

The K.C. Metro service committee Freedom to Change  
Convention guidelines- rev. (2/13)

**Purpose**

The Freedom to Change, (F.T.C.), and Convention committee is a sub-committee of the K.C. Metro. The F.T.C committee's purpose is to make all necessary decisions affecting the convention. The conventions purpose is to provide a safe haven for addicts to celebrate recovery and encourage unity and fellowship during the New Year holiday season.

**Composition**

The F.T.C committee members consist of the Chairperson, Vice Chair, Treasurer, and Secretary and all subcommittee member chairs. All officers (except for the chair) are elected at the annual meeting following each convention. The Vice Chair (if willing to step into chair) should submit a resume to the Metro in the month of October for the groups to vote on.

**Trusted Servant Positions**

(Requirements and suggested clean time for the trusted servant positions)

CHAIRPERSON----- Five years clean time

VICE-CHAIRPERSON----- Four years clean time

SECRETARY----- Two years clean time

ALT. SECRETARY-----One year lean time

TREASURER-----Five years clean time

ALT. TREASURER-----Four years clean time

ACTIVITIES, PROGRAMS & HOTEL CHAIRS----Three years clean time

ALT. SUBCOMMITEE CHAIRS ABOVE-Two year clean time

REGISTRATION & MERCHANDISE SUBCOMMITEE CHAIRS---Five years clean

ALT. SUBCOMMITEE CHAIRS ABOVE----Four year clean time

1. A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.
2. Willingness to give time and resources necessary
3. Attend all committee meetings, provide 10 copies of monthly report for other committee members at meeting and updates over subcommittee meetings
4. Active participation in N.A.
5. Although total consensus is our goal, all business related items require final approval by the F.T.C committee by a simple majority
6. Any issues brought up by the subcommittees are to be presented to the committee and will be reviewed, prioritized and acted on in a timely manner.
7. Any committee member that physically misses two consecutive committee meetings in a row will be removed from their position. (You are our conscience, so it is important to have your physical presence)

### **TRUSTED SERVANT DUTIES**

**CHAIR** - Serves as a member of the committee

1. Chairs the convention planning committee meeting
2. Has oversight responsibilities for the sub committees
3. Shall preside at all committee meetings and shall have general supervision, direction and responsibility of all functions of the F.T.C committee
4. Stays informed of the activities of each subcommittee and provides help when needed. Coordinates with the Vice chair regarding dividing attendance at subcommittee meetings.
5. Keeps activities within the principles of the Twelve Traditions and in accord with the purpose of the convention.
6. Monitors fund flow and overall convention costs and helps organize the subcommittee budgets.
7. Allows subcommittees to do their jobs while providing guidance and support.
8. Responsible for all routine interactions with the Metro committee meetings throughout the year with a written report reflecting updated financial and other pertinent information for the Metro to review.
9. Includes in Metro Report in the month of August, prior to the convention, an invitation to groups to help out in the hospitality room with time slots available. Chair will work directly with hotels chair for details.
10. Can assist the secretary in preparing the agenda's for all upcoming committee meetings
11. Suggested clean time 5 years

**VICE-CHAIR**- Serves as a member of the committee

1. Acts as Chair if the Chair is unavailable.
2. Coordinates with the Chair and attends subcommittee meetings regularly in order to ensure that they get the necessary support to do a good job.
3. Works closely with the chair to help coordinate responsibilities to subcommittee chairpersons.
4. Reports back to the committee all the activities and attendance of the subcommittee meetings over the past month.
5. Makes all preparations necessary to step up to the Chair of the convention committee the following year.
6. Suggested clean time 4 years

**SECRETARY**- Serves as a member of the committee

1. Keeps minutes of all committee meetings and subcommittee reports.
2. Works with the Chair to prepare the agenda for committee meetings and disperses 1 week prior to the committee meeting.
3. Mails or e-mails minutes to committee members. Minutes should be sent out within two weeks of convention committee meeting.
4. Maintain a list of committee member's names and contact information for the committees use.
5. Keep an archive of all meeting minutes in case of a request or need for them.
6. Good computer and organizational skills required
7. Suggested clean time 2 years

**TREASURER**- Serves as a member of the committee

1. Maintains the bank account for the convention committee.
2. Works with the Chair and Vice-chair to prepare a budget for the convention which is used for planning activities. Budget is based on subcommittee's recommendations as to the monies they will need to carry out their tasks.
3. Writes all checks and is responsible for collecting receipts from subcommittees for money paid out.
4. Responsible for reporting/recording all monies including revenues from registrations, banquet tickets, pays all bills, and advises the chair on cash supply, income flow and rate of expenditures.
5. Each check should require two signatures out of the following: Chair, Vice Chair, Alt Treasurer and Treasurer.

