requires, they may be voted out of the position by the follows:

1. A 2/3 vote by NOACNA administrative committee & subcommittee chairs, or
2. A 2/3 vote by Area Service Committee GSRs (**ONLY** if NOACNA has not follow the guidelines as it relates to a Chairperson who has/is not fulfilling their responsibilities).

If it is discovered that an elected NOACNA Chairperson has not fulfilled one or more his/her responsibilities and/or is not abiding by all guidelines, then that chairperson can be voted out of the position. These are some of the guidelines that must be followed:

- a) Not using the required guidelines forms for his/her report.
- b) Not abiding by the guidelines as it relates to his/her position.
- c) Failing to provide a monthly detailed report to NOACNA & NOASC

NOACNA GUIDELINES

- d) Failing to provide reports that are not accepted by the Administrative Committee.
 - a. Failing to produce receipts and/or return Narcotics Anonymous funds totaling to the budget amount received. Funds for budgets are the property of Narcotics Anonymous and are not intended for misappropriation or unaccountability and must be returned if not used in their entirety.

The New Orleans Area Service Committee, the representative of Narcotics Anonymous groups, has authority as a body to begin proper procedure(s) to have an elected NOACNA member removed from his/her position by submitting a motion detailing the reason for impeachment. Impeachment must be brought to the attention of home groups.

THE NOACNA BUSINESS BANK ACCOUNT

Open an account to conduct the financial Business of the Convention Committee. The NOACNA bank account must have the follow members listed on the account.

A. Names on the NOACNA Business Bank Account

The NOACNA bank account must have the following members listed on the account:

1. NOASC Chairperson
2. NOACNA Chairperson
3. NOACNA Treasurer

B. Opening/Closing the NOACNA Business Bank Account

1. All members above must be present to open/close the bank account.
2. For bank purposes, the members must have a copy of the minutes from the prior month's NOACNA meeting to demonstrate that the account holders are officers recognized by the NOACNA Administrative Committee.
3. If an officer listed on the account is replaced due to removal from office, then the person who currently occupies that position must be added to the account and the officer who no longer occupies that position must be removed from the account. The minutes from the prior month's NOACNA meeting must be given to the bank to reflect changes to the positions.

C. Guidelines for accessing the NOACNA Business Bank Account

1. The NOACNA Treasurer is the only member allowed to access the account during a Convention term. All other Narcotics Anonymous members can review banking activities through the NOACNA Treasurer's forms as specified in this document or the by reviewing the NOASC's monthly minutes.
2. All checks must have two signatures. Checks must be signed by the NOACNA Treasurer and the NOACNA Chairperson or New Orleans Area Chairperson if NOACNA Chair is not available.
3. The NOACNA Treasurer must provide the following during every monthly meeting:
 - a. A complete copy of the current bank statement with the account number blacked-out.
 - b. Copies of checks are blacked-out also.
 - c. Completed Treasurer's Guideline Forms with checkbook numbers and receipt book numbers in sequence. If a sequence number becomes invalid, it is still listed in sequence with a reason for invalidation (e.g. voided).

NOACNA GUIDELINES

3. Other NOACNA Administrative Officers and/or the NOASC Chairperson and/or the NOASC Vice-Chairperson cannot access the NOACNA Business Bank Account unless requested by an NOASC vote.

D. NOACNA Business Bank Account - Funds Remaining After the Convention

1. Fifty percent (50%) of all money left over from the Convention, after expenses have been paid, must be given to the next NOACNA and the other fifty percent (50%) must be given to the New Orleans Area Service Committee of New Orleans to fund NA services.

BUDGETS

Budgets are property of Narcotics Anonymous. When a member receives a budget and that budget is not used in its entirety, the member must return to the NOACNA Treasurer all receipts and all unused funds totaling to the amount of the budget. Members are not to request funds for just receipts if the receipts do not total the budget amount given. Once all budget funds have been accounted for in their entirety, the member/chair may request an additional budget. When a member does not account for all funds, he/she cannot request additional funds. **ACCOUNTABILITY TO SERVICE IS MORE IMPORTANT THAN THE SERVICE ITSELF.**

RECEIPTS

Receipts turned in for budget funds must total the amount of the budget, if not, the unused funds must be returned to the business bank account for book keeping purposes prior to receiving another budget. **ONLY** original receipts are accepted as funds accounted for. **KEEP UP WITH YOUR RECEIPTS.**

RECEIPT BOOKS (CARBON COPY ONLY)

All positions that entail the substantial handling of Narcotics Anonymous funds **must** use carbon copy receipt books without any exceptions. The following positions and subcommittees must use a receipt book:

- Treasurer - must record all receipt numbers in sequence on monthly guideline forms.
- Merchandising - must record all receipts numbers in sequence
- Registration - must record all receipts numbers sold in sequence on monthly report.

At no time shall a member give or receive funds without issuing a receipt.

Each receipt number **must** be recorded in sequence on the required "Guideline Form".

If a Chairperson is not using the receipts for **every** monetary transaction, the committee may impeach him/her immediately.

SINGLE COLLECTIVE REPORTING OF FUNDS

A Committee Member must not report funds collected as one whole total. The Chairpersons report **must** reflect in detail the name of the member/committee who gave the funds and how much that member or committee gave/received. A sample guideline form for the reporting of monetary transactions follows:

Date	Committee/Person Affected	Amount Received	Amount Spent
01/01/01	Merchandise	\$2000.00	
01/01/01	Registration		\$2500.00

NOACNA GUIDELINES

GUIDELINE FORMS

Guideline forms are to be given to each Chairperson by the Convention Committee Chair upon election/acceptance of the position. If a Committee's supply of forms is depleted, the NOACNA Secretary will provide additional forms. ALL Chairpersons are required to use all approved guideline forms for that position for monthly and/or event reporting. If the required Guideline Forms are not used for reporting, the report **must not** be accepted by NOACNA or NOASC. The Chair of that position is not to take any farther actions until all forms are reported as required.

