



*New Jersey Regional Service Conference*

*Convention Committee*  
*and*  
*BOT Guidelines*

*April 2016*

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## **Purpose and Definition**

The New Jersey Regional Convention is an annual fundraising event that brings our fellowship together for the purpose of celebrating recovery in Narcotics Anonymous. Workshops and other activities are scheduled during the convention to encourage unity, fellowship and service among our members. Because these conventions are a function of the New Jersey Regional Service Conference, they should be guided by the 12 Concepts and 12 Traditions of Narcotics Anonymous and reflect our Primary Purpose:

*“To carry the message to the addict who still suffers.”*

### **Purpose of these Guidelines**

NA Guidelines are compiled from the shared experience of NA members involved in various service areas. They also reflect guidance, as we have understood it, given through the Twelve Traditions and Twelve Concepts of NA. In keeping with our Fourth Tradition of Autonomy (except in matters affecting other groups or NA as a whole) and our Third Concept, most decisions are made by the group conscience of the members involved. The purpose of these Guidelines is to assist those members in reaching a current, informed group conscience on matters affecting our New Jersey Regional Convention.

### **Source and Reference**

Throughout the compiling of this work, we make reference to sources of information that we have drawn upon. We strongly encourage the use of NA reference material to facilitate the understanding of these Guidelines. We feel that an understanding of the 12 Traditions and 12 Concepts of NA Service and “A Guide to Local Services in Narcotics Anonymous”, are of vital importance. Another referenced and useful resource would be “*Robert’s Rules of Order*”. It may be found to be useful to have a copy of these references nearby in the course of your reading and service efforts.

## **Convention Committee**

### **Definition**

The Convention Committee is a standing Sub-Committee of, and accountable to, the New Jersey Regional Service Conference. The name of the convention will be NJRCNA (New Jersey Regional Convention of Narcotics Anonymous) followed by the Roman Numeral designating the sequence (i.e., the tenth convention was designated “NJRCNA X”, the eleventh “NJRCNA XI”, etc.). It is the responsibility of each year’s planning committee to create a new theme (title) and logo (artwork).

### **Composition**

The Convention Committee is made up of NA members from throughout the Region who participate in the planning and execution of the event. The Convention Committee consists of an Administrative Committee (Chair, Vice Chair, Secretary, Treasurer and Assistant Treasurer) and Sub-committee Chairpersons (Arts and Graphics, Convention Information, Fundraising and Entertainment, Hotels and Hospitalities, Merchandising, Programming and Registration.). The committee as a whole is known as The Planning Committee.

It is understood that all committee members, elected or volunteer, pay printed prices and fall under same terms (See Indigence Statement) as guests to attend/work all events/functions.

## Elections

A meeting is called to elect trusted servant positions for the new Convention Committee. Because the BOT typically remains in existence longer than the Planning Committee (which disbands at the conclusion of the Convention), the BOT will, in cooperation the outgoing Planning Committee, schedule a date for the General Elections Meeting. This decision should be made in a manner which allows for group notice via BOT report to the RSC; a minimum of 60 days prior to the current convention date. Flyers should be distributed and information should be posted on the Regional website.

The BOT Chair and BOT Vice Chair will preside over the meeting and follow the "Election Procedure". All NA members in attendance at this meeting are allowed to vote. It is the BOT Chair's responsibility to keep the atmosphere focused on the 12 Steps, Traditions and Concepts of NA and these guidelines with default to Roberts Rules of order. If, in their opinion, the attendance appears to be "stacked" for or against a nominee, it is their responsibility to take appropriate action. Suggestions would include counseling with the parties and/or postponing the election of office in dispute to a later date.

## Election Procedure

The General Election Meeting is run by the BOT Chair and Vice-chair.

Those in attendance and voting at any convention-related meeting will do well by keeping in mind the suggestions and spirit of our 4<sup>th</sup> concept. The proper selection of our trusted servants is our responsibility. It is wise to remember that we do ourselves, our fellowship and our trusted servants a disservice when we elect without careful consideration.

Elections of the Administrative Committee members, beginning with a recommendation for candidate of Planning Chairperson, are followed by the Sub-committee Chairs. Planning Chair and the BOT Treasurer are elected at RSC, as per Regional Policy. The recommendations/nominations for the Planning Chair and BOT Treasurer, or a subsequent Planning/BOT meeting will be brought by the BOT Chair to the next RSC as candidates for the open positions.

Although BOT members (up to 11) may be nominated by consensus at the regular BOT meetings, elections are to be held at the RSC, per Regional Policy.

Suggested Elections Format:

1. Read "Purpose" from these Guidelines.
2. Read the 4<sup>th</sup> Concept.
3. The BOT Vice-chair reads the requirements from the guidelines. The outgoing Chair may present a brief description of the position.
4. BOT Chair asks for Nominations from the floor, and then asks for volunteers from the floor. Nominations need not be seconded but must be accepted by nominee.
5. Each candidate briefly qualifies to the requirements.
6. The floor is opened to questions to the candidates. Any NA member present may ask questions (see sample questions below)
7. The candidate(s) are asked to leave the room for discussion and pros/cons.

*Elections Format (continued)*

8. Simple majority wins the vote, abstentions are not counted. At the General Elections Meeting, all NA members present may vote with the exception of the BOT Chair who votes only in the event of a tie. For elections held during Planning meetings, voting participants are defined elsewhere in these guidelines. For Sub-committee meetings, the Sub-committee defines voting participants.
  - a) It is important to note that the General Elections Meeting must be run in accordance with the principles of the 12 Steps, Traditions and Concepts of NA with default to Robert's Rules of Order.
  - b) It is the Chairs' responsibility to carry out the elections in a Spiritual fashion. If, in their opinion, the members present have been "stacked" to manipulate a vote, the Chair must first address the floor with the concern and/or adjourn meeting to speak to the candidates. Alternatives might include rescheduling the remainder of the positions or postponing the election of a particular position.
9. If "no" votes outweigh "yes", then position is tabled to next meeting when another candidate may be available.
10. To assure proper "vetting" within the approval process, in accordance with the 4<sup>th</sup> Concept, any potential BOT Treasurer candidate must present themselves to both the Planning Committee and the BOT stating their intent. Election will be held at the following RSC meeting.

Per number 6 above, questions to ask nominees might include:

- What is your service history? (Include current service positions)
- Have you ever resigned a service position? (Describe)
- Have you ever misappropriated NA funds? Did you make complete amends? (Describe)
- What skills and abilities do you have that qualify you to fulfill the responsibilities of this position?

*Election Procedure (continued)*

Elections for vacant positions shall be announced to the fellowship prior to the next Planning meeting in order to attract candidates.

During the General Election Meeting, an important item of business is to set the date of the first Planning Meeting.

Commitments should run for the duration of the Convention Cycle, beginning after the first meeting following the convention. The Planning Chair and Treasurer remain until their financial responsibilities are settled.

The Planning Committee Chairperson and the BOT Treasurer are the only two positions from the Convention Planning Committee that are allowed to sit on both the Board of Trustees and the Convention Planning Committee. On motions moving from the Planning Committee to the BOT, the Treasurer may vote only at BOT meetings. All other members may sit on either the BOT or the Convention Committee, but not both.

A similar process is used for Sub-committee and Vacant Position Elections during Sub-committee and Planning meetings with the Committee Chair presiding.

### Sub-Committee Elections

These are run in similar fashion to our General Elections Meeting except that they are usually held within a regularly scheduled Sub-committee meeting. We have found that it is a good idea to stress the importance of the 4<sup>th</sup> Concept relative to the qualities and election of trusted servants. Perhaps the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Concepts could be read by the Chair or another experienced member.

Typically, the elections would be held for Vice-Chair and Secretary. Other positions may also be created for individual tasks, duties and responsibilities within the Sub-committee itself (examples might include lieutenants for H&H, CD duplicator for programming, etc.), as the Chair sees necessary. For such, delegation by the Chairperson or a simple query for willingness from members to perform certain tasks may prove sufficient.

At the first Sub-committee meeting, a Vice-Chair and Secretary should be elected. As the only elected member, the procedure would be run by the Sub-committee Chair. All present may vote.

- The Chair would list the qualifications, responsibilities and expectations of the open position (3<sup>rd</sup> and 5<sup>th</sup> Concept) and call for volunteers.
- Nominations would also be called for.
- If the nominations are accepted, both volunteers and nominations may qualify for the position.
- Members present may ask questions to the nominees.
- Nominees leave room. Members discuss qualifications and vote. Simple majority wins.
- Repeat as necessary for all open positions.

### Waiving Clean Time During Elections

In the course of our regular service efforts, we will inevitably encounter a situation where we have nominations/volunteers that have sincere desire, willingness and maybe even a level of experience outside of NA, but lack required clean time. We may also find ourselves in a position where we are deciding whether or not to elect a member who has had service experience with us, relapsed and found their way back to us. We have found that, on occasion, waiving clean time has been of great benefit to the individual as well as the group.

Although there are positions that do not allow the committee to waive clean time requirements, many are silent regarding this and do offer this option.

While it is difficult to offer a sound “policy” that would apply to all circumstances, we have found these points to be helpful in our election process. It is best to leave the decision to waive clean time in the hands of a current, informed conscience of the electing body on a case by case basis.

- We should remember that clean time requirements are set for a reason. Having an empty seat is often better than filling it with the wrong person.
- If a member with the required clean time volunteers or comes forward for nomination, waiving for others would be disregarded.

- Regarding the member who has had NA service experience, It would be well to remember that if we waive time for those we have known, we are setting a precedent that we should follow for others as well.
- In the spirit of anonymity, we look objectively at the qualities of the whole person; asking questions of the candidate during the appropriate time. We put preconceived or personal bias aside by entering discussion as a part of the group. We aspire to practice our principles in the moment.
- We look at the job or duty and we look at the qualities. We quietly pray, listen and decide.

For further guidance we can look to our 3<sup>rd</sup> and 4<sup>th</sup> concepts.  
Finally, we accept the conscience of the group and move on in faith.

### **Removal of Trusted Servants**

A trusted servant may be removed from service to the Convention Planning Committee under the following circumstances:

- a) Negligence or failure to adequately perform duties under guidelines. In this situation, the Planning Committee must agree by 2/3 vote to motion brought at Planning Meeting.
- b) Misappropriation or misuse of funds. (Again, 2/3 vote to motion required)
- c) Misrepresentation to outside 3<sup>rd</sup> party with intent to inappropriately bind (financially or legally) the Planning Committee. (Again, 2/3 vote to motion required)
- d) Failure to attend two consecutive regularly scheduled Planning meetings. (After 2<sup>nd</sup> meeting, removal will require motion with 2/3 affirmative vote )
- e) Relapse to use of drugs.
- f) Decree of NJRSC.
- g) Any other reason as determined by 2/3 vote to motion.

After dismissal of a trusted servant, the Secretary should write a letter to the appropriate contracted vendors and outside entities (including those we have an ongoing, non-contract business relationship with) regarding the termination, revoking the persons authority to speak on behalf of and/or bind the Planning Committee to any new projects or purchases.

The Treasurer or Assistant Treasurer should remove the name from the list of Signatory's as appropriate.

The Committee may hold elections for replacements at the next regularly scheduled Planning meeting with the Planning Vice-chair or the Sub-committee Vice-chair acting in the interim.

Any member aware of a violation of these guidelines or of a monetary conflict of interest must bring that information to the Planning Committee and BOT or they may be held as complicit.

### *How we deal with misappropriation of NA funds.*

In two words; compassionate integrity.

We use Compassionate because that's what NA teaches us to be and that's what we are becoming. We utilize the principle of Integrity because we have a responsibility to our individual selves, to the individuals potentially involved and to those we serve. A useful resource in this situation is World Services Bulletin #30, "Theft of NA Funds".

How it works:

In dealing with the uncomfortable situation where we have recognized a misappropriation, the Committee financially responsible (or those with discovery) should bring the situation to the Planning Chairperson, who in turn, will bring it to the BOT. Although the Planning Committee may discharge the individuals from service and secure terms of restitution within itself, the BOT must be made aware of the situation and any resolution immediately. In turn, the BOT will advise the NJRSC of the situation and its' plan for remedy at the next scheduled conference(s) until the matter is resolved.

The Planning Committee should exhaust all means by firm but non-confrontational verbal communication. Again, an appropriate resource would be WSB #30. After this, the BOT may, in its discretion, write a letter, sent by certified means, to the individuals seeking restitution as defined by the current BOT. This first communication should again be firm; noting the BOT's awareness of the situation, a definition of restitution and terms, with a deadline for action.

If compromise was not achieved after the initial letter, a second notification should be attempted. This should be firmer and perhaps worded with the advice of counsel. Actions after this point should be directed on the further advice of counsel and personal reflection on WSB #30 in group conscience at the BOT.

NJRSC Policy, dated 3/2011, states that the BOT will file criminal or civil charges after a 90 day grace period. At any point during the 90 days, this process may be suspended if all funds are repaid.

## **Administrative Committee**

### **Purpose and Function**

This committee is comprised of the Planning Chair, Vice Chair, Secretary, BOT Treasurer and Asst. Treasurer. The Administrative Committee carries out the will of the Planning Committee. It holds separate, periodic meetings when deemed necessary by the Planning Chair or as directed by the Planning Committee. The Planning Chair presides over these meetings in accordance with the 12 Steps, Traditions and Concepts and these guidelines with default to “*Robert’s Rules of Order*”. Its function is to ensure that the various Sub-committees work together and assist those that may need guidance.

Administrative Chairpersons are required to stay at scheduled Planning meetings until end of business.

Where as stated by these guidelines, members will prepare budgets based on perceived needs to present as a motion at the second, or subsequent, Planning meeting (s) for BOT Approval. Until budgets are approved, only those expenses required to complete tasks for the next meeting will be reimbursed, on an as needed basis.

