

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.

Twelve Concepts for Narcotics Anonymous 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®

THE

G.C.A.S.C.N.A.



Convention Guidelines

Created July 2011

Twelve 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.

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GENERAL PLANNING

PURPOSE

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

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

PLANNING COMMITTEE

Hosting a convention is a tremendous responsibility which 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. The planning of a convention requires the combined efforts of many people. These people work as a committee which might be made up of representatives from groups sponsoring the convention. If the convention is conducted as an area activity, the committee should be organized as a subcommittee of the ASC. In areas and regions where bi-annual conventions are held, the committee is oftentimes a standing committee of two years. This is done to ensure continuity of effort. Although some members change from year to year, enough experienced convention planners usually remain to ensure an effective planning process.

TYPES OF CONVENTIONS

Area Convention: These conventions are sponsored by an area service committee and foster unity and the celebration of recovery in a specific area. Area conventions are rare because the effort and resources required to stage a convention are often greater than those which are available at the area level.

CONVENTION COMMITTEE MEETINGS

The Convention Committee is charged with the responsibility of organizing and carrying out the convention in its entirety and being responsible to those they serve. All Convention Committee meetings should take place at a regularly schedule time and place and follow the current edition of Robert's Rules of Order. 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 be exercised during the planning process to involve as many group0s and individuals as possible. Even at this early stage, it is necessary to elect a chairperson to preside over Convention Committee meetings and activities. Election of officers should be based upon qualifications and experience. A description of Executive Committee members and duties is presented in these guidelines.

To obtain voting privileges, each member of the Convention Committee must attend two consecutive meetings. Any member who holds an office or participates on a regular basis at the Convention Committee meetings is considered a member. Sub-committee voting privileges are determined by the chairperson of the sub-committee. All sub-committees hold separate meetings prior to the Convention Committee meetings. The sub-committee chairpersons submit reports, recommendations and other details about their areas of responsibility.

Convention Committee meetings are scheduled monthly until four months prior to the convention, at which time they take place every two weeks. At two months prior to the convention, meetings take place weekly. It is advisable to schedule two or three hours to conduct Convention Committee meeting business. An agenda or format should be prepared prior to meetings. Many Convention Committees use the agenda shown below:

1. 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 Twelve Traditions.
2. Read and approve the minutes of the last meeting
3. Chairperson's report (review progress to date and relay recent information)
4. Treasurers report (update on expenses and new balance).
5. Subcommittees' reports (reports include goals and progress of each committee).
6. Old business carried over from last meeting.
7. New business to be undertaken before the next meeting.
8. Closing prayer.

2/10 Prayer
Traditions

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 Executive Committee, sub-committee chairpersons and attending members.

The Executive Committee and sub-committee chair positions are identified as follows:

- 1. Executive Committee
 - A. Chairperson
 - B. Vice Chairperson
 - C. Secretary
 - D. Vice Secretary
 - E. Treasurer
 - F. Vice Treasurer
- 2. Sub-Committee Chairpersons
 - A. Hotels and Hospitality
 - B. Fund-Raising and Entertainment (5 years clean time)
 - C. Convention Information
 - D. Registration (5 years clean time)
 - E. Arts and Graphics
 - F. Program
 - G. Merchandising (5 years clean time)

Requirements and qualifications suggested for the Executive Committee and sub-committee chairperson of world conventions are as follow:

- 1. Chairperson -----5 years clean time
- Vice-Chairperson-----4 years clean time
- Secretary-----2 years clean time
- Treasurer-----5 years clean time
- Sub-Committee Chairs-----2 years clean time
- 2. Working knowledge of the Twelve Steps and Twelve Traditions of N.A.
- 3. Willingness to give the time and resources necessary
- 4. Ability to exercise patience and tolerance
- 5. Active participation in Narcotics Anonymous

THE EXECUTIVE COMMITTEE

The Executive Committee carries out (executes) the conscience of the overall committee. It functions as the administrative committee of the convention and holds separate, periodic and special sub-committee meetings. Its' function is to ensure that the various sub-committees work together and to assist sub-committees which may need extra help.

However, it is not necessary for the Executive Committee to involve itself directly in the specific workings of each sub-committee. The members of the Executive Committee discuss the performance of the sub-committees as well as the convention budget and other matters which affect the convention. The results of these discussions are included in reports at Convention Committee meetings.

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

The Executive Committee also makes regular reports to the service committee sponsoring the convention. For example, the World Convention Corporation oversees the world conventions, and reports to the WSC. Reporting to the regional service committee or area service committee would be appropriate for regional or area conventions. Comments and suggestions from the sponsoring service committee are included in the chairperson's report at the beginning of each committee meeting.

