

**LAKE ERIE  
GENERAL SERVICES  
CONVENTION  
GUIDELINES**

*(Revised September 2024)*

## *Purpose*

Conventions are held by members of Narcotics Anonymous (**NA**) to bring our membership together for the celebration of recovery. Meetings, workshops, and other activities are scheduled to encourage unity and fellowship among our members, and to carry the NA message as outlined in the 5<sup>th</sup> Tradition. Any Conventions that are hosted by the Lake Erie General Services (**L.E.G.S.**) of Narcotics Anonymous should always conform to NA principles which reflect our primary purpose. The Convention Committee is a subcommittee and is directly responsible to Area L.E.G.S. The Convention Committee guidelines do not supersede Area L.E.G.S. guidelines.

## *Convention Committee Meetings*

Hosting a Convention is a tremendous responsibility that requires significant planning, dedication, and effort. All Convention Sub-Committee meetings should take place at regularly scheduled times and places and follow an orderly agenda. 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 participation and support from all members. Care should also be exercised during the planning process to involve as many groups and individuals as possible. Executive and Subcommittee Chairs are elected at the ASC meeting; election of all officers should be based on qualifications and experience. Elections for Convention Committee trusted servants are placed on the front of the Area L.E.G.S. minutes in November, to be elected in February and the new committee two (2) year term to begin in March for bi-yearly convention, ending in December following the convention.

Voting privileges are extended to each member of the Convention Committee. Anyone holding an office or participating on a regular basis (regular basis denotes attending two (2) consecutive Convention Committee meetings) is considered a member. Refer to each subcommittee's guidelines for voting procedures. All Subcommittees hold separate meetings prior to Convention Committee meetings. The Subcommittee Chairs submit reports, recommendations, and other details regarding their areas of responsibility. Convention Committee meetings are usually scheduled monthly until two months prior to the convention, at which time they may take place every two weeks. One month prior to the convention, meetings will take place weekly. It is advisable to schedule several hours to conduct Convention Committee business. An agenda or format should be prepared prior to meetings. Many Convention Committees use the agenda shown below:

## *Agenda*

1. Opening: Begin with a moment of silence followed by the Serenity Prayer, Reading of the 12 Traditions and 12 Concepts for NA Service, read the ninth Tradition explanation.
2. Secretary's report/read and approve the minutes of the last meeting.
3. Treasurer's report (update on income, expenses and current balance).
4. Subcommittees' reports (include goals and progress of each Committee).
5. Old business carried over from last meeting.
6. New business to be undertaken before next meeting.
7. Closing Prayer.

## ***CONVENTION COMMITTEE***

The Full Body Convention Committee should be open to all members of the Fellowship. It consists of an Executive Committee, Subcommittee Chairs, and attending members. The Executive Committee and Subcommittee Chair positions are identified as follows:

### **1. Executive Committee:**

- A. Chair
- B. Vice-Chair
- C. Secretary
- D. Treasurer

### **2. Subcommittees:**

- A. Programming
- B. Arts and Graphics
- C. Hotels and Hospitality  
(Serenity Keepers)
- D. Fund-Raising and Entertainment
- E. Additional Needs
- F. Merchandising
- G. Registration
- H. Convention Information

***Clean time Requirements for the Executive Committee and Subcommittee Chairs  
and Vice Chairs are as follows: (Revised September 2024)***

***Chairperson (Convention) ----- five years clean***  
***Vice Chairperson (Convention)----- four years clean***  
***Secretary(Convention)----- two years clean***  
***Treasurer (Convention)----- five years clean***  
***Subcommittee Chairperson----- four years clean***  
***Subcommittee Vice-Chairperson----- three years clean***

***Duties and Responsibilities of Executive Committee and Subcommittee Chairs***

“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants (*12 Concepts for NA Service*, 1991, p 8).” We need to keep in mind that length of clean time is not the only qualification. Experience, dedication, enthusiasm, and willingness to complete the required tasks are essential for those filling these positions. It is suggested that nominees possess and demonstrate the following:

1. A good knowledge of the Twelve Steps, Traditions and Concepts.
2. The willingness to work hard and motivate others.
3. The ability to deal effectively with people outside the Fellowship.
4. Trustworthiness (especially where funds are concerned).
5. Willingness to give time and necessary resources.
6. Ability to exercise patience and tolerance.
7. Past or present participation in the NA service structure.
8. Willingness to include all NA members in planning and hosting the Convention by informing the local NA Community of regularly scheduled Committee meetings.
9. Report the progress of individual Committees to the Convention Committee.

