



Washington Northern Idaho Region of Narcotics Anonymous

Conventions and Events Sub-Committee Guidelines and Appendixes

(July 2016)

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Conventions and Events Committee Guidelines
Washington Northern Idaho Region
(Revised July 2016)

Article I: Name and Purpose

This section defines our purpose—the reason we exist. Our purpose is based on NA’s 5th tradition, “Each group has but one primary purpose—to carry the message to the addict who still suffers,” and the 12th step, “we tried to carry the message to the addict who still suffers.” Everything we do in NA Service must be motivated by the desire to successfully carry the message of recovery—that an addict, any addict can stop using drugs, lose the desire to use, and find a new way to live. Our groups “...delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it. (3rd concept) and expect that, “for each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.” (5th concept). The Convention and Events subcommittee of the Washington Northern Idaho Regional Service Committee of NA is the single point of accountability for our region-sponsored conventions and events and is directly accountable to our home groups through the Regional Service Committee. “The final responsibility and authority for NA Services rests with the NA Groups.” (2nd Concept)

- Section 1: The name shall be Conventions and Events Committee of the Washington Northern Idaho Region of Narcotics Anonymous, hereinafter called C&E Committee.
- Section 2: The C&E Committee is a standing sub-committee of the WNIRSC.
- Section 3: The purposes for which the subcommittee is organized are to perpetuate recovery from the disease of addiction, organize, promote and conduct celebrations of recovery and recovery events for Narcotics Anonymous within the Washington Northern Idaho Region, provide training, mentoring, oversight and support to convention or event Host Committees and to provide a single point of accountability to members of the fellowship for regional conventions and events.
- Section 4: The C&E Committee will not make any motion or take any action that conflict with the Twelve Traditions or Twelve Concepts of Narcotics Anonymous.
- Section 5: The C&E Committee will comply in all its actions with the following documents in succession:
- a) The Twelve Traditions & Concepts of Narcotics Anonymous.
 - b) Current RSC Guidelines and motions.
 - c) Current C&E Committee Guidelines and motions
 - d) Current Host Committee Guidelines.

Article II: Committee Membership

Although anyone can be a member of Narcotics Anonymous as long as they have "a desire to stop using" (3rd Tradition), the C&E Committee is established by the groups through the Regional Service Committee as the service body responsible for region sponsored conventions and events. Therefore, membership in the C&E subcommittee is limited to those trusted servants selected through our service system to represent our groups and members. However, any interested member is welcome to attend C&E meetings.

- Section 1: Any Narcotics Anonymous member or interested person may attend the C&E Committee meeting.
- Section 2: Membership in the C&E Committee is open only to members designated by Area Service Committee's (ASCs) or Local Service Committee's (LSCs), Recovery Event Host Committees, C&E elected positions or interim C&E elected positions as follows:
- A. Area or LSC Representatives. Each area or LSC within the region is requested to send an appointed or elected qualified individual from within their area to serve as a C&E Committee member for a two year term of service.
 - B. Convention or Event Host Committee Appointee. Each convention or event Host Committee may appoint or elect one Host Committee member to serve as a C&E Committee member following their convention or event. The term of service begins at the time the Host Committee makes their selection after their convention or event is over, usually at the convention or event wrap-up meeting. The term of service ends after the C&E committee meeting following the next occurrence of that annual convention or event except in the case of PNWCNA, where it ends after the next time PNWCNA is held in the WNIR region. This member is not intended to represent a particular convention or event host committee, but to bring the perspective of an experienced host committee member to the C&E group conscience. If a Host Committee does not select a member, or a position becomes vacant, the C&E chair may fill the vacant position by appointment.
 - C. Host Committee Treasurer. The host committee treasurers for PNWCNA, WNIRCNA and Clean and Free shall become members of the Convention and Event committee following election at their respective host committee and after they are approved at the C&E Committee meeting. The host committee treasurer shall become a member of the C&E committee immediately following their approval at the C&E committee meeting, and shall request the C&E Treasurer to notify the Fellowship Services Association chairperson that they are ready to be appointed a member of the FSA prior to becoming a signer on the host committee checking account. The host committee

treasurer C&E membership term shall end after the C&E committee meeting following the final event audit.

- Section 3: Qualifications of all C&E Committee members:
- a) Member of Narcotics Anonymous.
 - b) Willingness to serve.
 - c) Suggested clean time of three or more continuous years.
 - d) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service.
 - e) Convention or other qualifying experience.

- Section 4: Responsibilities of all C&E Committee members:
- a) Attend each Conventions and Events Committee meeting.
 - b) Complete assigned tasks.
 - c) Assist Host Committees where directed by the Host Committee Liaison or C&E Administrative Committee.
 - d) Provide a written member's report at each Conventions and Events Committee meeting. Members will e-mail their report to the Committee email list, or C&E secretary one week prior to the C&E meeting.
 - e) Familiarity with the C&E Committee and Host Committee guidelines and procedures.

Article III: Meetings

The Convention and Event Committee holds regular meetings where committee members share information, make decisions, discuss concerns and carry out the purposes of the committee.

- Section 1: Regular meetings of the C&E Committee shall be held quarterly. Committee meetings will be scheduled as follows:
- a) (Summer) June/July/August: Ellensburg.
 - b) (Fall) September/October/November: Ellensburg.
 - c) (Winter) December/January/February: Ellensburg.
 - d) (Spring) March/April/May: Ellensburg.
- Section 2: The C&E Committee meeting schedule shall be published in the C&E Committee Chair's report to the RSC.
- Section 3: If necessary, additional meetings and/or a working weekend shall be scheduled by the C&E Administrative Committee.
- Section 4: The Chairperson may, when he or she deems necessary, or the Secretary shall, at the written request of two members of the C&E Committee, issue a call for a special meeting of the C&E Committee. At least five days notice shall be required for such special meetings.

Section 5: A quorum shall be necessary to conduct the business of the C&E Committee. A quorum shall consist of five C&E Committee members. Committee vacancies filled by appointment shall be included on the quorum list.

Section 6: The business at any business or special meeting of the C&E Committee shall include:

- a) Calling of the roll
- b) Approval of the minutes of the last meeting
- c) Receiving of communications
- d) Grievances
- e) Review of C&E Committee member reports
- f) Elections
- g) Unfinished business
- h) New business

(Sample C&E Meeting Agenda is in the Appendix of these guidelines)

Article IV: Decision Making

As a spiritual body, we try to reach decisions by consensus where possible; we believe that a loving God's will is expressed through our group conscience (2nd Tradition). In the event we cannot reach consensus, we utilize a simplified version of Roberts Rules of Orders as printed in A Guide to Local Services in NA to reach our decision. One of the reasons we try to achieve consensus is it insures that we follow our 9th Concept, "All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process." By carefully discussing and respectfully listening to all points of view we try to make sure this happens at the C&E Committee meeting.

Section 1: All C&E Committee motions and decisions except elections will first be considered using consensus-based decision-making. For the C&E Committee's purposes, the process for consensus-based decision-making allows for points of view to be heard and fairly considered. If at the end of discussion the C&E Committee has not reached agreement, those dissenting from the majority shall be given the opportunity to state the reason for their dissent if they choose. If their rationale does not persuade the majority to change their view, the dissenting member(s) may be asked if they can support the majority view, even though they themselves do not agree with it. In matters were the dissenters cannot assent to the majority, a decision will be reached using these guidelines and the short form of Roberts Rules of Order from A Guide to Local Services in NA.

Section 2: Each member of the C&E Committee, except for the C&E Administrative Committee, shall possess one vote in matters coming before the Committee.

- Section 3: No C&E Committee member shall be permitted more than one vote in any decision, regardless of how many positions they hold, or who they represent.
- Section 4: All voting at meetings of the C&E Committee shall be in person. Voting by proxy shall not be allowed.
- Section 5: Motions may be amended or withdrawn at any time by the maker prior to voting. A motion amended must be seconded again.
- Section 6: In case of a tie vote on any motion, all issues will be re-discussed and re-voted by the C&E Committee before voting occurs by the triumvirate. The triumvirate of the C&E Chairperson, Vice Chairperson, Secretary will cast one vote each to decide the issue. If any of these officers is absent, the Treasurer will replace the missing officer, retaining the triumvirate.
- Section 7: A motion carries/passes with a simple majority vote except for motions that are guidelines changes or money motions, which require 2/3 votes.
- Section 8: A two-thirds majority vote is defined as two-thirds of the voting members present. The percentage of the vote shall be figured using only Pro's and Con's. If more than 33% of the C&E Committee abstains from the vote, the motion will not carry.
- Section 9: Any C&E Committee member may propose an amendment to these guidelines at a regular meeting of the C&E Committee. The proposal must be specific and submitted in writing as a motion.
- Section 10: All amendments to these guidelines approved by the C&E Committee must be forwarded to the RSC for approval. The amendment shall go into effect upon its approval by the RSC, unless the motion to adopt specifies otherwise.
- Section 11: Use of email for decision-making.
- A. The C&E Administrative Committee may request approval of urgent C&E Committee business via email.
 - B. When business is conducted via email the following procedures apply:
 - a) Chair will submit motion via email and count votes.
 - b) Secretary will archive emails.
 - c) Secretary will mail relevant emails out to Committee members who do not have email upon request of Committee Member.
 - d) Secretary will keep a tally of votes.
 - e) A published deadline shall be included in email, related to response time/vote. If no response occurs, C&E Administrative Committee may call members who have not responded and ask them to email their response.

- C. Email Protocols
 - a) No forward of email addresses outside of the Conventions and Events Committee.
 - b) No junk mail.
 - c) When responding to e-mail, mail involving the entire Committee shall go to all members and shall be clearly labeled with a topic and/or task. Members and/or Task teams may send e-mail to individuals if appropriate.
 - d) Stick to Committee business.

Article V: Elections and Administrative Committee

In our election process we use the 4th concept, "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants."

- Section 1: The Administrative Committee of the C&E Committee shall be a Chairperson, Vice Chairperson, Secretary and Treasurer.
- Section 2: Any member of the C&E Committee may nominate a qualified individual for a Conventions & Events position. Nominees must be present at the C&E Committee meeting during which the election is held, or provide a letter of intent to the C&E Administrative Committee prior to the election.
- Section 3: All elected C&E subcommittee positions, except C&E Chairperson and C&E Treasurer are elected by the C&E subcommittee. The C&E Chairperson and the C&E Treasurer are recommended for nomination at the C&E subcommittee meeting prior to the RSC election for C&E Treasurer and C&E Chairperson in the summer in odd years and are then elected by the RSC. All other C&E subcommittee elected positions, except host committee liaisons and assistant liaisons, are elected for two year terms according to the following schedule:
 - a) Fall C&E meeting annually: Host Committee Liaisons, Host Committee Assistant Liaisons.
 - b) Summer C&E meeting in odd years: Vice-Chair, Button Machine Coordinator, Excess Merchandise Coordinator, Hotel Bid Coordinator, Insurance Coordinator, It Coordinator, Treasurer In Training.
 - c) All C&E Members elected shall begin the duties of their position immediately following the end of the meeting where they are elected.
- Section 4: A simple majority is required to elect C&E Committee positions.
- Section 5: C&E Administrative Committee members and Host Committee Liaison's shall not be elected to hold more than one C&E Committee position at one time, however they may serve in more than one position by appointment on an interim basis.

- Section 6: C&E Administrative Committee members shall not hold an RSC administrative position concurrently.
- Section 7: A six-month moratorium is required for any service member resigning or removed from their position prior to completion of their term. The only exception is when their resignation is to fill a newly elected or appointed position.
- Section 8: To encourage rotation, no C&E elected service member is eligible to be elected to serve more than one complete two-year term in the same C&E Committee position. Members may be elected to serve more than one time in the same C&E subcommittee position as long as the election is not consecutive.
- Section 9: In cases of mid-quarter removal or resignation of C&E Committee elected positions, the C&E Chairperson may appoint an interim position until the next regular C&E meeting. In the case of mid-quarter removal or resignation of a Host Committee treasurer, the C&E Treasurer shall immediately assume all responsibilities of the Host Committee treasurer.
- Section 10: Any vacancies may be filled by election on an interim basis at any C&E Committee meeting.
- Section 11: Loss of abstinence constitutes an immediate and automatic resignation from the C&E Committee. Following written notification by the C&E Administrative Committee, a C&E Committee member, Host Committee Administrative Committee member or Host Committee subcommittee Chairperson may be removed from their service position and their respective committee at the next C&E Committee meeting. A two-thirds vote is required for removal. Non compliance includes but is not limited to:
- a) Absence from two meetings in a one-year period
 - b) Non-fulfillment of the duties of their position.
 - c) Criminal conviction while serving on the C&E or Host Committee.

Article VI: Duties and Qualifications of Elected C&E Committee Members

“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.” (2nd tradition). Being of service to the fellowship of Narcotics Anonymous is recognized as a valuable tool for the addict seeking recovery. This section lists many of the responsibilities for those members who serve as an Conventions and Event committee trusted servant. Our groups have shown their trust in these individuals by, “delegating to the service structure the authority necessary to fulfill the responsibilities assigned to it.” (3rd Concept).

- Section 1: Conventions and Events Committee Chairperson

Qualifications:

- a) Member of Narcotics Anonymous.
- b) Willingness to serve.
- c) Required clean time of five years.
- d) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service, RSC guidelines, C&E guidelines and Host Committee guidelines.
- e) Completion of previous C&E experience.
- f) Proven leadership and facilitation skills.

Duties & Responsibilities:

- a) Attend and preside over all C&E Committee meeting, and when unable to do so shall direct the Vice-Chair to preside.
- b) Provide a written report for each Conventions and Events Committee meeting and e-mail the report to the C&E Committee email list, or C&E secretary one week prior to the C&E meeting
- c) Attend RSC meeting and RSC Administrative committee meeting and provide a written report to the Regional Service Committee quarterly. When unable to do so shall direct the Vice-Chair to attend.
- d) Prepare and distribute an agenda for each C&E Committee meeting and e-mail the agenda to the Committee email list, or C&E secretary one week prior to the C&E meeting
- e) Willing and able to sit on FSA board.
- f) Attend WNIRCNA and Clean & Free recovery events annually and PNWCNA when hosted by WNIR and assist the C&E Treasurer and Host Committee Liaison as necessary.
- g) Appoint members to Task Groups and special committees.
- h) Attend each C&E Committee audit.
- i) Verify that all Audits have been completed and request the FSA Auditor to report that to the RSC.
- j) Verify the accuracy of unapproved C&E Committee minutes prior to distribution by the C&E Secretary.
- k) Schedule and preside, or appoint a C&E Committee member to preside, over the WNIRCNA start-up meeting each February. (See sample start-up meeting agenda in Appendix of these guidelines.)
- l) Schedule and preside, or appoint a C&E Committee member to preside, over the Clean & Free start-up meeting each February. (See sample start-up meeting agenda in Appendix of these guidelines.)
- m) Schedule and preside, or appoint a C&E Committee member to preside over the PNWCNA start-up meeting each time it is scheduled to occur in Washington Northern Idaho Region in April (18 months prior to the event. See sample start-up meeting agenda in Appendix of these guidelines.)

- n) Prepare a schedule of C&E Committee meetings for upcoming year.
- o) The Chair shall not stand for election as a Host Committee Chair, Vice-Chair, Secretary, Treasurer or event Liaison.
- p) Send attendance policy letter when requested by any C&E Committee member.
- q) Make a motion at RSC on behalf of the C&E Committee requesting approval of any C&E approved amendments to the C&E guidelines at the first opportunity available for the RSC to consider the C&E approved amendment.
- r) Serve as a signer on all C&E Committee managed bank accounts.
- s) Serve as the FSA representative or designate an FSA representative to sign event hotel contracts for future events after C&E Committee approval of the hotel and dates.
- t) Schedule and facilitate regular C&E Administrative Committee meetings.
- u) Verify all tasks in C&E Administrative Committee Annual Timeline (located in the Appendix of these guidelines) are completed on time.

Section 2: Conventions & Events Committee Vice-Chair

Qualifications:

- a) Member of Narcotics Anonymous.
- b) Willingness to serve.
- c) Required clean time of five years.
- d) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service, RSC guidelines, C&E guidelines and Host Committee guidelines.
- e) Completion of previous C&E experience.
- f) Proven leadership and facilitation skills.