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

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

1. Organizes sub-committees and delegates major tasks to specific sub-committees. Stays informed of the activities of each sub-committee, and provides help when needed.
2. Helps resolve personality conflicts.
3. Keeps activities within the principles of the Twelve Traditions and in accord with the purpose of the convention.
4. Monitors the fund flow and overall convention costs, and helps organize the sub-committee budgets. Prepares a budget for the Executive Committee functions.

5. Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
6. Allows the sub-committee to do their jobs while providing guidance and support. Only major issues need be brought to the Convention Committee meeting. Sub-committees should be given trust and encouragement to use their own judgment.
7. Prepares the agenda for Convention Committee meetings and Executive Committee meetings.
8. Votes only to break a tie.
9. Chairs the Convention Committee meeting as well as the convention.

Vice-Chairperson: Personable and familiar with all committee members, in order to serve a liaison between the sub-committees and the hosting community.

1. Acts as chairperson if the chairperson is unavailable
2. Coordinates sub-committees and attends sub-committee meetings, in order to ensure that they get the necessary support to do a good job.
3. Works closely with the chairperson to help delegate responsibilities to sub-committee chairpersons.
4. Makes a report to the hosting service committee on the progress of convention planning

Secretary: Service experience and good typing skills, as well as service experience to ensure that accurate minutes are distributed to the committee members.

1. Keeps minutes of all committee meetings and sub-committee reports. Updates committee members by phone of all meetings and events.
2. Mails minutes to committee members after approval by the Executive Committee Chairperson. Minutes are mailed out within ten days after the Convention Committee meeting. An agenda for the next meeting can be attached to the minutes if it will help the committee. Function.
3. Maintains a list of names, addresses, and phone numbers of the committee members for committee use. Also, calls to inform committee members of the date and time of upcoming committee meetings.
4. Keeps extra sets of minutes, updated after each committee meeting, for members who request a complete set.
5. Communicates to the local N.A. membership regarding the progress and planning of the convention. Assists all committees in mailing and correspondence.

Treasurer: Five years clean time, demonstrated stability in the local community, accounting skills, service experience with conventions or other large sale Fellowship activities, and accessibility to other committee members, especially the Registration sub-committee.

1. Opens a bank account for the Convention Committee. Usually the signature required for the account are any two of four signatories which are the Convention Committee Chairperson, Vice Chairperson, Secretary, and Treasurer. The card and account information are filled out at the convention committee meeting, if permitted to do so by the bank.
2. Works with the Chairperson and Vice-Chairperson to prepare a budget for the convention which is used for planning fund-raising activities. The budget is based on the sub-committees' recommendations as to the monies they will need to carry out their tasks. The budget can be a rough estimate at the beginning of the planning, and revised as the convention draws near. When all of the financial needs of the sub-committees are listed and totaled, the income should be outlined: one source of income comes from fund-raisers, and the second from registrations.
3. Writes all checks and is responsible for collecting receipts from sub-committees for money paid out.
4. Responsible for all monies; including revenues from registration and banquet tickets; pays all bills; and advises the chairperson on cash supply, income flow and rate of expenditures.
5. Reviews sub-committee reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained. This information is included in the Treasurer's report.
6. Each check should require two signatures. Additionally, a complete treasurer's report within three months of the convention should be submitted to the sponsoring service committee along with fund distribution. Many convention committees also have the report audited as a further safeguard of convention funds.
7. A periodic review of all financial records should be made by the corresponding service arm. The records should be reviewed at the time of the actual funds distribution in accordance with the Treasurer's financial statement requirements.

Helpful Hints for Treasurers

1. Have an accountant check your work.
2. Save all receipts in case you get audited by the IRS.
3. The Convention Committee Treasurer is the only one to handle checks.

4. Determine budgets for sub-committees as early as possible.
5. Maintain a separate account or record of monies received for banquet, brunch and registrations.
6. Utilize the WSC approved financial guidelines whenever possible.

Helpful Hints for Budgets

The importance of making a budget for the Convention committee and sub-committees needs to be emphasized. At the stage of planning, the committee should list as many financial responsibilities as possible. Most of the sub-committees, with the exception of the Fund-raising Committee and the Hotels and Hospitality Committee, should write a budget and adhere to it fairly closely throughout the planning period. All members on the committee should sign a statement of responsibility.