COMMITTEE ROOMS

The funds collected from Conventions are means to better service and meet the needs of Narcotics Anonymous. We should always consider the still sick and suffering addicts and the work that can be performed to help them with the contributions of our Conventions. All rooms should be standard rooms, NO SUITES, due to cost.

ROBERT'S RULES OF ORDER

There are four Basic Types of Motions:

- 1 Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
- 2 Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
- 3 Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
- 4 Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1 Obtaining the floor

- a. Wait until the last speaker has finished.
- b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
- c. Wait until the Chairman recognizes you.

2 Make Your Motion

- a. Speak in a clear and concise manner.
- b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ..."
- c. Avoid personalities and stay on your subject.

3 Wait for Someone to Second Your Motion.

- 4 Another member will second your motion or the Chairman will call for a second.
- 5 If there is no second to your motion it is lost.

6 The Chairman States Your Motion

- a. The Chairman will say, "It has been moved and seconded that we ..." Thus placing your motion before

NOACNA GUIDELINES

the membership for consideration and action.

- b. The membership then either debates your motion, or may move directly to a vote.
- c. Once your motion is presented to the membership by the chairman, it becomes "assembly property", and cannot be changed by you without the consent of the members.

7 Expanding on Your Motion

- a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
- b. The mover is always allowed to speak first.
- c. All comments and debate must be directed to the chairman.
- d. Keep to the time limit for speaking that has been established.
- e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.

8 Putting the Question to the Membership

- a. The Chairman asks, "Are you ready to vote on the question?"
- b. If there is no more discussion, a vote is taken.
- c. On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the guideline policies of your organization. There are five methods used to vote by most organizations, they are:

- 1 By Voice -- The Chairman asks those in favor to say, "yes", those opposed to say "no". Any member may move for an exact count.
- 2 By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
- 3 By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
- 4 By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
- 5 By Ballot -- Members write their vote on a slip of paper. This method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

- 1 Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
- 2 Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

- 1 Allow motions that are in order.
- 2 Have members obtain the floor properly.
- 3 Speak clearly and concisely.
- 4 Obey the rules of debate.

NOACNA GUIDELINES

Most importantly, *BE COURTEOUS*.

ROBERT'S RULES OF ORDER MOTIONS CHART

robertsrules.org

Based on Robert's Rules of Order Newly Revised (10th Edition)

Part 1 - Main Motions

These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

§ Indicates the section from Robert's Rules.

§	PURPOSE	YOU SAY	INTERRUPT?	2 ND	DEBATE?	AMEND?	VOTE?
§21	Close Meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take Break	I move to recess for...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agendas	I call for the order of the day	Yes	No	No	No	None
§17	Lay aside temporary	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that/to...	No	Yes	Yes	Yes	Majority

NOACNA GUIDELINES

Part 2 - Incidental Motions

No order of precedence. These motions arise incidentally and are decided immediately.

§ indicates the section from Robert's Rules.

§	PURPOSE	YOU SAY:	INTERRUPT?	2 nd	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I request to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33	Request for information	Point of information	Yes	No	No	No	None

Part 3 - Motions That Bring a Question Again Before the Assembly

No order of precedence. Introduce only when nothing else is pending.

§ indicates the section from Robert's Rules.

§	PURPOSE	YOU SAY:	INTERRUPT?	2 nd	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table.	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind,	No	Yes	Yes	Yes	2/3 or majority with notice
§37	Reconsider motion	I move to reconsider.	No	Yes	Varies	No	Majority

NOACNA GUIDELINES

ADMINISTRATIVE COMMITTEE PURPOSE AND RESPONSIBILITIES

The purpose of the Administrative Committee is to discuss and plan a budget, performance of the Subcommittees and anything that might affect the Convention. The results of these discussions are included in the opening report along with the budget and a list of scheduled meeting dates for the Convention. This information should be drafted and approved by the committee in a time efficient manner to reserve dates and let the members know when the meetings are scheduled. The Committee will take part in contract negotiations with the hotel, obtain legal advice on the contracts and present this information to the Convention Committee for approval. The Administrative Committee is expected to make monthly (written & verbal) reports to the NOASC. Comments and suggestions from A.S.C. should be included in the Chairperson's report at the beginning of each Convention Committee meeting.

CHAIRPERSON

The Chairperson **must** be ratified by NOASC prior to performing his/her duties.

QUALIFICATIONS:

- Minimum of 5 years clean.
- Gainfully employed.
- Service experience
- Working knowledge of the 12 Concepts.

DUTIES & RESPONSIBILITIES:

- 1) Compose a prearranged agenda prior to each Convention Committee meeting. (See attachment).
- 2) Presides over all Convention Committee meetings and maintain lines of communication between the Convention Committee and the A.S.C.
 - a. Abide by and ensure all committee members abide by the guidelines, reporting any deficiencies in reports to Area Service Committee.
- 3) Enforces the Robert's Rules of Order (NOACNA Guidelines precedes Robert's Rules)
 - a. Must be fair and impartial.
 - b. Refrain from discussing floored motions while presiding.
 - c. Only votes in an event of a tie.
- 4) Issues the Guideline folders with all required forms to each Committee member during first official meeting.
- 5) Keeps activities within the principles of the Twelve Concepts and in accord with the purpose of the convention.
- 6) Monitors the fund flow and overall convention costs, and helps organize the subcommittee budgets.
 - a. The Chairperson must familiarize him/herself with both totals of the subcommittees.
 - i. YTD budget amount received
 - ii. YTD total of floating funds of each committee member.
- 7) Prevents important questions from being decided prematurely, out of order to foster understanding by the entire committee prior to action.

NOACNA GUIDELINES

- 8) Ensures the Registration Chair and the Committee meets every 3-4 months to compile the mailing list from the registration carbon copy book and the pre-registration/registration forms.
- Committee as a whole can compile pre-scheduled date & times to ensure participation.

BANKING:

The following members must be present for opening and closing of the business bank account:

- NOACNA Chairperson
- NOACNA Treasurer
- NOASC Chairperson *Nil*

Only the NOACNA Treasurer should access the account for any reason other than signing of checks unless the NOACNA Treasurer has not fulfilled their specified duties.

VICE-CHAIRPERSON

In the absence of the Chairperson, the Vice-Chair performs all its duties and responsibilities.