### **Planning Committee Chair**

#### **Requirements:**

5 years clean (non waive-able), 2 years service in an elected Planning Committee position and must be elected by NJRSC. Is appointed by the NJRSC policy to be a member of the Board of Trustees (BOT).

#### **Responsibilities:**

1. To create, foster and maintain an environment of service where the individual member can flourish, learn and grow through the application and spirit of the 12 Concepts of NA Service.
2. Functions as a member of the BOT with all of the privileges and responsibilities thereof on behalf of the Planning Committee.
3. Prepares agenda and presides over all Planning Committee meetings.
4. Helps keep convention members, meetings and activities focused on the principles of the Twelve Traditions and the Twelve Concepts and in accordance with the “Purpose” of the convention.
5. Proactively gathers Sub-committee budgets and spending requests. Monitors fund flow to avoid excessive, unnecessary spending.
  - a. Submits sub-committee bids/budgets to BOT for approval.
6. Assists Sub-committee chairs in Sub-committee development while allowing each freedom as suggested by the 3rd concept.
7. Stays informed of the activities of each Sub-committee through sub-committee meeting attendance or interaction with the Planning Vice Chair.
8. Prevents important questions from being decided prematurely in order to foster understanding by the entire committee prior to action.
9. To actively seek guidance from current and prior Planning Committee members remaining open minded to suggestion.
10. Functions as liaison between the Planning Committee and BOT and Planning Committee and NJRSC. Provides written reports and sub-committee minutes to the BOT and the NJRSC at their scheduled meeting times.

### Responsibilities continued

11. Is responsible to work with the Treasurer to finish the Convention Committee's financial responsibilities.
12. Chairs the Saturday Night Banquet Assembly at the convention.
13. Is responsible for all banners and other such material/supplies to get to regional archive and/or regional storage locker for safe keeping after the convention.
14. To secure and document storage for convention-owned communication devices and cash registers between conventions.
  
15. To utilize Planning portion of "Timeline Suggestions" in "Addendums".

### Planning Committee Vice Chair

#### Requirements:

4 years clean and 1 year of service in an elected planning committee position.

#### Responsibilities:

1. Acts as Chairperson with all privileges and responsibilities if Chair is unavailable or if Chair cannot fulfill their commitment. Serves as Chair until another one is elected by the NJRSC.
2. Coordinates and supports the Sub-committees and attends as many sub-committee meetings as possible. Keeps Planning Chair informed as to their progress.
3. In the absence of an elected Sub-Committee chairperson or vice chairperson, the Planning Vice Chairperson will facilitate the duties and responsibilities of the vacant position.
4. Works with the Planning Committee and the Chairperson in delegating responsibilities to the Sub-committee Chairs as suggested by the 3<sup>rd</sup> concept.
5. Chairs the Sunday Closing Assembly during the convention.

### Planning Committee Secretary

#### Requirements:

1 year clean with good typing and organizational skills.

#### Responsibilities:

1. Takes and keeps minutes of all Planning Committee meetings.
2. Receives Sub-committee reports during Planning Meetings and includes them as attachment for distribution to Planning Committee members as scheduled by Planning Chair (no later than next scheduled meeting.).
3. Maintains current list of names, addresses and phone numbers of committee members.
4. Provides additional sets of minutes on request.
5. Supplies minutes and archives from the Convention Planning Committee to the NJRSC.

## **BOT Treasurer**

### **Requirements**

1. 5 years clean time (non-waivable).
2. Has demonstrated commitment in NA service.
3. Service experience with a convention treasury or other large-scale fellowship treasury.
4. Must have job or legal source of income.
5. Bookkeeping or accounting experience.
6. Willingness to be accessible to other committee members.
7. An understanding of the 12 Steps, Traditions and Concepts of NA.
8. To assure proper “vetting” within the approval process, in accordance with the 4<sup>th</sup> Concept, any potential BOT Treasurer candidate must present themselves to both the Planning Committee and the BOT stating their intent. Election will be held at the following RSC meeting.
9. Must be elected as Treasurer by the NJRSC, per RSC Policy at the first RSC meeting following their nomination.
10. The Treasurer becomes a member of the Board of Trustees.

### **Responsibilities**

1. Opens and/or maintains the Bank Account for the Regional Convention Committee of N.J., Inc. Two signatures are required for all checks written.
2. Upon request, is available to assist with the preparation of Sub-committee budgets.
3. Submits a written financial report at all Planning Committee meetings and BOT meetings to include the currently available monthly Bank Statement. Provides a financial report to the BOT Chair for NJRSC meetings.
4. Writes all checks and is responsible for maintaining a file for all receipts for all payments
5. Writes all checks and is responsible for maintaining a file for all receipts for all payments.
6. Responsible for documenting all fund flow in and out of the Convention Committee.
7. To provide financial input/guidance to the Planning Committee.
8. With BOT assistance, receives and accounts for all cash during the convention weekend.
9. With BOT assistance, establishes a cash deposit plan for during and immediately following the convention.
10. Oversees the preparation and filing annual federal and state forms as noted in the *Financial* section.
11. Within 60 days of the close of the convention, submits a complete financial report to the Convention Committee, the BOT and the NJRSC (via the BOT Chair).
12. Works with the incumbent in the process of closing the book and starting the books for the coming year.
13. The Treasurer is a member of the BOT who attends and reports to the Planning Committee. Treasurer is entitled to full participation at Planning meetings. However, on matters advancing to the BOT for vote, Treasurer will vote only once, at BOT Meetings as a BOT member.
14. Attends the NJRSC to deliver the BOT Treasurer’s Report.

See “Addendums” for related Forms and Templates.

**Assistant Treasurer**

Same requirements as Treasurer except 5 year non-waivable clean time requirement and operates as trainee. In the event the Treasurer defaults on their commitment, the assistant may be presented to the NJRSC for election to Treasurer and appointment to the BOT.

The Assistant Treasurer has a vote at all Planning Committee meetings.

## *Planning Committee Meetings*

### *Meeting Frequency*

The Planning Committee should start meeting on a regular basis immediately after the elections. The committee should meet monthly. At four months prior to the convention, the committee should start a bi-weekly schedule. The Committee Chair may then choose to meet every week one or two months prior to the convention. It is the chairperson's prerogative to increase or decrease meeting frequency base on their perception of the workload of the committee. The committee will meet immediately before (Thursday night or Friday morning) the convention. The convention's closing meeting will be held within the month following the convention, if possible, with the incoming members attending. (Traditionally this has been the time that the outgoing committee members share their experience, strength and hope with the incoming members.)

### *Parliamentary Procedure*

Meetings are conducted in an orderly manner and follow these guidelines with default to Robert's Rules of Order.

- Quorum as defined as 50% of the voting members plus one, will be required for any voting to take place.
- The voting members are considered to be the Administrative Committee members and all Sub-committee Chairs. In the absence of the Sub-committee Chair, the Sub-committee Vice Chair carries the vote for that position. The Planning Chair will vote only in the case of a tie. To avoid a double-vote conflict, the Treasurer has one vote. Due to their legal fiduciary responsibility to the Corporation, on motions moving from Planning to BOT, Treasurer will vote only at BOT meetings.
- Elections at the Planning Committee meetings are to follow the same format as outlined in "Elections Procedure" found elsewhere in these guidelines. The procedure is administered by the Chairperson with qualifications read by the Vice-Chair or Secretary. The voting members are the same as noted above.

### *Committee Reports*

Reports are to be submitted in writing or via email to the Secretary at each Planning meeting. Questions may be asked after the reading of the report. Motions should be included in reports and brought up again in new/old business as necessary.

## **Sub-Committees**

### Quantity

There are 7 Sub-Committees within the Convention Committee. More may be added by submitting an amendment to the guidelines to the NJRSC.

### Sub-committee meetings

All Sub-committee meetings should occur at a regularly scheduled meeting time and place and follow these guidelines with default to Robert's Rules of Order. At the first Sub-Committee meeting, Trusted Servants should be elected including a Vice Chair and Secretary. A Vice Chair's qualification should include the ability to perform as Chair in their absence. It is suggested that Sub-Committee Vice-Chairs have at least one-year clean. Each Sub-Committee should also establish a policy on voting and attendance.

To encourage participation, Sub-Committees are encouraged to meet at, and use, the central facilities rented and used by Planning and BOT. As an alternative, using of open methods of communication via internet conferencing or conference calling is encouraged. Expenses for alternate sites and facilities will require BOT approval.

### Meeting Agenda

The Chair of the Sub-Committee shall prepare the agenda for their meeting.

Following is a suggested meeting agenda format. How and when Sub-Committees meet are at the discretion of the Chairperson. After the first meeting, a consensus can be taken to determine the best time and place based on the composition of the committee.

### Sample Agenda

- Open with the Serenity Prayer
- Readings (Chairperson's discretion)
- Set time of adjournment (Optional)
- Chairperson opening remarks
- Reading and approval of last meeting's minutes
- Elections
- Chairperson Report
- Vice-Chair Report
- Secretary Report
- Other Reports
- Old business
- New Business
- Motions
- Open forum/ discussion
- Close with Serenity Prayer

Sub-Committees- continued

At times, with the consent of the Planning Committee, one committee may take on and fulfill some of the responsibilities and roles of those that are less experienced, absent or vacant. An example would be that Programming arranges and executes events and speaker jams, etc, in the absence of or together with the F&E Chair. Others might include Registration performing some parts of the Arts & Graphics and/or Convention Information committee function in order to get their work out on time, or Merchandise performing Arts & Graphics work for their approved purposes. This is written to emphasize that at times we all need to pull together to get our work accomplished.

## *Sub-Committee Chairs*

### Requirements

Registration Chairs are required to have 5 years clean, Merchandise and F&E chairs are required to have a minimum of 3 years clean, with experience within the respective Sub-committee as a committee member or Vice- Chair. Cleantime requirements are non waive-able.

Other Sub-Committee Chairs (A&G, C.I., H&H, Programming) – 2 years non-waivable clean time with experience within the respective Sub-Committee as committee member or Vice Chair.

*Every Sub-Committee member who handles money must have a minimum of 3-years clean*

### Responsibilities

- 1) Attends all Planning Meetings and convention related activities and events. Two consecutive absences from scheduled Planning meetings may result in a removal from office.
- 2) Committee Chairpersons are required to stay at scheduled Planning meetings until end of business.
- 3) Schedules (time and place) all meetings for their Sub-committee. Provides that information to the Planning Committee for distribution to the fellowship. Notifies the Planning Chair and Vice Chair of any changes.
- 4) Prepares agenda for and presides over the Sub-committee meetings in adherence to the Twelve Traditions, Twelve Concepts and Convention Committee “Purpose” statement.
- 5) Prepares budget, if necessary, with aid of Planning Committee Chair, Treasurer and/or BOT. A budget is not a license to spend irresponsibly. Guidance from the Planning Committee and the 11<sup>th</sup> concept should be utilized at all times.
- 6) Communicates needs and progress to the Planning Committee in written reports at Planning Committee meetings.
- 7) Monthly Sub-Committee reports to include a report of expenses to date and all projected expenses against their approved budgets. Overages will not be allowed without BOT approval (taken to BOT as motion by Planning Chair).
- 8) To actively seek out members for inclusion and hold elections for positions within their committees during their Sub-committee meetings. Ensures that members who carry communication devices at the convention have a suggested 1 year clean.
- 9) Coordinates all activities relating to their committees’ Definition, Purpose and Function as found in the Convention Committee Guidelines.
- 10) To actively seek out guidance from current and prior Planning Committee members remaining open minded to suggestion.
- 11) The Sub-Committee Chair presents their archives to the Planning Committee Secretary for inclusion in Planning Committee Archives at end of year.
- 12) To proactively involve any other Sub-Committees regarding decisions and work that may affect them.

Term limits for all elected positions are two consecutive terms of active service.

Sub-Committee Chairs continued)

Committee members should allow guest banquet ticket holders to have access to the first row of Banquet tables, first come first served. Table in front of podium is reserved for Friday night, Saturday Banquet and Sunday Main Speakers (and partner or guest) and Planning Committee Chair (and partner or guest), to be filled in with guest banquet ticket holders, first come first served.

During the regular course of their duties, our members will have interaction with potential vendors, special event participants within the fellowship, speakers, travel agents, etc. Regarding this perceived authority, it is important that the committee member not bind the committee and/or corporation without approval through Planning or BOT or the appropriate process as defined by the guidelines.

It is recommended that strong lines of communication are fostered and maintained by applying our Concepts of service regarding the delegation of authority to committee members and their interactions with outside entities.

As recognized by these guidelines, final legal and contractual authority rests with the BOT; which includes the Convention Planning Committee Chair; which is the recognized liaison between the Planning Committee Sub-Committees and the BOT.

## Arts and Graphics

### Definition and Purpose

The Arts and Graphics Sub-Committee is responsible for providing artwork and all printed material for the Planning Committee.

### Functions

- 1) To create artwork and other print materials at the direction of the Planning Committee.
- 2) To develop, together with the Planning Committee, an advance convention announcement flyer to precede the registration flyer. This may be done as soon as knowledge of the site and date are confirmed by contract.
- 3) To create flyer requesting artwork (logo and theme) from the fellowship for use at the convention. The ideas from the fellowship and those from the A&G Committee will be presented to the Planning Committee for review, selection and approval.
  - a) For definition: Theme is a written statement of the focus for the convention. Logo is the artistic rendering of the Theme. It is strongly suggested that the Theme be sourced from NA approved literature.
- 4) To work with other sub-committees to produce a flyer drawing attention to their meeting time and location in order to attract membership (ex. "We need your help!").
- 5) All print materials and artwork should be proof read by at least two committee members prior to printing and distribution.
- 6) Items that may typically be requested would include artistic proposals for pre-convention merchandise, flyers, banners and tickets for fundraisers and other committee ideas, aid in developing convention registration flyer and program, and signage, banners and tickets for the convention weekend.
- 7) To work with H&H in displaying, and repacking for storage, current and prior years' banners and signage (directional and informational) at the convention.
- 8) To announce and unveil the current years' banner at the opening meeting and/or ceremony.
- 9) To secure (3 Bids) source for banner production and make recommendation to Planning Committee.