Duties & Responsibilities:

- a) Attend all C&E Committee meetings. When the Chair is unavailable to preside over the meeting the Vice-Chair shall preside.
- b) Provide a written report for each Conventions and Events Committee meeting and e-mail the report to the C&E Committee email list, or C&E secretary one week prior to the C&E meeting
- c) Assist the Chair in business meetings and ensure meetings are conducted in an orderly and efficient manner
- d) Attend and provide a written report to the Regional Service Committee in the Chair's absence.
- e) Attend each C&E Committee audit.
- f) Attend WNIRCNA, Clean & Free recovery events annually and PNWCNA when hosted by WNIR and assist the C&E Treasurer and Host Committee Liaison as necessary.

- g) Coordinate orientation of new C&E Committee members to review the duties of the Conventions and Events Committee and provide them with C&E and Host Committee guidelines.
- h) Maintain a current accurate copy of the C&E and Host Committee Guidelines and have sufficient copies available for new Committee members.
- i) Ensure that mail is distributed from the PO Box promptly.
- j) Assist the Chair as requested and learn the responsibilities of the Chair position.
- k) At least annually update the C&E and Host Committee guidelines with approved changes.
- l) Serve as a signer on all C&E Committee managed bank accounts
- m) Attend C&E Administrative Committee meetings.
- n) Assist Chair in verifying that all tasks in C&E Administrative Committee Annual Timeline (located in the Appendix of these guidelines) are completed on time.

Section 3: Conventions & Events Committee Secretary

Qualifications:

- a) Member of Narcotics Anonymous.
- b) Willingness to serve.
- c) Required clean time of five years.
- d) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service, RSC guidelines, C&E guidelines and Host Committee guidelines.
- e) Completion of previous C&E experience.
- f) Ability to communicate effectively and accurately in writing.

Duties & Responsibilities:

- a) Attend all C&E Committee meeting and ensure that accurate minutes of the business meetings are maintained and distributed to all C&E Committee members
- b) Provide a written report for each Conventions and Events Committee meeting and e-mail the report to the C&E Committee email list, or C&E secretary one week prior to the C&E meeting.
- c) Prepare and mail miscellaneous correspondence as directed by the C&E Administrative or C&E Committee.
- d) Distribute C&E Committee minutes to the RSC Secretary via email.
- e) E-mail a complete set of draft minutes, including reports, to all members no more than two weeks after C&E Meeting.
- f) Maintain online records of C&E and Host Committee business including all minutes and contracts.
- g) Forward copies of minutes to C&E web servant to post at WNIR website.
- h) Serve as a signer on all C&E Committee managed bank accounts.
- i) Attend C&E Administrative Committee meetings.

Section 4: Conventions & Events Committee Treasurer

Qualifications:

- a) Member of Narcotics Anonymous.
- b) Willingness to serve.
- c) Required clean time of five years.
- d) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service, RSC guidelines, C&E guidelines and Host Committee guidelines.
- e) Completion of previous C&E experience.
- f) Ability to communicate effectively and accurately in writing and strong financial reporting and math skills.

Duties & Responsibilities:

- a) Attend all regularly scheduled C&E Committee & RSC meetings
- b) Provide a written report for each Conventions and Events Committee meeting and e-mail the report to the C&E Committee email list, or C&E secretary one week prior to the C&E meeting.
- c) In the absence or vacancy of the Treasurer, the C&E Chairperson may appoint a Treasurer Pro Tem.
- d) The Treasurer shall maintain an accurate accounting and provide reporting for Conventions and Events Committee administrative account, as well as all inactive event accounts including current check register, reconciliation report and corresponding bank statement and make the records available promptly upon request of any C&E or RSC Committee member.
- e) At the expiration of his or her term of office, the treasurer shall deliver over to his or her successor all books, moneys and other property, or in the absence of a Treasurer elect, to the Chairperson.
- f) Provide quarterly financial statements for presentation at RSC meetings
- g) Attend Host Committee start up meetings whenever possible and if unable to do so arrange to meet promptly with the elected Host Committee Treasurer and provide them with the appropriate supplies and training to perform their duties.
- h) Attend WNIRCNA and Clean & Free recovery events annually and PNWCNA when hosted by WNIR and assist event treasurer in their duties.
- i) Process all credit card transactions received for recovery events. PDF copies of orders will be forwarded by the C&E Treasurer to the event's Registration Chair only after the deposit has been verified for the orders in that batch.
- j) Take possession of and maintain checkbooks and software CDs, manuals, etc. for inactive accounts.
- k) Maintain close contact with FSA Auditor to learn the accounting procedures.
- l) Attend all C&E Committee Recovery Event audits and C&E Committee audits.

- m) Prepare and provide C&E Committee operating budget for approval at the C&E Committee meeting immediately prior to the Fall RSC meeting.
- n) Present the C&E Committee approved budget at the Fall RSC meeting for RSC approval.
- o) Ensure that annual expenses including insurance policy, PO Box Rental, and storage unit rent are paid.
- p) Receive all checks written to C&E Committee & subcommittees that were not processed i.e.: NSF, account closed, etc. & attempt to process.
- q) Treasurer is responsible for ordering Basic Texts through NAWS Account, have delivered to Storage Coordinator and bill Events for books purchased at cost.
- r) Serve as a signer on all C&E Committee managed bank accounts.
- s) Serve as Host Committee treasurer for WNIRCNA, Clean and Free and PNW until the C&E Committee confirms a Host Committee treasurer.

Section 5: Convention & Events Treasurer Trainee

Qualifications:

- a) Member of Narcotics Anonymous.
- b) Willingness to serve.
- c) Required clean time of four years.
- d) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service, RSC guidelines, C&E guidelines and Host Committee guidelines.
- e) Completion of previous C&E experience.
- f) Ability to communicate effectively and accurately in writing and strong financial reporting and math skills.

Duties & Responsibilities:

- a) Attend C&E meeting quarterly and assist treasurer.
- b) Provide a written report for each Conventions and Events Committee meeting and e-mail the report to the C&E Committee email list, or C&E secretary one week prior to the C&E meeting
- c) Attend all C&E Committee Recovery Event audits and C&E Committee audits.
- d) Attend WNIRCNA, Clean & Free recovery events annually and PNWCNA when hosted by WNIR and assist C&E treasurer in his or her duties.
- e) Attend RSC Committee meetings if the C&E Treasurer is unavailable.

Section 6: Convention & Events Host Committee Liaison

Qualifications:

- a) Member of Narcotics Anonymous.
- b) Willingness to serve.

- c) Required clean time of five years.
- d) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service, RSC guidelines, C&E guidelines and Host Committee guidelines.
- e) Completion of previous C&E experience.
- f) Ability to communicate effectively and accurately orally and in writing.

Responsibilities and Duties:

- a) Attend Conventions and Events Committee meetings.
- b) Provide a written report that includes the status of the event for each Conventions and Events Committee meeting and e-mail the report to the C&E Committee email list, or C&E secretary one week prior to the C&E meeting
- c) Attend Convention and Events Committee Administrative Committee meetings.
- d) Attend Host Committee meetings.
- e) Attend Host Committee Administrative Committee meetings.
- f) Attend all Host Committee Recovery audits.
- g) Provide written report at Host Committee meetings including any relevant RSC or C&E motions or requests.
- h) Attend Host Committee event.
- i) Verify compliance with the Host Committee timeline.
- j) Provide all official communication between the Host Committee and the C&E Committee.
- k) Sign all Host Committee contracts as the official representative of the Fellowship Services Association (FSA)
- l) Provide copies of all signed contracts to the C&E Secretary
- m) Maintain a copy of the official minutes of all Host Committee meetings and provide a complete set (preferably an electronic copy) to the FSA Auditor at the final event audit.
- n) Verify that the Host Committee Treasurer provides financial reports to the C&E Treasurer prior to each RSC and C&E meeting.
- o) Provide preregistration information from the Host Committee to the C&E web servant.
- p) Perform any other Liaison responsibilities and duties described in the Host Committee guidelines.

Section 7: Convention & Events Assistant Liaison

Qualifications:

- a) Member of Narcotics Anonymous.
- b) Willingness to serve.
- c) Required clean time of four years.
- d) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service, RSC guidelines, C&E guidelines and Host Committee guidelines.
- e) Completion of previous C&E experience.

- f) Ability to communicate effectively and accurately orally and in writing.

Responsibilities and Duties:

- a) Attend Conventions and Events Committee meetings.
- b) Provide a written report for each Conventions and Events Committee meeting and e-mail the report to the C&E Committee email list, or C&E secretary one week prior to the C&E meeting
- c) Attend Host Committee meetings.
- d) Attend Host Committee Administrative Committee meetings.
- e) Provide written report at Host Committee meetings.
- f) Attend Host Committee event.
- g) Assist the Liaison as requested.
- h) Facilitate communication between the Host Committee and the C&E Committee.
- i) Perform the Assistant Liaison responsibilities and duties as defined in the Host Committee guidelines.

Section 8: Button Machine Coordinator

Qualifications:

- a) Member of Narcotics Anonymous.
- b) Willingness to serve.
- c) Required clean time of three years.
- d) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service, RSC guidelines, C&E guidelines and Host Committee guidelines.
- e) Completion of previous C&E experience.
- f) Ability to communicate effectively and accurately orally and in writing.

Responsibilities and Duties

- a) Attend Conventions and Events Committee meetings.
- b) Provide a written report for each Conventions and Events Committee meeting, including the location of the button machine, and e-mail the report to the C&E Committee email list, or C&E secretary one week prior to the C&E meeting
- c) Inventory the button machine and parts.
- d) Maintain the supplies necessary to make at least 500 buttons.
- e) When the button machine is requested by an event, make sure the exchange happens and that the machine is returned after the event.
- f) Assist each event with any technical difficulties they might have with the machine.

Section 9: Excess Merchandise Coordinator

Qualifications:

- a) Member of Narcotics Anonymous.
- b) Willingness to serve.
- c) Required clean time of five years.

- d) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service, RSC guidelines, C&E guidelines and Host Committee guidelines.
- e) Completion of previous C&E experience.
- f) Ability to communicate effectively and accurately orally and in writing.

Responsibilities and Duties

- a) Attend Conventions and Events Committee meetings.
- b) Provide a written report for each Conventions and Events Committee meeting and e-mail the report to the C&E Committee email list, or C&E secretary one week prior to the C&E meeting
- c) Coordinate storage and transportation of excess merchandise following Conventions and Events hosted recovery events.
- d) Create & maintain one or two boxes of fundraising items for upcoming events:
 - a. WNIRCNA: five years out
 - b. PNWCNA: three events out
 - c. Clean & Free: three years out
- e) Maintain the banners for Clean & Free and WNIRCNA.
- f) Maintain the Cash Registers & keys in a safe manner.
- g) Make arrangements to have all banners, supplies and excess merchandise returned to the storage unit and inventoried for recording purposes.
- h) Secure all past minutes from each event in the file cabinets for archive purposes.
- i) Maintain all additional supplies left over from each event (pens, tickets, marking pens, tape, scissors, etc.).
- j) Routinely keep Storage Unit clean.
- k) Make any motions to the Committee for any additional needs for the Storage Unit (new totes, new shelving, etc.).
- l) At the end of each event, make sure that the left over merchandise gets returned to the Storage Unit and is inventoried, distributed among the existing fundraising boxes and that excess merchandise (with written inventory) is organized & stored.
- m) Report at each Conventions and Events Committee meeting that includes current inventory.
- n) Provide Event Liaisons access to the storage unit to pick up any supplies needed for their Host Committee event.
- o) Arrange for sale and distribution of excess merchandise and provide storage unit access as directed by C&E Administrative Committee.
- p) Provide one excess merchandise bin on request annually for each activity designated as a regional convention fundraiser event (as defined by all proceeds going to WNIRCNA, Clean and Free or PNW) if merchandise is available.

Section 10: Hotel Bid Coordinator

Qualifications:

- a) Member of Narcotics Anonymous.
- b) Willingness to serve.
- c) Required clean time of five years.
- d) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service, RSC guidelines, C&E guidelines and Host Committee guidelines.
- e) Completion of previous C&E experience.
- f) Ability to communicate effectively and accurately orally and in writing.

Responsibilities and Duties:

- a) Attend Conventions and Events Committee meetings.
- b) Provide a written report for each Conventions and Events Committee meeting and e-mail the report to the C&E Committee email list, or C&E secretary one week prior to the C&E meeting.
- c) Contact and obtain bids from appropriate sites for WNICRNA, PNWCNA and other C&E events as directed by the C&E Administrative Committee. All bids must meet the minimum criteria, timelines and rotation schedules established in the "Bid Selection" document located in the Appendix of these guidelines.
- d) Present at least three viable bids for each WNIRCNA or PNWCNA convention to the C&E Committee and provide a written report of the advantages and disadvantages of each bid.
- e) WNIRCNA bids must be presented for approval to the C&E Committee by October, three and a half years (42 months) before the event. (For example, WNIRCNA to be held in May 2020 shall have a bid presented no later than October 2016.)
- f) PNWCNA bids must be presented for approval to the C&E Committee by April, three and a half years (42 months) before the event. (For example, PNWCNA to be held in October 2020 shall have a bid presented no later than April 2017.)
- g) Negotiations with the Ocean Shores Convention Center for Clean & Free must be presented for approval to the C&E Committee by September, at least two and a half years (30 months) before the event.
- h) Verify, and assist if requested, the Clean and Free Host Committee Liaison with negotiating with and renting the Ocean Shores Convention Center at least two and a half years (30 months) before the event.
- i) Following selection of a bid by the C&E Committee, negotiate final contract with the property. The C&E Chair or designee acting as an agent of the FSA shall enter into contracts on the C&E Committee's behalf, after C&E Committee approval of those contracts.
- j) Provide copies of contracts to Host Committee liaisons and introduce Host Committee liaison to the hotel and advise hotel the Host Committee liaison is the official representative of the FSA.

Section 11: Insurance Coordinator

Qualifications:

- a) Member of Narcotics Anonymous.
- b) Willingness to serve.
- c) Required clean time of three years.
- d) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service, RSC guidelines, C&E guidelines and Host Committee guidelines.
- e) Completion of previous C&E experience.
- f) Ability to communicate effectively and accurately orally and in writing.

Responsibilities and Duties:

- a) Attend Conventions and Events Committee meetings.
- b) Provide a written report for each Conventions and Events Committee meeting and e-mail the report to the C&E Committee email list, or C&E secretary one week prior to the C&E meeting.
- c) Ensure that C&E events have insurance coverage.
- d) Maintain policy for areas to use insurance coverage upon RSC approval.
- e) Contact the insurance company and review approved event list with agent to obtain insurance quote not later than August for the following year. Quote must be received before October to be included in the annual C&E budget.
- f) Coordinate with Host Committee liaisons to establish binders for appropriate facilities for C&E events.
- g) Ensure that premiums are paid in full for coverage each year.
- h) Scope of coverage to include Clean & Free, WNIRCNA, PNWCNA (when in WNIR), RSC business & service meetings, RSC Learning Days and C&E approved area events.
- i) Process requests for coverage for Area activities in accordance with RSC Guidelines.

Section 12: IT Coordinator:

Qualifications:

- a) Member of Narcotics Anonymous.
- b) Willingness to serve.
- c) Required clean time of three years.
- d) Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service, RSC guidelines, C&E guidelines and Host Committee guidelines.
- e) Completion of previous C&E experience.
- f) Ability to communicate effectively and accurately orally and in writing.

- g) Strong PC skills are required (not just suggested but required). The person needs strong skills of the following: Excel, Word, Email, creation of PDF documents, and some (very minimal) HTML skills.
- h) A professional background in Information Systems is preferred.
- i) Reliability, ability to think analytically, and effective written and verbal communication skills.