1. QUALIFICATIONS:

- Minimum of 4 years clean.
- Gainfully employed.
- Service experience
- Working knowledge of the Twelve Concepts.

attend sub committee meetings

2. DUTIES & RESPONSIBILITIES:

- Compose a prearranged agenda prior to each Convention Committee meeting. (See attachment).
- Presides over all Convention Committee meetings and maintain lines of communication between the Convention Committee and the NOASC.
 - Abide by and ensure all committee members abide by the guidelines, reporting any deficiencies in reports to the NOASC.
- Enforces the Robert's Rules of Order (NOACNA Guidelines precedes Robert's Rules)
 - Must be fair and impartial.
 - Refrain from discussing floored motions while presiding.
 - Only votes in an event of a tie.
- Issues the Guideline folders containing all required forms to each Committee member during first official meeting.

3. BANKING:

- A. The following members must be present for opening and closing of the business bank account:
- NOACNA Chairperson
 - NOACNA Treasurer
 - NOASC Chairperson

NOACNA GUIDELINES

TREASURER

1. QUALIFICATIONS:

- a. Must be gainfully employed
- b. Preferably with experience in book keeping and handling of substantial funds.
- c. Or be an extremely good steward of funds.
- d. Must have a good aptitude for figures and good accounting skills experience.
- d. Service Experience
- e. Must possess a reasonable knowledge of service and the Twelve Concepts.
- f. Must be available to attend all Convention Committee meetings.
- g. A minimum of 5 years clean.

2. NOACNA GUIDELINE FORMS

The Treasurer must use all required guideline forms for reporting. Treasurer's Guideline forms are as follows:

- a. Treasurer's Monthly Budget Reporting Guideline Form
- b. Treasurer's Bank Statement Reporting Guideline Form
- c. Treasurer's Event Guideline Form

3. BUDGET:

- a. The Treasurer has a monthly budget up to \$200.00
- b. If unused funds are not returned, the Treasurer must not request additional funds.

4. RECEIPTS:

- a. The total of the Treasurer's receipt must total to the amount of the budget given. If not, the unused funds **must** be returned to the business bank account.
- b. The Treasurer **must** not request funds until the budget amount given has been accounted for in its entirety.
- c. Copies of receipts may be turned in with report, but **ONLY** original receipts are accepted as funds accounted for.
- d. The total of the Subcommittee receipts must total to the amount of the budget given. If not, the unused funds **must** be returned to the treasurer.
- e. The Subcommittee Chair **must** not request funds until the budget amount given has been accounted for in its entirety.
- f. Copies of receipts may be turned in with report, but **ONLY** original receipts are accepted as funds accounted for.

The Treasurer is not to issue checks until the Chairperson has submitted their report.

At no time shall a report just reflect a single collective amount. All funds must be broken down to reflect who gave the funds and how much they gave.

On the Treasurer Guideline Form, the "Receipt" section must be filled out completely.

Receipt sequence numbers **must** be reported separately from the checkbook numbers, as indicated in the Treasurers Guideline Form.

NOACNA GUIDELINES

Treasurers must only use carbon copy receipt books!

Example of reporting:

DATE	RECEIPT #	COMMITTEE	AMOUNT
01/17/15	001	Programming	\$600
01/17/15	002	Registration	\$1,00
01/17/15	003	Programming	\$200

DATE	RECEIPT #	COMMITTEE	AMOUNT
02/02/15	004	H&H	\$300
02/02/15	005	P&P	\$150
02/02/15	006	P&P	\$75

Note: If the Treasurer is not responsible in his/her position, immediate action should be taken.

1) The writing of checks

- a. Each check number is required to be reflected on the treasurer's report in sequence on the Treasurers Guideline Form. If a check is voided, the word "VOIDED", instead of the Committee's name must be recorded on the Treasurer's Guideline Form
- b. When a treasurer takes over the account, the first number of the sequence shall be recorded in its report to the committee and to Area.
- c. Check book sequence numbers must be reported separately from receipt book sequence numbers on the report.
- d. For a member to give a single collective total of funds is considered inappropriate. This would be in violation of their position and ability to be a fiduciary of Narcotics Anonymous funds.

Example of reporting check #s:

06/11/15	Check # 111	Secretary	\$100
06/11/15	Check # 112	E&F	\$200
07/12/15	Check# 113	Arts & Graph	\$200
07/12/15	Check # 114	Merchandise	\$250
07/12/15	Check# 115	VOIDED	\$0

2) Deposits all monies from NOACNA functions on the next business day after each function.

- a. All deposits MUST be reflected in the "Deposit" section of the Treasurer's Guideline Form report.

RESPONSIBILITIES:

1) Executive Committee

- a. Assist with and maintain a budget to use in planning fundraisers or spending of Narcotics Anonymous funds.
- b. Review all submitted reports requiring funds from the subcommittees.

NOACNA GUIDELINES

- c. All fundraisers are to be submitted to NOACNA. FULL BODY for approval.
 - d. Executive Committee must approve ALL written checks to any subcommittee, unless it is a mandatory budget. If this is the case, the treasurer must make sure all receipts has been received for prior funds from that subcommittee.
 - e. If there is no accountability for funds received prior to, the treasurer is not to issue a check under any circumstance without it going to the Administrative Committee, with a detail reason for refusal, for approval.
 - f. The treasurer is to be present by the end of all committee functions to verify funds with the committee Chairperson, issue receipt and prepare for next business day deposit.
- 2) **Subcommittees**
- a. Review reports for departures from financial plan so that an accurate budget can be maintain and bring out any information of this sort in the Treasurer's Guideline Form report
 - b. The treasurer's report shall reflect how much of a budget was given to each subcommittee in the "Checks Issued" section on the Treasurers Guideline Form.
 - c. If the subcommittee Chairperson has deviated from the approved plan in any way, funds are not to be issued until the deviated plan has gone through NOACNA.
 - d. Give NOASC copies of all guideline forms of each Committee member after each monthly meeting.

During The Convention Events

The treasurer must have sufficient copies of the Treasurers Event Guideline Form.