### Budget Items

None

## Convention Information

### Definition and Purpose

The Convention Information Sub-committee collects and disseminates information concerning the convention to the NA fellowship and any interested parties.

### Functions

- 1) Facilitates the posting of convention information on the New Jersey Regional website (nanj.org), the NA World Services website (na.org) and any/all NJ ASC websites.
- 2) Provides a phone number that may be monitored by a committee member for the purposes of responding to inquiries.
- 3) Works with other Sub-committees to develop and distribute flyers and other information for convention related events as necessary.
- 4) Works with Planning Committee to determine the amount of Registration Flyers needed based on their mailing distribution plan.
- 5) Is main point of distribution of convention registration flyers by:
  - a) Collecting the addresses of the ASC's and RSC's throughout the local fellowship in order to set up a reasonable distribution system for Convention Registration Flyers.
  - b) Ensuring that NJ ASC's, and the Regional Representative, receive Registration Flyers by supplying the Planning Chairperson with a sufficient quantity to bring to the N JRSC.
  - c) Fulfilling any requests that come in over the phone or from other media.
  - d) Attending, sending representatives or mailing flyers to as many conventions as possible.
- 6) 3 Months prior to the convention, CI sends letter inviting recovery institutions to the convention (see sample letter). A follow up call should be placed by the CI Chair to verify the receipt of the letter. A list should be generated with input from the prior year's CI Chairperson. The sample letter should include a cutoff date for response time – 14 days prior to convention is a good suggestion. "Recovery Institutions" should be clarified at the Planning Committee meeting. The list should be statewide and can be obtained from the internet.
- 7) Forwards number of responses from the institution/facility mailings to the Registration Sub-committee.
- 8) To contact Naranon to extend an invitation allowing them space (designated by programming) for an exhibit and other needs as discussed and approved by Planning
- 9) Prepares a written statement and plan for how to handle members of the Press or Media should they attend the convention and inquire about us. It is suggested that the CI Chair contact the NJRSC Public Information Chair regarding this matter.
- 10) Collects and makes available local mass transit, taxi, restaurant and sightseeing information for availability at the convention, upon request.
- 11) C.I. is provided (by Programming Committee) a location, with table and chairs, in the Hotel lobby or other highly visible area and may distribute convention packages to the invited institutions from this location. CI is to provide personnel to attend table CI table during hours that Registration is open.

### Convention Information Functions (continued)

- 12) Provides a Bulletin Board to allow members to post messages or flyers of upcoming NA events. Oversees a table or other space for information that other Regions or Areas may have available for distribution at our convention. Ensures that the flyers represent NA activities and events.
- 13) Purchases I.P.'s and other NA materials for use and distribution at the convention. In placing the literature order, CI refers to the "Suggested Literature Inventory Template" and consults with other Sub-Committees to include the orders for books for all Convention needs, i.e., banquet tables and giveaways, merchandise sales, etc.
- 14) Acts as the welcoming committee together with Hotels & Hospitalities.
- 15) Coordinates with Programming to facilitate interpreters and the hearing impaired.
- 16) Prepares, conducts, collates and summarizes the Guest Survey if the Planning Committee approves its use. Prepares a report to the Planning Committee of the resulting data, including all of the original survey sheets. The Planning Committee should review the Survey Form and process each year prior to implementation. The survey could include questions such as: How could we improve our convention? What was the biggest "pro" of the convention? What was the biggest "con"? Surveys, if any, should be placed at CI table.
- 17) Clean Time Count device/computer will be located at/near CI table.

See Addendums for Forms and Templates

### Budget Items

- Postage
- Envelopes
- Copies
- Telephone Expense
- Literature (IP's / Books) - submitted under a separate motion

## **Fundraising & Entertainment**

### **Definition & Purpose**

The Fundraising & Entertainment (F&E) Committee raises fund to support the needs of the Convention Planning Committee. They raise these funds by planning various events, which would not only generate financial support, but also create awareness & unity for the Regional Convention. F & E should also plan entertainment during the convention itself.

### **Functions:**

- 1) To work with representatives of the various areas to schedule events in each area, and to set a calendar of events that would minimize conflict with other NA events.
- 2) Secure facilities for events and make arrangements for whatever is needed to hold event (Such as food, DJ, or other supplies).
- 3) Work with Convention Information to be sure that events are listed in local and regional media. Flyers (proofed by 2 committee members) should be made and distributed throughout the region.
- 4) Work with Merchandising Committee to try to make available pre-convention merchandise at all events.
- 5) Work with Registration Committee to have someone available at each event to register people for the convention.
- 6) Work with Programming Committee when holding speaker jams.
- 7) Keep accurate records of all monies used to hold events, and to use forms to keep track of a) money spent, b) money raised, c) profit from each event.
- 8) F & E will be supplied with seed money for each approved event, (amount to be decided by planning committee). Reconciliation of this seed money is to be submitted to the Treasurer immediately following each event along with receipts, an expense report and any and all profits. See “Non Budgeted Sub-committee spending” in “Financial”.
- 9) F & E may hold raffles with prizes such as registration packages, jewelry, trips, and quilts to raise funds. (There will not be any 50/50 raffles held.)
- 10) Provides entertainment events at the convention, such as dances, comedy shows, DJ’s, etc by securing 3 bids for each (with recommendation) to Planning Committee for approval.
- 11) Furnishing the Hospitality Room with games, activities, etc., as decided by the Planning Committee. F&E to bring ideas to Planning Committee via motion.
- 12) F & E will make arrangements for any decorations at tables for convention banquet, including procuring Table Gifts for Exchange (Basic Texts and Mugs, or equivalent, as decided by Planning Committee. Literature is obtained through C.I.).
- 13) F&E will submit a proposal (budget) to the Planning Committee for all funds (including items 9, 10, 11 and 12 above) projected to be used during convention weekend. After passing the Planning Committee, this will be forwarded to the BOT for discussion and approval based on available funds.

## Fundraising and Entertainment continued

### Budget Items

Convention weekend funds.

## **HOTELS AND HOSPITALITIES**

### Definition and Purpose

Hotels & Hospitalities serve as a highly visible welcoming committee and provides for security and orderly traffic flow. Hospitalities works closely with the other Sub-committees and Hotel staff to help provide a suitable atmosphere of fun and recovery for the guests of the convention.

### Functions

- 1) Assembles a Sub-committee sufficient to control the areas of the facility that are utilized by the Sub-committees. Frequent and ongoing communication is vital for the planning of smooth flow in heavy traffic areas.
- 2) Develops a working relationship with facility staff becoming familiar with emergency protocol, smoking policy, facility damage control procedures and areas that are off limits to guests.
- 3) The Chair will request timely workshop, event and other Sub-committee information from the other Chairs so as to plan accordingly. This exchange of information should occur during the regular Planning meetings. It is the responsibility of all Sub-committees to communicate information when asked.
- 4) Provides personnel at entrances, intersections and other points as necessary to welcome guests, direct traffic and answer questions.
- 5) Advises guests as to the importance of registering and may restrict access to those who have yet to register, guiding them instead to the Registration Area, the appropriate BOT member or an appointed member of the Administrative Committee. (Please refer to “Indigent Policy”).
- 6) Secures the Hospitality Room and, in cooperation with F&E, establishes it’s hours of operation.
- 7) Provides traffic control at Registration Area, Merchandise Store, Banquet and other functions as necessary. May be called on to aid in the collection of tickets at paid events.
- 8) Provides security escort on extremely short notice from BOT or Administrative Committee for money drops or merchandise transport.
- 9) Wearing distinguishing shirts, hats and/or ribbons, as approved by Planning Committee, will identify committee members. H&H shirts, hats, etc. are not to be sold or given to members. They are to be earned through volunteering as defined by current committee. H&H chair may solicit bids for such items independent of merchandise chair.
- 10) Solicits bids for hand held communication devices, if needed, and forwards recommendation to planning committee for approval. Responsible for developing and implementing distribution plan, to be approved by BOT, to members based on need and duty. 1 year clean time requirement needed for handling and use of devices. Responsible for overnight charging and inventory.
- 11) Abides by the Do’s and Don’ts in “Addendums”

*Hotels and Hospitalities continued*

- 12) Familiarize committee members with, and refer to, the Service Pamphlet, “Disruptive and Violent Behavior”.

*Budget Items*

- Shirts, Hats and/or ribbons
- Communication Devices

# Hotels and Hospitalities

## Do's and Don'ts

### Definition and Purpose

Hotels and Hospitalities (H&H) serve as a highly visible welcoming committee and provides for security and orderly traffic flow. H&H works closely with the other Sub-committees and Hotel staff to help provide a suitable atmosphere of fun and recovery for the guests of the convention.

### Do's

- Develop a working relationship with facility staff, becoming familiar with emergency protocol, smoking policy, facility damage control procedures and areas that are off limits to guests.
- Provide personnel at entrances, intersections and other points as necessary to welcome guests, direct traffic and answer questions.
- Advise guests as to the importance of registering and kindly restrict access to *those who have yet to register*, guiding them instead to the Registration Area, an appropriate BOT member or an appointed member of the Administrative Committee.
- Provide for orderly traffic flow at Registration Area, Merchandise Store, Banquet and other functions or sensitive areas as necessary.
- Committee members will be identified by wearing distinguishing shirts, hats and/or ribbons as approved by Planning Committee.
- Smile, hug, be kind to and welcome everyone you see.
- Keep an eye out for puzzled faces and those who appear to have questions. If you don't have an answer, kindly escort the guest to one who may.
- Carry a program for answering questions.
- Be responsible for your radio and your area of responsibility. If you leave your area, notify the chairperson.

### Don'ts

- Don't be a Policeman. Attendees are our guests and will be treated with respect. *Those who have yet to register* should be courteously guided to the nearest committee chairperson, BOT member or the registration table; let them determine how they should register.
- Don't be a Policeman! The idea is that we want them to be registered, not just pay us money. We invited them; they are our guests. Although this function is not governed by the Twelve Traditions, our actions should be. Our primary purpose is to carry a message of recovery.
- Don't approach a volatile situation alone; buddy up or call your Chairperson.

The members of the H&H committee are perhaps our most visible component. The atmosphere of our convention depends largely on your attitude and how you handle yourself and our guests. Please remember that all of our actions convey a message. Please help make that message one of recovery, unity and fun!

## Merchandise

### Definition & Purpose

The Merchandising Sub-Committee is responsible for fundraising by selling convention merchandise and convention memorabilia to offset convention expenses. The Merchandise Sub-Committee is the only committee that can order merchandise for resale.

### Functions

- 1) Works with Arts & Graphics Sub-Committee on ideas for merchandise and artwork to be used for merchandise. All artwork and merchandise must be approved via motion by planning committee.
- 2) Plans for the purchase of all merchandise to be used for pre-convention sales after approval of planning committee.
- 3) Secures three (3) bids for merchandise to be sold at convention and advises the planning committee of their recommendation for vendors to be used.
- 4) Contracts with vendors should include terms defining:
  - a. Percentage of total sales donated.
  - b. Specific items allowed to be sold.
  - c. A means of determining beginning and ending inventories.
  - d. Equipment and display needs.
- 5) Keep accurate records of purchases and sales of merchandise and running inventory.
- 6) Monies shall be turned over the Treasurer or Planning Chairperson at the conclusion of the event or fundraiser where merchandise is sold.
- 7) Will set hours of operation of Merchandise room in conjunction with Hotels & Hospitality and Programming, subject to BOT approval. They will also equip and staff the Merchandise room during all hours of operation.
- 8) Will advise the planning committee of recommendations of any other vendors to sell specialty items during the convention.
- 9) Contracts with outside vendors must be approved by the Planning Committee, then approved and signed by the B.O.T. Outside vendors are not to sell merchandise similar to what we sell (except on Sunday); tee shirts, mugs, etc
- 10) Purchases that would increase the amount of merchandise inventory to \$1000. or greater must be approved by the BOT.
- 11) Pre-convention Merchandise – see page 33, “Funding “ #3.
- 12) Prepares a final inventory list including cost information.

### Budget Items

None

## **PROGRAMMING**

### **Definition and Purpose**

The Programming Sub-Committee is responsible for developing the schedule of speakers, workshops and events for the convention. They allocate available hotel space to the various Sub-committees based on their needs.