The Arts and Graphics Committee projects a monetary figure for flyers, programs, banner(s), literature, and other displays and graphics that will be used at the convention. The Program, Public Information and Registrations Committees estimate the cost of mailing, paper, envelopes, and other office supplies needed to carry out their duties. The Fund-Raising Committee sets a budget based on the entertainment which will be used at the convention. This committee also sets a new budget each month which includes the expenses of functions the other committees perform on their behalf, such as designing flyers, or mailing. For the sake of expediency, the Fund-Raising Committee maintains a petty cash fund to aid in its operations. The Hotels and Hospitality Committee projects attendance figures before setting a budget. This is the most difficult are to budget because we can never really be sure of attendance until a few weeks prior to the convention. A reasonable project of participation is a figure between 40 percent and 60 percent above the pre-registrations, depending on the efficiency of the Fellowship communications. With regard to banquet tickets, prudence and caution should be used when estimating the number of tickets because this is one important are where a committee can fall into the red.

SUB-COMMITTEES

Nominated from Convention Committee members, the sub-committee chairpersons and vice-chairpersons should have general specific qualifications as outlined in the qualifications below. Specific service or vocational experience should be considered prior to election or appointment. It should be clearly understood that the sub-committees have specific service responsibilities to perform.

Sub-committees are vital to the convention, and individuals should expect to be replaced if they are unable to serve for any reason. Naturally, relapse necessitates replacement; this is because we are as concerned for the member as we are for the

service responsibility. Each sub-committee has only one chairperson who then recruits committee members. A list of committees is provided in this manual, although other committees may be established if needed. Experience has shown, however, that most other responsibilities can be incorporated within the framework provided.

Sub-committee meetings operate according to Robert's Rules of Order. This ensures that the meetings run smoothly and that business is conducted in an orderly fashion. Each sub-committee chairperson should be aware of what responsibility each member has assumed, and make sure that every task assigned is carried out.

Sub-committees maintain accurate records of the activities of the committee as well as all correspondence. Financial reports, including needs, expenditures, and receipts are included with each sub-committee report. The sub-committees of the Convention Committee work together. At the onset, each sub-committee should decide whether or not it will use the services of another committee, or address that particular area of business itself. Although either way is effective, remember, cooperation and consideration are the keys that will make it work.

HOTELS AND HOSPITALITY

Once the Hotel and Hospitality Sub-committee finds a site, the Hotels and Hospitality Sub-committee can begin planning to host the fellowship. To assist in this planning, it will be necessary to adopt and implement the procedures, or a reasonable facsimile, as they are outlined in this section. Care should be exercised in the development of this committee to insure that the tasks assigned to it are properly accomplished.

This sub-committee should consist of: a chairperson to conduct business meetings, make sure the duties of the committee are carried out and make progress reports to the sponsoring area, a co-chairperson to act as a chairperson if necessary; and a secretary to record the minutes of the sub-committee. Additional responsibilities may be added or removed if the Convention Committee, the sponsoring area may direct.

The work load of any one committee member will probably be determined by the size of the committee itself. There is probably no set formula for determining the size of this sub-committee. What worked one convention may not work for the next. However, there is a set of objectives that need to be accomplished. Perhaps it will be best to weigh these objectives out and then determine who, on this committee, will be able to perform what tasks.

The first objective is to project an attendance figure to help determine the amount of meeting space which will be needed. The projected figure need not be

accurate, although using criteria from previous conventions should help the committee to project a reasonable figure from which to work.

Once the committee has become comfortable with the projected attendance figure, they can plan how much meeting space will be needed, how the space can be utilized most effectively, and what would be the lowest possible expense. It would be wise to have alternate plans of action if the actual attendance should be higher or lower than the projected figure of attendance. Keep in mind the need for unscheduled meeting rooms.

Secondly, this committee will submit, for approval, any catering proposals such as coffee, banquets and brunches. Special attention should be given to the wording of any proposal. Beware of open end or additional charges. **Inform the hotel, as well as any other contractors who might be involved, that the Convention Committee is unable to pay of unexpected costs.** Make them explain the bargain in detail, exerting yourself to be sure that there won't be any unexpected costs. Also make sure that they don't extend service which might be left unpaid.

Establish an arrangement so that only the Executive Committee will have the authority to sign for service. The Hotels and Hospitality chairperson and the convention chair will be responsible for signing the contract with the host hotel. Make it clear that the committee will only honor bills with those specific signatures. Final approval of any contracts will be the responsibility of the full Convention Committee and the ASC.

Information regarding transportation to the host site should be included on the convention flyer. Information regarding the location of airport, bus and train stations in relationship to the convention site is necessary for members to know. It helps them to make appropriate arrangements.