Responsibilities and Duties:

- a) Attend Conventions and Events Committee meetings.
- b) Provide a written report for each Conventions and Events Committee meeting and e-mail the report to the C&E Committee email list, or C&E secretary one week prior to the C&E meeting.
- c) Post C&E subcommittee and Host Committee minutes and other information on WNIR website as directed by C&E Administrative Committee.
- d) Attend C&E conventions and events (if requested by C&E Administrative Committee) to assist the C&E Treasurer in their duties with setting up and supporting the Credit Card Processing stations at the event.
- e) Willingness and competency to become familiar with C&E Registration Website Software, the Credit Card Processing Software and the relationship between the two.
- f) Maintain the Conventions and Event's Registration Web Site by coordinating all interaction between the C&E Committee and the Convention or Event Host Committee's in regards to; event set-up, data content, data format and reporting of orders processed, and of items sold over the C&E Registration Web Site. This interaction specifically includes but is not limited to the following;
 1. Retrieval of event specific information from Event Host Committees using established forms and processes.
 2. Upload of Event Host Committee supplied electronic format of event specific logo.
 3. Input and maintenance of event specific information like logo, date, location and event theme.
 4. Input and maintenance of item specific information for each event, including picture (if available), brief description, detailed description, size and color options (if applicable), and prices.
 5. Cross verification of all information input and maintained (including prices) for each convention by at least on person on the Host Committee for the event (Ex: Registration Chair, Entertainment Chair, etc.). This MUST be done BEFORE any item is made available for sale on the website. Things like prices, available quantities (if limited), and spelling should be checked carefully.
- g) Weekly (or at some predefined interval as directed by the C&E Administrative Committee), perform the following;
 1. Batch open orders on the web site and process each Authorization so that orders (transactions) are 'captured' for 'Settlement'.

2. Provide Batch Reporting to the C&E Treasurer (including PDF copies of each order processed in that batch (with page breaks between each order).
3. PDF copies of orders will be forwarded by the C&E Treasurer to the event's Registration Chair only after the deposit has been verified for the orders in that batch.
4. Provide Item Sales Summaries to the Registration Chair for the event, in PDF or Excel.
5. To be used by the Registration Chair to track quantities sold of each item.
6. Input Inventory Quantity Adjustments for 'mail in' pre-registrations for the event (provided by the Event Registration Chair), in order to keep the quantity available (for inventory controlled items) as accurate as possible on the website.
7. Monitor and respond or forward requests for support received by the 'technical support' email address displayed on the C&E Pre-Registration Website.

Article VII: Funds

The basis of this section is the 11th concept which states "NA funds are to be used to further our primary purpose, and must be managed responsibly." We believe that to manage our money responsibly we must have safeguards and financial controls in place to insure that the funds we are entrusted with are used to further our primary purpose. We also recognize that it is impossible to protect all our money in every circumstance, so we must trust that the people we have carefully selected to handle our money will do so responsibly.

Section 1: C&E Budget. The C&E Committee operating expenses and projected income shall be reviewed annually by the C&E Administrative Committee and a proposed budget shall be prepared.

A. Conventions and Events Committee Budget:

1. The Conventions and Events Administrative Committee shall present an annual budget for approval at the C&E Committee Fall meeting. After the C&E Committee approves the budget, the C&E Treasurer shall present the budget to the RSC for fellowship approval.
2. The budget is determined by reviewing the two previous year's income and expenses and analyzing changes and trends such as Committee composition, distance of travel, frequency of meetings, etc.
3. Payment of operating expenses shall not exceed the approved annual budget unless approved by the RSC.

B. Recovery Event seed money:

1. Recovery event seed money will be specified in the C&E budget.

2. Clean and Free and WNIRCNA seed money shall be determined by the C&E Committee. A recommended amount shall be made by the C&E Treasurer following the Event Treasury audit. Seed money is determined and adjusted as needed to meet contractual obligations.

C. C&E Reserve

1. The C&E Administrative Committee shall propose the dollar amount of the reserve and include it in the proposed C&E budget. The Reserve Account is determined by reviewing the two previous years expenses, analyzing changes and trends; i.e. unexpected expenses of the Host Committee and/or loss of funds of an unsuccessful event.
2. After approval by the RSC of the C&E budget, all excess or unencumbered funds above the budget shall be immediately forwarded to the RSC
3. Examples of encumbered funds include but are not limited to, C&E Committee Budget, current Conventions & Events hosted event operational budgets including Clean & Free & WNIRCNA, Reserve Account, unpaid bills, start-up funds for future Clean & Free, WNIRCNA or other events as may be designated by the C&E Committee and/or the RSC.

Section 2: Fund Flow & Proceeds

A. Proceeds.

1. Proceeds consist of gross receipts (all monies) generated by the recovery events less expenses necessary to conduct the event. Expenses shall include payments made by the Conventions & Events Committee in connection with the event. The Host Committee turns the proceeds over to the Conventions & Events Committee immediately following the conclusion of the event (For details see, Recovery Event Money Handling Procedures in the Appendix of these guidelines)
2. Funds from end of the day sales at conventions must be deposited in a night deposit.

B. Expenses.

1. The Conventions & Events Committee will settle any outstanding obligations against the event.

C. Distribution of Proceeds.

1. All proceeds from C&E conventions and events shall be managed by the C&E Committee. Distribution of net proceeds shall be made according to the C&E budget as approved by the RSC and these guidelines. Examples of distributions of proceeds include the following:
 - a) Administrative expenses of the C&E Committee, which consist of but are not limited to: office

expenses, meeting space rental, travel, and professional services outside of the fellowship, as needed to carry on the recovery events.

- b) Seed monies to be set aside for future recovery events.
- c) The C&E Committee shall determine seed money for future events. Such seed money is distributed to Host Committees by the Conventions & Events Committee to provide them with cash flow to meet contractual obligations. Continued flow of seed money is based on appropriate and timely planning, budgeting, and accounting for the use of funds.
- d) Contingency fund for loss on convention or event. This fund is a reserve for when there are outstanding obligations that cannot be covered by proceeds from a recovery event. The Conventions & Events Committee, taking into consideration the number of events that are being held during the upcoming year and the possible losses that could be incurred will set this amount annually.

D. All excess or unencumbered funds shall be distributed to the RSC annually immediately after approval of the annual C&E budget.

Section 3. Audits.

- A. All C&E Committee and Host Committee audits shall be conducted according to the most current approved "Washington Northern Idaho RSC Audit Procedures," which are approved by and a part of the RSC guidelines.

Section 4. NSF Checks and Bad Debts

- A. The FSA auditor will notify the C&E Treasurer and the Event Treasurer simultaneously as to any unpaid returned items. The Event Treasurer will contact the person via information on the check or their registration. The member will be informed of our procedures and the consequences of either of the following two outcomes.
- B. Arrangements will be made to pay the amount as well as any fees due. If the debt is cleared up by the start of the convention then the member will pick up their packet as usual.
- C. If it has not been cleared up by the event, the Event Treasurer will have the Registration Chair pull the registration and the member will not have a registration to pick up. The member will be placed on a NSF Check List/Debt Recovery List, which is distributed to the C&E Treasurer and any Event Treasurer when Host Committees are formed. If the member shows up at pre-registration to pick up any registration items, the members working at the registration table will refer them to the Event Liaison or either the C&E or Event Treasurer.

Section 5: Payment of Expenses. The C&E Committee and C&E Host Committee's shall use the following procedures to insure NA funds are managed responsibly and that our financial obligations are promptly paid.

A. Check and Debit Card Payment Procedures

1. All expenditures made by the C&E or Host Committee shall be paid by check or debit/credit card, with all debit/credit card payments subject to the approved debit/credit card procedures listed in the appendix of these guidelines.
2. All C&E and Host Committee checking accounts shall have no more than four signers: the C&E Chair, C&E Vice-Chair, C&E Secretary and C&E Treasurer. Any other signers shall be approved by the Regional Service Committee.
3. The C&E Treasurer shall create signature stamps of his or her signature for the Host Committee Treasurer to use to sign their approved checks. The signature stamp and check book shall be provided to the Host Committee upon C&E approval of their elected Treasurer, or may be provided to the Host Committee Liaison to serve as an Acting Treasurer until a Host Committee Treasurer is approved with approval from both the C&E Treasurer and C&E Chairperson.
4. All expenses made by check from the C&E committee shall require the approval of the C&E Treasurer or Acting Treasurer and either the C&E Chair, Vice-Chair or Secretary.
 - i. C&E approval shall be made by the C&E Treasurer or approved signer signing the check and the other trusted servant approving payment placing their initials in the lower left side of the check in the "memo" line.
5. All expenses made by check from the C&E Host Committee shall require the approval of the Host Committee Treasurer or Acting Treasurer and either the Host Committee Chair, Vice-Chair, Secretary or the Host Committee Liaison or Assistant Liaison.
 - i. Host Committee approval shall be made by trusted servants approving payment placing their initials in the lower left side of the check in the "memo" line.
6. In the event a check is made payable to one of the authorized users of the checking account, the payee shall not be authorized to approve said check

B. Approved Fellowship Expenses

1. Expenditures shall only be made following receipt of a payment request form which includes the following information: payee, date, amount, how the payment was approved by the fellowship (by motion or part of an approved budget) and includes either:
 - i. Receipts

- ii. Written confirmation that receipts will be forthcoming within 21 days. Future payments to that service member or vendor may be contingent upon proof of payment received on time.

Section 6: Travel Reimbursement.

- a) The C&E Committee shall reimburse for travel expenses approved in the C&E budget. Travel must be for the purpose of conducting or participating in committee business as defined by the duties and responsibilities of committee members in these and the Washington Northern Idaho RSC Guidelines.
- b) Travel reimbursement rates will be the rate defined in the Washington Northern Idaho RSC Guidelines, except as amended in these guidelines.
- c) Receipts should accompany all requests for reimbursement. All reimbursable expenses except for per mile reimbursement must have sales receipts attached to budget request. Credit Card statements are not sales receipts.
- d) A gas receipt is required for travel reimbursement, however doubling a one-way receipt is acceptable. Airfare is not reimbursed without prior approval.
- e) Any travel expense reimbursements or funding without receipt must be approved by motion of the RSC.
- f) Liaisons are reimbursed for their mileage to and from host committee meetings.
- g) No request for reimbursement shall be considered for any expenditure incurred more than (180) days prior to the request.
- h) C&E Workers at Recovery Conventions.
 - a. No C&E workers shall be paid for their services, but they may be compensated for travel and related expenses. Members who are selected by the C&E Administrative Committee to collect money, operate cash registers, credit card machines and perform other services necessary at WNIR conventions and events shall be reimbursed travel and related expenses as approved by the current C&E budget and C&E guidelines. The reimbursements approved by the C&E Administrative Committee shall not exceed the amount approved in the C&E Budget. It is preferred that C&E members already required to attend a convention or event be used where possible, and that additional selected workers requesting reimbursement expect to work at least six hours or more per day as well as attend on-site training, normally scheduled the morning of the first day of the event.
- i) The C&E Treasurer's room and Event Treasurer's room (Host Committee pays for) at events will be reimbursed at 100%.

Article VIII: Subcommittees

Just as groups create an ASC to help them fulfill their primary purpose, the ASC creates sub-committees to do the actual work involved in delivering direct services for the purpose of carrying the message to the addict who still suffers. Our use of sub-committees is based on the 9th tradition, the creation of "service boards or committees directly responsible to those they serve."

- Section 1: The C&E Committee may establish subcommittees from time to time to carry on the work of the Committee referred to as Event Host Committees. These subcommittees will perform their duties as stated in the Recovery Event Host Committee Guidelines as well as in these guidelines.
- Section 2: The standing subcommittees shall include, but are not limited to, Clean & Free Event Host Committee, WNIRCNA Host Committee, PNWCNA Host Committee when hosted within the geographical boundaries of the WNIR.
- Section 3: Bidding for events outside the WNIR such as Western States Learning Days, Zonal Forums, etc. will be conducted in accordance with C&E Committee and/or RSC Guidelines. If approved, the C&E Committee will notify RSC and form a Host Committee and/or work group for such an event.
- Section 4: Each sub-committee created by the Conventions and Events Committee shall consist of two or more C&E Committee members. The C&E Committee liaison positions provide a link between the Conventions & Events Committee and the recovery event's committees. The Host Committee treasurer provides financial accountability to the recovery event's committee as well as the C&E Committee.
- Section 5: C&E Committee will maintain the Recovery Event Host Committee Guidelines and update same as necessary.
- Section 6: Special subcommittees may be appointed by the Chairperson or formed upon approval by the C&E Committee.
- Section 7: Special subcommittee Chairpersons shall be appointed by the C&E Chairperson unless otherwise specified at the time they are formed.

Article IX: Special Rules

- Section 1: To encourage rotation of Host Committee trusted servants, no C&E convention Host Committee shall allow event chair, vice chair, secretary, treasurer or programming chair to be elected or appointed to serve in the same position for more than two consecutive terms.
- Section 2: No financial information pertaining to the outcome of a Convention or Event be released by the C&E Admin and Host Committee until the final audit and event summary are completed except for information to the next year's host committee for the purpose of budgeting and the RSC administrative committee upon request.

- Section 3: C&E Committee or Host Committee members who are working the first assigned merchandise sales shifts at an event, may purchase their merchandise prior to the doors opening for the general membership. One half hour before the actual opening times these members can select, purchase and remove items from the merchandise room of the convention.
- Section 4. The actual final draft of hotel contracts as negotiated and any subsequent addendums or modifications must be reviewed and approved by both the Hotel Coordinator and C&E Administrative committee prior to signing by the C&E Chair or designee acting as an agent of the FSA.
- Section 5. All C&E events are encouraged to cooperate with each other wherever possible. At Clean and Free, WNIRCNA and PNW, the Host Committee upon request shall set aside a 6' or 8' table for the sale of merchandise for future Clean and Free, WNIRCNA and PNW events. The tables shall normally be set up in the merchandise room at the convention. The location for these tables should be equal to or better than those given to outside vendors. The Host Committee shall allow reasonable fundraising from Clean and Free, WNIRCNA and PNW, such as raffles. The Host Committee Liaisons for the current and future events shall coordinate the communication and requests. To assist current Host Committees with their planning, all requests for merchandise, fundraising or other promotion activities should be made through the Host Committee liaisons at least 60 days prior to the event, or the Host Committee may decline them. If there is any disagreement or concern, the current Host Committee should bring their concern to the C&E subcommittee for a decision. If there is no C&E subcommittee meeting prior to the event, the C&E Admin Committee shall make a decision.

APPENDIX

- A. C&E Administrative Committee Annual Timeline
- B. C&E Committee Sample Agenda
- C. Bid Requirements for WNIRCNA & PNWCNA
- D. Debit Card Policy and Conditions of Authorized Use Form
- E. Recovery Event Cash Handling Procedures
- F. Audit Procedures (from RSC Guidelines)
- G. C&E Forms and Form Letter Resources
- H. Host Committee Start-Up Meeting Agenda
- I. Host Committee Sample Business Rules
- J. Clean and Free Timeline
- K. WNIRCNA Timeline
- L. PNWCNA Timeline

APPENDIX A: C&E Administrative Committee Annual Timeline

This is a guide and does not attempt to include all requirements; it is intended to assist planning to avoid problems.

JANUARY

Every fourth year, bring PNWCNA logo/theme contest flyers to RSC
Schedule WNIRCNA Start-up meeting for February;
Schedule Clean and Free Start-up meeting for February
Adopt proposed meeting schedule;
Schedule Clean & Free start up meeting & make flyer for distribution at convention;

FEBRUARY

Hold WNIRCNA start-up meeting;
Hold Clean & Free Start up meeting;
Renew Clean & Free Post Office rental P.O. Box 1903, Aberdeen, WA 98520.

MARCH

Send correspondence to NA Way with upcoming events for the next calendar year;
Attend Clean & Free
Schedule final audit of Clean & Free books
During the year that we prepare for PNWCNA the Conventions & Events Committee shall establish lines of communication:
 Contact area where event will be held and request support;
 Schedule start up meeting & coordinate with local ASC for April, after RSC.

APRIL

Appoint PNWCNA Liaison April 2015;
C&E chairs the PNWCNA start up meeting, every fourth year (2015, 2020, 2024)

MAY

Attend WNIRNCA

JULY

Decide on the committee's nomination for Chair and Treasurer to be submitted at Fall RSC.

SEPTEMBER

Submit budget for committee approval prior to Fall RSC.

OCTOBER

Elect WNIRCNA and Clean and Free Liaison;
Attend PNWCNA.

Every year provide an intent to host the event flyer at PNWCNA event - two years out
Propose next year's meeting schedule;

APPENDIX B: C&E Committee Sample Agenda

AGENDA Conventions & Events Committee Date

Call to Order
Moment of Silence/Serenity Prayer
Roll Call
Reading of Twelve Traditions
Reading of Twelve Concepts
Reading of Purpose of C&E Committee
Approve the minutes of last meeting
Grievances
Elections
Standing Tasks (Convention Needs) or Sub-committees
Committee Member Reports
Old Business
New Business
Next meeting time & place
Adjourn

APPENDIX C: BID REQUIREMENTS FOR WNIRCNA AND PNWCNA

This section describes the site selection process for WNIRCNA, PNWCNA (When in WNIR) and other RSC Events as necessary.