- 1) **Collecting funds from each subcommittee**
 - a. The Subcommittee name/member name, and amount received **must** be recorded on the NOACNA. Event Guideline Form.
 - b. The treasurer's visit to each subcommittee should not exceed 3 hours to prevent substantial amounts of funds on hand.
 - c. The treasurer and subcommittee Chairperson is to verify ALL money transactions in each other's presence prior to signing event form.
 - d. **REPORTING A SINGLE COLLECTIVE AMOUNT OF FUNDS IS NOT ALLOWED. A MEMBER REPORTING FUNDS IS TO GIVE A BREAKDOWN SHOWING WHOM THEY RECEIVED THE FUNDS FROM AND AMOUNT RECEIVED.**
- 2) **Banking Deposits**
 - a. ALL cash in the treasurer's possession should be deposited by the end of business day during the banks hours.

3) **Vendors**

Revise 10/2016

Page 18 of 35

NOACNA GUIDELINES

- a. The treasurer collects agreed upon contract amount from each vendor issues a receipt and records the transaction on the Treasurers Guideline Form.

4) Checks

- a. All checks written are to be recorded on the Treasurers Guideline Form for reporting during the Convention Committee meeting.

SECRETARY

QUALIFICATIONS:

- 1) A minimum of two (2) years clean.
- 2) Good typing skills to ensure a good, legible set of minutes.
- 3) Prior service experience.
- 4) Must be able to attend ALL Convention business meetings or send a representative during an emergency.
- 5) Gainfully employed.

NOACNA GUIDELINE FORMS:

The Secretary will receive the "Secretary Guidelines Forms" folder with ALL required forms in it from the NOACNA. Chairperson upon election of the position. This form must be used doing all the Secretary's monthly reporting.

- Secretary's Guideline Budget Report Form

BUDGET:

- 1) The Secretary has a budget up to \$200.00.
 - a. An average monthly cost for reports should be determined.
 - i. Office depot .10 per pg, 20 pg report = \$2.00 x 20 reports = \$40
 - b. An average amount of printer ink should be determined (e.g. every other month).
 - c. An average monthly cost for paper used to print minutes and reports.

MINUTES:

- 1) Records and make copies of all the minutes
- 2) Ensures the Administrative Committee has monthly minutes.

RESPONSIBILITIES TO THE ADMINISTRATION AND SUBCOMMITTEES:

- 1) Assist with the revising and updating of NOACNA guidelines where needed.
- 2) Prepare and copy any reasonable needed documents requested by the NOACNA. Committee.
- 3) Take all notes during all meetings.
- 4) Keeps archives of all minutes and mailing list from Registration.
- 5) Keep copies of ALL monthly reports and guideline forms in a binder for the Convention term.
 - a. Binder must be present and displayed in view.
 - b. Binder should be labeled: e.g. NOACNA XIII mo/yr (06/2016 - 06/2018)
- 6) Make sure Registration mailing list is placed in a binder for upkeep.

RESPONSIBILITY TO NEW ORLEANS AREA SERVICE COMMITTEE:

At the beginning of each NOASC meeting, the Secretary is responsible for:

- 1) Getting a count of all present GSRs in the ASC meeting.

NOACNA GUIDELINES

- 2) After each NOACNA Chair gives his/her report, make copies for each GSR.
- 3) Give the GSR copies to NOACNA Chair to issue during his/her report in ASC so that the GSRs can bring the reports to their home groups.

MERCHANDISING

QUALIFICATIONS:

- 1) A minimum of 5 years clean.
- 2) Skills and ability to complete detailed forms and sound business practice.
- 3) A good steward of and ability to manage funds.
- 4) A working knowledge of the Twelve Concepts.
- 5) Ability to keep accurate and up to date records of inventory and financial records.

MERCHANDISE GUIDELINE FORMS:

The Merchandise Chair will receive the "Merchandise Guideline Forms" folder with all required forms in it from the NOACNA Administrative Committee upon election of the position.

- Merchandise Budget reporting form
- Merchandise profit reporting form
- Merchandise "Issuing of Merchandise" form

BUDGET:

The Merchandise Chair may submit a request to purchase merchandise every 3 months or more. This ensures a manageable inventory. When requesting a new budget amount, the Chairperson must submit in detail the information from the last profit form(s) grand total:

- 1) The amount of funds returned to NA from sales of the current inventory.
- 2) The amount of funds to be collected from the remanding inventory.

If remanding inventory balance is in excess of \$800 or more, the Chairperson **must not** request additional inventory.

MERCHANDISE ORDERS:

When putting together an order for merchandise, quotes from at least three vendors should be obtained.

When the Chairperson receives his/her order, the items on the receipt must be listed on the "Merchandise Guideline Profit Form" as follows:

- 1) Each item must be listed individually under "merchandise purchased".
 - a. If items of like (sm & med t-shirts) are the same price, they may be combined as one (1) total, if they are different prices, list them individually to show the different prices and to give more of an accurate grand total. (e.g. 50 mugs, 80 t-shirts, 20 caps)

(Continue next page)

Chairperson: Member A	Date: 06/11/2016				
Description of merchandise	# ordered	X	Sale price	=	total
t-shirts sm	60	x	20	=	\$1,200
t-shirts lg	20	x	25	=	\$500

Revise 10/2016

Page 20 of 35

NOACNA GUIDELINES

mugs	50	X	10	=	\$500
caps	20	X	10	=	\$200
GRAND TOTAL				+	2,400
ORDER TOTAL (amount from receipt/slip)				-	400
PROFIT AMOUNT				=	2,000

ISSUING OF MERCHANDISE TO MEMBERS FOR SALE:

It is the responsibility of the Merchandise Chair to keep records of sales and merchandise inventory. The "Issuing of Merchandise Form" is a useful tool for keeping account of what has been issued to others and how much is expected to be returned to Narcotics Anonymous.

a. The "Cost" and "Amount" field can be filled out at the Chairperson's leisure. The purpose of this form is to account for who received items and how many for inventory.