Finally this committee should open and operate a hospitality area where the fellowship can gather, relax and drink coffee as well as obtain local transportation, tourist, dining or other information pertinent to the hosting community.

Keep in mind that the majority of problems arise from poor communication. good communication between the Hotels and Hospitality Sub-committee and all other sub-committees is extremely important. Almost everything that will be done by other committees will hinge on how well Hotels and Hospitality performs and communicates.

Try not to lose sight of the reason your committee is doing all of their work. Stay in tune with the spirit of recovery. As the convention draws near there will be a number of tasks available for newcomers to perform. Try to enlist the help of as many local members as possible.

Fund-Raising and Entertainment: New members not familiar with the Twelve Traditions may be confused by the concept of “fund-raising” in Narcotics Anonymous because it is so unlike the kind of fund-raising done in other organizations—even nonprofit organizations. We never, under any circumstances, accept any monetary contribution from any outside source. We affiliate ourselves with no one, choosing to be entirely self-supporting through our own contributions. In Narcotics Anonymous, whenever we do need to “raise funds” we fund-raise from our own membership.

Purpose of Fund-Raising: We must remember that we have only one need for money in Narcotics Anonymous, and that is to further our primary purpose of carrying the message to the addict who still suffers.

The experience of many areas is that fund-raising for conventions is extremely important as it generates interest and support from the local N.A. community, in addition to raising money. Our guidelines do not prohibit groups or areas from hosting fund-raisers on behalf of conventions. We would, however, caution against placing an unreasonable financial drain on local resources for funds in support of the conventions, while at the same time welcoming activities which motivates attendance by increasing awareness of how conventions—like meetings—help us as members in our personal recovery.

Area conventions will probably continue to have a need for the fundraising and entertainment committee. This sub-committee would plan and carry out activities such as dances and picnics and will need to interface with other sub-committees such as C.I., Arts & Graphics, Programming, and the Administrative Sub-committee in order to successfully complete its' projects.

This subcommittee also has responsibility for entertainment activities, selecting the banks or disc jockeys to be used at all fund-raising and convention dances. They also arrange for all other forms of entertainment which are provided in conjunction with the convention.

It is suggested that one budget be prepared for fund-raisers and a separate budget be prepared for entertainment activities.

Activities can be held throughout the year; however, we suggest that events be scheduled at least three or four months prior to the date of the convention. Communication about your events is extremely important. A list of planned functions should be prepared and distributed through the area and regional service structure to the groups you serve to spark interest, encourage participation and support. Functions which are successful are well planned and publicized. Poor turnout and unsuccessful fund-raisers can generally be traced back to a lack of planning and/or exposure within the local N.A. community.

Selecting a Chairperson: When selecting a chairperson for the Fund-Raising and Entertainment Sub-committee, the duties and responsibilities associated with the task should be seriously considered. Experience has shown that a successful chairperson will have:

1. A good working knowledge of the Twelve Steps & Twelve Traditions;
2. The willingness to work hard and the ability to motivate others;
3. The ability to deal effectively with people outside the Fellowship;
4. Demonstrated trustworthiness, especially where funds are concerned;

All Conventions: The N.A. logo, which will be used on flyers, T-shirts, mugs, etc., is the property of the Fellowship of Narcotics Anonymous. Our World Service Office holds the trademark on our logo and symbol. Special and serious care needs to be maintained in order to assure that the use of the N.A. logo is always in good taste and in keeping with our Twelve Traditions. Any N.A. service board or committee created through our Ninth Tradition may use the N.A. logo, as well as any Narcotics Anonymous group.

Care should be exercised concerning the concept and design of flyers. This is especially critical because many of these flyers find their way into hospitals, institutions and other facilities which relate to N.A. Appropriate use of language and graphics is crucial; these flyers may represent N.A. to the public. Utilize the expertise of the Arts and Graphics Sub-committee.

Use of the convention "theme" for fund-raising and entertainment events is more likely to excite and increase the local members' involvement in the upcoming convention.

In conclusion, fund-raising events for conventions should be held first to generate interest and support for the convention, and second to raise money. All fund-raising events held in support of the conventions should include an explanation as to why money is needed. Finally, all of our events, by they to raise money or simply to provide entertainment for our Fellowship, should always be in good taste, consistent with our spiritual principles, and set a tone which emphasizes caring and sharing the N.A. way.

Convention Information: The Convention Information (C.I.) sub-committee may actually be considered a two-part committee. This committee, as the name indicates, serves the purpose of providing information about the convention both to N.A. members and certain non-members. These two jobs are handled very differently and, because of the resulting contacts with non-N.A.'s, those members chosen to serve on C.I. must have a thorough knowledge of the Twelve Traditions, especially as they apply to public relations and personal anonymity.