The C&E Hotel Coordinator must present to the C&E Committee at least 3 viable bids to select from. These need to include dates of the event, name of property, city of property, meeting and guest room prices and any additional costs.

After verification of the selection by the C&E Committee the Hotel Coordinator will negotiate final contract with the property. The C&E Chair or designee will be an agent of the FSA having the authority to enter into contracts on the C&E Committee's behalf, after committee approval of those contracts.

TIMELINE

WNIRCNA bids must be presented by July, 3 years before the event.

PNWCNA bids must be presented by April, 4 years before the event.

WNIRCNA ROTATION

WNIRCNA will rotate according to the following schedule:

- Even years: Eastern/Central Washington, or portions of region in Oregon and Idaho
- Odd years: Western Washington

WNIRCNA will be held in May annually whenever possible. The preferred dates for the spring event are the first weekend and the third weekend in May, however it is preferred not to schedule on Mother's Day weekend.

PNWCNA ROTATION

WNIR HOSTS PNWCNA IN: 2016, 2021, 2025, 2029

BID REQUIREMENTS

WNIRCNA & PNWCNA BID REQUIREMENTS

The event is a three day, two night event beginning Friday afternoon and ending Sunday afternoon. The preferred dates for WNIRCNA are the first weekend and the third weekend in May. PNWCNA is usually held in October.

Obviously we want to get the lowest room rates we can. They will be non-commissioned rooms. We require 10 rooms Thursday preceding the

event, 100 rooms Friday, and 125 rooms Saturday reserved with 7 days release.

We request the following contract terms in our Bid Requests:

- Meeting rooms will be no charge.
- One complimentary suite plus one complimentary guest room for every 40-guestrooms used.
- Menu prices to be guaranteed fifteen months prior to the event.
- All bills are intended to be paid in full at the conclusion of the event or as specified.
- Guestroom bills are the responsibility of the individuals using the room.

Space requirements:

WNIRCNA & PNWCNA

Friday, 2 p.m. through Sunday 2 p.m.

1. One secure room for event souvenirs and memorabilia. Space for six to eight 8' tables setup in "U").
2. Registration area in or off lobby space for three 8' tables, and flow of hundreds of day guests.
3. Marathon Meeting (100 theater seating).
4. One Large Hospitality suite, to accommodate 20 guests.

Friday

5:00 p.m. - 9:00 p.m. (500 theater seating for speaker's meeting)

9:30 p.m. - 11:00 p.m. (150+ theater seating for stage show).

9:30 p.m. - 2:00 a.m. (600 cabaret, for dance).

Saturday

8:00 a.m. - 4:30 p.m. (four rooms 150-200 theater each, workshops & meetings). (water stations in each room)

2:30 p.m. - 4:30 p.m. (one room for business meeting 30+ conference seating with chairs for 30+ seated around the perimeter).

5:30 p.m. - 9:00 p.m. (100 - 150 dinner, plus 1000 theater for speakers meeting after dinner).

9:30 p.m. to 11:00 p.m. (200 theater seating for stage show).

9:30 p.m. - 2:00 a.m. (1000+ cabaret, for dance).

Sunday

8:00 a.m. - noon (250 breakfast, plus 500 theater for speakers meeting).

1:00 p.m. - 3:00 p.m. (one room for business meeting 30+ conference seating).

Catering for meals should be included if not provided by directly with the Hotel.

Note these are minimum space requirements, extra space is always used. Our conventions are growing and we are adding entertainment and alternative speaker meetings that might be simultaneous with the dances.

Additional requirements:

- Late check out on Sunday for Host committee guest rooms and hospitality suites. (approximately 25 rooms).
- Cash espresso bar Friday 4:00 p.m. to 2:00 a.m. and Saturday 8:00 a.m. to 2:00 a.m., and Sunday 8:00 a.m. to noon. When the hotel cannot provide this service, we bring in an outside espresso vendor with 25% net going to the hotel. This contract is actually between the vendor and the hotel, but we coordinate if needed, as the service is key for a successful event. We also need to know if hotel provides coffee pots in the rooms and how much coffee is provided daily.

APPENDIX D: C&E DEBIT CARD POLICY AND CONDITIONS OF AUTHORIZED USE FORM

C&E POLICY FOR USE OF DEBIT CARDS

In recent years, we have found it productive to use debit cards to facilitate the service responsibilities of specific individuals in convention services. The C&E Committee maintains a policy on the use of debit cards for member responsibilities. This policy ensures that debit card use conforms to a standard set of guidelines and that our funds are managed responsibly.

1. Distribution of Debit Cards

- a. The issuance of debit cards for C&E responsibilities is subject to the approval of the Administrative Committee of the Convention and Events Committee. Each person approved for credit card issuance shall be provided a Conditions of Authorized Use form, which must be completed, signed, and on file prior to issuance of a debit card. The Conditions of Authorized Use Form is located in the Appendix of the C&E guidelines.
- b. Committee members may be issued debit cards on a temporary basis to make purchases for expenses that are difficult to pay by check such as plane tickets or hotels. All cards issued under this criterion must be returned to the C&E Treasurer within two weeks of completion of purchases. All invoices or other accompanying documentation should be returned at the time of card surrender.
- c. All cards must be returned within thirty days of the closure of the term of office of the cardholder. All invoices or other accompanying documentation should be returned at the time of card surrender.
- d. C&E Administrative Committee has the authority to cancel cards.
- e. The only approved method of using a debit card is to have a debit card issued to the name of the Fellowship Services Association or FSA, or if it isn't possible to issue the card in the name of the FSA it may be issued in the name of a C&E Administrative Committee member for a C&E bank account that is exclusively used for debit purchases. Prior to issuance and any use of the debit card, the person or committee requesting use of the card shall submit a budget identifying the amount and payee for each expense to be paid using the card. The C&E treasurer shall transfer from the requesting host committee's account no more than the amount requested and a small reserve fund, not to exceed \$500, prior to issuing the card. No expenses other than those submitted by the person or Host Committee requesting use of the card shall be paid using the card. This process insures that only persons with approved access to the debit card may access funds to pay expenses pre-approved by the C&E treasurer.

2. Debit Card Expenditures Receipts

- a. All expenditures on the debit card must be substantiated by the receipts issued at the time of card use. Individuals utilizing the debit cards should submit an expense statement accompanied by the invoice(s) resulting in

card use—not only the credit card slip if provided, but the actual hotel bill, car rental agreement, etc. All receipts should be attached to the permanent record of the trip or function. C&E debit cards shall not be used to cover personal expenses not directly related to the trip or function, even though the individual may intend to repay the conference for the expenditures. The Administrative Committee of the C&E conducts quarterly audits and/or reviews of C&E debit card activity by all trusted servants and reports such findings to the fellowship

3. Debit Card Misuse

- a. Any alleged inappropriate and/or unauthorized debit card use, or failure to submit appropriate documentation of credit card use, requires a thorough investigation by the Administrative Committee. The Administrative Committee will review all necessary documentation and request written statements of explanation from the individual involved and anyone else who may have knowledge of the situation. A determination will be made by the Administrative Committee and reported to the C&E and RSC by the C&E Administrative Committee. The determination of the Administrative Committee can result in one or more of the following actions:
- b. Reinstatement of debit card privileges, if previously removed.
- c. Revocation of debit card privileges
- d. Request for repayment for all unauthorized expenditures.
- e. Rejection of reimbursement for submitted expenses
- f. Suspension of trusted servants from office
- g. CRIMINAL PROSECUTION FOR FRAUDULENT ACTION

FSA CARD REQUEST PROCEDURE

1. Host Committee Treasurer requests use of the debit card from the C&E Treasurer. The request must contain the following information:
 - a. Date the card is needed.
 - b. Amount to be paid (within 20% of total requested).
 - c. Name of payee.
 - d. Who will use the card (either Host Committee Treasurer or Committee member).
 - e. Purpose of use
(Example: *the WNIRCA host committee requests the WNIRCNA Chair has use of the card the week of April 1st, amount to be paid is \$400 to \$500, the payee is Southwest Airlines and the purpose is to provide speaker transportation to the convention*).
2. The C&E Treasurer will verify that the Host Committee Treasurer or Host Committee member who will use the debit card has signed this Conditions of Authorized Use form before receiving the card.
3. If approved in advance to do so by the C&E Administrative committee, the C&E Treasurer may approve the request or send the request to the entire C&E Administrative for their approval.

4. Upon approval, the C&E Treasurer will either promptly physically send the card to the requesting Host Committee Treasurer, or supply the information from the card necessary for the Host Committee Treasurer to use the debit card and transfer the money to pay the expense from the Host Committee account.

Conditions of Authorized Use

1. Use of the debit card is a privilege solely subject to approval by the C&E Administrative committee. It may be revoked at any time.
2. Approval to use the debit card will only be granted to the Host Committee Treasurer or Host Committee Committee Member.
3. Only expenses requested in writing, and approved by the C&E Treasurer in writing, are approved. *Any charge made on the debit card not approved in writing by the C&E Treasurer is a misuse of the debit card.*
4. The amount charged on the card may not exceed the amount requested, however in the case of potentially variable expenses such as airplane tickets that could vary according to the date purchased, the Host Committee Treasurer may request to make a payment in a variable amount. The variance may not exceed 20%. *(For example, a request can be made for \$200 to \$250 for a plane ticket for a speaker.)*
5. In the event that a charge will exceed the amount requested, the Host Committee Treasurer may request approval for an increased amount *prior* to use of the debit card. Only expense increases requested in writing, and approved by the C&E Treasurer in writing, are approved. *Any charge made on the debit card not approved in writing by the C&E Treasurer is a misuse of the debit card.*
6. All expenditures on the debit card must be substantiated by the receipt received at the time of card use.
7. Any alleged inappropriate and/or unauthorized debit card use, or persistent failure to submit appropriate documentation of credit card use, requires a thorough investigation by the Administrative committee. The Administrative committee will review all necessary documentation and request written statements of explanation from the individual involved and anyone else who may have knowledge of the situation. A determination will be made by the Administrative committee and reported to the C&E and RSC. The determination of the Administrative committee can result in one or more of the following actions:
 - a. Reinstatement of debit card privileges, if previously removed.
 - b. Revocation of debit card privileges.
 - c. Request for repayment for all unauthorized expenditures.
 - d. Suspension of trusted servants from office.
 - e. CRIMINAL PROSECUTION FOR FRAUDULENT ACTION.

I have read the C&E Debit Card Policy and Conditions of Authorized Use. I agree to abide by these terms and understand that the C&E Administrative committee retains the right to withdraw their approval to use the debit card at any time, for any reason, with or without advance notice. I further agree to be personally liable and financially responsible for my use of this card and follow all conditions and procedures listed on this agreement form. In the event I violate these conditions or procedures, I accept responsibility to indemnify and compensate the Fellowship Services Association, C&E Committee and Washington Northern Idaho Region of NA for any loss suffered from my failure to observe these procedures and conditions of use.

Full Name

Date

Mailing Address

Contact Phone

City, State, ZIP

Email

APPENDIX E: RECOVERY EVENT MONEY HANDLING PROCEDURE

1. Counting room:

The Event Treasurer with the C&E Committee Liaison cooperatively determine an appropriate location to process the money from the recovery event. This room will be jointly controlled by the Event Treasurer and C&E Committee Treasurer and will be accessible only to individuals who are assisting the Event Treasurer and C&E Committee Treasurer opening, counting and logging the money and who are approved to be in the room by both the Event Treasurer and C&E Committee Treasurer. This MUST be a secure location. It is important to discuss possible security issues with the host committee.

2. Banks:

Prior to the convention, the C&E Committee Treasurer will provide the banks for the events. A method of bookkeeping that is simple and effective for dealing with the cash banks necessary is to make initial banks for each sales point. Banks are delivered at the sales point and placed in the cash register after each pick up.

3. Sales points:

Collection of income from registration, merchandising, and auctions are at all times scheduled and staffed by at least two current C&E Committee members, or, if needed, one current C&E Committee member and one NA member. These members shall be selected by C&E Administrative Committee at least three weeks prior to the event. In selecting members to collect money and operate cash registers and credit card machines, C&E Administrative committee shall consider clean time, convention and event experience, relevant business experience and most importantly, trustworthiness.

4. Credit card transactions:

- a. Credit card transactions will be processed onsite electronically. Receipts will be printed and signed by the customer. Receipts with signature will be kept by the C&E Committee and picked up at each pull.

5. Periodic pick up from sales points:

- a. The members selected by the C&E Administrative committee shall make money pick-ups from each point of sale during the recovery event, i.e. registration, merchandise and auction.
- b. At regular intervals determined jointly by the C&E Committee Treasurer & Host Committee Treasurer, cash registers at sales points will be completely emptied into an envelope, the envelope will immediately be sealed without being counted and the register given a new cash bank if needed. The cash registers will be 'Z'd out immediately after each pickup for accountability.
- c. The pickup envelopes will immediately be taken (along with other pickup envelopes along the route) to the counting room to the Event Treasurer and opened, counted and logged by the Event Treasurer and the pick up

team. If the Event Treasurer is not available, the C&E Committee Treasurer can perform the count with the pick up team.

- d. The date, time, money amount and pickup number are recorded on a “Treasurer Pick Up Log” form. One form should be created for each pick up location and each day during the event.

6. Cash Deposits

The Event Treasurer and C&E Committee Treasurer (or C&E member designated by the C&E Committee Treasurer if the C&E Committee Treasurer is not available) will deposit the funds in the FSA event bank account using a night deposit or by regular deposit if available as soon as possible, but no less than once daily.

7. Host Committee Cash Handling

If the Host Committee chooses to sell concessions at events, hold fund raising activities such as raffles or approves similar opportunities for the Host Committee to collect money, the Event Treasurer shall be responsible to establish reasonable safeguards. At a minimum, financial safeguards shall include two C&E or Host Committee members present when money is collected.

APPENDIX F: Audit Procedures (should be most current version from RSC Guidelines)

Washington Northern Idaho RSC Audit Procedures

(Approved, October 2014)

“NA funds are to be used to further our primary purpose, and must be managed responsibly.” 11th Concept of NA Service.

Experience has shown that regular and accurate financial audits are essential to managing NA funds responsibly. In the Washington Northern Idaho Region of NA, we have established the following audit procedures for our Regional Service Committee (RSC), Conventions & Events Subcommittee (C&E) and Convention Host Committees.

Section 1: Audit Frequency.

All RSC, Subcommittee and Host Committee financial audits are scheduled, coordinated and facilitated by the RSC Auditor. Typically, audits are held before, during breaks, or after RSC meetings and at annual recovery conventions. For example, the final Clean and Free Audit is traditionally held at WNIRCNA and RSC committee audits are often held when the RSC subcommittee meetings are happening during the RSC meeting break. However, the final decision of where and when to schedule audits is always made by the RSC Auditor.

Although this list represents the minimum number of scheduled audits, the RSC Administrative Committee, C&E Administrative Committee and Host Committee Administrative Committees shall promptly participate and cooperate with any additional audits requested by the RSC Auditor.

- a) RSC Committee Audit Schedule: two audits annually in January and July, typically during RSC weekend.
- b) C&E Subcommittee Audit Schedule: two audits annually in October and April, typically during RSC weekend.
- c) Clean and Free Host Committee Audits: three per event. The first audit is in July before the event, the second audit is in January before the event and the final audit is in May, after the event. The July and January audits are typically held during RSC weekend. The May audit is typically held at WNIRCNA.
- d) WNIRCNA Host Committee Audits: three per event. The first audit is in July before the event, the second audit is in January before the event and the final audit is in July, after the event. All audits are typically held during RSC weekend.
- e) PNWCNA Host Committee Audits: four per event. The first audit is in July (approximately 15 months) before the event, the second audit is in January before the event, the third audit is in July before the event and the final audit is in January, after the event.. The July and January audits are typically held during RSC weekend.