***Suggested Questions for Nominees***

- What is your clean date?
- How often do you attend NA meetings?
- Do you work the 12 Steps of Narcotics Anonymous?
- What is your service history (Include current service positions)?
- Have you ever resigned a service position (Explain)?
- Are you familiar with, or have a working knowledge of, the 12 Concepts and 12 Traditions of Narcotics Anonymous?
- Have you ever misappropriated NA funds? Did you make complete amends (Explain)?
- What are your reasons for wanting to serve in this position?
- What skills and abilities do you have that qualify you to fulfill the responsibilities of this position

## ***Executive Committee*** (Revised September 2024)

The Executive Committee carries out (executes) the conscience of the overall Committee. It functions as the Administrative Committee of the Convention and can hold separate, periodic, and special Subcommittee meetings upon notification to Area L.E.G.S. Its function is to ensure that the various Subcommittees work together and to assist those that need extra help. However, it is not necessary for the Executive Committee to involve itself in the specific workings of each Subcommittee unless directed by the Area Service Committee (ASC). The members of the Executive Committee discuss the performance of Subcommittees, as well as the convention budget and other matters that affect the Convention. The results of these discussions are included in reports at Convention Committee meetings. The Executive Committee drafts a meeting schedule. It is advisable to choose a regular day and time on which meetings will be held and schedule all meetings at that time throughout the duration of the planning period. Once the schedule is approved by the Convention Committee it is distributed to Area L.E.G.S. If any Convention Executive Body Position becomes vacant the Convention Chair or (Vice Chair) must inform the Area Service Committee (ASC), so the Area Chair can take appropriate action to fulfill the position which includes selecting an interim person to that position with the approval of the voting body. Vacant Position will be placed on the front of the minutes, and election will be held the following month at Area Service Committee (ASC). If the Convention Treasurer Position become vacant it's the responsibility of the Area Services Committee (ASC) Assistant Treasure to assume that position until election are held. If there is not an ASC Assistant Treasurer, the ASC Treasurer will fulfill the responsibility of Convention Treasurer.

### ***Responsibilities of Executive Committee Chair*** (Revised September 2024)

1. Should remain informed of the activities of each Subcommittee and provide assistance when needed.
2. Facilitates the resolution of personality conflicts.
3. Keeps activities within the principles of the 12 Traditions and in accord with the purpose of the Convention.
  - 3a. Chair should have an understanding of each subcommittee guidelines.
4. Monitors the flow of funds, overall Convention costs, and helps organize Subcommittee budgets. Prepares a budget for 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 Subcommittees to fulfill their tasks while providing guidance and support; only major issues need to be brought to the Convention Committee meeting. Subcommittees 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 meetings as well as the Convention.
10. Makes regular reports to the Area Service Committee (ASC), and submit final donation check at the ASC meeting held in December.
11. The CLACNA Chairperson be allowed to appoint a qualified member to fill a vacant executive position. The appointment must be approved by the voting body and adhere to the following guidelines.  
[8/10/2025] PROCEDURES FOR CONDUCTING CLACNA BUSINESS
  - 1) The designee shall be accountable to the position as if they were elected to the position

- 2) Designation should be made only if there are more than one executive position vacant
- 3) Designation is for a ninety (90) day period unless someone states their willingness to fulfill the commitment
- 4) when the appointed CLACNA Vice Chair is unable to fulfill said open position the responsibility shall become the duty of the CLACNA Chair to find and appoint a qualified member; if one cannot be appointed the Full Executive Body shall work together to fill the duties of the open position. [8/10/2025]

### ***Vice-Chair***    *(Revised September 2024)*

1. Acts as Chairperson if Chairperson is unavailable, and acts as the Chair for subcommittees that do not have a Chair or Vice-Chair.
2. Coordinates Subcommittees and attends ALL Subcommittee meetings to ensure they get the necessary support to do a good job.
3. Works closely with the Convention Committee Chair and Subcommittee Chairs on problems prior to and during the Convention.

### ***Secretary***    *(Revised September 2024)*

1. Keeps minutes of all Committee meetings and Subcommittee reports.
2. Maintains list of names, addresses, and phone numbers of Committee members for Committee use.
3. Encourage members to view webpage for Convention Minutes.
4. Tally all absences and report unwarranted absences at each ASC meeting.

### ***Treasurer***    *(Revised September 2024)*

1. The recommended clean time for Treasurer is five (5) years.
2. Opens and maintains a bank account for the Convention Committee (Opening and closing an account requires the involvement of the ASC Treasurer.)
3. Obtains signature cards and is one of four authorized signers on the checking account; authorized signers include ASC Treasurer, Convention Chair, Convention Vice Chair and Convention Treasurer; Checking account must require 2 IN-PERSON signatures for all checks. ALL 4 AUTHORIZED SIGNERS MUST HAVE KNOWLEDGE OF MONEY TRANSACTIONS. No signer/s should be in "Check System"
4. Makes prompt deposits to Convention bank account of all funds received prior to and during the convention.
5. Keeps accurate and updated records of all expenditures and receipts for all financial expenditures. A copy of said receipts is maintained by the Convention Treasurer. The original receipt must be forwarded to the ASC quarterly in March, June, September, and final report in December. All final receipts from the current year convention must be received at the ASC meeting in December.