Chairperson:	Date:
merchandise	First name, last initial
Short sleeve t-shirts	Christine S
mugs	Melissa T
caps	Grace R

# recvd	x	cost	=	amt
10	x		=	
10	x		=	
15	x		=	

REGISTRATION

PURPOSE:

This is one of the most demanding subcommittee and requires hundreds of name, address, phone numbers and emails collection. Gathering this information is an important part of our future events success. The Registration Chair should ensure a complete pre-registration/registration form is completely filled with **every** registration for this purpose.

QUALIFICATIONS:

- 1) Must be gainfully employed.
 - a. Preferably with experience in book keeping and handling of substantial funds.
 - b. Or be an extremely good steward of funds.
 - c. Possess a good aptitude for figures and good accounting skills.
- 2) Must be capable of completing required guideline forms for reporting registrations.
- 3) Accurate record keeping skills.
- 4) Time and resources to fill responsibilities of this position.
- 5) Willingness to work with NOACNA Committee in compiling mailing list & stuffing party.

REGISTRATION GUIDELINE FORMS:

The Registration Chair will receive the "Registration Guideline Forms" folder with all required forms in it from the NOACNA Administrative Committee upon election of the position.

- Registration Budget Form
- Registration Book & Profit Reporting Form
- Registration Mailing List Form.
 - o The mailing list is an important part of this event to ensure future success, it is the committee's responsibility to ensure the proper upkeep of all registrations.

NOACNA GUIDELINES

- o NOACNA committee as a whole must participate in creating a mailing list from ALL registrations; therefore, the Registration Chair and Committee must come together every 3-4 months to assist with compiling a list from the registration book carbon copies and the pre-registration/registration forms.

REGISTRATIONS BY MAIL:

Pre-registration is essential to accurately planning and budgeting for the Convention. All registration by mail must be paid with check or money order ONLY.

- Within first two (2) months, work with Arts & Graphics on registration form for approval.
- Pre-registration incentives are an exciting way of getting members to participate:
 - o Drawings
 - o Free mug, t-shirt
 - o Use your imagination for cost efficient methods.

REGISTRATION BOOKS:

All registration books must be carbon copy. The approved registration cost is per registration number and can ONLY be sold for the approved cost set by NOACNA.

- The approved registration fee and the number of registrations per book will generate a specific amount for that particular book. Once this amount is determined, to issue a registration number for less than the pre-approved amount will alter this amount. It is extremely important to not sell a registration number for any amount other than what has been approved for by NOACNA.
- If remaining registration receipt book balance is in excess of \$500 or more, the Chairperson must not request an additional receipt book.

Beginning #	Ending #	# of registrations	X	Sale price per #	=	Total per book
100001	100100	100	X	\$20	=	\$2,000.

*** It is important to keep up with all receipts.

DUTIES AND RESPONSIBILITIES:

Segment 1 (should be completed within first 3 months)

- Obtain post office box
- Purchase lots of pens for members completing registration forms.
- Get registration flier approved
- Submit for registration forms.
 - o Every registration receipt must have a completely filled form.
- Get approved pre-registration cost and time line.
 - o The last day for pre-registration should coincide with a regular business meeting so that the Chair person can submit remanding registration numbers to NOACNA and determine which remanding numbers will be sold at regular registration fee.
- Obtain registration book and submit guideline form to NOACNA

NOACNA GUIDELINES

- The initial numbers will probably be sold at pre-registration cost, after pre-registration deadline, the remaining numbers must be resubmitted in report for an accurate funds intake of that book.
- Submit plan for distribution of fliers/registration information
 - Regional Area
 - Local Areas
 - Out of Town Areas
- Get envelopes and stamps
- Register Convention on websites. (local, NA way, NAWS, other regions)
- Determine pre-registration gifts for approval.
- Create "Why Register" statement

Segment 2

- Set date for compiling of mailing list from registration forms and receipt book with NOACNA Committee, give list to the Secretary for NOACNA archive.
- Communicate with Arts & Graphics regarding Convention theme.
- Communicate with Programming for out of town contacts.
- Report number of registrations so far.
- Report registration package gifts for approval.
- Submit events you plan to attend to obtain registrations.
- Report any additional registrations needed for approval.
- Obtain Hotel information & cost for registrations, if established by now.
- Submit request for souvenirs to stuff registration packages.
- Submits registration time slots to the Programming Chair for the programs.

Segment 3

- Compile bad check list to contact members.
- Submit date and time for a registration packet stuffing party with NOACNA Committee.
 - NA Convention program (created by the Program Subcommittee)
 - Name tag/badge
 - Tickets for all events purchased
 - Souvenirs
- Submit plan for newcomer's packages (how many, etc.)
- Communicate with Hotel & Hospitality regarding space at Convention.
- Set date for compiling mailing list with NOACNA Committee, give list to the Secretary.
- Submit plan for on-site pre-registration forms (how many, logo/theme, cost, etc)
- Report number of registrations up to this point.
- Report any facilities and their accommodations that may be attending.
- Create form to collect Name, email, clean date during convention.
- Submit for additional registrations, if needed, for approval.

Segment 4 (should be completed within 2 months prior to Convention)

- Obtain cash box with key and/or credit card machine for on-site registrations.

Revise 10/2016

NOACNA GUIDELINES

- o Training for use of credit card machine may be needed.
 - How errors will be corrected for Treasurer?
 - Who will be handling Narcotics Anonymous funds?
- Purchase supplies: pens, stapler, markers for badges)
- Make sure you have sufficient "Registration's Event Guideline Forms" for the Treasurer.
 - o When the Treasurer picks up funds from Registration, she/he must sign the "Registration's Event Form" and the Registration Chair must sign the "Treasurer's Event Form".
 - o At no time should funds exchange without both parties verifying the funds and signing for the exchange.
- Re-confirm requirements with H&H: chairs, tables, power needs, etc.
- Communication with Arts & Graphics signs and locations for approval.
- Coordinate with the Treasurer the times of fund pickups.

CONVENTION REGISTRATION:

AFTER CONVENTION:

- Secure all machines, supplies, etc. to return to the NOACNA Chairperson.
- Return all registration books and carbon copies during NOACNA's final meeting.