Section 2: Audit Participants

Although attendance at audits is open to all interested NA members, participation is limited to the following trusted servants unless other members are requested to participate by the RSC Auditor:

- a) RSC Committee Audit: RSC Auditor, RSC Chair, RSC Treasurer Trainee, Two Regional Committee Members selected by RSC Auditor, RSC Treasurer (attending to answer questions but not to participate in audit tasks).
- b) C&E Subcommittee Audit: RSC Auditor, C&E Chair, C&E Vice-Chair, C&E Treasurer Trainee, RSC Admin Committee Member selected by RSC Auditor, C&E Treasurer (attending to answer questions but not to participate in audit tasks).
- c) Clean and Free Host Committee Audit: RSC Auditor, C&E Treasurer, C&E Treasurer in Training, Clean and Free Liaison, Clean and Free Assistant Liaison, Clean and Free Host Committee Treasurer (attending to answer questions but not to participate in audit tasks).
- d) WNIRCNA Host Committee Audit: RSC Auditor, C&E Treasurer, C&E Treasurer in Training, WNIRCNA Liaison, WNIRCNA Assistant Liaison, WNIRCNA Host Committee Treasurer (attending to answer questions but not to participate in audit tasks).
- e) PNWCNA Host Committee Audit: RSC Auditor, C&E Treasurer, C&E Treasurer in Training, PNWCNA Liaison, PNWCNA Assistant Liaison, PNWCNA Host Committee Treasurer (attending to answer questions but not to participate in audit tasks).

Section 3: Audit Procedures

Treasurers must keep in mind that they are responsible for all monies taken in and disbursed. It is their responsibility to have sufficient backup for each transaction as described in the audit procedures below.

- a) The Treasurer for the account being audited shall provide the following:
 - 1) Treasury Ledger (that is reconciled and in the Quicken format);
 - 2) Checkbook;
 - 3) Reconciled bank statements;
 - 4) RSC, subcommittee or host committee meeting minutes;
 - 5) Written reimbursement/funding requests with money motions;
 - 6) Copies of all signed contracts for which payments have been made;
 - 7) Receipt book;
 - 8) Deposit receipts.
- b) The RSC Auditor shall provide Bank statements with printed check images.
- c) Voided checks shall not be destroyed and must be present.
- d) All budget requests/ money motions (with back-up) should be filed in the chronological order of the ledger.
- e) Bank statements should be in order, or be in chronological order with all information such as receipts for checks written, and receipts for all deposits made.

- f) Meeting minutes must include all budget requests.
- g) All budget requests, deposits, or any transactions must have back up. Backup is defined as receipts for purchases and receipts for monies received.
 - 1) All budget requests and/or money motions must have a receipt to accompany the request.
 - 2) All deposits must have receipts from the recipient of the monies turned in.
- h) All audits are performed in sequential order and are derived from the bank statements, line by line, and all money transfers are verified sent and received by the other account bank statement.
 - 1) Every check written is matched up with the budget request with receipts or monthly bills.
 - 2) Every deposit must be supported with a receipt from every donation or monies turned in.
 - 3) The Quicken checkbook register is used to organize the bank statement and match it up with all budget requests and deposits.
- i) Usually the RSC Auditor will take notes of all procedural errors and anomalies. Experience has shown that it works well for one person to review the Ledger/checkbook, another to verify the bank statements, another to verify the budget requests with receipts, another to verify receipts for deposits in concert, and the RSC Auditor to take notes for anomalies or procedural errors.
- j) An anomaly for the purposes of the audit, is an irregularity, a breakdown or malfunction; a problem to be addressed and might indicate that we haven't identified the reason for the variance. Example: when you cannot reconcile the check register to the bank statement and the dollar amount of the difference is known but we don't know why or when a deposit in checkbook register does not match the bank statement deposit.
- k) A procedural error for the purposes of the audit, is something that goes against documented procedure; a break from routine. Example: we didn't get two signatures on a check or signed our own check, or when a budget request is approved but not noted in the minutes or a budget request is not supported by a receipt of purchases.
- l) All accounting books (both hard copy and/or electronic), copy of checkbook register, budget requests w/receipts, bank statements w/cancelled checks (if provided), meeting minutes, and anything else pertaining to the treasury are turned over to the FSA Auditor at the conclusion of the Final Audit. All these materials are to be archived.

Section 4: Audit Reporting

Within two weeks of an audit, the RSC Auditor will complete the approved WNIR Committee Audit Report Form and submit a copy, along with any other information the RSC Auditor believes the RSC or service committee audited should receive, and submit it as follows:

- a) RSC Committee Audit: Submit within two weeks via email to all members of the RSC Administrative Committee. A copy of the WNIR Committee Audit Report

Form will also be submitted as part of the RSC Auditor's report to the RSC Committee meeting following the RSC audit.

- b) C&E Subcommittee Audit: Submit within two weeks via email to all members of the RSC Administrative Committee and all members of the C&E Administrative Committee. A copy of the WNIR Committee Audit Report Form will also be submitted as part of the RSC Auditor's report to the RSC and as part of the RSC Auditor's report to the C&E Subcommittee at their regular service committee meeting following the C&E audit.
- c) Clean and Free Host Committee Audits: Submit within two weeks via email to all members of the RSC Administrative Committee, all members of the C&E Administrative Committee, Clean and Free Treasurer, Clean and Free Liaison and Clean and Free Assistant Liaison. WNIR Committee Audit Report Form will also be submitted as part of the RSC Auditor's report to the RSC and as part of the RSC Auditor's report to the C&E Subcommittee at their regular service committee meeting following the Clean and Free Host Committee audit.
- d) WNIRCNA Committee Audits: Submit within two weeks via email to all members of the C&E Administrative Committee, WNIRCNA Treasurer, WNIRCNA Liaison and WNIRCNA Assistant Liaison. WNIR Committee Audit Report Form will also be submitted as part of the RSC Auditor's report to the RSC and as part of the RSC Auditor's report to the C&E Subcommittee at their regular service committee meeting following the WNIRCNA Host Committee audit.
- e) PNWCNA Committee Audits: Submit within two weeks via email to all members of the RSC Administrative Committee, all members of the C&E Administrative Committee, PNWCNA Treasurer, PNWCNA A Liaison and PNWCNA Assistant Liaison. WNIR Committee Audit Report Form will also be submitted as part of the RSC Auditor's report to the RSC and as part of the RSC Auditor's report to the C&E Subcommittee at their regular service committee meeting following the PNWCNA Host Committee audits.

APPENDIX G: C&E Forms and Form Letter Resources

CONVENTION & EVENTS COMMITTEE

FUNDING REQUEST OR BUDGET REQUEST

DATE: _____ SUBMITTED BY: _____

PAYABLE TO: _____ AS: _____

REQUEST IS FOR: FUNDING _____ ADVANCE _____ REIMBURSEMENT _____

DESCRIPTION OF REQUEST:

Travel / Gas	\$ _____
Hotel Expense	\$ _____
Copying	\$ _____
Postage	\$ _____
Phone Calls	\$ _____
Other _____	\$ _____

ATTACH RECEIPTS FOR REIMBURSEMENTS **TOTAL \$** _____

APPROVED: YES ___ NO ___ PER MOTION # _____ TREASURER'S INITIALS _____ CHECK # _____

CONVENTION & EVENTS COMMITTEE

FUNDING REQUEST OR BUDGET REQUEST

DATE: _____ SUBMITTED BY: _____

PAYABLE TO: _____ AS: _____

REQUEST IS FOR: FUNDING _____ ADVANCE _____ REIMBURSEMENT _____

DESCRIPTION OF REQUEST:

Travel / Gas	\$ _____
Hotel Expense	\$ _____
Copying	\$ _____
Postage	\$ _____

Phone Calls \$ _____

Other _____ \$ _____

ATTACH RECEIPTS FOR REIMBURSEMENTS **TOTAL \$** _____

APPROVED: YES ___ NO ___ PER MOTION # _____ TREASURER'S INITIALS ___ CHECK # _____

APPENDIX G: C&E Forms and Form Letter Resources

C&E COMMITTEE REPORT FORM

TO: Conventions & Events Committee

FROM:

DATE:

RE: REPORT

Task(s) accepted at previous meeting:

Steps or measures taken to achieve goals:

Contacts made:

Anticipated date of completion:

Other comments:

APPENDIX G: C&E Forms and Form Letter Resources

(Sample NSF letter)

Conventions & Events Committee

P.O. BOX 55064

Seattle Washington 98155-0064

Date

Mr./Ms. John Doe
Anystreet
Anytown, ST 99999

RE: Your Check

Dear Mr./Ms. Doe:

Your check number *** dated ***, in the amount of *** dollars (***), written to the name of event has been returned by your bank non-sufficient funds.

Please arrange to immediately replace this check with a cashier's check or a money order. Include an additional ten dollars (\$10.00) to cover our cost of associated service fees. Send the replacement payable to the Conventions & Events Committee. When you make the replacement payment, your old check will be returned to you.

In the unlikely event that we do not receive the monies owed, the C&E Committee will report to the Washington Northern Idaho Region the information so as to avoid future problems with insufficient funds at other recovery events.

Thank you for your anticipated cooperation in this matter.

With Love & Gratitude in Service,

name/C&E Committee Treasurer

APPENDIX G: C&E Forms and Form Letter Resources

(Sample Attendance Policy letter)

Conventions & Events Committee
P.O. Box 55064
Seattle WA

Date:

To: _____, C&E Committee Member
From: _____, C&E Committee Chair
RE: Missed Meetings

Dear _____,

The Conventions & Events Committee of the WNIR has an existing policy having to do with meeting attendance and the issue of non-compliance. Non-compliance is defined as, “Absence from two (2) meetings in a one-Year period”. This letter is addressing particularly your not attending the _____ meeting.

Missing this meeting will count toward receiving a notice of non-compliance. If you should miss _____ more meeting(s) this year, a notice of non-compliance will be issued to you. A notice of non-compliance does not mandate action from the Committee; it only allows action to be taken if the Committee considers it necessary.

Respectfully,

C&E Committee Chair

cc: Committee member area chair

**LOGO & THEME CONTEST
FOR PNWCNA # _____**

SEND ENTRIES TO:

C&E COMMITTEE

P.O. BOX 55064

Seattle, WA 98155-0064

All entries must be received by

June 1, _____

Prize is one full package to PNWCNA

APPENDIX H: Host Committee Start-Up Meeting Agenda

Host Committee Start-up Meeting Agenda

1. Open Meeting Moment of Silence/Serenity Prayer
2. Read Twelve Traditions/Read Twelve Concepts
3. Introductions
4. Explanations
 - a. Relationship between C&E Committee & Host Committee and role of Liaison
 - b. RSC Major Motions Concerning the C&E Committee & Host Committee
 - c. C&E Committee Information Package (both Treasurer & Chair)
 - d. Legal liabilities/Contracts (all contracts signed by C&E Committee Liaison/FSA)
 - e. Fund flow
 - f. C&E Committee approval (budgets, contracts, guarantees, speakers (main & workshop, reviews final program for context)
 - g. Reports (due monthly)
5. Event Timeline - is mandatory, please remember to report to your committee if not on timeline, as the Liaison needs to include this in her report back to C&E.
6. Discussion of Logo and Theme Selection
7. Open Forum and Q&A
8. Election Guidelines and Qualifications for elections. All present can vote.
9. Elections

Chair	Convention Information
Vice-Chair	Fundraising/Entertainment
Secretary	Hospitalities
Treasurer (must be confirmed by C&E)	Merchandising
C&E Appointee from Host Committee	Programming
Arts & Graphics (Decorations)	Registration
10. Set next meeting
11. Close with Prayer.

APPENDIX I: Host Committee Sample Business Rule

RESERVED FOR FUTURE USE

APPENDIX J: Clean and Free Timeline

CONVENTION & EVENTS COMMITTEE CONVENTION RECOVERY EVENT TIMELINE FOR *Clean & Free*

13 MONTHS PRIOR TO CONVENTION (*Clean & Free* = FEBRUARY)

First Host Committee Meeting Approximate time is 4 or 5 hours
C&E Committee chairs First meeting until the host committee Administrative is elected;
See, Start-up meeting agenda;
Review C&E Recovery Event Host Committee Guidelines; Present subcommittee
position descriptions as each position is elected.
Receive PO Box Keys (2) from past committee and decide who will check the mail and
who will hold the extra key.
Set Host Committee meeting schedule;
Establish preliminary guidelines for conducting host committee meetings and voting
privileges; Chair and Liaison do not have voting privilege. Visitors present at two of last
three meetings are allowed to vote.
Choose a theme for the convention;
Establish a procedure for convention logo contest.
Host Committee Administrative to reserve room for upcoming host committee meetings;
Create & distribute accurate minutes; Create a master agenda form.

HOST COMMITTEE

Establish subcommittee membership, meeting times, and place. Announce to fellowship
and/or produce flyer. Inform WNIR webpage coordinator; Gather prior year's budgets
and actual expenses; Begin to prepare current year's budget.

ARTS & GRAPHICS

Confirm Logo contest cut-off date as July 1st. Prepare preliminary combined Convention
flyer and logo contest with dates and location of event. Email to entire committee
for revision suggestion; Print 20 copies for May Clean and Free committee meeting; plan
arts & graphics schedule to receive logo submissions (include colors & format required)

CONVENTION INFORMATION

Plan & gather mailing lists including all areas to be completed by next meeting. Post
event date, time, and location with NA World & NA Way.

DECORATIONS

Obtain catalogue for centerpiece selection.

ENTERTAINMENT

Plan for desired quantity and type of events for convention; Solicit bids from desired
entertainers.

FUNDRAISING

Plans, get approval, & possible funding for the first fundraiser. Plan first fundraiser, pick topic and date/dates for fundraiser. Contact merchandise supplier for catalogue on available fundraiser merchandise; Prepare to fundraise at upcoming WNIRCNA.

HOSPITALITY

Begin planning of menu and activities.

MARATHON MEETING

Obtain master schedule to begin filling time slots; Research location – i.e. Liaison must sign contract for location.

MERCHANDISE

Contact potential vendors & suppliers; obtain catalogues for selections and bids.

PROGRAMMING

Start finding speaker CD's, begin to discuss speaker meetings, workshop topics & formats.

REGISTRATION

Contact merchandise supplier for registration trinkets and presale merchandise, if any.

SERENITY KEEPERS

Select a Vice-Chair and begin gathering subcommittee names and phone lists.

10 MONTHS PRIOR (Clean & Free = MAY)

HOST COMMITTEE

Review previous month's timeline for each subcommittee and follow through on any incomplete tasks from prior month; Fill any remaining committee positions; Review each sub-committees timelines due this month and next month. Approve preliminary Convention and Logo Contest Flyers; Estimate the number of attendees. Prepare Administrative budget; Support subcommittee chairs; confirm receipt of subcommittee reports 48 hours prior to Host Committee meeting.

C&E COMMITTEE LIAISON

Negotiates & signs the contract with facilities

ARTS & GRAPHICS

Report logo contest status to HC & cut-off date reminder; Plan Budgets, set time with Treasurer (review Budget Guidelines), review previous year's budget; Create fundraising flyer for planned fundraising event, if approved; Report on sub-committee meetings and attendance; Hold monthly meetings; Present preliminary Convention and logo contest flyers to host committee for final approval, send to C&E Committee for review before printing; Print 400 copies of each flyer after C&E review; Confirm method of distribution to WNIRCNA and Summer RSC.

CONVENTION INFORMATION

Present mailing lists of area's and treatment facilities gathered in previous month; Plan Budgets, set time with Treasurer (review Budget Guidelines), review previous year's budget; Report on sub-committee meetings and attendance; Hold monthly meetings.

FUNDRAISING

Update and turn over funds; Present planned activities for approval; request flyers of Arts & Graphics, if approved. Contact SINAC for permission to fundraise; Plan Budgets, set time with Treasurer (review Budget Guidelines), review previous year's budget; Report on sub-committee meetings and attendance; Hold monthly meetings.

ENTERTAINMENT

Report progress of quantity & event selection and continue researching for final presentation in July; Plan Budgets, set time with Treasurer (review Budget Guidelines); review previous year's budget; Report on sub-committee meetings and attendance; Hold monthly meetings.

DECORATIONS

Report on decorations research, review banner vendor choices; Plan Budgets, set time with Treasurer (review Budget Guidelines), review previous year's budget; Report on sub-committee meetings and attendance; Hold monthly meetings.