6. Writes all checks to vendors and pays all bills. All checks written to vendors and for reimbursement must be pre-approved by the Full Body (Convention Committee).
- 6a) No money is to be spent by any member without prior approval from the Full Body (Convention Committee).
7. Submits a typed financial report that includes outstanding checks in conjunction with an attached current balanced bank statement at each monthly Convention Committee meeting and to the ASC as well.
8. Maintains separate records for all Subcommittees that generate revenue.
9. Balances books at the end of the Convention, submits final financial statement, and prepares final check for 100% of proceeds to be submitted to the ASC in December; This contribution excludes the pre-registration amount for the upcoming convention.
10. Keeps records available for audit(s).
11. Work with Registration Chair to monitor incoming revenue.
12. The Treasurer(s) should be bonded where possible.

### **ATTENDANCE**

The Convention Committee and all Subcommittees of the Convention must follow the ASC guidelines for attendance.

### ***Responsible Management of Funds***

“NA funds are to be used to further our primary purpose and must be managed responsibly.” Our 11<sup>th</sup> Concept points out how very important NA funds are. In keeping with the spiritual principles of this concept, guidelines regarding the handling of funds should be developed and adhered to. It is recommended that Subcommittee members who handle money have at least five (5) years clean time [Intent: The intent here is to allow Subcommittees to put on fund-raisers, registrations, etc. However, funds should be forwarded to the Treasurer as soon as possible (ASAP)]. The guidelines should include both recognized accounting practices and procedures that ensure the accountability of our trusted servants. Theft can be avoided by consistently and diligently following responsible financial principles and practices. The pain and conflict caused when one of our members steals from us, as well as the loss of funds that could have gone to help the still suffering addict, points to our responsibility to prevent theft from happening in the first place. Most theft of fellowship funds occurs when precautionary measures are not in place, or are in place but are not used. Some of us have hesitated to either institute or use these measures because it makes us uncomfortable. That is to say we believe that they are insulting to the people we ask to serve or they seem too troublesome to follow. However, the very best safeguard against theft is to remove the opportunity to steal. It is far more troublesome to deal with theft after it has taken place than to take measures to prevent it in the first place. The Treasurer’s Handbook is an excellent resource for Groups and Committees to use in instituting accounting procedures. All guidelines should include such safeguards as monthly reporting, regular audits, two-signature checking accounts, and monthly reconciliation of original bank statements. It is critically important that all procedures be monitored by another person. Financial records should be readily available to other trusted servants. It is also important to note that other assets, such as Convention merchandise, literature, and equipment, should always be treated as carefully as money.

## ***Subcommittees***

*(Revised March 2012)*

Subcommittee Chairs should have general qualifications as previously outlined. Specific service or vocational experience should be considered prior to election. It should be clearly understood that the Subcommittees have specific service responsibilities to perform. Subcommittees are vital to the convention, and individuals should expect to be replaced if they are unable to serve for any reason. Cleveland Legs Area Convention of Narcotics Anonymous (**CLACNA**) Convention Subcommittee Chairs as well as Executive Committee members will be removed by the voting body for any of the following reasons:

1. Relapse necessitates replacement [No vote required]
2. Not following Area L.E.G.S. guidelines for absences.
3. Neglect of duties.
4. Misuse of any NA funds or falsification of financial statements.
5. Any act of theft, violence, or threat of violence against any member of NA.

Each Subcommittee has only one Chair who recruits committee members. In addition, the Chairs hold regularly scheduled Subcommittee meetings and, in doing so, ensure that the responsibilities of the Committee are fulfilled. Subcommittee meetings as well as the Convention Committee meeting operate according to *Robert's Rules of Order*, as well as Area L.E.G.S. guidelines. This ensures that the meetings run smoothly and that business is conducted in an orderly fashion. All major decisions concerning the Convention are made by the group conscience of the entire Convention Committee. Subcommittees are to maintain accurate records of all committee activities as well as all correspondence. All financial reports, including needs, expenditures, and receipts are to be included with each Subcommittee report.

## ***Programming***

*(Revised March 2012)*

Chair's Requirements: Four years clean, past convention experience; along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service.

A good program is critical for every Convention. The Programming Subcommittee is largely, but not solely, responsible for the agenda available to those attending. A strong Convention program will lay the groundwork for members to participate in and enjoy the process and celebration of recovery. Program Subcommittee Chairperson and Vice-Chairperson are responsible to all Program Subcommittee meetings and to the Convention Committee meetings.