ENTERTAINMENT AND FUNDRAISING

PURPOSE:

E&F is an important part of the event. It is an exciting and big part of raising funds for the Convention.

QUALIFICATIONS:

- 1) Have knowledge of the Twelve Concepts.
- 2) Have a willingness to put on a minimum of 9 events per year to raise funds.
 - a. Must coincide with NOASC to prevent double booking on the same day/week.
- 3) Be trustworthy
- 4) Gainfully employed

E&F GUIDELINE FORMS:

The E&F Chair will receive the "E&F Guideline Forms" folder with all required forms in it from the NOACNA Administrative Committee upon election of the position.

- 1) E&F Budget Guideline Form

FUNDRAISING:

- 1) A schedule of six events should be submitted. To ensure success, an event should be approved at least two (2) months in advance. Scheduling with NOASC E&F should not conflict with each other.
 - a. The report must reflect:
 - i. Name of event
 - ii. Location
 - iii. Rental cost
 - iv. Date and time
 - v. Food and drink expense

NOACNA GUIDELINES

- vi. Ticket price (how much you are charging to attend event)
- vii. Any raffles
 - 1. Item(s) being raffled
 - 2. If purchasing an item(s) with budget funds to raffle, the amount of the purchase must be approved by the Administration Committee.
- viii. Entertainment expense
- ix. Miscellaneous expense

E&F have three (3) mandatory events. Participation from surrounding Areas are encouraged, as these events are intended to generate more funds for the Convention. The winners will receive a certificate/banner/trophy with NOACNA theme and Group name for display. Make it FUN! A few suggestions are:

- 1) Pool Party
- 2) Home groups tournaments
 - a. Baseball game, bowling, etc. (teams should have different color shirts)
 - b. Spades/Dominos
 - c. Talent (singing, dancing)
- 3) Mardi Gras Ball

ENTERTAINMENT:

The funds collected from events is for the sole purpose of allowing members to have clean fun, enjoy recovery, obtain information about recovery and to fund Narcotics Anonymous to better service the members with literature, key tags, pamphlets, etc., the minimum use of funds makes this possible.

- 1) The Chairperson is responsible for obtaining three bids for any entertainment for the events:
 - a. Band, disc jockey or DJ for musical purposes at a reasonable cost of no more than \$250.00 for regular events leading up to the Convention.
 - b. Items for sport activities may be purchase if event requires it with approval from the Committee.
 - i. Baseball, volleyball, etc. game for an outdoor event if within the budget.
 - 1. These items must be returned during your next monthly report and given to the Chairperson to place in storage as they are the property of Narcotics Anonymous.
 - c. The purchase of a Brass Band during Convention event may not exceed \$750.00.
 - 1. The funds collected from events are for the sole purpose of Funding Narcotics Anonymous to better service the members with literature, key tags, pamphlets, etc., the minimum use of funds makes this possible.

BUDGET:

- 1) The E&F per event budget is \$800.00
- 2) Receipts and/or returned funds must balance prior to receiving future funds for future events.
- 3) If two (2) or more events cause loss of funds, the Committee should:
 - a. Discuss possible reasons why the event was not success.
 - b. Generate ideas for future success.

NOACNA GUIDELINES

- c. Decide if it is feasible for the next event.

CONVENTION DUTIES & RESPONSIBILITIES:

- 1) Communicate with Hotel Liaison regarding walk through/space during the Convention.
 - a. Power connections
 - b. Lighting
 - c. Audio/noise logistics
 - d. Stage
 - e. Permits, if needed. Submit in report
 - f. Time availability
 - g. Table/boot in lobby for ticket sale time slots.
 - i. two (2) hour intervals
- 2) Submit schedule of events to Programming and for the programs.
 - a. Day and time of events
 - b. Time slot and location for ticket sales.
 - i. **Door sales not permitted**
- 3) Submit three (3) bids for entertainment for approval.
 - a. DJ contract
 - b. Comedian contract
 - c. Brass Band contract may need Hotel approval to play indoors.

*It is not practical to pay hundreds of dollars for a service and be responsible for getting them there. Their fees should be taken into great account when deciding traveling, lodging and accommodations. Requires approval by Committee.

- 4) Communicate with Arts & Graphics, needs approval. Submit in report.
 - a. Arts & Graphics is responsible for printing of banquet tickets.
- 5) Obtain cash box, credit card machine or register.
 - a. Pens, supplies, tape, etc.
- 6) Submit event team; specify who will be handling funds/register.
 - a. Training for use of cash register may be needed.
 - b. Door team
 - i. Collects tickets
 - ii. Control door re-entry
 - c. Ticket boot team
- 7) Decide if tickets for events should be color coded (dance-white, comedy show-red)
- 8) Communicate with Treasurer for times to pick up funds.
 - a. All funds must be verified by both parties and both "Event Guideline Forms" are signed.

AT THE END OF EACH EVENT:

Secure ALL items to return to the Chairperson to be placed in storage.

PROGRAMMING

NOACNA GUIDELINES

PURPOSE:

Without a good program, Conventions cannot justify the trouble and expense required to hold them. The Choice of Programming Chair is very important. The reports of the Programming Subcommittee should be given appropriate attention. The attempt to have a balance of workshops for the newcomers, service minded members and spiritual discussions. Potential speakers and program participants are people who base their recovery on powerlessness over addiction, can identify themselves as addicts and attend NA meetings to sustain their recovery. The best speakers for Conventions are those who address recovery as if their lives depended on it as well as those listening to them. Care should be taken to let speakers and/or workshop participants know when they are taped.

QUALIFICATIONS:

- 1) A minimum of four (4) years clean.
- 2) Good communication skills, oral and written
- 3) A reasonable knowledge of the Twelve Concepts
- 4) Capability of developing and reviewing agendas
- 5) Planning skills
- 6) A good steward of funds
- 7) Capable of completing the required "Guideline Forms".

PROGRAMMING GUIDELINE FORMS:

The Programming Chair will receive the "Programming's Guidelines Forms" folder with ALL required forms in it from the NOACNA. Administrative Committee upon election of the position. These forms must be used doing all the Programming's monthly reporting.