HOSPITALITY

Continue planning of menu and activity selection; Contact area or representative for planning Saturday night dinner; Plan Budgets, set time with Treasurer (review Budget Guidelines), review previous year's budget; Report on sub-committee meetings and attendance; Hold monthly meetings.

MARATHON MEETING

Report on completion of poster size and letter size for sign-up sheets.

MERCHANDISING

Plan what will be sold, quantities, sizes, and the approximate prices, etc. for merchandise to be sold at convention; review catalogue for selection of sales merchandise; Begin to gather bids; Continue to gather volunteers for sub-committee; Plan Budgets, set time with Treasurer (review Budget Guidelines), review previous year's budget; Report on sub-committee meetings and attendance; Hold monthly meetings.

PROGRAMMING

Listen to tapes and discuss workshop topics; Plan Budgets, set time with Treasurer (review Budget Guidelines), review previous year's budget; Report on sub-committee meetings and attendance; Hold monthly meetings.

REGISTRATION

Report progress on selection of presale items and trinkets; Plan Budgets, set time with Treasurer (review Budget Guidelines), review previous year's budget; Report on subcommittee meetings and attendance; Hold monthly meetings.

SERENITY KEEPERS

Hold subcommittee meeting to establish upcoming year's responsibilities.

9 MONTHS PRIOR (Clean & Free = JUNE)

HOST COMMITTEE

Prepare budgets for presentation the following month; Report on subcommittee meetings; Treasurer needs to be available to assist with budgets.

ARTS & GRAPHICS

Work with registration and entertainment on content of registration forms/flyers; Present all logo contest submissions to HC; Display all logos and facilitate logo choice to committee; Work with merchandise chair to advise committee which logos would be easiest to modify for the various different merchandise selections; Prepare preliminary registration flyers; email to entire committee and C&E Committee for revisions suggestions – Revise, Check for errors; Email revised flyer to entire committee; Make calls to committee members and ask them to check revised flyers for errors; Print 20 of each revised and corrected flyers for presentation to committee.

CONVENTION INFORMATION

Confirm current year's information was sent to NA World and NA Way.

ENTERTAINMENT

Narrow selection of entertainment and establish prices for presentation in July.

FUNDRAISING

Update and turn over funds; Gather materials for fundraising event and acquire volunteers; establish areas of responsibility for auction gold or money handle procedure.

HOSPITALITY

Report on menu and activity selection and present final choices confirm Clean and Free board games available; Report on Saturday dinner plan.

MARATHON MEETING

Continue to announce need for support at meetings; schedule marathon meeting chair

PROGRAMMING

Present preliminary choices of topics & flow of events

DECORATIONS

Continue gathering bids selection for banner, centerpieces, and other assorted decorations.

REGISTRATION

Work with arts & graphics on registration forms/flyers; Continue to selection process for registration trinkets.

SERENITY KEEPERS

Set Budget and present to host committee; Begin T-shirt selection of color and logo.

*******BUDGETS ARE DUE IN AUGUST***** Please see budget template for example.**

8 MONTHS PRIOR (Clean & Free = JULY)

******* BUDGETS ARE DUE NEXT MONTH *******

For approval at Host Committee, See How to make a budget section in guidelines for budget timelines and revisions time frame. See Budget Template for examples.

HOST COMMITTEE

Choose a logo for convention. Approve main speakers & submit them to the C&E Committee & RSC Chair for approval; Submit Workshop speakers to C&E for final approval; Submit pre-registration flyer to C&E for review of grammatical errors and content; Prepare budgets.

C&E COMMITTEE LIAISON

Submit main speaker selection to C&E Committee for approval; C&E must send to RSC Chair for approval.

ARTS & GRAPHICS

Vote on logo contest submissions.

CONVENTION INFORMATION

Contact areas for schedules to make available at CI table. Confirm and update address for mailings in October.

DECORATIONS

Begin to finalize selections and recommendations to the Host Committee.

ENTERTAINMENT

Present recommendations for each entertainment event to the Host Committee. Host Committee will vote on and decide which option will be selected; Prepare entertainment schedule template and coordinate with programming.

FUNDRAISING

Update and turn over funds; promote event; Contact PNWCNA to obtain permission for fundraising.

HOSPITALITY

Begin to finalize selection of food available and games offered.

MARATHON MEETING

Continue to announce need for support; send out marathon meeting sign-up sheets to other areas; see CI chair for assistance; confirm site for meetings.

PROGRAMMING

Submit choices of main speakers and all meeting topics to HC for approval; Prepare programming schedule template (coordinate with entertainment).

SERENITY KEEPERS

Establish preliminary schedule and begin to set members to estimated schedule; Review suppliers for potential t-shirts; see Merchandise Chair for assistance

*******BUDGETS ARE DUE NEXT MONTH*******

7 MONTHS PRIOR (Clean & Free = AUGUST)

HOST COMMITTEE

****** APPROVE BUDGETS ******

Budget amendments must be submitted within 30 days of 1st initial approved budget, to be approved by HC in September before final approval at C&E in October. Present Final budgets for approval to Host Committee.

ARTS & GRAPHICS

Prepare pre-registration flyer and present to Host Committee for approval then present to C&E for approval; Receive bids on printing of the flyer.

DECORATIONS

Finalize banner & submit for approval; Collect bids for Decorations, if ready.

ENTERTAINMENT

Present contracts to Liaison for signature.

FUNDRAISING

Update and turnover funds from existing fundraisers; plan more fundraising activities.

HOSPITALITY

Decide on resources for supplies and which will be hand delivered.

MARATHON MEETING

Announce and seek support at meetings

PROGRAMMING

Submits choices of workshop speakers to HC for approval

SERENITY KEEPERS

Continue to locate interested members and discuss any alterations of assignment with host committee; Continue to interview members and appoint responsibilities.

******APPROVE BUDGETS******

6 MONTHS PRIOR (Clean & Free = SEPTEMBER)

HOST COMMITTEE

****** APPROVE AMENDED BUDGETS ******

Budget amendments to be approved, if any by HC this month before final approval at C&E in October. Make sure subcommittees are holding regularly scheduled meetings and have minutes to verify; seek volunteers.

ARTS & GRAPHICS

Present preliminary registration flyers to committee. Registration costs, merchandise, and all attendance disclaimers and procedure notifications must have already passed committee approval before this time; All final corrections to flyers must be approved by the committee as a whole during this meeting; Print 2500 flyers immediately afterward; Present registrations flyers to HC; Send 300-500 to PNWCNA depending on location; 500 to Fall RSC; 500 to Host Committee for distribution; Remainder to Winter RSC.

CONVENTION INFORMATION

Prepare Anonymity Statement; decide on contents of Information packets at event.

ENTERTAINMENT

Confirm approved/contracted entertainers.

FUNDRAISING

Update and turnover funds; Account for fundraising materials each month; Schedule for golf and assign coordinator; send out golf flyer.

HOSPITALITY

Decide on resources for supplies and which will be hand delivered.

MARATHON MEETING

Announce and continue to gather support for meetings.

PROGRAMMING

Confirm APPROVED main speakers; submit preliminary program to HC for review.

CONVENTION INFORMATION & C&E COMMITTEE LIAISON

ENSURE registration forms/flyers are taken to PNWCNA & Fall RSC meeting -- coordinate with C&E Committee Liaison

SERENITY KEEPERS

Continue to interview members and appoint responsibilities

5 MONTHS PRIOR (*Clean & Free* = OCTOBER)

HOST COMMITTEE

Approves Merchandise plan; approves Registration plan (specific contents and where each will be); Hold regularly scheduled subcommittee meetings, record discussion, and seek volunteers.

ARTS & GRAPHICS

Present proposal for decorations; Prepare format for final program; Prepare registration badges.

CONVENTION INFORMATION

Send Flyers to RSC, PNW, All Areas, and Treatment Centers.

DECORATIONS

Present proposal and bids for decorations; Begin to finalize decorations for convention.

ENTERTAINMENT

Coordinate schedule with Arts & Graphics, Programming, and Merchandise; Schedule volunteers for introductions, check in, and assistance.

EVENT TREASURER

Submits budget for approval at C&E Meeting. After approval of committee budgets, the C&E Treasurer should make motion requesting the second half of the seed money at the C&E meeting in October and verify transfer of second half of seed money to event account.

FUNDRAISING

Contact Winter Winners & Seattle Unity Day, request permission to raise funds.
Update and turn over funds
Attend PNWCNA & raise funds

HOSPITALITY

Confirm schedule for convention, Saturday night dinner, and volunteers.

MARATHON MEETING

Announce and continue to gather support for meetings.

MERCHANDISE

Submit bids & plans to HC for approval; Coordinate Schedule w/Arts & Graphics, Programming, and Entertainment.

REGISTRATION

Submit bids and plans for registration packets to HC for approval; Coordinate Schedule w/Arts & Graphics, Programming, and Merchandise; Notify C&E Website Coordinator of events, prices, and artwork for pre-registration merchandise for him to put on website.

SERENITY KEEPERS

Hold Subcommittee meetings regularly.

4 MONTHS PRIOR (Clean & Free = NOVEMBER)

ARTS & GRAPHICS

Present bids for banner after approval by HC then place order; create list of needed signs, design final program (**Reminder: Program needs approval by C&E Committee, preferably at January C&E meeting**).

CONVENTION INFORMATION

Continue to gather schedules from other areas; confirm mailings and scheduled volunteers.

DECORATIONS

Finalize decorations on centerpieces; coordinate linen and table setup; flower or balloon bouquets as needed.

ENTERTAINMENT

Confirm contracts, review contract requirements and prepare for requirement needs, time, and building; Make travel arrangements and hotel accommodations, if necessary with Liaison;

FUNDRAISING

Select auctioneer and begin wrap-up and completion of merchandise sales.

HOSPITALITIES

Make arrangements for purchase, delivery, and storage of supplies. Present plan to HC.

MARATHON MEETING

Assign shift coordinator of those signed up to serve @ meeting. Continue to gather names for the marathon meeting slots.

PROGRAMMING

Reaffirm speakers; Begin making travel arrangements and hotel accommodations if necessary with Liaison;

SERENTIY KEEPERS

Use program to assign responsibilities and shifts to volunteers; Receive final entertainment and programming schedules and develop master list of all necessary positions.

3 MONTHS PRIOR (Clean & Free = DECEMBER)

ARTS & GRAPHICS

Confirm banner was ordered; present bid to order program and badges; Begin gathering signage requests; format tickets and make arrangements to have them printed; format badges and make arrangements to have printed.

CONVENTION INFORMATION

Get ready for convention

DECORATIONS

Order of selected merchandise for decorations

ENTERTAINMENT

Maintain contact with performers and their needs for their performances

FUNDRAISING

Schedule for golf; complete sales order; ask Liaison to secure another tub of merchandise from C&E.

HOSPITALITIES

Finalize plans; Make arrangements for purchase, delivery, and storage of supplies; Present plan to HC.

MARATHON MEETING

Continue to seek volunteers to serve

MERCHANDISE

Order merchandise requiring extended lead time

PROGRAMMING

Confirm travel arrangements have been made, if not, make the arrangements with Liaison's assistance.

REGISTRATION

Gather materials for packets and content, confirm method of delivery to event

SERENITY KEEPER

Meet with subcommittee to set final schedule with placement of positions; Make sure t-shirts are ordered in January; fill all the needs for the committee

2 MONTHS PRIOR (Clean & Free = JANUARY)

HOST COMMITTEE

Renew PO Box for one year.

ARTS & GRAPHICS

Tickets design and order, distribute program, badges, and tickets, if completed. Signage needs to be addressed.

CONVENTION INFORMATION

Propose indigent newcomer member plan to HC executive committee for approval; Gather supplies needed for table; Contact C&E for desired supplies; Schedule volunteers.

DECORATIONS

Gather and prepare selected decorations

ENTERTAINMENT

Communicate performer needs to Host Committee and venue's; Make/Confirm travel arrangements and hotel.

FUNDRAISING

Attend Winter Winners & raise funds there if they've consented; Update and Turnover funds

HOSPITALITIES

Organizes staff to work the hospitality room; Confirm orders and arrangement for sales and supplies.

MARATHON MEETING

Place book order; Supply needs to committee.

MERCHANDISING

Orders remaining sale items, organizes sales staff for event, review Event Money Handling Procedures, all material arrival dates confirmed in writing; Order supplies; Gather supplies for display; Make arrangements for delivery.

PROGRAMMING

Secure team to act as host committee aids to speakers. Confirm travel to event.

REGISTRATION

Order remaining items for packet, all material arrival dates confirmed in writing.

SERENITY KEEPERS

Place t-shirt order, if not completed; Fill all subcommittee needs for staff; Hold Subcommittee meeting distribute preliminary schedule and job description to all interested members.

1 MONTH PRIOR (Clean & Free = FEBRUARY)

HOST COMMITTEE

REVIEW HOST COMMITTEE GUIDE SECTIONS & TIMELINES. Review Event Money Handling Procedures. Ensure availability at the event. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

ARTS & GRAPHICS

REVIEW HOST COMMITTEE GUIDE SECTIONS & TIMELINES. Contact C&E Committee Liaison & arrange to have banners from previous events delivered one week prior to the event. Purchase decorations, make signs for event. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

BILLETING

REVIEW HOST COMMITTEE GUIDE SECTIONS & TIMELINES. Update list, coordinate with Hospitalities for billeting information board or sign up list. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

CONVENTION INFORMATION

REVIEW HOST COMMITTEE GUIDE SECTIONS & TIMELINES. Contact C&E Committee Liaison to obtain PI booth for the event, make staff schedule. Prepare press release, schedule press date, press release should have one month lead time. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

DECORATIONS

REVIEW HOST COMMITTEE GUIDE SECTIONS & TIMELINES. Contact C&E Committee Liaison & arrange to have banners from previous events one week prior to the event; purchase decorations. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

ENTERTAINMENT

REVIEW HOST COMMITTEE GUIDE SECTIONS TIMELINES. Contact entertainment to finalize details; make staff schedule, verify commitment of volunteers. Review Event Money Handling Procedures. Obtain hand stamp. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

EVENT TREASURER

REVIEW EVENT MONEY HANDLING PROCEDURES & TIMELINES; get cash registers from Liaison; make copies of log sheets, check cash policy, updated bad check list, and no refund policy to be at each sales point. Contact the Bank of Ocean Shores to establish contact for weekend deposits. Work with C&E Treasurer to provide necessary information necessary. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

FUNDRAISING

REVIEW HOST COMMITTEE GUIDE SECTIONS & TIMELINES. Gather raffle/auction items & update & turn over funds; Attend Unity Day & raise funds there if they've consented; update and turnover funds; secure an auctioneer. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

HOSPITALITIES

REVIEW HOST COMMITTEE GUIDE SECTIONS & TIMELINES. Purchase hospitality room supplies, make staff schedule, verify commitment of volunteers. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

MARATHON MEETING

REVIEW HOST COMMITTEE GUIDE SECTIONS & TIMELINES. Have Basic text, meeting format, & group readings, make staff schedule, verify commitment of volunteers. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

MERCHANDISING

REVIEW HOST COMMITTEE GUIDE SECTIONS & TIMELINES. Verify all merchandise has been received, conduct a detailed written inventory, make staff schedule, verify commitment of volunteers; Review Event Money Handling Procedures; Coordinate with C&E Committee Liaison to arrange VISA/MasterCard for event. Set schedule with Registration and Merchandise for VISA/MasterCard for event. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

PROGRAMMING

REVIEW HOST COMMITTEE GUIDE SECTIONS & TIMELINES. Submit final program layout to HC for approval, get finalized programs printed. Coordinate with Hotels & Hospitalities to ensure speakers are matched up with a committee member while in town, verify transportation arrangements, etc. Have lists of back-ups for no shows. Hold monthly meeting to discuss time and place for confirmation of individual

assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

C&E COMMITTEE LIAISON

REVIEW HOST COMMITTEE GUIDE SECTIONS & TIMELINES. Make arrangements for all subcommittees to get the things they need from the Office/Storage unit. Arrange a pick-up time & location, etc. Review Event Money Handling Procedures, Arrange VISA/MasterCard for event. Set schedule w/C&E for Registration and Merchandise for VISA/MasterCard for event.