### **Functions**

- 1) Will distribute a flyer soliciting tapes for Main and other workshops. Clean time requirements are: Main speakers - 5 years; Topic/workshop – 2 years. Should use prior convention Programs, programming chairpersons and NA literature (notably, “The Speaker” portion of I.P. #2) as a resource and guide for selection and content of the schedule.
- 2) Chair and Vice Chair should develop a working relationship with the Hotel Personnel.
- 3) Should schedule as many on site committee meetings as possible for a clear working understanding of the facility.
- 4) Should conduct the walk through portion of the Planning meetings that are held at the Hotel in order to allocate available rooms and space to the Sub-committees.
- 5) Should maintain close working relationship with Planning Vice Chair and to inform other committees of progress and any changes that affect them.
- 6) Advise Hospitalities as to the quantity of communication devices needed for the Programming members.
- 7) To solicit three (3) bids from Taping companies and recommend the most appropriate to Planning for approval (see “Bidding Process”).
- 8) Programming will anticipate, include and schedule space for all Regional Sub-Committee Service Workshops on Saturday into the preliminary working written program.
  - a) These Workshops will be presided over by the respective Regional Sub-Committee Chair or RSC Vice Chair. These include, but are not limited to, H&I, PR, H&A, Website, Helpline, Literature Review and RD/RDa.
  - b) Programming will utilize Planning Chair for RSC communication, Regional Sub-Committee Chair contact information and for advising the Regional Sub-Committee Chairs of their time slots at the convention at an RSC prior to convention. However, it is the final responsibility of the Programming Chair to seek out respective NJRSC Trusted Servants and to notify, verify and remind them of their timeslot; working with each of them to accommodate their needs as much as practicable.
  - c) If Regional Sub-Committee position is vacant, Programming will seek out the RSC VC for willingness to facilitate the workshop. Regional Committee Chair (or RSC VC in their absence) may decline workshop opportunity in writing to the Programming Chair.
  - d) Programming Chair is to ensure that all communication is made, documented and retained.
  - e) In the case that the trusted servant (RSC Standing Committee Chair, VC or NJRSC VC) declines participation, documentation should be retained by the Programming Committee and space preliminarily held may be utilized for other use.

Programming Functions continued

- f) Workshops may be combined to suit Sub-Committee, facility or schedule needs.
- 9) To develop (in cooperation with A&G) a written “Program” including the schedule of workshops and events to be included in the Registration Package and to solicit three bids for its printing to submit for review to Planning (see “Bidding Process”).
- 10) To develop formats for all assemblies and workshops. Schedule Chairs, readers and other duties (Clean time Countdown, State Recognition, etc.) associated with the flow of the format.
- 11) To submit a list of potential topics for review and approval by Planning Committee.
- 12) Traditionally, the Saturday Night Main Assembly has included the following elements:
  - a) Opening by the Programming Chair with the Serenity Prayer.
  - b) Chaired by the Planning Committee Chair.
  - c) State, Region and/or Area Recognition.
  - d) Clean time Countdown.
  - e) Giving out of NA Approved Literature to newcomers after countdown.
  - f) Table Gift (book and mug) Exchange for most and least clean time at each table.
  - g) Total clean time.
  - h) An additional moment of silence for the predecessor and our deceased members.
  - i) The Six Readings  
(Who, What, How, Why, 12 Traditions, Anonymity Statement, the Identity Statement.)
  - j) Introduce the Main Speaker.
- 12) Committee members should be assigned the following duties regarding the status of the workshops:

*Are the speakers and Chairpersons present?*  
*Does each Workshop Chairperson understand the format of their meeting?*  
*Are readings available, including the Anonymity Statement and the Identity Statement?*  
*Are tapers present?*
- 13) To ensure that facility properly sets up tables and to reserve Committee seating at the Banquet. Committee members should allow guest banquet ticket holders to have access to the first row of Banquet tables, first come first served. Table in front of podium is reserved for Friday night, Saturday Banquet and Sunday Main Speakers (and partner or guest) and Convention Chair (and partner or guest), to be filled in with guest banquet ticket holders, first come first served.
- 14) To recommend speakers for the Opening, Banquet and Closing Assemblies for approval by the Planning Committee. This is done by giving each Sub-committee Chair, including the Administrative Committee, a recording of each of the candidates for their review.
  - a) Included in the recommendation of Main Speakers (Friday night, Saturday Banquet and Sunday Brunch) will be a forecast estimate of expense involved (room, travel, meals, registration, etc.) for each main speaker.

Programming Functions continued

- b) Recommendations must be approved by motion of Planning Committee. Programming must have these approvals prior to any booking or confirming of speakers.
  - c) Friday Opening Meeting should showcase a recovering addict with a history of NJ NA recovery. Accommodations should be provided for Friday night speaker (1 night for NJ speaker), Saturday banquet speaker (2 nights) and Sunday brunch speaker (2 nights).”
- 15) To staff a table at a visible location at the hotel and select replacements for those speakers who do not arrive on time.
  - 16) Make travel and hotel arrangements for approved out of town main (opening, banquet and/or closing) speakers and supply names and other information to Registration and Hospitalities.
  - 17) To submit for approval to Planning Committee any proposed special registration package pricing and content for programming-related invitees and to communicate to Registration the names of those receiving the approved special registration package content and pricing (such as “Main” and “Guest” speakers). Each person will have a separate line listing the contents of their package and pricing for each.
  - 18) All Speakers must register. Speaker Sign-In will be at Registration Table (pre reg which is typically slower). Programming will escort speakers that come to them to appropriate Registration personnel. Registration will have list of speakers provided by Programming. In case of speaker ‘no-show’ or cancelation, Programming will find alternatives and will substitute names on the Sign-in List.
  - 19) Together with C.I, arranges for bids from potential interpreters for the hearing impaired. Programming is charged with welcoming, briefing and providing for the needs of the interpreters at the convention.
  - 20) It is understood that any activities planned, talent booked and/or monies spent in advance may be canceled, rejected and/or not reimbursed if proper procedure and approval has not been received.

Budget items

- Tapes/CD’s
- Convention Programs – Submitted under separate motion
- Speaker travel
- Telephone expenses
- Postage
- Supplies
- Copies
- Bids from Interpreters – Submitted under separate motion

## Registration

### Definition and Purpose

The Registration Sub-Committee is responsible for all matters relating to registering before and during the convention.

### Functions

- 1) To obtain a Post Office Box and check at least weekly. Keys to be held by Registration Chair and Planning Chair, Vice Chair or BOT member.
- 2) To recommend to Planning Committee pricing for registration and events to be held at the convention, in cooperation with F&E. Final approval will rest with BOT.
- 3) To develop, together with Arts and Graphics, proposals for registration flyers inclusive of:
  - a) Scheduled events and pricing (sources – F&E, Programming, Planning Committee Chair and BOT)
  - b) A brief statement regarding the question “Why Register?” (as included in these guidelines)
  - c) Hotel address, contact information, room rates, reservation cut-off dates, etc. (sources – H&H, Planning Committee Chair and BOT)
  - d) Directions to Hotel and Event site (“From” North, South, East and West as necessary.) (sources – H&H and C.I.)
  - e) Listing of Trusted Servant phone numbers for informational purposes (as deemed necessary by Planning Committee) (sources – Planning Committee and Secretary)
  - f) Payment terms, cut-off dates and terms and Payee information, i.e., “Make all checks payable to R.C.C. of N.J., Inc.” and provide address of P.O. Box. (sources – Planning Committee Chair and BOT)
  - g) Section for registrant information (preferably detachable and mail able) including special needs. (sources - A&G)
  - h) Other items as deemed necessary by Planning Committee.
- 4) To provide for and staff a registration table at fundraisers and events as directed by Planning Committee.
- 5) To set up books (a spreadsheet journal, ledger accounts, etc.), together with Treasurer, for registrant information. Spreadsheet column information should include names, address, phone number, total received and a breakdown as to the selections made by registrants.
- 6) To keep Planning Committee informed as to receipts of pre- registrations and mail numbered confirmation cards. This includes informing C.I. and H&H of any special needs for registrants [blindness, deafness, other physical handicap, vegetarian diet (inform BOT regarding menu), etc.].
- 7) To turn all payments in to Treasurer at next Planning Meeting for deposit. Arrangements should be made with the Treasurer if excessive funds are held by registration in the interim between meetings, to deposit funds directly into the bank account.
- 8) To propose registration package and potential contents and secure three (3) bids from vendors for presentation to Planning and BOT. Include name badges or equivalent for Planning Committee and BOT members. Registration package content should be kept to a minimum; under \$5 is a good benchmark.

## Registration

### Functions (cont'd)

- 9) To obtain cash registers (Minimum of 2, with 2 drawers each) to be used at convention or other events and is responsible for safe keeping if purchased or while under rent or lease. At least three members (Registration Chair, Planning Chair or Vice Chair, Treasurer and BOT chair) should be instructed in cash register operation and programming.
- 10) To ensure that periodic maintenance is preformed to cash registers 4 months prior to convention.
- 11) To provide BOT members with schedule for their assistance at Registration Table. BOT members will work in shifts to assist with registration table duties and indigents as needed or requested by Registration Chair or H&H Chair (for assistance with indigents).
- 12) To draft on-site table registration form (see example) approved by BOT.
- 13) To provide Programming and BOT with hours of operation subject to Planning Committee and BOT approval.
- 14) To be familiar with Indigent Policy and Service Pamphlet, "Disruptive and Violent Behavior".
- 15) To obtain information from C.I. Chair regarding invited institutions and if necessary, to provide a single point for storage of their registration packages. Space may be provided at Registration Table for C.I. to dispense packages to invited guests.
- 16) To obtain information from F&E and Programming regarding registration package winners, recipients and those will receive a reduced rate and special package content, if any.
- 17) To work with Treasurer and BOT in making periodic cash pick ups as needed by Registration Chair or as required by BOT. To obtain receipts for money turned over from the Registration Table for deposit.
- 18) To prepare and submit a final report on form provided by BOT (see sample format in "Addendums").

See Addendums for Forms and Templates;

- a) "Why Register" Sample Statement.
- b) Registration Table Form.
- c) Registration Spreadsheet (Register) Sample.
- d) Registration Final Report Template.

Budget Items: (as separate line items)

- P.O. Box.
- Postage, envelopes, copies and supplies.
- Cash Registers (if any).
- Cash receipt books and journals.
- Registration package contents.
- Registration Flyers.
- Other printing costs.
- Pre-Registration Limited Edition Merchandise (for pre-registration packages).
- Telephone.

## Financial

### Introduction

The NJRSC's annual convention is the largest single fundraising activity that occurs within the Region. The BOT Treasurer will be handling large sums of money. The guidelines set forth in this section are based on the experience of past committee treasurers and are to be used by all NJ Regional Convention Committees. These have been established to help the Convention Committee function effectively, insure financial credibility and remain directly responsible to those they serve; the NA fellowship in the NJ Region.

### Funding

The primary source of funding is seed money provided by the NJRSC. This seed is typically rolled over from the previous Convention Committee prior to the donation to NJRSC and the close of their books. The amount of the seed is approved by the NJRSC and is currently \$20,000.00.

Secondary funding:

- 1) Registration fees paid by members attending the Convention. Pre-registrations should be encouraged at all levels and activities.
- 2) Fundraising activities and events to include but not limited to dances, speaker jams, dinners, brunches, raffles, etc. Fundraisers are to be planned by the F&E Sub-committee and approved at a scheduled Planning Meeting. F&E may also reach out and schedule events with areas and groups within the region.
- 3) Pre-convention merchandise. It is the decision of the Planning Committee (If the amount to purchase and the amount in current inventory exceeds \$1000.00, or, if a written contract would arise, BOT approval is required) to determine the amount of merchandise, if any, to be purchased for sale prior to the convention. Merchandise may be sold at fundraising events and other fellowship functions.
- 4) Under no circumstances will a 7<sup>th</sup> Tradition basket ever be passed at convention activities.

### The Treasury Records (Books)

The Treasurer is responsible for the Committees records or "books". These items would include the following:

The check register  
The journal  
The ledger

The Treasurer must have the books available to present at all Planning Committee and BOT meetings.

It is recommended that the Treasurer work with the prior Treasurer in setting up and maintaining the books.

Financial continued

There is no limit to the amount of accounts to be held in the Ledger. Some typical examples of Income and Expenses are as follows:

<u>Income</u>	<u>Expense</u>
Fundraising proceeds	Bank service charges
Registration money	Flyer printing
Merchandise sales	Raffle tickets
Banquet and Brunch	Sub-committee expenses
Ticket sales	Rent for meeting expense

The Bank Account

The NJRSC Convention Committee has incorporated itself under the of The Regional Convention Committee of N.J., Inc. (RCC of NJ, Inc.). Only one bank account is to be used for convention business.

There will be four authorized signatures on the bank account, three of which will be the BOT Chair, Planning Chair and BOT Treasurer. The fourth signature will be chosen by the BOT from among the remaining BOT members.

The BOT Treasurer will present a detailed treasury report along with the most current online bank statement (with the account number removed) at every RSC to include a summary statement, income & expense report, complete check register, bank reconciliation form if necessary, and any event fundraising summary sheets. Regional Convention Corporation of N.J. Bank Statements will be mailed directly to the NJRSC P.O. Box, to then be delivered to the BOT Chair by the appropriate RSC representative.

Before the Convention

Once elected and confirmed by the NJRSC, the Treasurer should start the books immediately. The bank account signatures should be updated. It may be necessary to complete new signature cards and a corporate resolution (provided by the bank). They may require a copy of the corporation's Articles of Incorporation and its By-Laws. The BOT Chair and prior Treasurer are keepers of these documents. The BOT may entrust the BOT Secretary to temporarily archive these, but their safekeeping is still the responsibility of the BOT Chair.

Incoming funds should be counted and recorded by the Treasurer with receipts being provided. The Treasurer must deposit all funds into the bank within one week of receipt. Disbursements should take place only at Planning Meetings by direction of the Convention Committee per motion or by receipt submitted for budgeted items.

Before the Convention continued

Fundraisers/ticketed events should employ some form of a “ticket redemption sheet” for presales of tickets as an accountability tool; a numbered sheet or board with ticket numbers on them. Ticket numbers will be assigned to committee members who sell them. As guests enter event, ticket numbers will be ‘ticked’ off list.

Sub-committee budgets and spending

With Planning Chair and BOT Treasurer assistance, the Sub-committees should submit budgets for projected expenses as soon as possible. Prior convention minutes are a good source of information. The Board of Trustees must review and approve all budgets.

Those committees requiring budgets are:

- C.I.
- H&H
- Programming
- Registration.

Refer to the Sub-committee section for items included in budgets.

Budgets should also include a proposed timeline (estimate) as to when the funds will be needed.