6. A complete treasurer's report should be submitted for the monthly committee meeting w/ 10 copies for other committee members and one to the Chair for Metro Service committee meeting along with all fund distributions.
7. A periodic review may be performed by the Metro Service Committee Treasurer at that committee's request.
8. Keeps an archive of all financial records in a computer compatible format.
9. Works with the bank in making sure we keep an accurate/up to date signature card on file.
10. Makes all deposits (either in the safety deposit box at the hotel or the bank night deposit) EVERY night during the convention. The Chair and Vice Chair must sign off on each deposit and keep record in the receipt book.
11. Suggested clean time 5 years

### **SUBCOMMITTEES**

1. Programming
2. Merchandise
3. Registration
4. Activities & Events
- 5. Hotels & Hospitality**

#### **Programming** – (Chair Serves as a member of the committee)

1. Responsible for all aspects of the development for the main meetings and workshops for the convention.
2. Ensures diversity of speakers and workshop topics taken from NA approved literature.
3. Determines the number of workshops needed for the attendance projected.
4. Is responsible for the notification of all speakers.
5. Works with hotels to coordinate and secure the required meeting space and requested equipment. IE: mic's, dance floors, required rooms per session, hours each room will be needed, speakers, video conferencing, etc.
6. Coordinates and submits a budget for the travel arrangements for the main convention speaker.
7. Responsible for on-site speaker check in and assists with implementing the convention program. IE: people are where they need to be, readings are printed and given to meeting chairs, clarity statements are prepared with all pertinent information.

8. Utilizes the "Speaker Tape Review Sheet" when listening to the prospective speakers to help with final suggestions to the main committee board for final vote. Suggestions on main speaker are due at the April committee meeting, reviewed by the committee for 1 month, and final vote will be held in May's meeting.
9. Prepare a written program to distribute to attending members.
10. Suggested clean time 3 years

## **SPEAKER SELECTION**

A convention program should be a representation of the diversity of our fellowship. We would like to think that it would not be necessary but we would remind everyone involved in the speaker selection process to take into consideration issues such as bearing in mind issues such as race, sex, sexual preference and geographic origin.

The basic criteria for selection will be a minimum of one year clean for workshops and a minimum of eight years clean for main speaker meetings. The committee should always strive to select speakers who have a message of recovery in Narcotics Anonymous. The speaker's message should be a demonstration of the progression of recovery by applying the principles of the Twelve Steps of Narcotics Anonymous.

All responsibility for the final approval of the convention program and the speakers rests solely with the F.T.C committee members. The Programs Committee will submit to the board a list of primary and secondary main speaker selections and as should take place first to allow for committee approval, confirmation with the speaker selected and sufficient time to make appropriate travel arrangements. Speakers for the workshops should be selected from members who are attending the convention.

There is no subsidy for workshop speakers. For the main NYE out-of-town speaker the F.T.C committee will cover all travel, hotel, and full registration costs. For all other main speakers the F.T.C committee will provide a full registration only if funds are available. The final decision rests solely with the current year's committee members.

Typically, there has been one main speaker meeting on each day of the convention. There have also been many variations of this at different conventions. The committee will agree upon the final format for each convention with input from the Subcommittee members.

Members being considered as speakers for main meetings should not have been a main speaker at any of the previous three conventions. However, having spoken at a previous convention does not restrict the ability to be considered to speak at any convention workshop.

### **MERCHANDISE** - (Chair Serves as a member of the committee)

1. Suggests selection, quantity, and pricing for all items to be sold and expenses incurred and submit this budget to the convention committee for approval.
2. Works with groups to get members to submit primary convention logo design for use at convention, flyers, banners, etc.

3. Oversees the sales of merchandise at the convention. Communicating with Hotels and Hospitality for the space needed at the convention site and coordinating with Programming to insure proper scheduling.
4. Manages all graphic designs for each convention and may modify any designs submitted.
5. Procures equipment, labor, shipping and receiving cost on all items sold at the convention.
6. Coordinates with outside vendors. IE: RSO, Merchandise (if the committee wants outside product sold)
7. Pre and post-convention material inventory and sales.
8. Responsible for storage of all items and the delivery of all receipts promptly to the Treasurer along with an accurate list of remaining items.
9. Coordinates a volunteer base for on-site merchandise sales.
10. Suggested clean time 5 years

**REGISTRATION**- (Chair Serves as a member of the committee)

1. Establishes the price for registration.
2. Handling of registration funds, before and during the convention. Precise accounting and transferring of said funds to the treasurer.
3. Oversees registrations at the convention.
4. Drafts registration and work with Entertainment chair for creation of all event flyers. Dispersing to the following: Chair for Metro MCM's, webmaster, different group events, FTC Secretary and any email groups.
5. With regards to banquet tickets, prudence and caution should be used in this area when estimating the number of tickets printed because this is one important area where a committee can fall into the red.
6. Maintains and handles records of all registration forms both before and during the convention and receipts for all approved expenditures.
7. Responsible for printing all meal tickets based off agreement number in the hotel contract.
8. Coordinates a volunteer base for on-site registration at the convention.
9. Suggested clean time 5 years

**ACTIVITIES FUNDRAISING AND EVENTS**- (Chair Serves as a member of the committee)

New members not familiar with the Twelve Traditions may be confused by the concept of "fund raising" in Narcotics Anonymous because it is so unlike the kind of fund-raising done in other organizations even non-profit organizations. We never, under any

circumstances, accept monetary contributions from any outside source. We affiliate ourselves with no one, choosing to be entirely self-supporting through our own contributions. In Narcotics Anonymous whenever we need to "raise funds", we fundraise from our own membership.