REGISTRATION

REVIEW HOST COMMITTEE GUIDE SECTIONS & TIMELINES. Verify all packet items have been received and conduct a detailed written inventory, stuff registration packets, establish system for registration at the convention, make staff schedule, verify commitment of volunteers; Coordinate with C&E Committee Liaison to arrange VISA/MasterCard for event. Set schedule with Liaison for VISA/MasterCard for event. Review Event Money Handling Procedures. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

SERENITY KEEPERS

Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

CONVENTION MONTH (*Clean & Free* = MARCH)

ALL SUBCOMMITTEES & EXECUTIVE COMMITTEE OFFICERS

Assemble final reports for the next convention.
Schedule final/wrap up HC meeting (after event).
Appoint committee member to serve as C&E Committee member.

HAVE THE BEST CELEBRATION EVER!!!

APPENDIX K: WNIRCNA Timeline

CONVENTION & EVENTS COMMITTEE CONVENTION RECOVERY EVENT TIMELINE FOR WNIRCNA

15 MONTHS PRIOR TO CONVENTION (WNIRCNA = FEBRUARY)

First Host Committee Meeting Approximate time is 3 hours
C&E Committee chairs First meeting; Start-up meeting agenda;
Present Timeline; Review C&E Committee Guidelines;
Review NA Convention Guidelines; Elect Host Committee.

HOST COMMITTEE (HC)

Obtain a P.O. Box for the Convention; Host Committee Administrative will decide who gets the keys for the PO Box; establish preliminary guidelines for conducting host committee meetings and voting privileges; establish procedure for convention theme selection and logo contest. Host Committee should obtain a google email address for questions about convention, and to put on flyers. Host Committee Administrative will decide who monitors the email address.

14 MONTHS PRIOR (WNIRCNA = MARCH)

HOST COMMITTEE

Complete anything not accomplished from previous month's meeting -- Fill any remaining committee positions. Choose a theme for the convention; prepare and approve preliminary flyer to be distributed at upcoming event; Flyers must be available at next RSC meeting and Convention. Flyer needs to be reviewed by the C&E Administrative for content prior to distribution.

ARTS & GRAPHICS

Flyers announcing logo contest (flyers to go to region and to WSC with RD when timing appropriate. Flyers to current event (Maybe in conjunction with the Programming flyer)

PROGRAMMING

Determine how to obtain tapes. Flyers requesting speaker tapes prove to work well (Flyers to go to region and to WSC with RD when timing appropriate. Flyers to current event.)

REGISTRATION

Form a committee and begin planning, decide on pre-registration merchandise.

13 MONTHS PRIOR (WNIRCNA = APRIL)

C&E LIAISON

Arrange for 1st tote of merchandise for fundraising from C&E through the Excess Merchandise Coordinator.

ENTERTAINMENT

Discuss & look for possible entertainment.

FUNDRAISING

Plan fundraiser: sell pop at current convention. Determine how to (People to sell, shifts, etc.); small banner to go over pop sales site; Final check on preliminary flyers; Send preliminary flyers

to Spring RSC. Pop Sales are restricted to Hospitalities room by Hotel Contract.

12 MONTHS PRIOR (WNIRCNA = MAY)

EVERYONE attend current convention; Contact counterparts of positions, gather information.

HOST COMMITTEE

Set preliminary package prices and an early estimate of the number of attendees. (Refer to past event summaries located at the end of this document)

ARTS & DECORATIONS

Presents HC with a plan to select Logo.

CONVENTION INFORMATION

Continue planning & gathers mailing lists. (Refer to job description, pg. 54)

C&E COMMITTEE LIAISON

Negotiates and finalizes details of the contract with Hotel, (ie. Meals, Espresso sales, etc.)

ENTERTAINMENT

Start researching entertainment possibilities, make sure you get 3 bids for each entertainment item you plan to present to the HC. Prepare budget for entertainment.

FUNDRAISING

Coordinate pop sales in Hospitality room at current convention; keep track of sales.

PROGRAMMING

Start finding Speaker tapes, begins to discuss speakers meetings and workshop topics and formats.

REGISTRATION

Contact merchandise supplier for registration trinkets and presale merchandise, if any.

11 MONTHS PRIOR (WNIRCNA = JUNE)

ENTERTAINMENT

Discuss & look for possible entertainment.

FUNDRAISING

Update and turn over funds.

MERCHANDISING

Plan what, how many, what sizes, and the cost, approximate prices, etc. for merchandise to be sold at convention. (Refer to past event summaries located at the end of this document)

PROGRAMMING

Listen to tapes, discuss workshop topics.

REGISTRATION

Report progress on selection of presale items and trinkets; Plan Budgets, set time with Treasurer (review Budget Guidelines), review previous year's budget (i.e. Event Summary; Report on sub-committee meetings and attendance; Hold monthly meetings.

*******BUDGETS ARE DUE IN AUGUST***** Please see budget template for example.**

10 MONTHS PRIOR (WNIRCNA = JULY)

******* BUDGETS ARE DUE NEXT MONTH *******

For approval at Host Committee, See How to make a budget section in guidelines for budget timelines and revisions time frame. See Budget Template for examples.

ARTS & GRAPHICS

Report logo contest status to HC & cut-off date of the contest.

FUNDRAISING

Update and turnover funds.

MERCHANDISING

Gather bids for merchandise. Subcommittee must present 3 bids for selection of merchandise, plus recommendation from your subcommittee.

REGISTRATION

Submit bids and plans for registration packets to HC for approval. Establish convention prices for registration for presentation at next month's meeting, work with Treasurer on recommendation for newcomer packets. Present pre-registration merchandise to committee. Work with arts & graphics on registration forms/flyers.

9 MONTHS PRIOR (WNIRCNA = AUGUST)

HOST COMMITTEE

******* APPROVE BUDGETS *******

Budget amendments must be submitted within 30 days of 1st initial approved budget, to be approved by HC in September before final approval at C&E in October. Establish prices & choose logo for convention.

ARTS & GRAPHICS

Present logos for HC to choose; work with registration on content of registration forms/flyers.

FUNDRAISING

Update and turnover funds.

PROGRAMMING

With C&E Committee Liaison contact taping companies for bids & availability; present preliminary choices of topics & flow of events.

REGISTRATION

Work with arts & graphics on registration forms/flyers. This must be approved by the C&E Committee prior to printing for proofreading and grammatical errors, and content. C&E will approve via email.

8 MONTHS PRIOR (WNIRCNA = SEPTEMBER)

HOST COMMITTEE

****** APPROVE AMENDED BUDGETS ******

Budget amendments to be approved, if any by HC this month before final approval at C&E in October.

Chooses taping company; Approve main speakers & submit them to the C&E Committee & RSC Chair for approval.

ARTS & GRAPHICS

Have printed registration forms/flyers available at this HC meeting.

C&E COMMITTEE LIAISON

Submit main speaker selection to C&E COMMITTEE for approval. Send Taping Company Agreement.

CONVENTION INFORMATION

First mailing of registration form/flyer (approximately 1000 per mailing); arranges for completed forms/flyers to be taken to PNWCNA & Fall RSC.

FUNDRAISING

Update and turnover funds. Contact PNWCNA to obtain permission to fund-raise; Attend PNWCNA & raise funds.

PROGRAMMING

Submit choices of main speakers to HC for approval.

7 MONTHS PRIOR (WNIRCNA = OCTOBER)

C&E COMMITTEE LIAISON & CONVENTION INFORMATION

ENSURE pre-registration forms/flyers are taken to PNWCNA & Fall RSC meeting -- coordinate with C&E COMMITTEE Liaison, (1000 flyers for mailing, 500 for PNWCNA and 500 for RSC)

C&E COMMITTEE LIAISON

Arrange walk through of hotel for HC.

CONVENTION INFORMATION

Mail pre-registration flyers to treatment centers; Prepare Anonymity Statement; decide on contents of information packets at event.

EVENT TREASURER

Submits budget for approval at C&E Meeting. After approval of committee budgets, the C&E Treasurer should make motion requesting the second half of the seed money at the C&E meeting in October and verify transfer of second half of seed money to event account.

FUNDRAISING

Update and turnover funds.
Attend PNWCNA & raise funds.

PROGRAMMING

Submits choices of workshop speakers to C&E Committee for approval.

6 MONTHS PRIOR (WNIRCNA = NOVEMBER)

HOST COMMITTEE

Approve choice of entertainment; conduct walk through of hotel (ie.: traffic patterns, room layout, room size, etc.) Review preliminary program & approve.

CONVENTION INFORMATION

Mail flyers to treatment centers; Prepare Anonymity Statement; decide on contents of information packets at event. Contact NA Way with convention information.

ENTERTAINMENT

Present final entertainment choices to HC for approval (include negotiated prices); Present contracts (Personal Service Agreements to C&E Committee Liaison to sign (each Paragraph must be initialed by other party).

FUNDRAISING

Update & turn in funds.

PROGRAMMING

Confirm APPROVED main speakers. Start checking into travel plans & prices for main speakers; submit preliminary program to HC for review.

EVENT TREASURER (ET)

Make sure that as registrations come in, you set aside the meal portion of the money in a separate fund, expendable only for meals at the event.

5 MONTHS PRIOR (WNIRCNA = DECEMBER)

HOST COMMITTEE

Approves final program & submits it to the RSC & C&E Committee for approval prior to printing; Approves Merchandise plan; approves Registration plan.

C&E COMMITTEE LIAISON

Make room reservations for speakers and treasurers (suite for counting room/Treasurers). Arrange for hospitality suite.

FUNDRAISING

Contact Winter Winners and other major area events, request permission to raise funds there; Update and turnover funds.

MERCHANDISE

Submit bids & plans, to HC for approval.

PROGRAMMING

Finalize program & present it to HC for approval.

REGISTRATION

Submit final plans for registration packets to HC for approval. Ensure registration forms/flyers are taken to Winter Winners & Winter RSC meeting – coordinate with C&E Committee Liaison.

4 MONTHS PRIOR (WNIRCNA = JANUARY)

C&E COMMITTEE LIAISON

Arrange for 2nd tote of merchandise for fundraising from C&E through the Excess Merchandise Coordinator.

ARTS & GRAPHICS

Finalize plan for banner & decorations.

FUNDRAISING

Attend Winter Winners & raise funds there if they've consented; Update and turnover funds.

HOSPITALITIES

Presents plan to HC for hospitality room(s).

PROGRAMMING

Confirm approved workshop speakers.

REGISTRATION

Coordinate Schedule w/Arts & Graphics, Programming, and Merchandise; Notify C&E Website Coordinator of events, prices, and artwork for pre-registration merchandise for him to put on website.

3 MONTHS PRIOR (WNIRCNA = FEBRUARY)

HOST COMMITTEE

Ensure renewal of PO Box for 6 months

FUNDRAISING

Update & turn in funds. Contact Clean & Free to obtain permission for fundraising.

REGISTRATION

Mail flyers to all areas in the region. Arrange for completed forms/flyers to be taken to CLEAN & FREE.

HOSPITALITIES

Finalize plans.

MERCHANDISING

Order items with 8-10 week delivery time; present expense vouchers to C&E Committee Liaison to sign.

PROGRAMMING

Re-confirm main speakers; purchase tickets.

REGISTRATION COMMITTEE

Order items with 8-10 week delivery time; present expense vouchers to C&E Committee Liaison to sign.

SERENITY KEEPERS

Work with Merchandising to order Serenity Keeper t-shirts.

2 MONTHS PRIOR (WNIRCNA = MARCH)

HOST COMMITTEE

Schedule final/wrap up HC meeting (approximately three weeks after event).
Appoint committee member to serve as C&E Committee member.

ARTS & GRAPHICS

Presents bids to HC for banner & other decorations; orders decorations; order banner; establish sign needs of other committees.
Finalize bids on program printing.

FUNDRAISING

Update & turn in funds.
Attend Clean & Free and raise funds.

HOSPITALITIES

Organizes staff to work the hospitality room, contacts local fellowship about billeting.

MERCHANDISING

Orders remaining sale items, organizes sales staff for event, review Event Money Handling Procedures.

REGISTRATION

Verify order of any remaining items for packet.
Propose indigent newcomer member plan to HC executive committee for approval.

SERENITY KEEPERS

Arrange for staff and set schedule according to final approved program.

1 MONTH PRIOR (WNIRCNA = APRIL)

HOST COMMITTEE

REVIEW HOST COMMITTEE GUIDE SECTIONS. Review Event Money Handling Procedures. Ensure availability at the event. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

ARTS & GRAPHICS

REVIEW HOST COMMITTEE GUIDE SECTIONS. Receive banner display to HC; purchase decorations, make signs for event. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

BILLETING

REVIEW HOST COMMITTEE GUIDE SECTIONS. Update list, coordinate with Hospitality for billeting information board or sign up list. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

CONVENTION INFORMATION

REVIEW HOST COMMITTEE GUIDE SECTIONS. Contact C&E Committee Liaison to obtain PI booth for the event, make staff schedule. Prepare press release, schedule press date. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

C&E COMMITTEE LIAISON

REVIEW HOST COMMITTEE GUIDE SECTIONS. Make arrangements for all subcommittees to get the things they need from the Office/Storage unit. Arrange a pick-up time & location, etc. Review Event Money Handling Procedures, Verify rooms for speakers

DECORATIONS

REVIEW HOST COMMITTEE GUIDE SECTIONS. Contact C&E Committee Liaison & arrange to have banners from previous events one week prior to the event; purchase decorations display to HC. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

ENTERTAINMENT

REVIEW HOST COMMITTEE GUIDE SECTIONS. Contact entertainment to finalize details; make staff schedule, verify commitment of volunteers. Review Event Money Handling Procedures. Obtain hand stamp. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

EVENT TREASURER

REVIEW EVENT MONEY HANDLING PROCEDURES; get cash registers from Liaison; make copies of log sheets, visa/cash policy, updated bad check list, and no refund policy to be at each sales point (C&E Treasurer will bring all information above except for cash registers)

FUNDRAISING

REVIEW HOST COMMITTEE GUIDE SECTIONS. Gather raffle/auction items & update & turn over funds; secure an auctioneer. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

HOSPITALITIES

REVIEW HOST COMMITTEE GUIDE SECTIONS. Purchase hospitality room supplies, double check with hotel, assign complimentary rooms with HC approval, make staff schedule, verify commitment of volunteers. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event;

Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

MARATHON MEETING

REVIEW HOST COMMITTEE GUIDE SECTIONS. Have Basic text, meeting format, & group readings, make staff schedule, verify commitment of volunteers. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

MERCHANDISING

REVIEW HOST COMMITTEE GUIDE SECTIONS. Verify all merchandise has been received, make staff schedule, verify commitment of volunteers; Review Event Money Handling Procedures; Coordinate with C&E Committee Liaison to arrange VISA/MasterCard for event. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

PROGRAMMING

REVIEW HOST COMMITTEE GUIDE SECTIONS. Submit final program layout to HC for approval; coordinate with Arts & Graphics to get finalized programs printed. Coordinate with Hospitality to ensure speakers are matched up with a committee member while in town, verify transportation arrangements, etc. Have lists of back-ups for no shows. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

REGISTRATION

REVIEW HOST COMMITTEE GUIDE SECTIONS. Verify all packet items have been received, stuff registration packets, establish system for registration at the convention, make staff schedule, verify commitment of volunteers; Review Event Money Handling Procedures. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

CONVENTION MONTH (WNIRCNA - MAY)

ALL SUBCOMMITTEES & EXECUTIVE COMMITTEE OFFICERS

Assemble final reports for the next convention.

HAVE THE BEST CONVENTION EVER!!!

APPENDIX L: PNWCNA Timeline

CONVENTION & EVENTS COMMITTEE CONVENTION RECOVERY EVENT TIMELINE FOR PNWCNA

20 MONTHS PRIOR TO CONVENTION (PNWCNA= FEBRUARY)

First Host Committee Meeting Approximate time is 3 hours
C&E Committee chairs First meeting;
See, Start-up meeting agenda;
Present Timeline;
Review C&E Committee Guidelines;
Review PNW Guidelines;
Elect Host Committee;
Committee receives start up funds from previous PNW's – 2 year's out \$500 and \$5,000 from PNW – 1 year out; \$500 - \$1,000 from Convention and Events budget, potential. (Seed Money from C&E would be returned at the end of the convention).

HOST COMMITTEE (HC)

Liaison/Registration/Treasurer establish P.O. Box for the Convention and mail address to each participating region; Establish preliminary guidelines for conducting host committee meetings and voting privileges; Ensure most recent event summary sheets are available. Discuss logo contest flyer to distribute to the 4 regions (approve when the theme is chosen)

19 MONTHS PRIOR (PNWCNA=MARCH)

HOST COMMITTEE

Complete anything not accomplished from previous month's meeting – Fill any remaining committee positions.