- Programming Budget Form

BUDGET:

- 1) The Programming Chair shall submit a budget for:
 - a. Main speakers accommodations
 - i. Friday 8pm speaker
 - ii. Saturday 8pm Banquet Speaker
 - iii. Sunday Morning 10am speaker.
 - iv. Thursday midnight speaker is at Committees discrepancy.
 - b. Flight itineraries
 - i. Flight information must be submitted to the Committee for approval no more than (6) months in advance.
 - ii. Consider cancellation policies.
 - iii. Inform speakers to communicate cancellations as soon as possible.
 - iv. Submit all required information needed to book the speakers flights to the Treasurer.
 1. If a bank card is needed for flight purposes, It is the Treasurers responsibility to have card shred by the bank during the closing of the account.
 - v. The Treasurer is responsible for paying for flights from the business account at the Committee discrepancy.

NOACNA GUIDELINES

- c. Newcomer books give-away for clean time count down.

DUTIES & RESPONSIBILITIES:

- 1) Develops a list of topics.
- 2) Develop plan with Registration Chair to attract speakers locally and abroad.
 - a. Fliers
 - b. Inquiry on registrations
 - c. Website
 - d. Clean time requirements for speakers
- 3) Solicits speaker tapes and plans all the workshops and meeting.
 - a. Workshops should be about 1-1 ½ hrs.
- 4) Prepare a written program for Arts & Graphics to print within three (3) months of Convention.
 - a. Topic names
 - b. Location of meetings (e.g. The Christopher Room #3)
- 5) Obtain and submit three (3) bids for taping of speakers.
- 6) Obtain "Clarity Statement" and "Readings" for meetings.
- 7) Develop plan with the Hotel Liaison for marathon meetings.
 - a. Schedule.
 - b. Who will ensure meeting starts at regular.
 - c. Format of meeting.
- 8) Communicate with the Hotel Liaison regarding speaker/meeting space.
 - a. Number of workshop rooms.
 - b. Banquet Room
 - c. Marathon meeting room and location.
 - i. Schedule of marathon
 - ii. Team members for scheduled times.
 - iii. Format for marathon
 1. Clarity Statement
 2. Readings
 - d. Room accommodations for speakers.
 - i. If speakers are willing to share a room?
 - ii. Will speakers be using the room for one (1) night only?
 - e. Podiums and microphones
 - f. Lighting
 - g. Stage
 - h. Handicap accessories
- 9) Develops back-up plan for unforeseen circumstances and cancellation of speakers.

CONVENTION INFORMATION

PURPOSE:

Revise 10/2016

Page 28 of 35

NOACNA GUIDELINES

This subcommittee has the opportunity to make sure any member knows when, where and what a NA Convention is. They work closely with Public Information and Treatment Facilities locally and abroad.

QUALIFICATIONS:

- 1) Must know and be able to apply the Twelve Concepts and be familiar with the Twelve Concepts.
- 2) Help avoid violations of the Twelve Concepts.
- 3) A minimum of two (2) years clean.
- 4) Good communication skills, oral and written.
- 5) Have regular access to a computer.
- 6) Time and resource to get the job done.
 - a. This position requires a lot of time contacting facilities

NOACNA. GUIDELINE FORMS:

The Convention Information Chairperson will receive the "Convention Information Guidelines Forms" folder with ALL required forms in it from the NOACNA. Administrative Committee upon election of the position. These forms must be used doing the monthly reporting.

- Convention Budget Form

BUDGET:

- 1) The Convention Information Chair must submit a budget up to \$100 for approval.
 - a. Any unused funds must be returned because it is property of Narcotics Anonymous.
 - b. Unused funds must be reflected on the CI's monthly report.
 - i. (1) 500 sheet copy paper (mailing/fliers/letters)
 - ii. (1) 100 pack of envelope, if needed
 - iii. Up to 100 stamps, if needed.
 - iv. Copies (# of copies and name of facilities should be in report)

RECEIPTS:

- 1) The total of the Chairperson's receipt must total to the amount of the budget. If not, the difference must be returned in cash to the treasurer.
 - a. The Chairperson must not request funds until the budget amount given has been accounted for in its entirety.
 - b. Copies of receipts may be turned in with report, but ONLY original receipts are accepted as funds accounted for.

RESPONSIBILITIES:

- 1) Make members and the community aware of when, where and what a NA Convention is.
 - a. Letters or fliers (must be approved by NOACNA, and submitted with report)
- 2) Contact other parts of the fellowship to help get the word out.
 - a. Other Narcotics Anonymous Areas (locally & abroad)
 - b. Other NA Areas Committees
 - c. Works closely with Registration Chairperson to obtain information to get Convention Information to Areas around the world.
- 3) Letter and fliers must have Registration contact information on it. If any facility is interested, they must contact the Registration Committee.

NOACNA GUIDELINES

- ii. Time and location of meetings
 - iii. Marathon meeting
 - b. Obtain time intervals for ticket sales during Convention
 - i. Registration
 - ii. Entertainment & Fundraiser (door sales not permitted)
 - c. Obtain schedule for merchandise sales.
 - i. Example "Closed during main speakers"
- 7) If applies, print welcoming/hug committee t-shirts.
- a. Obtain sizes and color from Registration Chair
 - b. Shirts should be cost efficient.
- 8) Assist with placing theme/logo on website.
- 9) Communicate with the Hotel Liaison regarding walk through of the Hotel facility for an idea of where the banner and signs will be posted.