1. Propose a plan for all workshops and meetings; this also includes topics, times, and locations. An attempt should be made to have a balance of workshops for newcomers, old-timers, people in service, and spiritual discussions. It is important to schedule similar workshops (or those expecting large attendance) consecutively rather than at the same time. This allows interested members to attend a series of workshops rather than having to choose between two or more they would like to attend.
2. Members of the Programming Subcommittee select potential main Speakers for approval by the Convention Committee. The Workshop Speakers are chosen solely by the Programming Subcommittee. Speakers being considered should be those who identify themselves as addicts and attend NA meetings to sustain their recovery. These qualifications ensure NA members hear an NA message. The most effective speakers for Conventions are those who address recovery as if their lives—as well as the lives of the listener—depend upon it. Recognizing the diversity that exists in NA, it is strongly suggested that particular attention be paid to choosing speakers who represent the cultural diversity of the Fellowship.
3. Once speakers have been selected, the Programming Chair keeps in contact with them to ensure their attendance. A pool of qualified alternates should be established in order to select replacements for speakers who fail to arrive due to unforeseeable events. It is recommended that speakers and anyone else involved with the scheduled program sign-in upon arrival to assure Programming they are present and able to fulfill their commitment.
4. Arrangements for flights, travel expenses, reimbursement, and/or complimentary rooms for speakers should be made well in advance of the Convention. Whenever funds are available, a speakers travel expenses are paid (amount agreed upon by committee) and a complimentary room is provided as a way of deferring travel expenses and thereby assuring attendance and participation.
5. Finding and proposing options for recording services are also necessary several months in advance. Once services have been chosen, the contract and other arrangements should be handled by the Programming Subcommittee (See Note on Contract Review in Hotels and Hospitality Section).
6. Selecting and scheduling Chairs for the marathon meeting(s) and all workshops is the responsibility of the Programming Subcommittee. Executive Committee members and Subcommittee Chairs usually chair main Speaker meetings and handle Clean Time Countdown and recognition of States.
7. A printed program detailing the Convention's scheduled activities should be developed, produced, and made available to Registration for inclusion in packets and distribution at the Convention.

8. Any member (excluding the Chairperson) can make a motion and it must be seconded. All motions must be submitted in writing to assure correct wording of the motion.
9. Financial reports including needs, expenditures and receipts must be included with Subcommittee report.
10. When funds are received to fulfill a budget request, receipts must be turned in to the Treasurer and must equal the amount of funds received or balance of funds remaining must be returned to the Treasurer.
11. All unused/unsold tickets, merchandise, and products must be turned in to the Treasurer.
12. The Convention Committee should consider more than one (1) bid in writing from all potential vendors. All contracts should be submitted ninety (90) days prior to the convention.

### **VOTING PROCEDURES:**

1. Any member that attends the initial Subcommittee meeting automatically has voting privileges. After the initial meeting the member will need to attend two consecutive meetings to gain voting privileges.
2. Any member who misses two (2) consecutive meetings must start over. Voting privilege resume at the third (3rd) attended meeting.
3. All voting members must be present in order to vote. All voting members must contact a member of this subcommittee body in the event of their absence. The order of contact should be the trusted servants and then other subcommittee members.

### **ATTENDANCE**

The Convention Committee and all Subcommittees of the Convention must follow the ASC guidelines for attendance.

## ***Arts & Graphics***

*(Revised March 2012)*

Chair's Requirements: Four years clean, past convention experience; along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service.

The Arts and Graphics Subcommittee is usually comprised of members who are artistic, creative, and energetic.

1. Arts and Graphics is responsible for developing and proposing designs for Convention items. One month after the Convention theme has been selected, Arts and Graphics should submit these designs to the Convention Committee for consideration. Convention items include, but are not limited to, banners, programs, flyers, signs, and merchandise. Use of the Convention “theme” in these designs is encouraged. The NA logo that may appear in these designs is the property of the fellowship of Narcotics Anonymous. Careful consideration should be exercised to ensure that the use of the NA logo and symbol is in good taste and in keeping with our 12 Traditions. Any NA Service Board or Committee created through our 9<sup>th</sup> Tradition may use the NA logo and symbol.
2. Proposal of a variety of designs is suggested as well as an explanation of costs and services required.
3. Once the Convention Committee has made design selections, a budget should be submitted requesting funds for materials, supplies, services, and other expenses. It is also helpful to develop priorities for when artwork is to be produced. First things first.
4. All unused/unsold tickets, merchandise, and products must be turned in to the Treasurer.
5. The Convention Committee should consider more than one (1) bid in writing from all potential vendors. All contracts should be submitted ninety (90) days prior to the convention.

### **VOTING PROCEDURES:**

1. Any member that attends the initial Subcommittee meeting automatically has voting privileges. After the initial meeting the member will need to attend two consecutive meetings to gain voting privileges.
2. Any member who misses two (2) consecutive meetings must start over. Voting privilege resume at the third (3rd) attended meeting.
3. All voting members must be present in order to vote. All voting members must contact a member of this subcommittee body in the event of their absence. The order of contact should be the trusted servants and then other subcommittee members.

### **ATTENDANCE**

The Convention Committee and all Subcommittees of the Convention must follow the ASC guidelines for attendance.