Choose the convention theme and add it to the logo contest flyer.

Approve Logo contest flyer

Review venue/facility contract

ARTS & GRAPHICS

Present logo contest flyer

Distribute logo contest flyers to be taken to April RSC, mail or arrange to distribute to the other 3 regions.

ENTERTAINMENT

Form a committee, discuss and begin looking at entertainment

PROGRAMMING

Form a committee and begin soliciting speakers cd's, determine how to obtain CD's from all four regions. Flyers requesting speaker tapes prove to work well. (Flyers to go to region and to WSC with Regional Delegate (RD) when timing appropriate). Research taping companies.

FUNDRAISING

Form a committee and begin discussing and planning fundraising calendar. Be sure to use area and regional websites for information on events to fundraise for and plan the calendar around these events – i.e. when to have merchandise available, when to plan events. Bring at least one fully formed plan to next meeting to begin fundraising.

MERCHANDISING

Contact vendors and get general pricing for shirt, sweatshirts, other items as well as on-three color logos for use in budgeting/planning.

DECORATIONS

Form a committee and begin researching/planning decorations

HOSPITALITIES

Form a committee and begin planning hospitalities room

REGISTRATION

Form a committee and begin planning, decide on pre-registration merchandise

LIAISON

Work with venue to obtain menus and pricing information for meals

Present facility contract to committee

Set up a walk thru time at facility for committee for a first look

18 MONTHS PRIOR (PNWCNA=APRIL)

******* BUDGETS ARE DUE NEXT MONTH *******

For approval at Host Committee, See How to make a budget section in guidelines for budget timelines and revisions time frame. (See Budget Template for Examples)

HOST COMMITTEE

Determine who will be attending WNIRCNA in May and make plans to take logo contest flyers and any other committee flyers (fundraising, programming, etc)

Do walk thru of facility to familiarize committee with the space to be used

LIAISON

Establish proposal for meal prices for Host Committee to approve at next meeting

ALL COMMITTEES

Work with Treasurer to create a budget for subcommittees. Treasurer to present budget making process at this month's meeting.

ARTS & GRAPHICS

Assist subcommittees with creating any needed flyers if asked. Collect and be prepared to make recommendation to host committee next month.

ENTERTAINMENT

Continue to discuss and look at entertainment

PROGRAMMING

Continue soliciting speaker cd's, begin reviewing possible speakers.

FUNDRAISING

Present initial fundraiser to host committee. Begin initial fundraiser, continue discussing and planning fundraising calendar.

REGISTRATION

Establish convention prices for registration for presentation at next month's meeting, work with Treasurer on recommendation for newcomer packets. Present pre-registration merchandise to committee.

*******BUDGETS ARE DUE IN MAY*******

17 MONTHS PRIOR (PNWCNA=MAY)

HOST COMMITTEE

****** APPROVES BUDGETS ******

Budget amendments must be submitted within 30 days of 1st initial approved budget, to be approved by HC in June before final approval at C&E in July.

PNWCNA must have final flyer available with prices and registration form at the current PNW see PNW multi-regional guidelines.

HOST COMMITTEE

Approve meal prices and general meal plan

Approve log

Approves initial fundraising plan

Set convention and meal prices

Discuss budgeting process; provide assistance for chairs that need it

ALL COMMITTEE

Finalize proposal for meal prices for HC to approve at next meeting.

LIAISON

Establish proposal for meal prices for HC to approve at next meeting.

ENTERTAINMENT

Discuss & look for possible entertainment

*******AMENDED BUDGETS ARE DUE NEXT MONTH*******

16 MONTHS PRIOR (PNWCNA = JUNE)

HOST COMMITTEE

****** APPROVE AMENDED BUDGETS ******

Budget amendments to be approved, if any by HC this month before final approval at C&E in July.

HOST COMMITTEE

All chairs register for this year's event and make contact with the corresponding chair person on that committee.

FUNDRAISING

Review area and regional websites for upcoming events. Obtain permission from current PNW and other area/regional committee for any fundraising at events. Arrange for fundraising at RSC. Update and turn over funds to Treasurer.

15 MONTHS PRIOR (PNWCNA = JULY)

***** PNWCNA must have final flyer available with prices and registration form at the current PNW see PNW multi-regional guidelines.**

LIAISON

Take fundraising to C&E for distribution

ARTS & GRAPHICS

Work closely with C&E Committee Liaison and registration to have draft copy of flyer ready for HC and each subcommittee chair to proof read & approve.

C&E COMMITTEE LIAISON

Negotiate and signs off on final details of the contract i.e.; meals, with hotel, comped room, etc – get copy of final contract to Treasurer.

ENTERTAINMENT

Present final entertainment choices to HC for approval (include negotiated prices); Present contracts (Personal Service Agreements to C&E Committee Liaison to sign each Paragraph must be initialed by other party.)

EVENT TREASURER

Submits budget for approval at C&E Meeting. After approval of committee budgets, the C&E Treasurer should make motion requesting the second half of the seed money at the C&E meeting in July and verify transfer of second half of seed money to event account.

FUNDRAISING

Update and turn over funds. Ensure fundraising taken to RSC.

14 MONTHS PRIOR (PNWCNA = AUGUST)

HOST COMMITTEE

Proof Read Flyer and Approve.

LIAISON

Send flyer to C&E for approval then send to arts and graphics for printing. Coordinate with registration chair to get online registration flyer up by this year's event.

ARTS & GRAPHICS

Print registration flyers once notified by liaison of C&E approval.

FUNDRAISING

Review area and regional websites for fundraising opportunities, Update and turn over funds.

13 MONTHS PRIOR (PNWCNA = SEPTEMBER)

C&E COMMITTEE LIAISON

Make sure flyers are at RSC.

CONVENTION INFORMATION

Plans & gathers mailing lists; distribute flyers at the current convention. Obtain WSC PI handbook, contact Regional PI chair and get guidance.

FUNDRAISING

Review area and regional websites for fundraising opportunities, arrange for assistance in manpower to fundraise at this year's event and at RSC. Update and turn over funds.

12 MONTHS PRIOR (PNWCNA = OCTOBER)

EVERYONE attend current convention. Contact counterparts of positions, gather information.

FUNDRAISING

Review area and regional websites for fundraising opportunities, staff fundraising at this year's event and at RSC. Update and turn over funds.

PROGRAMMING

Discuss workshop topics and formats.

REGISTRATION

Gather mailing lists for past pre-registrants from the current event registration chair.

First mailing of registration form/flyer to all Area P.O. Boxes & to RSC in each of the four Regions; arranges for completed forms/flyers to be taken to PNWCNA & Fall RSC. Mail approx. 500 flyers each mailing.

11 MONTHS PRIOR (PNWCNA = NOVEMBER)

FUNDRAISING

Review area and regional websites for fundraising opportunities, Update and turn over funds.

MERCHANDISING

Plans what, how many, what sizes, and the cost, approximate prices, etc. for merchandise to be sold at convention, contact Liaison for most recent event summary sheets.

PROGRAMMING

Listen to tapes/cds and discuss workshop topics.

10 MONTHS PRIOR (PNWCNA = DECEMBER)

HOST COMMITTEE

Choose taping company; Approve main speakers.

FUNDRAISING

Review area and regional websites for fundraising opportunities, Arrange for fundraising at RSC, Contact Winter Winners & request permission to raise funds there; update and turnover funds.

REGISTRATION

Ensure registration forms/flyers are taken to Winter Winners & Winter RSC meeting – coordinate with C&E Committee Liaison.

MERCHANDISING

Gather bids for merchandise.

LIAISON

Ensure registration forms/flyers are taken to Winter Winners & Winter RSC meeting – coordinate with Registration.

9 MONTHS PRIOR (PNWCNA = JANUARY)

FUNDRAISING

Attend Winter Winners & raise funds if they've consented; update and turnover funds. Review area and regional websites for fundraising opportunities. Ensure fundraising gets to RSC, Contact Clean and Free Committee regarding plans for fundraising throughout the event.

PROGRAMMING

With C&E Committee Liaison contact taping companies for bids & availability; present preliminary choices of topics & flow of events.

C&E COMMITTEE LIAISON

Submit main speaker selections to C&E and to RSC triumphant for approval.

8 MONTHS PRIOR (PNWCNA = FEBRUARY)

FUNDRAISING

Review area and regional websites for fundraising opportunities, Arrange for manpower to sell at Clean and Free, Update and turnover funds.

REGISTRATION

Arrange for completed forms/flyers to be taken to CLEAN & FREE.

7 MONTHS PRIOR (PNWCNA = MARCH)

C&E COMMITTEE LIAISON

Arrange second walk through of hotel for HC.

FUNDRAISING

Attend CLEAN & FREE & raise funds; Update and turnover funds. Arrange for fundraising to be taken to RSC, WSC, and review area and regional websites for fundraising opportunities.

PROGRAMMING

Submits choices of workshop speakers to HC for approval.

REGISTRATION

Arranges for completed forms/flyers to be taken to WNIRCNA, & Spring RSC meeting, and WSC.

CONVENTION INFORMATION

Send Letters to surrounding public, H&I, etc informing them of the event.

6 MONTHS PRIOR (PNWCNA = APRIL)

HOST COMMITTEE

Approve choice of entertainment; conduct walk through of hotel (i.e. traffic patterns, room layout, room size, needed signage etc.)

C&E COMMITTEE LIAISON & REGISTRATION

ENSURE registration forms/flyers are taken to WSC, WNIRCNA & Spring RSC meeting -- coordinate with C&E Committee Liaison.

CONVENTION INFORMATION

Mail flyers to treatment centers; Prepare Anonymity Statement; decide on contents of information packets at event. Contact NA Way with convention information

FUNDRAISING

Update and turn over funds. Be sure fundraising items are taken to RSC, Review area and regional websites for fundraising opportunities.

PROGRAMMING

Confirm APPROVED main speakers, Start checking into travel plans & prices for main speakers, submit preliminary program to HC for review.

5 MONTHS PRIOR (PNWCNA = MAY)

HOST COMMITTEE

Review preliminary program & approve.

FUNDRAISING

Attend WNIRCNA, Mobile Convention & raise funds; Update & turn in funds. Review area and regional websites for fundraising opportunities.

MERCHANDISE

Submit bids & plans, to HC for approval.

PROGRAMMING

Finalize program & present it to HC for approval

REGISTRATION

Submit to HC for approval bids/plans for registration packets.

4 MONTHS PRIOR (PNWCNA = JUNE)

HOST COMMITTEE

Approves final program; Approves Merchandise plan; approves Registration plan.

ARTS & GRAPHICS

Finalize plan for banner & decorations.

FUNDRAISING

Review area and regional websites for fundraising opportunities. Update & turn in funds.

HOSPITALITIES

Presents plan to HC for hospitality room(s).

PROGRAMMING

Confirm approved workshop speakers.

C&E COMMITTEE LIAISON & REGISTRATION

Ensure registration forms/flyers are taken to Summer RSC meeting, Summer Sizzlers, Spiritual Connection.

3 MONTHS PRIOR (PNWCNA = JULY)

C&E COMMITTEE LIAISON & REGISTRATION

ENSURE registration forms/flyers are taken to Summer RSC meeting -- coordinate with C&E Committee Liaison. Liaison submits final program to C&E Committee for approval.

FUNDRAISING

Review area and regional websites for fundraising opportunities. Update and turn in funds.

HOSPITALITIES

Finalize plans.

MERCHANDISING

Order items with an 8-10 week delivery time, in writing, and present expense vouchers to C&E Committee Liaison to sign.

PROGRAMMING

Re-confirm main speakers; purchase tickets.

REGISTRATION COMMITTEE

Order items with 8-10 week delivery time, in writing, present expense vouchers to C&E Committee Liaison to sign.

Mail flyers to all areas in the regions.

Propose indigent newcomer member plan to HC executive committee for approval.

2 MONTHS PRIOR (PNWCNA = AUGUST)

ARTS & GRAPHICS

Presents bids to HC for banner & other decorations; orders decorations; order banner; establish sign needs of other committees.

FUNDRAISING

Review area and regional websites for fundraising opportunities. Update & turn in funds.

HOSPITALITIES

Organizes staff to work the hospitality room, contacts local fellowship about billeting.

MERCHANDISING

Orders remaining sale items organizes sales staff for event, review Event Money Handling Procedures.

PROGRAMMING

Finalize bids on program printing, work with Arts & Graphics, secure sign language interpreters for main meetings.

REGISTRATION

Confirm orders on any remaining items for packet.

1 MONTH PRIOR (PNWCNA = SEPTEMBER)

HOST COMMITTEE

REVIEW HOST COMMITTEE GUIDE SECTIONS. Review Event Money Handling Procedures. Ensure availability at the event. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

ARTS & GRAPHICS

REVIEW HOST COMMITTEE GUIDE SECTIONS. Receive banner display to HC; purchase decorations, make signs for event. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

BILLETING

REVIEW HOST COMMITTEE GUIDE SECTIONS. Update list, coordinate with Hospitality for billeting information board or sign up list. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

CONVENTION INFORMATION

REVIEW HOST COMMITTEE GUIDE SECTIONS. Contact C&E Committee Liaison to obtain PI booth for the event, make staff schedule. Prepare press release, schedule press date. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

DECORATIONS

REVIEW HOST COMMITTEE GUIDE SECTIONS. Contact C&E Committee Liaison & arrange to have banners from previous events one week prior to the event; purchase decorations display to HC. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

ENTERTAINMENT

REVIEW HOST COMMITTEE GUIDE SECTIONS. Contact entertainment to finalize details; make staff schedule, verify commitment of volunteers. Review Event Money Handling Procedures. Obtain hand stamp. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

EVENT TREASURER

REVIEW EVENT MONEY HANDLING PROCEDURES; get cash registers from Liaison; make copies of log sheets, check cash policy, bad check list, no refund policy. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

FUNDRAISING

REVIEW HOST COMMITTEE GUIDE SECTIONS. Gather raffle/auction items & update & turn over funds; secure an auctioneer. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

HOSPITALITIES

REVIEW HOST COMMITTEE GUIDE SECTIONS. Purchase hospitality room supplies, verify commitment of volunteers. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

MARATHON MEETING

REVIEW HOST COMMITTEE GUIDE SECTIONS. Have Basic text, meeting format, & group readings, make staff schedule, verify commitment of volunteers. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

MERCHANDISING

REVIEW HOST COMMITTEE GUIDE SECTIONS. Verify all merchandise has been received, make staff schedule, verify commitment of volunteers; Review Event Money Handling Procedures; Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities. Create onsite order form and give to Treasurer 2 weeks prior to event for cash register setup.

PROGRAMMING

REVIEW HOST COMMITTEE GUIDE SECTIONS. Submit final program layout to HC for approval, get finalized programs printed. Coordinate with Hospitalities to ensure speakers are matched up with a committee member while in town, verify transportation arrangements, etc. Have lists of back-ups for no shows. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

C&E COMMITTEE LIAISON

REVIEW HOST COMMITTEE GUIDE SECTIONS. Make arrangements for all subcommittees to get the things they need from the Office/Storage unit. Arrange a pick-up time & location, etc. Review Event Money Handling Procedures, double check with hotel, assign complimentary rooms with HC approval, work with C&E Treasurer to make staff schedule, verify speaker's rooms.

REGISTRATION

REVIEW HOST COMMITTEE GUIDE SECTIONS. Verify all packet items have been received, stuff registration packets, establish system for registration at the convention, make staff schedule, verify commitment of volunteers; Review Event Money Handling Procedures. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities. Create onsite registration form and give to Treasurer 2 weeks prior to event for cash register setup.

CONVENTION MONTH (PNWCNA - OCTOBER)

ALL SUBCOMMITTEES & EXECUTIVE COMMITTEE OFFICERS

Assemble final reports for the next convention.
Schedule final/wrap up HC meeting (approximately two weeks after event).
Appoint committee member to serve as C&E Committee member.

HAVE THE BEST CONVENTION EVER!!!

1 MONTH POST CONVENTION (PNWCNA – November)

All Subcommittees & Executive Committee Officers

Attend Final meeting with written report including what worked, what didn't, numbers sold, etc.