No Sub-committee funds should be disbursed until its’ budget is approved, unless approved by motion at a Planning meeting.

Once approved, budgeted funds may be disbursed upon presentation of a receipt to the Treasurer.

If an advance is requested, it must be approved by motion (accompanied by an estimate) at Planning.

Non budgeted Sub-committee spending

The Planning Committee should make all financial decisions during Planning Meetings. There are to be no monetary transactions between Sub-committees. All money is to be turned in to the Treasurer.

The BOT should assist the Planning Committee in setting financial goals for F&E and Merchandise based on convention site contract requirements.

The F&E Committee will submit proposed budgets, including costs for any special event related merchandise, for each scheduled event to the Planning Committee for approval.

Once approved, funds may be disbursed as seed money. After the event, (in a form received from the Treasurer) an expense report will be submitted with receipts for expenses, all proceeds and start-up funds.

Arts & Graphics expenses must be submitted for approval by motion at a Planning meeting.

All invoices from all Sub-Committees and members, budgeted or non-budgeted, should be turned in to Treasurer 15 days prior to convention date. If invoice is not available, then proposed/authorized amounts will be forwarded to Treasurer in anticipation of payment.

### Change Fund

All disbursements prior to the convention will be made by check to assure an audit trail. Petty Cash, or change funds, should only be used during the activities where goods, tickets or admission are sold. Pricing all products at even dollar points will eliminate the need for coin change funds. Petty Cash will be retrieved as needed or at the close of each activity in accordance with stated money pick-up procedures.

### Deposits

It is necessary for the BOT and Treasurer to plan in advance the method used to deposit convention proceeds. A minimum of 3 BOT members, including the Treasurer, will supervise the counts and any deposits.

### During the Convention

#### Income at the Convention

The BOT should assure that a safe deposit box and secure counting room are available for the safekeeping of the funds. At no time should the collected funds be deposited in the Hotel or Facility's account. The Treasurer and at least one Trusted Servant, usually the BOT Chair, will count all funds and receipt the source Trusted Servant in their presence. The BOT will decide who will be responsible for primary and secondary coverage, working in shifts to avoid fatigue. For security, the BOT may employ the services of Hospitalities as escort or may choose to operate alone (to avoid drawing attention to money transfers within the hotel), as the situation requires. Transaction log sheets should be used at all points during the money transfer to the safe deposit box and bank. The Treasurer is responsible for knowing the financial status at all times throughout the weekend. At the end of the convention, all funds should be turned in to the Treasurer.

#### Spending during the Convention

The Planning Committee and BOT should make every effort to anticipate any and all spending that could be required during the convention. If spending is necessary, these decisions during the convention should be made by BOT vote. Prior to convention weekend, plans for the settlement of the Hotel bill should be discussed with Hotel management. In addition, funds projected to be spent during the weekend by the Planning Committee should be closely observed by the BOT and, in some cases negotiated, discussed or prioritized in order to conserve funds at this critical time.

All payments should be made by check. If payments are to be made to vendors in cash, the cash count given to the vendor should be verified by the appropriate committee chair and/or two members of the Administrative Committee or BOT. Vendor will then verify count by signing a receipt or invoice as to the amount received. All three parties should sign the document verifying the transfer of funds.

### Pick-up Procedure

Two selected members of the Board of Trustees will execute all money pick-ups during the convention. It is necessary that one of those be the BOT Treasurer or Assistant Treasurer if at all possible. The count of the transfer from the Sub-committee to the Pick-up Team will be witnessed by the particular Sub-committee Chair or Vice-chair and confirmed by those three individuals on a log sheet or some other predetermined written proof of transfer. See addendums for form templates.

### After the Convention

#### Cash

The Treasurer with BOT assistance must deposit all money in the local bank (the “night drop” bank) immediately following the convention. Cash should not be left in a Hotel account with the agreement that the Hotel will forward the funds via a Hotel check. If the Hotel takes issue with us after the convention, they would be in a position to delay the transfer of funds.

#### Returned Check Policy

The Registration Sub-committee maintains files of all registration forms submitted including the registrants name, address and phone number. If a check is returned, the Treasurer will notify the Registration Chair to pull the appropriate form from the active file and place it in a “default” file.

The Treasurer and Registration Chair will contact the maker to advise of the returned check and arrange plans for restitution.

A \$20.00 (or, current fee levied by bank) charge will be added for every check that is returned, each time it is returned, with no exception.

Restitution will be allowed in the form of cash or money order.

If default occurs prior to the convention, the Registration Chair will not allow the registrant entrance to the convention until the BOT Treasurer has verified receipt of funds.

If restitution is not made, the registration information will be maintained in a “Bad Debt” file to be monitored by the BOT. No future checks will be accepted from that party.

The BOT will forward a written request for restitution to all “Bad Debt” files. The BOT will determine any further action.

#### Remaining Bills and Committee Reimbursements

The Planning Committee should meet no later than two weeks after the convention. All committees requiring reimbursement should bring all necessary receipts to this meeting. The Committee should meet at least monthly until all business is finalized.

#### The IRS Annual Filing – Form 990

A Federal Tax Return must be filed on the 15<sup>th</sup> day of the 5<sup>th</sup> month following fiscal year-end. The appropriate reports must also be filed with the State of NJ. It is the responsibility of the BOT and its Chair to see that all necessary forms have been filed and to keep up to date on current requirements under State and Federal Statute. The BOT assumes responsibility to hire a competent Tax Accountant, monitoring their progress through to the filing of the appropriate documents. The BOT Chairperson and/or Treasurer will provide NJRSC with all Tax Returns for archives.

*Tax Exemption*

The RCC of NJ, Inc. is a not for profit, tax exempt organization. This means we are exempt from Federal Income Tax and State Sales and Income Taxes. The Treasurer will maintain a file of Tax Exemption Forms from which copies can be made as needed. These forms are for Convention Committee and BOT use only. The Treasurer and BOT are the keepers of the Tax ID Number.

*Final Financial Report*

See Addendums for “Final Financial Report Template Spreadsheet” Template.

## *Corporate and Legal (Keeping it Simple)*

### *Introduction*

Although our Ninth Tradition states that “N.A. as such ought never be organized...” the annual convention is not N.A. “*as such*”. It is a function that is participated in by the members of the fellowship of N.A. The Ninth Tradition goes on to say, “...but we may create service boards or committees directly responsible to those they serve.”

In order for the Convention Committee to effectively carry out the purpose it was created for, incorporation became advantageous. The creation of a corporation to legally organize a convention is becoming more common within our service structure throughout the fellowship.

In order to be recognized as a legal entity by prospective banks, hotels and other businesses and to protect our members and fellowship as a whole from legal complications, we have formed a corporation. A corporate style protects the majority of N.A. by concentrating the legal responsibility onto the Board Of Trustees (BOT). Although the Bylaws state that no trustee shall be held personally liable for the debts, liabilities or obligations incurred by the corporation, it is possible, under certain circumstances, for a plaintiff’s suit to “pierce the corporate veil” and attach to any or all members in a joint/several fashion. For this reason some members may not wish to be Trustees.

The purpose of the corporation is to help facilitate the execution of the convention and is stated under “Purpose” at the beginning of these guidelines.

In order to operate, all corporations must be recognized by the State, have a Board of Trustees and have Bylaws (the official name for BOT policy or guidelines).

### *History of the Convention in N.J.*

The first New Jersey Regional Convention Committee incorporated itself under the name “Unity Weekend Committee, Inc.”. This corporation dissolved itself after the convention was over. The second convention committee incorporated itself under the name “Regional Convention Committee of New Jersey, Inc.” They created this corporation to be a “perpetual” type. By using the same corporation from year to year we gain several advantages:

- a) We save the time and money involved in dissolving and forming new corporations every year.
- b) It ensures that we have continuity in our legal and tax responsibilities.
- c) It provides us with desirable stability when we deal with prospective hotels and other businesses.
- d) It helps keep things simplified and organized.

## *The Board of Trustees*

### *Purpose*

The primary purpose of the BOT is to take care of the corporate and legal issues that affect the convention committee such as:

- a) Signing legal contracts.
- b) Negotiating future convention sites and vendors.
- c) Federal and State Filings .
- d) Interacting with lawyers and businesses on behalf of the convention committee.
- f) To hold, manage and oversee the Corporate Bank Account and Treasury reporting.
- e) Other such duties as indicated in the By Laws of the Regional Convention Corporation of New Jersey (R.C.C. of N.J., Inc.).

### *Election of Officers and Members*

As stated in the Bylaws, there are to be no less than 5 and no more than 11 Trustees. Officers include the President (Chairperson), Vice-President (Vice Chairperson), Secretary and Treasurer. At the RSC immediately following the close of the fiscal year, the NJRSC elects the BOT members, up to 11 in total. Recommendations from the outgoing BOT will be considered. If there are any vacancies, the remaining seats are elected at the regularly scheduled RSC's. Again, recommendations from the current BOT are considered.

The NJRSC also elects the Convention Committee Chair and the BOT Committee Treasurer to the Board. The Chair and Treasurer were vetted and nominated at a prior Convention Elections Meeting.

At the final regularly scheduled Trustee meeting of the fiscal year, the members may hold an election for a successor Chairperson. All BOT members are eligible to receive nomination during this election. The current Chairperson would then take the name of any resulting candidate as a recommendation for the following years' Chairperson to the next regular session of NJRSC.

The term of office is one year, with all terms expiring at the end of each fiscal year (currently July 31). The BOT Chairperson may serve a second term in their position. The BOT Vice Chairperson and Secretary are elected from within the committee at a regular session of the BOT.

The Planning Committee Chairperson and the BOT Treasurer are the only two positions from the Convention Planning Committee that are allowed to sit on both the Board of Trustees and the Convention Planning Committee. All other members may sit on either the BOT or the Convention Committee, but not both.

### *Removal of Officers and Members:*

An Officer or Trustee may resign by writing to any officer of the Corporation. Grounds for removal of Officers and Members are as follows:

- 1) Declared by Court of Law to be of unsound mind.
- 2) Conviction of a Felony.
- 3) Loss of Clean time.
- 4) Any other action that is decided to be unacceptable by the Board.

Removal of Officers and Members continued:

Other grounds for removal are:

- 1) Negligence or failure to adequately perform duties under guidelines. In this situation, the Board must agree by 2/3 vote to motion brought at BOT Meeting.
- 2) Misappropriation or misuse of funds. (Again, 2/3 vote to motion required)
- 3) Misrepresentation to outside 3<sup>rd</sup> party with intent to inappropriately bind (financially or legally) the Corporation. (Again, 2/3 vote to motion required)
- 4) Failure to attend two consecutive regularly scheduled BOT meetings. (After 2<sup>nd</sup> meeting, removal will require motion with 2/3 affirmative vote )
- 5) Relapse to use of drugs.
- 6) Decree of NJRSC.
- 7) Any other reason as determined by 2/3 vote to motion.

After dismissal of a member, the Secretary should write a letter to the appropriate contracted vendors and outside entities (including those we have an ongoing, non-contract business relationship with) regarding the termination, revoking the persons authority to speak on behalf of and/or bind the Corporation to any new projects or purchases.

The Treasurer or Assistant Treasurer should remove the name from the list of Signatory's as appropriate.

Upon vote of acceptance of resignation or removal, the Secretary will appropriately date the signed letter of resignation and notify the removed member by mail.

BOT Eligibility Requirements:

The pool of eligible candidates to the BOT will consist of members of the New Jersey Region, (i.e., they each have a home group within one of the member Area Service Conferences) and can demonstrate the following qualifications:

- 1) 5 years clean time (non-waive-able).
- 2) Prior BOT experience or at least 2 years Convention experience in an elected committee position. Note that "Corporate, legal and/or business experience which may prove useful to the function of the Board" is allowed under "Consultants to the BOT"
- 3) A willingness to serve.
- 4) Must sign an undated resignation letter in order to afford the NJRSC a course of action in case a Trustee becomes non-functional due to absence or neglect.
- 5) Potential members must be 5 years out of penal system.

Members of the BOT will recognize a limit of 6 consecutive terms.

Responsibilities of the BOT

- 1) To abide by the By Laws of the R.C.C. of N.J., Inc.
- 2) To handle all corporate, legal and fiscal aspects of the convention.
- 3) To field and satisfy all requests for financial information from RSC, or others, supplying hard copy when necessary.
- 4) To maintain the corporation's bank accounts.
- 5) To audit the Convention Treasury books 6 months after the beginning of the fiscal year.
- 6) To oversee all functions of the Convention Committee with regard to expenditure of funds within the spirit of our Third Concept.

Responsibilities of the BOT continued

- 7) To work with the Planning Committee regarding spending during the critical run-up to convention weekend to avoid shortage of funds.
- 8) To secure sites for future conventions.
- 9) To seek out legal advice and/or retain legal representation as necessary.
- 10) To seek out and retain the services of an independent auditor and/or CPA for accounting and tax filing issues.
- 11) To use and retain the Corporate Seal.
- 12) To carry out duties assigned to them by the Convention Committee and/or the NJRSC.
- 13) To present a report, which includes a Treasurer's report reflecting current financial status, to the NJRSC at each of its sessions?
- 14) The BOT reports to, is directly responsible to and abides by all decisions of the NJRSC.
- 15) To assign a member to assist each Sub-Committee during the convention.
- 16) To assign a member to review the Treasurer's work on a monthly basis.
- 17) To watch for areas of deficiency within Planning Sub-Committees and seek solutions, assigning members to assist in a spirit of cooperation, never control.
- 18) To oversee and maintain insurance policies as the Board sees necessary.
- 19) To adopt and fulfill the "Resolutions List" from the prior Board.
- 20) To develop an ending "Resolutions List" to pass on to the incoming Board. This will be a prioritized list of any works-in-progress and unfinished business that the outgoing Board will entrust to the incoming Board. This list will be part of the outgoing BOT Chair's final report to RSC.
- 21) To utilize the BOT portion of "Time Line Suggestions" in "Addendums".