## ***Hotels and Hospitality***

*(Revised March 2012)*

Chair's Requirements: Four years clean, past convention experience; along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service.

This Subcommittee has a number of responsibilities that are essential to the success of any convention.

1. Once the Convention site has been selected, Hotels and Hospitality arranges the use of meeting rooms, other spaces, and services of the hotel. Projected attendance should be taken into account when planning the meeting rooms and how they can be utilized most effectively. Good communication with Programming and other Subcommittees will be necessary while planning and during the Convention.
2. This Subcommittee will submit for approval any catering proposal such as coffee, banquets, and brunches. Close attention should be paid to the wording of any proposal. Beware of open-ends or additional charges. ***Any contract may be reviewed by an attorney experienced in contracts if deemed necessary.*** Past experience has shown that Conventions have gotten into financial trouble due to misunderstanding contracts. Negotiation of the terms of the Hotel contract is the responsibility of the full body Convention Committee; However, final approval of the contract must come from the ASC.
3. This Subcommittee arranges for and operates a Hospitality Room within the hotel or Convention site where members can take a break and relax. The Hospitality Room (or Area) can be operated continuously or during limited hours. It should be closely monitored or staffed at all times if possible.
4. If the Convention Committee chooses to provide coffee or other refreshments during the Convention, Hotels and Hospitality is responsible for providing them (coffee pots, supplies, and suitable locations), or arranging it with the hotel.
5. Accurate financial records should be maintained at all times. Once again, good communication between this Subcommittee, the host hotel, and other Subcommittees is essential for a Convention to run smoothly.
6. Develop a budget which includes all expenses and submit it to the Convention Committee for approval.
7. Financial reports including needs, expenditures and receipts are to be included in the subcommittee report .
8. When funds are received to fulfill a budget request, receipts must be turned in to the Treasurer and must equal the amount of funds received or balance of funds remaining must be returned to the Treasurer.
9. Information regarding directions/transportation to the host site should be submitted to the Registration Subcommittee who drafts and submit a final flyer to the Convention Information Subcommittee four (4) months prior to the Convention date for distribution.
10. All unused/unsold tickets, merchandise, and products must be turned in to the Treasurer.
11. The Convention Committee should consider more than one (1) bid in writing from all potential vendors. All contracts should be submitted ninety (90) days prior to the convention.

### **VOTING PROCEDURES:**

1. Any member that attends the initial Subcommittee meeting automatically has voting privileges. After the initial meeting the member will need to attend two consecutive meetings to gain voting privileges.
2. Any member who misses two (2) consecutive meetings must start over. Voting privilege resume at the third (3rd) attended meeting.
3. All voting members must be present in order to vote. All voting members must contact a member of this subcommittee body in the event of their absence. The order of contact should be the trusted servants and then other subcommittee members.

### **ATTENDANCE**

The Convention Committee and all Subcommittees of the Convention must follow the ASC guidelines for attendance.

### *Selecting a Hotel Site*

Following the election of the Executive Committee members and Subcommittee Chairs the first order of business should be proposals for a hotel site. A discussion concerning the suitability of each hotel prior to selection has proven to be very helpful in the past and is highly encouraged. Consideration of hotels can begin with nominations from the floor. It is also strongly suggested that all concerned members of the Convention Committee tour and inspect each hotel prior to final selection. Individuals who nominate hotels are responsible for Submitting written bids from the hotel they are proposing. No hotel may be voted on or selected without a written proposal. Once selected, the host hotel is usually the site of future Convention Committee meetings.

## ***Fund-Raising & Entertainment***

*(Revised March 2012)*

Chair's Requirements: Four years clean, past convention experience; along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service.

The Fund-raising and Entertainment Subcommittee is responsible for generating interest and enthusiasm for the Convention as well as raising funds to support it. It also provides entertainment activities during the Convention. It is important to remember we never, under any circumstances, accept any monetary contributions 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 need to raise funds, we raise funds from our own membership.