Information provided by C.I. may include a description of the planned event, dates, locations and other pertinent information. It is always important that convention sub-committees work closely together and because of the work which C.I. is responsible for, it becomes especially important for them to maintain close contact with the Programming, Hotels and Hospitality, and Arts and Graphics Sub-committees. All information must be up-to-date and accurate.

There should be no reason to promote the convention. It is an event of sharing and fellowship, and needs no "advertisement." It is, however, the duty of the C.I. sub-committee to communicate to all concerned persons and agencies about the upcoming events and encourage their participation. This is done in a spirit of providing information rather than of promoting N.A. or its activities. In a subsequent section of these guidelines, entitled "Miscellaneous Questions and Answers," question number four provides additional information about promoting N.A. conventions.

The C.I. Sub-committee chairperson has the sensitive task of encouraging a large attendance without abandoning the principle of "attraction rather than promotion." Some of the following experience and suggestions are helpful in keeping all C.I. efforts within the dignity and spirit of N.A.

1. **Within the Fellowship:** Preparation and distribution of flyers, programs and a map of the area, if necessary. Distribution is usually accomplished by handing out or mailing the information to the GSR's in the hosting area with additional mailing to other RSC's and the WSO for inclusion in the *Newsline*. Members' names should never be used on an envelope with N.A. identification. The Convention Committee should rent a post office box and that box number, with no reference to N.A. on the return address, can be used on all mailing. Flyers and personal phone contact numbers can be distributed freely within N.A. groups at regular meeting places, but even here, attraction is our aim and discretion and good taste should prevail.
2. **Outside the Fellowship:** Pre-convention informational activities of the C.I. Sub-committee's activities outside the Fellowship should be extended only to those hospitals, treatment centers and similar agencies which provide direct service to addicts. The purpose of this is to attempt to bring addicts in the hospital, center or facility to the convention. This is in keeping with our primary purpose. The H&I sub-committee in your area or region should be asked to help by providing names and addresses of those agencies and institutions which are already aware of the Fellowship and have H&I panels currently operating. Addresses of other agencies which have direct contact with addicts may be available from the area or regional P.I. Sub-committee. A short cover letter to the agencies should be included with convention flyers or other information being mailed. The letter might be a simple statement acknowledging their ongoing support of recovery from addiction and a request that their clients be informed of the upcoming convention.

If the treatment centers are residential, a request might be made that the Convention Committee be advised about the number of residents they expect to attend.

This information would then be turned over to the Registration Committee. A member of the C.I. Sub-committee may be assigned to the registration desk to greet and assist members and staff from treatment centers. Assuring that institutionalized addicts have the chance to attend a convention serves our primary purpose by showing them and the staff that there are indeed clean, recovering addicts in the outside world.

The C.I. Sub-committee does not do the type of work that is commonly associated with a public information committee. P.I. committees inform the public about Narcotics Anonymous, and the majority of that information is shared with non-addicts, often in the form of community presentations. The community at large is not included in the C.I. Sub-committee's efforts of distributing information about the convention. Letters or general announcements to professionals, other than those mentioned in paragraph B above, would not benefit the celebration of recovery which a convention represents. A convention is not an appropriate setting for a community presentation. Neither is it a beneficial time or place to encourage media participation.

It is recommended that pre-convention press releases to print and/or visual media sources be avoided. Anonymity, non-affiliation and "attraction rather than promotion" are just some of our principles which can be easily, although unintentionally, violated if the press is encouraged to attend a convention.

It is, however, a good idea for the C.I. Sub-committee to prepare a press packet to have available at the registration desk in case a reporter does show up. All members staffing the registration desk should be informed that if a reporter inquires they should give him/her a packet and immediately direct the reporter to a member of the C.I. Sub-committee. A well informed, knowledgeable C.I. Sub-committee member should be readily available to accommodate the reporter's needs or questions. If pre-arranged, and whenever necessary or possible, a special room (press room) may be made available for just those occasions. That room would need to be staffed during designated hours by members of the C.I. Sub-committee.

P.I. committees can help put together a press packet and may also be helpful as volunteers in the press room or at registration.

Registration: Usually the first people convention attendees meet are those members manning the registration tables. How well they are greeted in many ways sets the tone for how well the convention comes off. Smooth, prompt, orderly and hospitable service are key ingredients to successful registrations. Therefore, organization and planning by this committee is very important.

