

SANAC Convention Guidelines

INTRODUCTION

These guidelines are the result of research, a search of motions at Region since 1992 and UK experience of conventions.

There are no official guidelines currently available to the fellowship. WSO printed some guidelines in 1988 (ISBN No. 09-12075-43-0) but do not endorse their use today. These WSO guidelines have been scanned, Anglicised and reprinted in this document where relevant.

REGIONAL CONVENTION: Generally initiated at the regional service committee level, a regional convention is designed to encourage unity and celebration within a region. These guidelines will focus firstly on UK conventions that are accountable to region. The UK Regional Service Committee has a standing subcommittee, (UKCNA), and it is the specific task of that committee to put on the annual convention within the area of the successful bid.

AREA CONVENTION: These conventions are sponsored by an area service committee, and foster unity and the celebration of recovery in a specific area. Alongside will be suggestions for non-regional conventions that areas may or may not want to adopt.

PURPOSE

Conventions are held by members of Narcotics Anonymous to bring our membership together in the celebration of recovery. Meetings, workshops and other activities are scheduled to encourage unity and fellowship among our members.

Because service committees of Narcotics Anonymous sponsor conventions, they should always conform to the NA principles and reflect our primary purpose.

PLANNING COMMITTEE

Hosting a convention is a tremendous responsibility, which requires significant planning, dedication and effort. Conventions can be complex and overpowering endeavours; therefore, effort should be made to select key people who have had prior convention experience. The planning of a convention requires the combined efforts of many people.

BIDDING

At regional level:

Ideally a bid should be forthcoming to host the following year's convention at the time the existing sub-committee steps down. It would also be advantageous if the vice Chair stood for election as Chair for the following year's convention, so ongoing experience can be utilized.

To make a successful bid a host steering committee comprising of Chair, Vice-chair and treasurer (and possibly secretary) needs to present Region with a date, venue and costing for the event. The steering committee is accountable to region and if the bid is successful, must be ratified by them.

It is a policy of Region that any area can bid to host UKCNA. The suggested bid content could include the following:

- Details of venue, i.e. price, size of rooms, parking, accommodation on site, opening/closing times, availability of a crèche
- Timing of event
- Financial budget and estimation of attendance
- Local resources to support event
- Security/safety
- Map of local area and local places to eat/entertainment/attractions etc.
- Statement of local need, i.e. how UKCNA will benefit area

If the bid is successful, the area must then formally put together a host committee. The UKCNA committee will then liaise with the host committee in the preparation and planning of the UK Convention. Consistent impetus is needed from year to year, to maintain the success of the UK convention. The RSC has relied heavily on the UK convention to support its other services financially. Its programming and the type of events it holds during the year to generate support all reflect a strong theme of unity and active participation.

At Area Level:

An established/mature NA community may have their own routine for holding their convention and this guide does not try to negate their autonomy.

Some areas will often hold their convention in the same place each year, while other areas may wish to move the convention around their area. However, areas wish to conduct this business the convention sub-committee remains accountable to that ASC and steering committee members should be ratified there. It is wise to have a convention committee ratified up to 8 months before the event.

CONVENTION COMMITTEE MEETINGS

All Convention Committee meetings should take place at a regularly scheduled time and place and follow the current edition of Robert's Rules of Order. The purpose of these meetings is to gather and share information regarding the planning and carrying out of the convention. Effort should be made to encourage support and participation from all members. Care should also be exercised during the planning process to involve as many groups and individuals as possible. Election of officers should be based upon qualifications and experience. A description of Executive Committee members and duties is presented in these guidelines.

Voting privileges are extended to each member of the Convention Committee. Any member who holds an office or participates on a regular basis at the Convention Committee meetings is considered a member. The chairperson of the sub-committee determines sub-committee voting privileges. All sub-committees hold separate meetings prior to Convention Committee meetings. The subcommittee chairpersons

submit reports, recommendations and other details about their areas of responsibility.