1. Generally this Subcommittee operates with two separate budgets. One budget for fund-raising events prior to the Convention, and one for entertainment provided during the Convention. (#2 CLACNA).
2. This Subcommittee proposes, plans, and hosts activities prior to the Convention. It is important to remember that fund-raising events should be held first to generate interest and support for the Convention and secondarily to raise money. Prudence and caution should be exercised because unsuccessful activities place a financial drain on Convention resources.
3. Fund-raising and Entertainment events prior to and during the Convention should always be in good taste and consistent with our spiritual principles. Use of the Convention theme during these activities is encouraged but not required.
4. Advanced planning of all events is critical. Communication and exposure within the fellowship is also very important. History has shown that successful functions are those which are well planned and publicized. Unsuccessful events and poor turnout can generally be traced back to a lack of planning and exposure within the NA community. It is for this reason that flyers announcing these activities should be distributed 6 to 8 weeks prior to an event. Assistance from Arts and Graphics in development of flyers is encouraged. Every effort should be made to coordinate pre-Convention fund-raising activities with Area L.E.G.S. Activities Subcommittee and with other Areas in order to foster a spirit of unity and cooperation.
5. This Subcommittee also has responsibility for entertainment activities (DJ, bands, games, etc.) during the Convention. As noted above, careful planning in advance is crucial. Since services are contracted months in advance, several choices should be proposed to the Convention Committee for selection in the early stages of the planning process. As with other Subcommittees, exact costs and services provided along with any other significant details should be clearly understood by everyone involved before agreements are made and contracts are signed.
6. Maintaining accurate records of all expenditures and receipts is also important for this Subcommittee. A financial statement (along with receipts) should be turned in after each fund-raising event, detailing all incoming and outgoing money. It is strongly suggested that all funds received from events prior to and during the convention be transferred to the convention Treasurer as soon as possible (ASAP).
7. When funds are received to fulfill a budget request, receipts must be turned in to the Treasurer and must equal the amount of funds received or balance of funds remaining must be returned to the Treasurer.

8. All unused/unsold tickets, merchandise, and products must be turned in to the Treasurer.
9. The Convention Committee should consider more than one (1) bid in writing from all potential vendors. All contracts should be submitted ninety (90) days prior to the convention.

### **VOTING PROCEDURES:**

1. Any member that attends the initial Subcommittee meeting automatically has voting privileges. After the initial meeting the member will need to attend two consecutive meetings to gain voting privileges.
2. Any member who misses two (2) consecutive meetings must start over. Voting privilege resume at the third (3rd) attended meeting.
3. All voting members must be present in order to vote. All voting members must contact a member of this subcommittee body in the event of their absence. The order of contact should be the trusted servants and then other subcommittee members.

### **ATTENDANCE**

The Convention Committee and all Subcommittees of the Convention must follow the ASC guidelines for attendance.

## ***Additional Needs***

*(Revised Sept. 2011)*

Additional Needs Merged with Hotels and Hospitality 4/19/2015 by motion.

### **Motion: C.L.A.C.N.A. XIII Merge Additional Needs with Hotels & Hospitality**

Intent Not much need for this committee and H&H can handle what will be needed.

Chair's Requirements: Four years clean, past convention experience; along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service.

It should be understood that all members of the LEGS Area Convention Committee will be aware of, and sympathetic to, the additional/special needs of some of our members. The Additional Needs Subcommittee will serve as the primary provider of attention and resources to meet those needs. Direct communication with and cooperation from other Subcommittees will be necessary in order to ensure the members of our fellowship with additional/special needs are able to fully participate in the Convention along with everyone else.

1. Remain in contact with the Registration Chair to be aware of members with additional/special needs that pre-register prior to the Convention as well as those who arrive during the weekend.
2. Remain in contact with the Welcoming Chair to meet members as they arrive and help them through the registration process if needed.
3. Remain in contact with Hotels and Hospitality Chair to work with hotel on seeing-eye dogs, special diets, special access (wheelchair) guest rooms, etc.
4. Remain in contact with Programming Chair to exchange information about additional/needs i.e.: front row seats, access through aisles, etc.
5. Schedule interpreters for the hearing-impaired for designated events.
6. The Convention Committee should consider more than one (1) bid in writing from all potential vendors. All contracts should be submitted ninety (90) days prior to the convention.

### **VOTING PROCEDURES:**

1. Any member that attends the initial Subcommittee meeting automatically has voting privileges. After the initial meeting the member will need to attend two consecutive meetings to gain voting privileges.
2. Any member who misses two (2) consecutive meetings must start over. Voting privilege resumes at the third (3rd) attended meeting.
3. All voting members must be present in order to vote. All voting members must contact a member of this subcommittee body in the event of their absence. The order of contact should be the trusted servants and then other subcommittee members

### **ATTENDANCE**

The Convention Committee and all Subcommittees of the Convention must follow the ASC guidelines for attendance.

## ***Merchandising***

*(Revised March 2012)*

Chair's Requirements: Four years clean, past convention experience; along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service.

The Merchandising Subcommittee is responsible for the acquisition and sales of all NA related items at the Convention. The focus of the Convention is the celebration of recovery. Efforts to generate funds through the sale of commemorative items should be based solely on what is necessary to ensure the Convention is successful. The Merchandising Subcommittee should be fairly business-minded and operate in accordance with the 12 Traditions of Narcotics Anonymous. Allowing commercial vendors to sell their products at an NA convention violates our 6<sup>th</sup> tradition and is non-negotiable.