The Registration Sub-committee is one of the busiest committees of every convention. Although it's most intensive work is completed in the weeks just prior to and during the convention, its responsibilities begin with the advance planning. This

advance planning by the committee includes drafting the flyers and forms, which must be done well in advance (at least five or six months prior to the convention date) in order to allow sufficient time for review by the full committee. The mailing schedule for flyers and pre-registrations form should also be established at this time.

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

The Registration Sub-committee should develop the convention registration form for the Arts and Graphics Sub-committee. This form is customarily placed at the bottom of the convention flyer. After the convention flyer is completed, it is given to the Convention Information Sub-committee for distribution.

The number of members needed for this committee will depend on the anticipated attendance and length of registration hours. It is not advisable to have the same members working five to eight hours without a break or a few members handling registration for a large rush of people. Therefore, the creation of shifts and work teams is important. The shift and team aspect is addressed in detail in a later section.

The first flyer announcing the convention should be made as soon as the dates are established and a contract or agreement is reached with the hotel. In this manner, participants will have an opportunity to schedule vacations or make other arrangements to attend the convention. This advance flyer can be distributed even if complete registration forms or convention fees have not been set. The flyer can be sent to the World Service Office so the convention can be mentioned in the *Newsline*. The committee should also do a direct mailing to N.A. members listed on attendance rosters of previous conventions. When pre-registrations and arrival registration information is available, the Registration Sub-committee prepares a finalized flyer. Copies of this flyer, and the registration forms, should also be sent to the WSO for *Newsline* inclusion and sent to all members on the mailing lists. The WSO *Newsline* includes announcements of conventions, and reaches thousands of N.A. members around the world, at no cost to the Convention Committee. It is an excellent way of circulating information about the convention.

Care should be exercised in the productions of flyers and registration forms. They should be clear and informative, not confusing. Flyers should be attractive but need not be ornate or expensive.

The finalized flyer, with registration forms, should be sent at least four months prior to the convention date and again about forty-five days prior to the convention. In this way, members can make plans to attend and those who have forgotten or delayed in registering are reminded. Sometimes convention planning committees generate additional activities which were not schedule when the original convention schedule was announced. The final mailing, at forty-five days prior to the convention, can be used to provide announcements of those changes or new activities.

A clear understanding should be reached between the Registration Sub-committee Chairperson, the full committee, and the Convention Committee Treasurer on the procedures for handling registrations and money. One person should be assigned the responsibility of picking up registrations from the committee's post office box or business address at least two or three times a week. Registration form records should be maintained on a weekly basis and all money received transferred to the Convention Committee Treasurer prior to full Convention Committee meetings.

As each registration is received, by mail or a direct sale, a record should be made indicating information about the registrant and all money received. If free registrations are given out as part of promotional activities, the committees must keep careful records of what is provided and to whom. When registrations are made at fund-raising activities, numbered cash receipts are used as a confirmation to the convention. The Convention Committee Chairperson, in conjunction with the Treasurer, should establish a good working system for handling cash registrations received at these funds-raising activities. All registrations, with numbered cash receipts, are used for preparing confirmations. Each member of the Registration Sub-committee who is authorized to accept registration money should work out of one cash receipt book with three-part carbon copies.

The Registration Sub-committee conducts its activities within the scope of the budget authorized by the full committee. When funds are needed for expenses, they are obtained from the Convention Committee Treasurer. Undeposited cash received by the Registration Sub-committee should not be used for committee expenses, as it can result in confusion and possible misuse of funds.

The record system developed by the Registration Sub-committee should be simple and clearly understood by all members of the Committee. The records of all registrations and banquet or brunch ticket sales should be updated at least once a week. In this way, the full committee can be apprised of the financial status. This record system can be used to verify the Committee Treasurer's records, and provide an indication of the solvency of the convention.

A duplicate records system should be maintained for all Registration Sub-committee activities. A simple file box containing 3 X 5 cards arranged alphabetically is a simple and effective method. A card is made for each registration. One card contains all the information about each registrant, including all functions which have been paid, the receipt number and confirmation number (which are the same).

As each mailed registration is received, a confirmation card is sent to the registrant. Most conventions only send confirmation cards for registrations which are received by the announced cutoff date. The cutoff date for pre-registrations is included on the convention flyer. Following is an example of a simple confirmation which has been used satisfactorily.

YOUR CONFIRMATION NUMBER FOR THE
CONVENTION IS # _____
PLEASE BRING THIS CARD WITH YOU WHEN
YOU PICK UP YOUR REGISTRATION PACKET
AT THE CONVENTION.