In carrying out their duty, the Board and its members are expected to abide by the spirit of the Twelve Steps, the Twelve Traditions and the Twelve Concepts of Narcotics Anonymous.

The relationship between the Convention Committee and the BOT is to be one of cooperation on all corporate, legal and financial matters within both the Convention Planning Committee and the Convention Corporation.

BOT Liaisons to the Planning Committee

At some point prior to the convention, the BOT Chairperson may want to appoint members of the BOT to serve as "liaisons" to the Chairpersons of the Planning Committee. This action may also be taken to assist the Planning Chair and Vice Chair during the planning year to assist in Sub-Committee positions that are vacant or lacking support. This action is supportive to the Planning Chair. It is not meant to be a position of oversight, an extension of the BOT's powers, or an intrusion into the affairs of the Planning Committee. The appointee will take direction from the Planning or Sub-Committee chair during their service as liaison in spirit of support and unity. The Board Chairperson will appoint members based on the qualities and experience of the individual as practicable

### BOT meetings

- 1) Board of Trustee meeting is to be held at least once a month.
- 2) The BOT Chair or BOT Vice- Chair presides over the meeting.
- 3) For voting purposes, all and only BOT members are voting members except the President, who votes only in the case of a tie.
- 4) Simple majority rules apply except in cases of changes to the Bylaws or removal of members, which require two-thirds vote.
- 5) All BOT meetings are open to the fellowship.
- 6) Quorum is defined as 50% of the Board's membership.

### Tax Identification Number

The Tax ID Number is used by the Planning Committee with the implied permission of the BOT for any NJRCNA related dealings with outside enterprises. The BOT Chair and Treasurer are the keepers of the Number. The Number is not to be distributed to or used by any other NA function or group outside of the NJRCNA without express written consent of the BOT.

### The Corporate Seal

This is to be used when Corporate Resolutions are passed. Banks and other enterprises usually provide their own resolution forms that the appropriate BOT members fill out, sign and emboss with the Seal. The BOT Chair and the Treasurer are the keepers of the Seal.

### Corporate Resolutions

These are formal, written documents stating that the Board has voted to do something. The By-Laws state that the Corporation must authorize someone to enter into a contract with a hotel or any other entity where a contract is necessary. It is suggested to receive direction from an attorney regarding the proper wording of these documents.

### The Corporate Attorney

The Corporation needs to have someone to review and advise on contractual and legal issues from time to time. It is the BOT's decision whether to retain the services of an attorney for a period of time (if a lengthy issue or project is undertaken) or to contract for services on an as needed basis.

### Convention Site Committee

To fulfill the responsibility of securing a site for future conventions, the "Site Committee Chair", is to be nominated and voted into position from within the Board. With the goal of presenting a choice of site to the Planning Committee and RSC prior to the current convention date, the Site Committee looks throughout the region to find suitable facilities.

The committee should include at least a Chairperson, Secretary and regular members. Although all Board members are eligible to be on the Site Committee, direct convention planning experience and business negotiation skills would be considered valuable assets.

While there are no strict rules of rotation, the spirit of regional unity would seem to dictate that the convention site should be moved throughout the state as much as the principles of prudence and practicality would allow.

### Convention Site Committee continued

Using prior convention contracts, group conscious and other experienced NA members as a guide, the committee is to bring the results of their search to the Board for input, review and approval. The voice of the Planning Committee is to be carried by the Planning Chairperson.

The Site Committee Chair does not have the power to bind the convention corporation or to enter into a potentially binding contract with any outside organization. Powers to bind the convention shall rest exclusively with the Chairperson (or in their absence, the Vice-Chair) of the Board to be exercised at the will of the Board.

The Site Committee will look at 2-3 year registration trends to propose cost efficient sites. Recent registration trends and facility seating capacity should be considered when selecting sites for proposal. A 2–3 year trend should be considered to propose cost efficient sites as we may require more/less capacity.

### BOT Site Selection Committee General Guidelines

The Site Chairperson may form a committee for the purpose of seeking out facilities for future conventions. Considerations and Qualifications for Chairperson and Committee shall include:

- 1) Site Chairperson must have experience with, and a working knowledge of, the needs of programming and other Sub-Committee functions and requirements. The successful candidate will have the ability to:
  - a. Explain “What” NA is (P.I. skills are valuable here).
  - b. Explain who we (RCC of NJ, Inc., NJRCNA and NJRSC) are.
  - c. Represent our Corporation (and NA) in a professional business setting.
  - d. Leave a positive impression with those we meet.
  - e. Understand, comprehend and negotiate the nuances of contracts.
- 2) To reach out for experience from prior members, understanding that one mistake or poorly negotiated contract can have devastating and lasting effects on us, the NJRSC and the members we serve.
- 3) Site Chairperson usually stays on as point-of-contact with Facility until convention weekend, when BOT Chair takes over as on-site Signatory.
- 4) It is important to review past registration trends (2-3 years) for NJRCNA, and other conventions, to see if any geographical locations and/or facility size requirements might be more effective than others.
- 5) The Site Chairperson shall visit various locations to tour facilities, obtain proposals and develop a communication with the facility Sales and Events Director.
- 6) Careful attention must be given to the calendar of events for local and large scale (WSC) conventions for their impact on attendance and room block fulfillment when negotiating a date for NJRCNA.
- 7) Facilities must:
  - a. Be cost effective, i.e., room rate/food and beverage/other costs.
  - b. Be willing to allow a sleeping room block and food and beverage minimum guarantee to offset most or all meeting room rental.

Facilities must continued

- c. Have seating and overall capacity adequate for the trends noted above.
  - d. Provide a locking conference room for the Planning Committee / BOT to use during the convention. Provide safe deposit box. At no time do we deposit money with the facility.
  - e. Have an adequate number of rooms for holding concurrent workshops with proper seating capacity.
  - f. Have adequate space for dance/entertainment while maintaining a distance from meeting rooms in use for noise abatement. Check for availability of easels and stanchions.
  - g. Have an adequate area for Sub-Committee use (Registration, Programming, CI, Nar-anon, etc., with electricity available.
  - h. Have adequate areas/room(s) for Merchandise/vendors.
  - i. Have an adequate lounge area for socializing between meeting times.
  - j. Have a locking storage room for use of the Registration Committee and/or any other committee that needs an overnight secure area for storing merchandise, etc.
  - k. Provide a daily sit-down debrief of account status to the BOT Chair (twice on Saturday).
  - l. Restrict Master Account signing privileges to the BOT Chair
  - m. Allow for Direct Billing and payment by check at close of convention.
- 9) Concessions from Facility to include in contract (if possible):
- a. Low Coffee price
  - b. At least 1(one) "Comp" sleeping room for every 40 sold to block (these "comp" rooms would be used for Main Speakers, those selected vendors which have approved contract stipulations and as fundraising prizes. All committee members pay their own way regarding sleeping rooms.)
  - c. Attrition clause (might be in contract as "actualization").
  - d. Banner Hanging costs
  - e. Tables, chairs and covers for Sub-Committee and vendor use.
  - f. 1 (one) conference room to be used as a BOT/Planning Committee group office
  - g. 1 locking room for storage, preferably near the registration/merchandise areas.
  - h. Device recharging stations.
  - i. 1 (one) suite at regular group rate for BOT Chair/BOT office use.(sleeping room is paid for by BOT Chair)
  - j. If there is a vendor/table charge, negotiate a onetime charge per vendor, not per table, max of 3.

### **Guideline Development**

As necessary, the Planning Committee may request that the BOT begin the process of updating all or parts of the information found in the Convention Committee Guidelines. The BOT may also start this process, as it deems necessary. The BOT Chair will appoint a select committee of equal representation from both the BOT and the Planning Committee (to include the Planning Committee Chair, Vice Chair or their recommendation) to work on this process. The Select Committee will present draft material to both the BOT and Planning Committee for input, review and then approval prior to submitting the finished work to RSC for approval. The RSC may, at any time, add or subtract from the Guidelines.

### **Special Committees**

At times, certain duties or tasks assigned to the Board require that committees be formed to best perform the requirements and relieve the Board meetings of unnecessary, preliminary discussion. For simplicity, the committee should be given a written and clear purpose.

These committees will operate within the generalities of typical N. A. committee structure and meet outside of the regular Board meetings to accomplish their goals.

An Ad hoc Committee formed from within the Board, may be set in motion to research and provide potential solutions to the Board for review, input and approval. When the purpose of the committee is fulfilled, the Ad hoc committee is dissolved.

A Select Committee, composed of board members selected by the Chairperson, operates in a similar fashion. Of a less voluntary nature, the members of the select committee are assigned tasks at the discretion of the Chair. All members of the Board are eligible for either type of committee.

### **Consultants to the BOT**

The Board may vote to invite specially qualified persons to serve and advise for any suitable interval as non-voting Consultants to the BOT. Such Consultants will not receive any form of compensation from the RCC for their efforts.

# ADDENDUMS

## Indigence Statement (How to deal with “those who have yet to register”)

### *The Issue*

As stated in the Purpose and Definition of our Guidelines, the convention “is a fundraising event that brings our fellowship together for the purpose of celebrating recovery in Narcotics Anonymous”. It goes on to say that it is to “encourage unity, fellowship and service among our members”, and it ends with a statement regarding NA’s primary purpose, “To carry the message to the addict who still suffers”.

The question arises, how do we follow our purpose as stated in our guidelines when it comes to the member, or even the nonmember, suffering addict who shows up at the doors of our convention, or any of our events, without the funds to fully register and participate in a function we are holding *for them*? In other words, how do we achieve a spiritual balance between making money and assisting those who claim to have insufficient funds? Many of us feel that turning away any addict is wrong.

Our Purpose and Definition can give us direction. In seeking such a solution, we are to be “...guided by the 12 Concepts and 12 Traditions...”. Hence, we should look to the principles embodied in those documents for our solution.

### *The Approach*

We refer to them as “*those who have yet to register*”, because that is what they are. They claim to be short on funds and want to attend our function. As a committee responsible to the fellowship and the facility, we can’t allow individuals to attend our functions and utilize our rented space unless a registration badge of some type identifies them as being with our group. It’s our job to help find a practical way to include them. Paid or not, we want to get them registered.

Typically, the committee has assigned the duties of “screening” and counseling to the Registration Chair and members of the BOT. When a committee member comes across *one who has yet to register*, they have guided them to the responsible member, preferably away from the registration table and crowds to avoid embarrassment, to be dealt with in a loving and caring way. In our guidelines, H&H has the responsibility to guide such addicts to the appropriate members.

We don’t pretend to be able to give sound doctrine on how to handle each and every case where an addicts’ lack of funds are concerned, but we can share some solutions that have worked for us in the past.

### *The Solution*

Essential to a solution would be humility, prudence, integrity and accountability. Our 4<sup>th</sup> Concept mentions that we should, “...stand fast on sound principle; to compromise, and to disagree without be disagreeable; to demonstrate the courage of [our] convictions, and to surrender.” All of these should have their place in our solution.

Indigence Statement continued

*The Solution (cont'd)*

When confronted with the uncomfortable situation where an individual does not have enough money, we have often employed the principle of compromise and have sometimes said, “What *do* you have that you *could* give?”, and have accepted that in return for a basic or “partial” (as defined by current committee) package. This allows the individual the dignity of paying their own way, within their own means.

Perhaps a friend, spouse or sponsor could loan, or give, them the money; or do for the individual what they would want for them should they find themselves in such a situation.

Perhaps the Committee and BOT could develop a policy were the individual would be allowed to “work it off” by serving on a committee during the convention.

Another solution would be to utilize funds collected in a Newcomer Donation Fund, collected at the Registration table, or on the Registration form, at the direction of the Planning Committee. This would entail the use of a ledger account prior to the convention for accrual and a member at the registration table during the convention to keep a “real-time”, current account of funds as they are donated and distributed in accordance with committee procedures. When this account is exhausted, newcomers can wait until the fund is replenished; use one of the aforementioned solutions or a blend of them. This would require the use of several, dedicated members with “treasurer-like” responsibilities to work in shifts so as to avoid fatigue. Excess funds in this account at the conclusion of the convention should be donated directly to the NJRSC.

We should stay away from the “dope fiend” mentality, thinking that they are just getting over on us, even if we see them buying up half our merchandise or dining well later on in the hotel restaurant. It is not our job to interrogate. If they claim to be short, we need to believe them for purposes of registration. If we employ the principles of honesty and humility, perhaps we can see a little of ourselves in them, make allowances and act with compassion and respect based on our own personal experience.

We should not be quick to judge, sentence and condemn another by turning them away or by simply handing them a meeting list, explaining that this is a fundraiser and informing them that they need to find a meeting. As committee members, we have accepted a term of service; they are our guests. Remember how warm and inviting it felt to be included? Remember how cold and harsh it felt to be excluded and turned away?

Neither should the pendulum swing to the other extreme where we “give it all away”. Not many *want* to pay, and we have a responsibility (accountability) to those who did pay to do our best to keep the field level and criteria as fair and just as possible.

We find it difficult to give a step-by-step, “cookie cutter” approach to this dilemma. We feel that if the committees allow the principles mentioned above to work, appoint members with the 4<sup>th</sup> concept in mind and do so within the spirit of our 6<sup>th</sup> concept, all will be well.

“In order to receive, we must be willing to give.” Basic Text, pp. 102

“Good will is best exemplified in service; proper service is, ‘Doing the right thing for the right reason.’” Basic Text, pp. ix

*Sample Letter to an Institution*

To: (Name & Address of Recipient)

From: R.C.C. of NJ  
Convention Information Subcommittee  
P.O. Box  
City, State Zip

To Whom It May Concern:

The Regional Convention Committee of New Jersey would like to invite your current residents to the New Jersey Regional Convention of Narcotics Anonymous. Our annual convention is being held at (location of convention) on (date of convention).