1. The Merchandising Subcommittee researches the costs and shipping charges of items to be sold (shirts, cups hats, etc.). Careful consideration should be made in negotiating purchase prices of items selected for sale. Proposals should include information regarding price, quality, and time of production/delivery. Once items and quantities have been approved for sale, these items are ordered and paid for outright whenever possible. (previously #2)
2. The Convention Committee should consider more than one (1) bid in writing from all potential vendors. All contracts should be submitted ninety (90) days prior to the convention.
3. Merchandising provides for the sale of items during the Convention at a selected site (Merchandising room). Selection of this space, setting it up, and hours of operation should be done in conjunction with Programming as well as Hotels and Hospitality.
4. Merchandising also provides for the sale of pre-Convention merchandise at various events (including fundraisers) during the year prior to the Convention.
5. Before, during, and after the Convention, Merchandising is responsible for storage of all items in a secure place. The transfer of money and receipts to the Convention Treasurer should be done in accordance with the Treasurer's guidelines.
6. Merchandising also handles requests by other NA groups (Area, Regional, other Conventions, etc.) to sell items at the Convention. This can be allowed as long as it does not conflict with our merchandising efforts. Arranging for and allowing other NA groups to sell their items in the Merchandising room on the last day of the Convention has been successful in the past and is recommended. It is important to be reasonably sure that funds generated from such sales will benefit the fellowship and will not be for personal profit.
7. As mentioned before, it is critical that the Merchandising Subcommittee maintain up-to-date and accurate records throughout the process, as well as making prompt transfer of funds to the Convention Treasurer. In addition to this, a final report should be made to the Treasurer immediately after the Convention, detailing the total expenditures, receipts, and remaining inventory.

8. Any member appointed by the Merchandise Subcommittee that travels out-of-town **solely to sell merchandise** for the Merchandise Subcommittee will be reimbursed for gas upon turning over a receipt to the Merchandise Subcommittee Chair or Convention Treasurer.
9. Any member (excluding the Chairperson) can make a motion and/or second a motion. All motions require a second.
10. All unused/unsold tickets, merchandise, and products must be turned in to the Treasurer.

#### **VOTING PROCEDURES:**

1. Any member that attends the initial Subcommittee meeting automatically has voting privileges. After the initial meeting the member will need to attend two consecutive meetings to gain voting privileges.
2. Any member who misses two (2) consecutive meetings must start over. Voting privilege resume at the third (3rd) attended meeting.
3. All voting members must be present in order to vote. All voting members must contact a member of this subcommittee body in the event of their absence. The order of contact should be the trusted servants and then other subcommittee members.

#### **ATTENDANCE**

The Convention Committee and all Subcommittees of the Convention must follow the ASC guidelines for attendance.

## **Registration**

*(Revised March 2012)*

Chair's Requirements: Four years clean, past convention experience; along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service.

The Registration Subcommittee is one the busiest Subcommittees of any Convention. Although most intensive work is carried out in the weeks just prior to and during the Convention, its responsibilities begin with advance planning.

1. Development of a pre-registration form and Convention flyer in conjunction with Arts and Graphics. This should be done at least a year before the Convention. This allows review by the Convention Committee and distribution [Note: the concept and design of flyers is important because they may represent NA to the public. Appropriate use of language and graphics is strongly suggested]. In addition, the purpose of the flyers is to communicate to all concerned persons that the Convention is forthcoming. This is done in the spirit of providing information rather than promoting NA or its activities. The Registration Subcommittee has the sensitive task of encouraging attendance without abandoning the principle of attraction rather than promotion.
2. Distribution of Convention flyer/registration form. This includes but is not limited to mailing to other Areas, Regions, individuals, hospitals/institutions, and delivery by Convention Committee members to meetings and other Conventions. Personal anonymity should be considered when mailing information to individuals. Mailing lists should not be provided to other Groups or Committees. Completed registration forms must be kept and passed on to the incoming chair to be utilized as a mailing list for the next year's Convention.
3. Because pre-registration is often encouraged at fund-raising activities, coordination of efforts with that Subcommittee is very important. Records of pre-registrations should be carefully maintained and all money received should be transferred to the Convention Treasurer as soon as possible (ASAP) [1 to 3 days]. Not only does this help prevent loss of funds, but it keeps the Treasurer's records updated, and allows an accurate appraisal of the Convention's financial status throughout the planning stage. The use of confirmation cards is recommended.
4. The Registration Subcommittee also proposes items to be included in registration packets and orders them upon approval by the Convention Committee.
5. Scheduling and staffing the Registration table during the Convention. This also includes selecting a location and arranging for the use of a cash box.
6. Maintain separate records for registration, pre-registration, as well as banquet and brunch sales. Submits a report that includes a monthly as well as the accumulative total of all categories (initials of registrant's name will be used).
7. Registration packets for NA members who are unable to pay are sometimes provided by the Registration Subcommittee on a limited basis as determined by the Convention Committee as a whole. It is important to remember the registration fee is designed to defer the costs incurred for the facilities and functions of the Convention. These costs can vary and will at times be unpredictable. Registration fees are not intended to be a charge for meetings. Keep in mind that no Convention has indicated that they have turned away an addict who is unable to pay. However, there are methods by which this can be handled. The most popular method is to provide a place at the registration table where an individual with no money may go and a Committee member responsible for making this type of determination can be found. Members of the Committee can be instructed to send people to this area to solve these problems when they arise. However, specific reference to this is generally not announced or written. Policy on this