The Registration Sub-committee is responsible for preparing a complete registration packet. The packets include:

- A Convention Program
- Name Tag or Badge
- Tickets (banquet or brunch, etc.)
- Sightseeing information
- List of local restaurants with approximate price ranges (especially those open 24 hours)
- Marathon meeting list
- Souvenir items (N.A. phone books, keytags, etc.)

A Registration Committee can be organized with the following positions and responsibilities:

Chairperson: Oversees and coordinates all aspects of the Registration Sub-committee and reports to the Convention Committee, schedules work shifts and puts together work team members.

Vice-Chairperson: Assists the chairperson and may become more actively involved in one or more aspects of the Registration Sub-committee.

Secretary: Keeps minutes and records.

Mailings Sub-committee: Handles all registrations that comes through the mail. Mails out registration receipts and confirmation numbers as soon as possible.

Shift or Work Team: Writes receipts, collects registration money, and gives out registration packages at conventions.

The number of teams needed to work a shift will be determined by anticipated attendance and length of registration hours. A team of three members seems to work best. Two members write receipts and issue packages. The third team member is the deposit person who sits between them and collects the money and receipts.

During registration hours the treasurer and co-treasurer collect the registration money at periodic intervals from the deposit person.

A suggested shift for a team to work is three hours on and three hours off.

One last note for Registration Sub-committee members: At times there will be a lot of responsibility and pressure on you. It is important that you look out for one another. Set personalities aside and help each other in our spirit of unity and purpose. Our personal recovery come first and you should do your part to make sure you and your fellow members do not use over the pressures of handling money. Stay clean and grow together!

Arts and Graphics Sub-Committee: The Arts and 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 banner, programs, tickets, flyers, convention posters and directional posters. Some conventions also produce coffee cups, T-shirts or other merchandise. The Arts and Graphics Committee also design these materials.

The Chairperson of the Arts and Graphics Sub-committee develops a budget which includes all printing and other expenses. Once the budget is developed, it should be presented to the Treasurer and to the Convention Committee for approval. The Arts and Graphics Sub-committee should present a variety of designs for each item to the full Convention Committee in order to provide a choice of selections.

Helpful Suggestions

1. Develop a set of priorities and keep first things first.
2. Encourage members with artistic talents to get involved
3. Solicit the help of as many members as possible (especially newcomers)
4. Find a large room in which to work; banner and poster makers need a lot of space.
5. Utilize any and all resources available—members who work in hobby/craft stores, printing offices, copy shops, etc., may be able to provide service or supplies at discount rates.
6. Always present ideas and suggestions to the entire Convention Committee for feedback.
7. Always adhere to the group conscience of the Convention Committee, remembering that our Ultimate Authority is a loving God expressed in our group conscience.

Program Sub-committee: Without a good program, the trouble and expense of putting on a convention isn't justified. The reports of the Program Sub-committee should therefore be given appropriate attention.

The Program Sub-committee plans all the workshops and meetings at the Convention.

They schedule all events to take place during the convention and prepare the written program to be distributed to attending members. They attempt to have a balance of workshops for newcomers, service-minded persons and spiritual discussions. One of the main problems in scheduling is the event of no-shows (people who don't call when they are unable to attend). The recommended procedure for speakers, chairpersons, readers or anyone else involved in the program is to note somewhere on the program or the registration package that a check-in table will be set up. Include the specific location and times. This way, all program participants can sign in, thus assuring the Program Sub-committee that they are willing and able to fulfill their responsibilities. In the event of a no-show, the Program Sub-committee should have a pool of members available from which to select replacements.

The basic qualification for participation on the program of an N.A. convention is membership in N.A. A speaker or workshop chair at a convention shares his/her personal experience of recovery in Narcotics Anonymous.

Potential speakers and program participants are people who base their recovery on powerlessness over addiction, identify themselves as addicts and attend N.A. meetings to sustain their recovery. These qualifications assure an N.A. member gets an N.A. convention. The best speakers for conventions are those who address recovery as if their lives, as well as the lives of the listeners, depend on it. It is important to keep in touch with speakers as the convention draws near and assist them in any way possible to ensure their attendance.

Workshops are held to satisfy the needs of our membership for information or discussion on specific topics and services related to N.A. These workshops allow attending members to ask questions, and learn about various aspects of the program and recovery. It is important to schedule similar workshops consecutively rather than at the same time. This allows interested members to attend an entire series of related workshops rather than having to choose between two or more workshops they would like to attend.

Taping the speakers and workshops allows members who are unable to attend all functions the opportunity of hearing them at home, or sharing them with others. Care should be taken to inform the speakers and/or workshop participants that they are being taped. When contracting with someone to record meetings, it should be clearly understood that the copyrights to the tapes are held by the Convention Committee.