1. The primary purpose of this sub-committee is the planning and coordinating of 4-5 events (supporting each of the four areas) throughout the year to promote unity, preregistration and "raise-funds" for the convention committee to more easily be able to purchase the space and supplies to put on the F.T.C. Convention.
2. To work closely with the Treasurer and the rest of the committee to get the funds where they are needed as quickly as possible and the keeping of accurate records at the events of attendance and costs versus total income.
3. Provides all budgets and menus of each event to the committee for approval.
4. Coordinates with each group's meeting space (via attending home group meetings or group conscience) for clear communication and contact help for facility.
5. Ensure that the event reflects a special celebration for our members.
6. Staffs people to help with the following at each event: Door entry, food preparation, food purchase, and entertainment coordination.
7. Suggested clean time 3 years

### **HOTELS AND HOPITALITY**- (Chair Serves as a member of the committee)

The responsibilities of this sub-committee will be slightly different than with an area or regional convention. The F.T.C. convention is a local yearly event and certain factors will remain the same. It is suggested the convention only move to a different part of town every two or three years so picking a new location will happen only periodically. In the years when the convention is in the same place working with same hotel and staff should make things slightly easier for this sub-committee.

1. Selecting the site is the first order of business. It is suggested at getting at least three quotes from hotels in the area of the convention be obtained. Using the expense and attendance figures from the previous year will help in selecting how much space will be needed and comparing costs. Ultimately, hotel selection should be made during current year for the following year/s.
2. Submit for approval any and all quotes for catering, banquets, brunches, coffee, etc. Be aware of open end or additional charges.
3. Make them (the hotel) explain their pricing in detail, making sure there won't be any unexpected costs or extend any services that may be left unexplained.

4. This committee should open and operate a hospitality area or room where the fellowship can gather and drink coffee as well as obtain local information pertinent to the hosting committee.
5. Hotels usually give the convention a certain number of complimentary rooms which can be used for the purpose of main speaker, tapers, merchandise or anywhere best fit to absorb some of the expenditures.
6. Coordinates all of the time slots that the hospitality room needs attention and supplies with service people coming equally from all four areas of the K.C. Metro. Have time slots set and invitations ready for Chair to take to August Metro for areas to choose which time slots each will take. The Chair of F.T.C will communicate accordingly at the August Metro meeting and remind areas monthly after that.
7. Review all contracts on a regular basis to monitor for payment schedules and adhere to budgets.
8. Submit contracts & bids to the committee board for review and approval for the next years' convention.
9. Suggested clean time 3 years

#### **ALTERNATE SUBCOMMITTEE CHAIRS DUTIES-**

1. It will be the duty of all alternate subcommittee chairs to assist their perspective Chairpersons and the committee itself in all ways possible.
2. Having fulfilled their commitment for the year the alternate can step up to the Chair position with a vote by the committee if no other members Express willingness for that position.

#### **NOMINATION AND ELECTIONS-**

Decision Making – Quorum is identified as fifty percent plus one. Committee members who are eligible to vote at the committee meetings are: Vice Chair, Secretary, Treasurer, and all Subcommittee Chairs. While the committee strives for consensus, a simple majority can make normal decisions and elections. Hotel site and internal guideline changes requires two-thirds of those present.

All candidates for full term positions must be present at the January meeting. All nominations at that meeting must be seconded. At that point, the candidate or candidates will be interviewed and will present any resume' they may have. When all questions have been answered and discussion is over the candidate and/or candidates will be asked to leave the room. The Chair will entertain no more than 3 pro and 3 con points of view, close discussion and call for a vote according to "Roberts Rules." The

exceptions to this procedure will be as follows: When the nominee is a returning Vice Chair or Alternate Subcommittee Chair with no opposition, and willingness to step up has been expressed, the candidate will be asked to leave the room and a vote will be taken. If approved the member will step up, if not the position will be held as OPEN. All open positions from February on will be filled PRO-TEM. Candidates with willingness for open positions may come to the committee meeting and may be voted in by the committee using vice chair and alternate subcommittee chair procedure.

### **SUGGESTED GUIDELINES ON TIMELINE AND FORMATS-**

1. New Years Evening falling on Friday or Saturday night:  
The convention should start on Friday afternoon and end on Sunday as usual.
2. New Years Evening falling on Thursday night:  
The convention may start on Thursday afternoon and end on Saturday morning being a three day event.
3. New Years Evening falling on a Sunday or Monday night:  
The convention may start on Saturday or Sunday afternoon and end on Monday or Tuesday morning being a three day event
4. New Years Evening falling on Tues or Wed night:  
The committee may plan an event, a dance with a speaker and food etc. on New Year's Evening. The following weekend hold the convention Friday through Sunday as usual. The actual New Years Evening event may be held either at the same location as the convention or at a different location depending on the specifics of that particular years committee's needs.