matter should be developed by the Registration Subcommittee and presented to the Convention Committee for approval long before the Convention is held. Prior notification from a hospital or institution of the number of residents planning to attend who may not have the ability to pay would be helpful and should be encouraged. Due to the sensitive nature of this issue, it is essential that all members of the Committee working in the registration area be informed of the procedures involved and know the Convention Committee members who are authorized to discuss and act on these requests.

8. Setting registration and banquet prices. The registration price should be set after careful examination of budgets and estimated attendance. Once this has been established, Committees should consider the possibilities of under-budgeting and incorrect attendance projections. If this should occur and the registration price was set too low, the ramifications could be devastating to the Committee and the Fellowship. Careful consideration of the price for registration and meals cannot be overstated. Banquet prices are usually formulated from a fixed amount negotiated with the hotel. A common problem which can occur is that hotels may negotiate a price for the meals and not include the tax and gratuity which accompany catered events.
9. Careful focus on this is essential in determining the price of banquet and brunch tickets. Once the price of the meal, tax, and gratuity are established, attention should be placed on the possibility of not making the estimated banquet/brunch count. Hotels require prior notification of the number of persons attending the banquet or brunch. It is important to balance low attendance and unexpected additional meal costs along with other related expenses.
10. All unused/unsold tickets, merchandise, and products must be turned in to the Treasurer.
11. The Convention Committee should consider more than one (1) bid in writing from all potential vendors. All contracts should be submitted ninety (90) days prior to the convention.
12. Manage the creation, collection, and compilation of clean time tally at the convention.

### **VOTING PROCEDURES:**

1. Any member that attends the initial Subcommittee meeting automatically has voting privileges. After the initial meeting the member will need to attend two consecutive meetings to gain voting privileges.
2. Any member who misses two (2) consecutive meetings must start over. Voting privilege resumes at the third (3rd) attended meeting.
3. All voting members must be present in order to vote. All voting members must contact a member of this subcommittee body in the event of their absence. The order of contact should be the trusted servants and then other subcommittee members

### **ATTENDANCE**

The Convention Committee and all Subcommittees of the Convention must follow the ASC guidelines for attendance.

# **CONVENTION INFORMATION** *(Revised March 2012)*

Chair's Requirements: Four years clean, past convention experience; along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service.

This subcommittee is responsible for providing information about the convention. This information may include a description of the planned events, dates, locations and other pertinent information. Members of this subcommittee must have a thorough knowledge of the 12 Traditions as they apply to public relations and personal anonymity.

## Chair's Responsibilities:

1. Attend all regular Convention Committee meetings and events.
2. Develop an action plan including a financial budget.
3. Recruit members for their subcommittee.
4. Provide a written report of committee activities, financial activities, and other pertinent information.
5. Maintain a mailing list of and provide convention information to hospitals, treatment centers and agencies that provide direct service to addicts.
6. Maintain a mailing list of and provide convention information to the Buckeye Regional Service Committee (BRSCNA) area contacts, neighboring regional contacts, and Narcotics Anonymous World Service (NAWS).
7. Distribute flyers from all conventions subcommittees to all areas in the BRSCNA Region, at least 60 days in advance of any Convention event.
8. Provide the Regional Committee Member (RCM) with convention flyers to be distributed at the BRSCNA Region meeting.
9. Prior to the convention, respond to questions and requests from members, and non-members pertaining to the convention.
10. Ensure press packages are up-to-date.
11. Manage a Convention Information table at the convention for fellowship, press, visitors, etc.
12. Present a final report at or before the March Convention Committee meeting that will consist of the subcommittee's detailed yearly progress along with recommendations for the next year's committee.
13. All unused/unsold tickets, merchandise, and products must be turned in to the Treasurer.
14. The Convention Committee should consider more than one (1) bid in writing from all potential vendors. All contracts should be submitted ninety (90) days prior to the convention.

## **VOTING PROCEDURES:**

1. Any member that attends the initial Subcommittee meeting automatically has voting privileges. After the initial meeting the member will need to attend two consecutive meetings to gain voting privileges.
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## **ATTENDANCE**

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## *Media Relations/CONVENTION INFORMATION*

It is strongly recommended to have a press packet available at the registration table in case the media does show up. All Convention Committee members should be advised that if a reporter approaches them, they should direct the reporter to the registration area. A well informed and knowledgeable Convention Committee member should be readily available to accommodate the reporter's needs or questions. A Convention is not an appropriate setting for a community presentation. Neither is it beneficial time or place to encourage media participation.