Procedures for reimbursing travel expenses vary with different conventions. Whenever funds are available, a speaker's travel expenses are paid, thereby assuring attendance and participation. Sometimes a complimentary room is provided to the participant as a way of deferring travel expenses. Hotels usually give the convention a

certain number of complimentary rooms which can be used for this purpose. These financial considerations should be taken into account when the budget is being drawn up in order to provide the Program Sub-committee with an idea of available funds for securing speakers.

Merchandising: The merchandising effort of any convention should be based strictly on the need to generate funds to ensure the success of the event. Too often the merchandising efforts of the Convention Committee detract from the primary focus. The focus of any convention is the celebration of recovery. Our efforts to generate funds from our members should be based solely on what is necessary to ensure that the convention is successful. If a Convention Committee finds that it is not necessary to generate considerable sums of money to cover expenses, then the merchandising effort should be kept to a minimum. Every Convention Committee wants to be able to provide commemorative items for the convention attendees, however, the efforts to do this should be done in such a way that a department store atmosphere is not created.

The Merchandising Sub-committee should be fairly business minded and have an understanding of the Twelve Traditions, especially regarding the sale of N.A. related items. The practice of allowing commercial vendors to sell their products at an N.A. convention violates our Sixth Tradition and should be strongly discouraged. Any time there is a person or group of people selling merchandise at an N.A. convention, other than the Merchandising Sub-committee, we are in fact, sanctioning the idea that it is alright for individuals to generate personal profit in the name of our Fellowship. Any funds generated from an N.A. convention should be used to further enhance our fellowship whether locally or worldwide. Careful consideration should be made in negotiating the purchase price of items selected for sale. Usually three different bids are submitted for consideration. All items selected by the Merchandising Sub-committee should be purchased outright by the Convention Committee. In cases where funds are not available to purchase the items, then the possibility of a consignment agreement should be investigated. This will ensure that all merchandising done at a convention is done by the Merchandising Sub-committee or its equivalent body.

The Merchandising Sub-committee Chairperson prepares a budget consisting of the items to be sold and expenses incurred. This budget is then submitted to the Convention Committee for approval. Attached to the budget should be a complete summary of information regarding the ordering, marketing and shipping of the items selected for sale at the convention (i.e. individual item prices, service charges, consignment agreement terms if applicable, and the time frames for obtaining the items). The Merchandising Sub-committee is responsible for the sale of all merchandising.

The Merchandising Sub-committee is responsible for communicating with the Hotels and Hospitality Sub-committee for the provision of space for a store at the convention site. Store hours should be coordinated with the Program and the Hotels and Hospitality Sub-committees to assure proper scheduling with the facility management. The Merchandising Sub-committee is responsible for the storage of all items, in a secure place, and the delivery of all receipts promptly to the Convention Committee Treasurer along with an accurate list

of remaining items in the inventory. Following the convention a final statement of remaining inventory is given to the Treasurer. This should be provided no more than one (1) week from the closing date of the convention. This information should be included in the Treasurer's final convention report. In addition to the statement of remaining inventory a complete set of records showing all sub-committee orders for merchandise, expenditures, and sales should be given to the Treasurer to assure accountability for all merchandise and expenditures.

On occasion there will be committee representatives from other N.A. conventions or similar activities (i.e. State, regional, world convention committee's) at a convention. Many times these committees would like to sell items from a previous or upcoming N.A. event. This should be allowed as long as it does not conflict with the merchandising effort of the sponsoring convention committee. One very practical approach is to establish a specific time and place for these sales to take place. This not only simplifies the situation for the sponsoring committee, but also allows conventioners the opportunity to purchase items from these committees at one time and in one place. The Merchandising Sub-committee coordinates arrangements to provide space for this type of sale to take place with the Hotels and Hospitality and the Program Sub-committees. It is customary for the sponsoring committee to receive some type of advance notification of a committee's intention to be present to sell. This allows the host committee ample time to plan for the provision of space and the scheduling of the sale so as not to interfere with the convention program. It is important that the host committee be reasonably sure that such sales will benefit the Fellowship. This opportunity should not be provided for commercial vendors.

The Merchandising Sub-committee is responsible for the acquisition and sale of N.A. Conference-approved literature and other items selected for sale at the convention.

Although these steps may seem a bit excessive they are necessary to ensure that proper accountability is always maintained. Additionally, using a set of established guidelines makes merchandising much easier to handle. Finally, we all have a responsibility to ensure that our Fellowship, and not individuals, is the beneficiary of funds generated at N.A. conventions.