The invitation is extended for Friday evening and Saturday, (date). Our Convention Information Committee will supply current residents from your facility, free of charge, a convention package. The convention package will include a nametag and a program. The nametag enables the attendees to attend all workshops. Admission to ticketed entertainment, dances and/or meals will be charged to all clients and staff at rates indicated on the enclosed flyer. No group discounts will be offered. Food can be purchased at the hotel's restaurants.

If you are interested in attending, please contact our subcommittee chairperson to provide us with the number of persons that you will be bringing so that we can plan accordingly. We ask that you have one staff member per every five clients that will be attending. Any additional staff members will be asked to register for the convention.

Enclosed is a copy of our convention registration flyer for your information. Please provide us with the name(s) of staff members and the number of attendees (1 staff for every 5 residents) no later than two weeks before the convention.

Regards,

\_\_\_\_\_  
(Name of Convention Information Chairperson)

\_\_\_\_\_  
(Chairperson's phone number)

\_\_\_\_\_  
(Chairperson's email)

## Suggested Convention Information IP/Literature Inventory Guide

<u>#</u>	<u>Inventory Item</u>	<u>Suggested Beginning Inventory</u>	<u>Post-Convention Inventory per count</u>	<u>Amounts distributed at Convention</u>	<u>Amounts to order</u>
<u>1</u>	<u>Who, What, How, and Why</u>	<u>30</u>			
<u>5</u>	<u>Another Look</u>	<u>30</u>			
<u>6</u>	<u>Recovery and Relapse</u>	<u>30</u>			
<u>7</u>	<u>Am I An Addict?</u>	<u>30</u>			
<u>8</u>	<u>Just For Today</u>	<u>30</u>			
<u>9</u>	<u>Living the Program</u>				
<u>11</u>	<u>Sponsorship</u>	<u>30</u>			
<u>12</u>	<u>The Triangle of Self- Obsession</u>	<u>10</u>			
<u>13</u>	<u>Youth and Recovery</u>	<u>30</u>			
<u>14</u>	<u>One Addict's Experience</u>	<u>30</u>			
<u>15</u>	<u>PI and the NA Member</u>	<u>30</u>			
<u>16</u>	<u>For the Newcomer</u>	<u>30</u>			
<u>19</u>	<u>Self Acceptance</u>	<u>30</u>			
<u>20</u>	<u>Hospitals &amp; Institutions Service &amp; the NA Member</u>	<u>30</u>			
<u>21</u>	<u>The Loner – Staying Clean in Isolation</u>	<u>30</u>			
<u>22</u>	<u>Welcome to Narcotics Anonymous</u>	<u>30</u>			
<u>23</u>	<u>Staying Clean on the Outside</u>	<u>30</u>			
<u>26</u>	<u>Accessibility for those with Additional Needs</u>				
	<u>Basic Text (for giveaway at Banquet)</u>	<u>Per Committee</u>			
	<u>In Times of Illness</u>	<u>30</u>			
	<u>A Resource in Your Community</u>	<u>30</u>			
	<u>For Those in Treatment</u>	<u>30</u>			
	<u>Narcotics Anonymous White Book</u>	<u>50</u>			

## *Hotels and Hospitalities* *Do's and Don'ts*

### *Definition and Purpose*

Hotels and Hospitalities (H&H) serve as a highly visible welcoming committee and provides for security and orderly traffic flow. H&H works closely with the other Sub-committees and Hotel staff to help provide a suitable atmosphere of fun and recovery for the guests of the convention.

### *Do's*

- Develop a working relationship with facility staff, becoming familiar with emergency protocol, smoking policy, facility damage control procedures and areas that are off limits to guests.
- Provide personnel at entrances, intersections and other points as necessary to welcome guests, direct traffic and answer questions.
- Advise guests as to the importance of registering and kindly restrict access to *those who have yet to register*, guiding them instead to the Registration Area, an appropriate BOT member or an appointed member of the Administrative Committee.
- Provide for orderly traffic flow at Registration Area, Merchandise Store, Banquet and other functions or sensitive areas as necessary.
- Committee members will be identified by wearing distinguishing shirts, hats and/or ribbons as approved by Planning Committee.
- Smile, hug, be kind to and welcome everyone you see.
- Keep an eye out for puzzled faces and those who appear to have questions. If you don't have an answer, kindly escort the guest to one who may.
- Carry a program for answering questions.
- Be responsible for your radio and your area of responsibility. If you leave your area, notify the chairperson.

### *Don'ts*

- Don't be a Policeman. Attendees are our guests and will be treated with respect. *Those who have yet to register* should be courteously guided to the nearest committee chairperson, BOT member or the registration table; let them determine how they should register.
- Don't be a Policeman! The idea is that we want them to be registered, not just pay us money. We invited them; they are our guests. Although this function is not governed by the Twelve Traditions, our actions should be. Our primary purpose is to carry a message of recovery.
- Don't approach a volatile situation alone; buddy up or call your Chairperson.

The members of the H&H committee are perhaps our most visible component. The atmosphere of our convention depends largely on your attitude and how you handle yourself and our guests. Please remember that all of our actions convey a message. Please help make that message one of recovery, unity and fun!

## *Bidding Process*

If the Planning Committee or the BOT require bids to be sought for outside services:

- 1) Sub-committees are to solicit bids from vendors using a standard agreement template. If Sub-committee cannot find three bids, the BOT may assist in soliciting bids for the Sub-committee's review.
- 2) Sub-committee will review bids and select recommendation to Planning Committee for review and approval. If approved at Planning Committee, Planning Committee Chair will take recommendation to BOT. BOT will review financial and legal aspects of recommendation, approve and sign, amend or reject.
- 3) Any affected sub-committee member affiliated with any candidate vendor must immediately notify his sub-committee of the affiliation and is not permitted to vote. Affiliation is described as one or more members of a committee having a relationship where potential favoritism may arise.

Failure to notify the sub-committee of affiliation could result in dismissal of member (see "Removal of Trusted Servants").

- 4) Under no circumstance may any voting committee or BOT member receive either directly or indirectly any kind of gratuity, gift or favor from any candidate or selected vendor. Failure to adhere to this policy could result in dismissal of the member.
- 5) Failure to follow guidelines may result in cancellation or rejection of bid.

**NJRCNA Function Provider/Vendor Bid/Agreement Template**

Provider Name: \_\_\_\_\_  
Provider Services: \_\_\_\_\_  
\_\_\_\_\_

Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_

Committee Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
PO Box 134, Fords NJ 08863 Email: \_\_\_\_\_

Event Location: \_\_\_\_\_  
\_\_\_\_\_

Date(s) of Event: \_\_\_\_\_  
\_\_\_\_\_

Description of Typical Services Required for DJ: Setup and teardown of all necessary equipment at direction of Programming Sub-Committee. Staff and provide for music playback, lighting and microphone/PA system during all functions scheduled, to include but not limited to: Friday night opening speaker; Friday night dance (up to 4 hours for dance), Saturday Brunch, Saturday Evening Banquet Celebration/Speaker(s), Saturday Night Comedy/Variety Show Saturday Night Dance (up to 4 hours for dance), Sunday Morning Brunch/Speaker. (Microphone/PA/ambient music playback only if function is in alternate room)

Terms: 25% deposit will be forwarded from Committee along with signed Agreement. 25% is due first day of Event. Balance at conclusion of Event. All payments will be in the form of Corporate Check. In the circumstance of postponement or cancelation by either party, 30 days prior to Event, funds will be returned to Committee. If Committee cancels at any time within 30 days of Event, deposit is forfeited by Committee. If Provider forfeits at any time prior, or within 30 days of Event, Provider will return deposit to Committee and no other fees are due. Committee will provide a schedule of related functions 10 days prior to Event. In case of sickness or other circumstances Committee agrees to be beyond control of Provider, Provider reserves the right to substitute a staff member of equal or greater value. Provider and staff are required to stay at the Event's Hotel, at Providers expense within the Event's Room Block, to remain onsite if needed.

Description of Services to be provided:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Benefits and Highlights of Provider's Services:

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Qualifications/References/History:

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Cost: \$ \_\_\_\_\_

Comments/Considerations: \_\_\_\_\_

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Acceptance:

Committee: \_\_\_\_\_ Name/Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Provider: \_\_\_\_\_ Name/Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Note:

No committee member may act as a vendor in order to sell merchandise or any other items of their own or others at the convention or any other convention related event.

## *Why Register?*

Statement for Registration Flyer:

Questions often arise as to why we ask attendees to pay for registration at Convention-related events. Our New Jersey Regional Convention is a Fund raising event designed to celebrate recovery. Our workshops and events are held at facilities that charge us a fee and require that we be accountable to our attendees. To cover these costs and provide a donation to the New Jersey Regional Service Conference, we ask that those who attend our event register with us. For more information, please speak with our Registration Chairperson. Thank you!

Explanation:

Questions often arise as to why we should have to pay for registration at Convention-related events. A point of information; our “Purpose” statement states that the New Jersey Regional Convention is a fundraising event held for the purpose of celebrating recovery. As such, it falls outside of the purview of our Traditions; but our service members still operate within them. We hold workshops and events, not NA meetings at our Conventions; “NA as such” is not present.

First of all, registration at a convention is typically required as a condition of contract with the facility. We need our members registered be accountable to the facility. It also gives us a good, verifiable number of attendees on which to base our usage and costs for both the current and future events.

We charge a registration to accomplish a few things. It costs money to hold an event like a convention at a facility large enough to handle 1000+. Registration helps to cover these costs, allows us to roll over our seed money from year to year (to prevent using 7<sup>th</sup> Tradition money for future funding) and fulfills our purpose of providing a donation to the New Jersey Regional Service Conference to aid the funding of their efforts to provide services and to reach out with NA’s message.

Finally, we do have guidelines on how to handle those who do not have the funds to register. Please see our Indigent Statement for more information.

Registration Table Form Template

<b>Welcome to the New Jersey Regional Convention</b> <b>XXXI REGISTRATION FORM FOR CONVENTION WEEKEND</b>										
Name:					Date:					
					Initials:					
					QUANTITY		TOTAL		Ticket #	
Registration = (Free Friday Dance) =					\$25.00	X		=	\$	
Friday Night Dance (if not registered)					\$10.00	X		=	\$	
Saturday Dance (w/out Banquet tkt)					\$10.00	X		=	\$	
Saturday Dance OR=(or Free w/Banquet tkt)					x	X		=	\$	
Saturday Brunch					\$20.00	X		=	\$	
Saturday Banquet = (free Sat dance tkt)					\$40.00	X		=	\$	
Sunday Brunch					\$20.00	X		=	\$	
SPEAKER					\$15.00	X		=	\$	
Comedy Show/Hypnotist					\$15.00	X		=	\$	
Newcomer Donation						X		=	\$	
INDIGENT						X		=	\$	
ALL GUESTS must register to attend all convention functions							TOTALS			
* No checks will be accepted at this convention/NO REFUNDS							Sequence #	Verified	Entered by	



## Registration Final Report Template

**CONVENTION ### - "THEME"  
FINAL REGISTRATION REPORT - ####/####**

Our final numbers are as follows:

**For early bird registrations for Convention XXX are:**

- XXX, for a total of \$0000.00

**Total Sales for Convention XXX are:**

- GRAND TOTAL SALES FOR REGISTRATION FOR CONVENTION ### FOR ALL SALES: ARE \$00,000.00**
- \$00,000.00 IN REGISTRATION SALES, for a total of XXXX registrants.**
- Total reg sales including early bird for convention ### is: \$00,000.00 and total registrations are XXXX (XXX+XXX CONV ##)**

**Breakdown:**

- CONVENTION ### EARLY BIRD: XXX REGS
- REGS from FUNDERS : XXX REGS
- PRE-REGS: XXX REGS
- SPEAKERS: XX REGS
- REGISTRATION CONV WKEND: XXX REGS

**SATURDAY BRUNCH:**

- XXX TICKETS SOLD, \$0000.00

**SATURDAY BANQUET:**

- XXX TICKETS SOLD, \$0000.00

**SUNDAY BRUNCH:**

- XXX TICKETS SOLD, \$ 0000.00

**SATURDAY DANCE:**

- TOTAL OF XXX DISBURSED;
  - XXX TICKETS SOLD, \$0000.00
  - XX GIVEN FREE W/BANQUET

**COMEDY SHOW:**

- XXX TICKETS SOLD, \$0000.00

**NEW COMER REGISTRATIONS/ PD LESS THAN REG COST:**

- \$0000.00 in sales

**CI/ PACKETS GIVEN OUT:**

- XXX PACKETS GIVEN OUT/FREE

**INDIGENT PACKETS:**

- XXX PACKETS GIVEN OUT/FREE

Thank you for allowing us to serve: \_\_\_\_\_ Convention ### Registration Chair

### **BOT Treasurer Money Pick-Up Procedure**

- 1)** Before the start of the Convention, the BOT Chair, Vice-Chair and Treasurer will secure directions and after-hours drop process, procedure, forms and bands from the nearest bank office.
- 2)** Before the start of the Convention, the BOT Chair, Vice-Chair and Treasurer will secure the Hotel lockbox and assign sign-in privileges. There should be a minimum of 4 members. Never deposit NA cash into any Hotel account!
- 3)** The BOT Treasurer and other BOT members are assigned to pick-up money. Money pick-ups are a discreet event and not to draw attention to ourselves.
- 4)** The Chair or Vice-Chair of Registration, Merchandise, or F&E (dance or other money locations) will call the Treasurer and request a money pick-up as needed.
- 5)** In a secure area and witnessed in the presence of the Treasurer and the other BOT member, the Committee Chair/Vice-Chair will remove and count money from the cash register.
- 6)** The BOT Treasurer, the BOT member and respective Sub-Committee Chair/Vice-Chair will individually verify the money count. All 3 MUST agree on the amount of money being collected.
- 7)** This money is then rubber banded, a money pick-up slip will be then attached to indicate the date, time, location, amount collected, and initialed by all three individuals.
- 8)** The BOT Treasurer, BOT member, and the Sub-committee Chair/Vice-Chair will record this information on their individual money pick-up sheet as well as initial each transaction.
- 9)** Immediately and without delay, the BOT Treasurer and the other BOT member will deposit the money into the Hotel lockbox. Both BOT members go into the Hotel lockbox together to make this money drop.
- 10)** Once the money is in the Hotel lockbox, no money will be removed from of any the individual banded money packs.
- 11)** Before any bank drops, the Treasurer and another BOT member will take the money from the Hotel lockbox to a secure room within the Hotel. The BOT Chair or Vice-Chair, Treasurer, and another BOT member will be present for this re-count. All banded money will be re-counted individually for accuracy and then sorted into denominations, counted in the amounts designated on the bank supplied wrap bands, and then be banded for a bank drop.
- 12)** All bank drops will be done by at least 2 BOT members going to the closest BOT bank to the convention site.