**** IT IS OUR UNDERSTANDING THAT THE SERVICE STRUCTURE OF NA IS A HOLDING COMPANY, GIVING ALL REPRESENTATIVE SERVICE COMMITTEE THE RIGHT TO USE OUR LOGO EMBLEMATIC OF NARCOTICS ANONYMOUS. ABUSE OF THIS RIGHT SHOULD BE BROUGHT TO THE ATTENTION OF LOCAL A.S.C., AS WELL AS THE WORLD SERVICE CENTER POLICY SUBCOMMITTEE AND WORLD SERVICE BOARD OF TRUSTEES.**

HOTEL LIAISON

PURPOSE:

This subcommittee is a liaison/negotiator between the Hotels and the Convention Committee. It handles the arrangements with the Hotels, i.e.; contracts, Hotel regulations, room rates, banquet and meeting room arrangements, special situations, etc. The Chairperson spending a lot of time asking questions repeatedly before and during the Convention prevents unforeseen additions to the agreement on the Hotel part. **ALL HOTEL CHARGES MUST BE CLARIFIED IN WRITING.**

QUALIFICATIONS:

- 1) A working knowledge of the Twelve Concepts
- 2) A minimum of (3) years clean.
- 3) It is advisable that the Chairperson is someone with Food & Beverage experience or good business sense.
- 4) Good negotiation and communication skills.

NOACNA. GUIDELINE FORMS:

The Hotel Liaison Chairperson will receive the "Hotel Liaison Guidelines Forms" folder with ALL required forms in it from the NOACNA. Administrative Committee upon election of the position. These forms must be used doing the monthly reporting.

DUTIES & RESPONSIBILITIES:

- 1) Prepare list of questions, concerns, and accommodation needs.
 - a. Room reservation requirements and details
 - i. Handicap accommodations
 - b. Required meeting rooms
 - i. # of workshop rooms

NOACNA GUIDELINES

- ii. marathon meeting room
 - c. Banquet requirements and details
 - i. Menu
 - ii. number of attendants requirement
 - iii. drinks
 - 1. cost per pitcher
 - 2. unlimited drinks
 - 3. handicap accommodations
 - 4. coffee
 - d. Ballroom usage
 - i. Entertainment needs
 - 1. Dance
 - 2. Comedy/fashion show
 - ii. Main speaker needs
 - 1. Stage
 - 2. Podium and microphone
 - 3. Number of seating
 - 4. Handicap accommodations
 - e. Vending
 - i. Merchandise room (locked/secured,)
 - ii. Taping (outlet needs)
 - iii. Jewelry room (locked/secured)
 - iv. Registration (cash register/cash box, phone line)
 - v. Entertainment & Fundraising (cash register/cash box,)
 - f. Hospital Room
 - i. Hotel policy for outside food & drinks
 - g. Money room (**MUST BE SECURED**)
 - i. Policy & procedure for Hotel staff entering room
 - ii. Number of keys issued
 - h. Coffee
 - i. Hotels policy for someone other than Hotel supplying/catering coffee
 - ii. Cost and schedule for the Hotel to supply coffee.
 - i. Insurance
 - i. Hotels policy regarding Liability/Event insurance
- 2) Set a time and date to visit with Hotels and get a general idea of its ability to Hotel Liaison and meet the needs of an NOACNA Convention.
- a. Reschedule meetings with the proper Hotel staff and the NOACNA Chairperson to begin negotiations.
 - i. Hotel Liaison should not negotiate without the presence of NOACNA Chairperson or an agreed upon representative.
 - b. May require several visits.

NOACNA GUIDELINES

- 3) When a Hotel has been agreed on, get everything in writing for approval by NOACNA.
 - a. Thoroughly review contract to ensure it contains everything discussed and agreed upon.
- 4) Phone lines
 - a. Credit card machines may require an open phone line, if so, all subcommittees requiring a credit card machine will need an open phone line at their location.

COFFEE:

Write up (3) cost plans for supplying coffee detailing quantities and scheduling:

- 1) NOACNA
- 2) Hotel
- 3) Private Vendor
 - a. Cost per gallon
 - b. Frequency and number of gallons
 - i. 20 gals every hour
 - c. Intervals
 - i. Specific amounts during times (25 gals between 7am - Noon)
 - d. Coffee pots
 - i. Sugar & cream
 - e. Coffee cups

ONLY the Chairperson is authorized to sign for and make coffee. A team member may be acquired to assist. Communication is the key to preventing over stocking and over usage.

HOSPITALITY

PURPOSE:

The subcommittee is responsible for the friendly reception and treatment of guests. They create an environment of socialization and fellowship in a specific location/room of the Hotel. They are also responsible for ensuring members have activities and food & drinks during the duration of the Convention.

QUALIFICATIONS:

- 1) A minimum of one (1) year clean.
- 2) Have worked steps and is familiar with the Twelve Concepts.
- 3) Good attitude and socialization skills
- 4) Good communication skills.

NOACNA. GUIDELINE FORMS:

The Hospitality Chairperson will receive the "Hospitality Guidelines Forms" folder with ALL required forms in it from the NOACNA. Administrative Committee upon election of the position. These forms must be used doing the monthly reporting.

- Hospitality Budget Reporting Form

DUTIES AND RESPONSIBILITIES:

- 1) Make a menu and time line for stocking of food for each day of the Convention.
 - a. Breakfast

Revise 10/2016

NOACNA GUIDELINES

- b. Lunch
 - c. Dinner
 - d. Snacks
 - e. Drinks (water, coffee)
- 2) Communicate with the Hotel Liaison regarding Hotel policy & procedures for bring in outside food and drinks.
- a. Refrigeration
 - i. How soon can food be stored at Hotel
 - b. microwave
- 3) Create a list of activities for the members.
- a. TV
 - b. Dominos
 - c. Cards
 - d. Table and chairs
- 4) Solicit a Hospitality Team to assist with keeping the Hospitality room stocked.
- a. Time intervals are great for newcomers so that they may attend meetings during the Convention.
- 5) Coffee
- a. Communicate with the Hotel Liaison regarding the supply of coffee.
 - b. If Hospitality is responsible for supply coffee in the hospitality room, the Chairperson should be the ONLY person signing for or handling coffee to ensure there is no over stock or over usage of coffee.
 - c. Who supplies coffee pots
 - i. Sugar, cream
- 6) Donations
- a. Circulate a 'request for donation' flyer to home groups to help with the cost of food and drinks.
 - i. Communicate with groups thirty (30) days prior to Convention to ensure donation list is valid.
 - ii. List specific items if you have a specific menu.
 - iii. Set a cut off time to receive items (e.g. the week before)
 - iv. Where will items be stored