

Convention Information Subcommittee

Duties Pre-Convention:

- Review and distribute flyers to all areas, regions and world of upcoming events
- To maintain and keep up to date a calendar of all convention activities, complete with times and locations (ie- executive committee meetings, subcommittee meetings, all fundraisers being held, and also all local activities.) This is to ensure not only a cohesion of the executive committee meetings and subcommittee meetings but also to make sure fundraisers or other convention events do not impede upon local group events. This is to make sure the local fellowship is able to participate in convention events
- Creation and maintenance of an informational social media page for the OCNA convention and also creation and maintenance of a webpage on nabuckeye.org. and a link to region. The intent is to keep real time updates available and communication open with the fellowship. Of course, these are to be used with discretion and consideration of members anonymity.
- Creation, maintenance and distribution of a printed and online version of a convention newsletter. This is to be passed along to all areas, regions and to world. This is to be voted on and determined if necessary or logical by current Convention Information Committee.
- Collection and maintenance of a physical mailing list and an email list for distribution of information (for newsletter, flyers, updates, etc) to different areas, regions and world. This should be collected from the previous years' convention committee.
- Work with H&I committee to distribute all convention information to hospitals, treatment centers and other similar facilities (half way houses etc) that provide direct services to addicts. These communications should include a cover letter addressed to the facility recognizing their ongoing support of recovery and a request that their clients be informed of the upcoming events and convention. When available these facilities should also be provided registration flyers.
- Creation of a press packet that is to be available at the registration desk of the convention. This is to be given to any press that may show up.
- Creation of a local map that can be distributed during the convention. This should include eateries, and locations of local meetings. Also the creation of a map of the layout of the facility to include where and when different events are occurring.

Duties during Convention:

- Maintain and operate an information desk at the convention. This should be for general information, distribution of the maps of local area. Also included should be a list of the hosting area's local meetings and any flyers for local groups.