**Treasurer Cash Disbursement Form Template**

<b>CONVENTION XXIX, CASH DISBURSEMENT FORM</b>			
NEW JERSEY REGION CONVENTION NARCOTICS ANONYMOUS: _____ LOCATION: _____		CASH DISBURSEMENT FORM NJRCNA _____	
<input type="checkbox"/>	REGISTRATION	<input type="checkbox"/>	_____
<input type="checkbox"/>	MERCHANDISE	<input type="checkbox"/>	_____
<input type="checkbox"/>	FUNDRAISER & ENTERTAINMENT	DATE:	_____
<b>NOTES, COMMENTS, OR DESCRIPTION OF TRANSACTION</b>			
_____			
_____			
_____			
_____			
_____			
DATE:	_____	COMMITTEE SIGNATURE:	_____
TIME:	_____	COMMITTEE SIGNATURE:	_____
TOTAL FUNDS:	_____	VENDOR'S SIGNATURE	_____
<input type="checkbox"/>	CASH	TREASURER'S SIGNATURE:	_____
<input type="checkbox"/>	CHECK #:	(IF APPLICABLE)	_____



**Treasurer Final Report Template**

**NJRCNA #  
Treasurers Report (date)**

<b>Account #</b>	<b>Account Name</b>	<b>Total</b>
<b>Funding:</b>	101 RCC of NJ	\$0,000.00
<b>Income:</b>	301-A Pre-Convention	\$0.00
	F&E	
301-B	Convention Week-End	\$0.00
	F&E	
302	Registrations	\$0.00
303	Saturday Banquet	\$0.00
304	Saturday Brunch	\$0.00
305	Friday Night Dance	\$0.00
306	Saturday Dance	\$0.00
307	Newcomer Fund	\$0.00
308	Merchandising	\$0.00
309	Outside Vendors	\$0.00
310	NJRSC	\$0.00
311	Comedy Show	\$0.00
312	Sunday Breakfast	\$0.00
315	Other Income	\$0.00
Sub-Total of Income:	\$000.00	
<b>Expenses:</b>	501 Administrative	\$0.00
502	Arts & Graphics	\$0.00
503	Convention Information	\$0.00
504	Fundraising & Entertainment	\$0.00
505	Hotels & Hospitality	\$0.00
506	Merchandising	\$0.00
507	Programming	\$0.00
508	Registration	\$0.00
509	NJRSC	\$0.00
510	Bad Debt	\$0.00
511	Convention Hotel Expense	\$0.00
512	Next Year's Convention	\$0.00
Sub-Total of Expenses:	\$0.00	
<b>SUMMARY:</b>	Funding:	\$0,000.00
Expenses:	+	\$000.00
\$00,000.00		
<b>BALANCE</b>	-	\$0.00
\$00,000.00		

=====

TRANSFER SEED TO CONV # \$\_\_\_\_\_

**Contents of Treasurer's Report to RSC for Archives;**

1. Federal 990 EZ for fiscal period
2. State filing CRI-300R
3. Financial statement for fiscal period
4. Copy of all bank statements for fiscal period
5. Copy of all financial reports
6. Receipts
7. Deposit slips
8. Copies of BOT Minutes (From BOT Secretary)
9. Copies of Planning Minutes (From Planning Secretary)

**NJRCNA General Time Line Suggestions**  
**(all 'months' are from prior convention)**

**BOT:**

Prepare full financial report, per guidelines, for RSC at scheduled conferences.  
Send 'books' and fee down payment to accountant (45 days from prior convention).  
Schedule "Meet and Greet" with accountant (BOT Chair, VC, Treasurer and Asst Treasurer) for upcoming year (after RSC elections)  
Follow up with accountant as needed until complete.  
Approve theme and logo for legal issues (2 month)  
Approve budgets (beginning at 2 months)  
Approve pre- registration flyers (2 months)  
Begin site selection process for next year. (Immediately)  
Set Registration Pricing: Pre-Registration; Full Registration; Day Registration; Individual Meals (As meal prices are presented; 8 months prior)  
Verify tax exempt and charitable registration status (agent of record) filing. #990 (July, or t/w accountant).  
Purchase/renew Insurance for the Convention, General and D&O Liability (July)  
Purchase rent (June)  
PO Box rent due in December (Write and send in November)  
Review/Renew Web Hosting, Dedicated IP, Domain Registration, And Positive SSL Certificate. (January)  
Approve hours of operation for Merchandise Room and Registration (9 months)  
Approve main speakers (8 months)  
Approve Merchandise Vendor (9 months)  
Approve outside Vendor Bids (9 months)  
Sign facility contract for following year (To submit to RSC prior to current convention)  
Print following year's preregistration form to be used on Sunday at current year's convention (10 months)  
Prepare/service cash registers (10 months)  
Assign Liaisons to Planning Committee and vendor contract enforcement (10 months)  
Discuss money handling (pickup, counting, temp lockbox storage and deposit) procedures (11 months)  
Discuss income/expense/room tracking procedures for real-time onsite use (coffee distribution timing, room block awareness, registration closing, merchandise discounts)  
Discuss petty cash and acquire receipt forms, blanks, templates and receipt mechanisms (11 months)  
Treasurer and Chair to calculate a forecast of convention weekend income/expense

**Planning Timeline**

Election of Sub-Committee Chairs (prior to RSC, after convention)  
Gather information from Prior Chairs  
Prepare budgets to submit to BOT (1 month)  
Selection of Convention Theme and Logo (with Arts & Graphics) (Immediately)  
Determine hours of operation for Merchandise Room and Registration (subject to approval by BOT) (prior to program printing)  
Approve Program (9 months)  
Approve Entertainment for convention (8 months)  
Order Banner (9 months)  
Print Tickets (10)

## Planning Timeline continued

### *Arts & Graphics:*

- Convention Logo and theme (immediately even if temporary)
- Present Banner Design to planning for approval (9 months)
- Present Ticket Design to host committee for approval (9 months)

### *Convention Information:*

- Gather prior information from prior chair
- Gather prior registration information from prior registration chair (email addresses)
- Monthly email blasts for upcoming events, registration information and to promote our website
- Inform Hospitals and Institutions about convention with sample letter (3 months)
- Submit information to NA Way (2 months)
- Submit information to local newsletters/web sites (2 months)
- Submit information to areas and regions on east coast (2 months)
- Monitor others' websites to ensure that our information is current
- Gather local meeting lists to use at convention (10 months)
- Gather NA literature to use at convention (10 months)
- Prepare map of area with local restaurants (10 months)
- Gather information on transportation to and from airport (10 months)

### *Fundraising and Entertainment:*

- Prepare event timeline for year and present to Planning and BOT. (1 month)
- Ensure that our events and activities do not coincide/conflict with other local, Regional or area events.
- Prepare budget proposals for each event and submit to Planning and BOT
- Plan and hold fundraisers for convention (July - June)
- Secure DJ's/Bands and events for convention (8 months)
- Submit budget for and Purchase decorations for convention (11 months)

### *H&H:*

- Prepare Sub-Committee. (Ongoing)
- Submit budget (10 months)
- Work with Merchandise and/or Arts and Graphics for distinctive T-shirts, badges, ribbons, etc. for committee use (9 months) and submit to Planning. (In budget)
- Secure communication devices from Chair (held by BOT members) and check for operation/repairs. Notify Planning Chair if repairs are needed (8 months)
- Develop plan to distribute devices to members with greater than 1 year clean (plan to be approved by Board (10 months)
- Submit budget for items for use in hospitality room at convention (10 months)
- Prepare list of shifts and volunteers covering shifts (prior to convention)
- Review dos and don'ts with committee. (Prior to convention)
- Provide a lost and found and a message board (prior to convention)

## Planning Timeline continued

### *Merchandise:*

- Submit 3 bids, ideas and recommendations for preconvention merchandise (asap and ongoing)
- Submit 3 bids and recommendation for convention merchandise (8 months)
- Suggest hours of operation to Planning Committee and BOT (prior to Program Printing)
- Coordinate pre convention sales of merchandise and inventory (ongoing)
- Contact other conventions to ask to sell merchandise at their alt merchandise store (provide registration with contact number also) (ongoing)

### *Program:*

- Gather Committee (Immediately)
- Seek facility information from Planning Chair or(immediately)
- Develop spreadsheet of meeting times (2 months)
- Selection of topics for workshops (3 months)
- Select main speakers for submission to Planning (6 months)
- Contact all speakers and send confirmation letters/emails (9 months)
- Send program schedule to facility thru BOT Site Liaison (9 months)
- Get store time information from Registration and Merchandise after Planning and BOT approval (9 months)
- Present approval draft of program to host committee (10 months)
- Print program and send to registration for packing (if applicable) (10 months)
- Selection of chair people for meetings and workshops (11 months)

### *Registration:*

- Design pre registration flyer (11 months)
- Design registration flyer template (as soon as artwork is done)
- Coordinate distribution of registration flyer (September - May)
- Direct mailing to registrants from prior events (January and May)
- Submit 3 bids and recommendation for registration packet items. (April)
- Suggest hours of operation to host committee (prior to April AB meeting)
- Stuff registration packages (prior to convention)

**MOTION TABLE** (from A Guide to Local Services in NA)

<u>TYPE OF MOTION</u>	<u>PURPOSE</u>	<u>INTERRUPT</u>	<u>SECOND</u>	<u>DEBATABLE</u>	<u>VOTE</u>
<u>Adjourn</u>	<u>To end the committee meeting.</u>	<u>No</u>	<u>Yes</u>	<u>No</u>	<u>Simple</u>
<u>Amend</u>	<u>To change part of the language in a main motion.</u>	<u>No</u>	<u>Yes</u>	<u>Yes</u>	<u>Simple</u>
<u>Amend by substitution</u>	<u>To alter a main motion by completely rewriting it, while preserving its intent.</u>	<u>No</u>	<u>Yes</u>	<u>Yes</u>	<u>Simple</u>
<u>Appeal ruling of chair</u>	<u>To challenge a decision the chair has made about the rules of order.</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>Simple</u>
<u>Information, point of</u>	<u>To be allowed to ask a question about a motion being discussed, not to offer information.</u>	<u>Yes</u>	<u>No</u>	<u>No</u>	<u>None</u>
<u>Main motion</u>	<u>An idea a committee member wants the committee to put into practice.</u>	<u>No</u>	<u>Yes</u>	<u>Yes</u>	<u>Varies</u>
<u>Order of the day</u>	<u>To make the committee return to its agenda if it gets onto another track.</u>	<u>Yes</u>	<u>No</u>	<u>No</u>	<u>None</u>
<u>Order, point of</u>	<u>To request clarification of rules of order when it appears they are being broken.</u>	<u>Yes</u>	<u>No</u>	<u>No</u>	<u>None</u>
<u>Parliamentary inquiry</u>	<u>To ask the chair about how to do something according to rules of order.</u>	<u>Yes</u>	<u>No</u>	<u>No</u>	<u>None</u>
<u>Previous question</u>	<u>To stop debate and vote right now on whatever motion is at hand.</u>	<u>No</u>	<u>Yes</u>	<u>No</u>	<u>Two-thirds</u>
<u>Privilege, personal</u>	<u>To make a personal request of the chair or the committee.</u>	<u>If urgent</u>	<u>No</u>	<u>No</u>	<u>None</u>
<u>Reconsider</u>	<u>To reopen for debate a motion previously passed.</u>	<u>No</u>	<u>Yes</u>	<u>Yes</u>	<u>Simple</u>
<u>Refer, commit</u>	<u>To halt debate, send motion to Sub-Committee or ad hoc committee before vote.</u>	<u>No</u>	<u>Yes</u>	<u>Yes</u>	<u>Simple</u>
<u>Remove from the table</u>	<u>To resume consideration of a motion previously tabled before the time set.</u>	<u>No</u>	<u>Yes</u>	<u>No</u>	<u>Simple</u>
<u>Rescind, repeal</u>	<u>To void the effect of a motion previously passed.</u>	<u>No</u>	<u>Yes</u>	<u>Yes</u>	<u>Two-thirds</u>
<u>Table</u>	<u>To put off further consideration of a motion until a later date and time.</u>	<u>No</u>	<u>Yes</u>	<u>No</u>	<u>Simple</u>
<u>Withdraw a motion</u>	<u>To allow a motion's maker to take back that motion after debate has begun.</u>	<u>Yes</u>	<u>No</u>	<u>No</u>	<u>Unanimous</u>