The scheduling of convention committee meetings will vary. Up until 4 months prior to the convention meetings may be monthly. Up until 6 weeks prior to the convention the meetings may be fortnightly. In the weeks preceding the convention meetings are weekly.

Convention Meeting Format (Suggestion)

1. Opening: Begin with a moment of silence asking for all members to reflect on their involvement, thinking about who they serve and why. Follow with the Serenity Prayer and the Twelve Traditions.
2. Read and approve the minutes of the last meeting.
3. Chairperson's report (review progress to date and relay recent information).
4. Treasurers report (update on expenses and new balance).
5. Subcommittees' reports (reports include goals and progress of each committee).
6. Old business carried over from the last meeting.
7. New business to be undertaken before the next meeting.
8. Closing prayer.

THE CONVENTION COMMITTEE

The Convention Committee is generally made up of members who were involved in the preliminary planning and bidding process. However, membership in the Convention Committee should be open to all members of the Fellowship. The Convention Committee consists of an Executive Committee, subcommittee chairpersons and attending members.

The basic requirements of those wishing to serve on the convention committee are

- Working knowledge of the Twelve Steps and Twelve Traditions of NA
 - Willingness to give the time and resources necessary
 - Ability to exercise patience and tolerance
 - Active participation in Narcotics Anonymous
- The Executive Committee and subcommittee chair positions are identified as follows:

1. Executive Committee (Accountable to region) and Clean Time Suggestion

	Chair	Vice Chair
A. Chairperson	5 Years	
B. Vice-Chairperson	4 Years	
C. Secretary	2 Years	1 Year
D. Treasurer	5 Years	4 Years

2. Sub Committee's (accountable to convention committee).

	Chair	Vice Chair
A. Entertainment	2 Years	1 Year
B. Registration	4 Years	3 Years
C. Media	1 Year	6 Months
D. Programming	4 Years	3 Years
E. Merchandising	3 Years	2 Years
F. Hotel/Event Liaison	4 Years	3 Years
G. Stewarding (Task Force)	1 Year	6 Months
H. Recording	2 Years	1 Year
I. Crèche Liaison	1 Year	6 Months
J. Newcomers Representative	1 Year	6 Months

THE EXECUTIVE COMMITTEE

The Executive Committee carries out (executes) the conscience of the overall committee. It functions as the administrative committee of the convention and holds separate periodic and special subcommittee meetings. Its function is to ensure that the various subcommittees work together and to assist subcommittees that may need extra help.

However, it is not necessary for the Executive Committee to involve itself directly in the specific workings of each subcommittee. The members of the Executive Committee discuss the performance of subcommittees as well as the convention budget and other matters that affect the convention. The results of these discussions are included in reports at Convention Committee meetings.

As soon as possible, the Executive Committee drafts a schedule of meeting dates for the Convention Committee. This schedule is then approved by the Convention Committee and distributed to all members. It is advisable to choose a night on which meetings will be held and schedule all meetings on that night throughout the duration of the planning period.

The Executive Committee also makes regular reports to the Region (or, in the case of area conventions, the ASC).

The responsibilities and qualifications of the Executive Committee are as follows:

CHAIRPERSON:

Five years clean time, financially stable, and has administrative abilities.

1. Maintains an atmosphere of recovery during committee meetings.
2. Organizes subcommittees and delegates major tasks to specific subcommittees Stays informed of the activities of each subcommittee and provides guidance and support when needed.

3. Keep activities within the principles of the Twelve Traditions and in accord with the purpose of the convention.
4. With the treasurer, prepares a budget for the Executive Committee functions. Monitors the fund flow and overall convention costs, and helps organize the subcommittee budgets
5. Prevents important questions from being decided prematurely, to foster understanding by the entire committee prior to action.
6. Prepares the agenda for Convention Committee meetings and Executive Committee meetings.
7. When a vote is tied, the chairperson has the deciding vote.
8. Chairs the Convention Committee meeting as well as the convention.
9. To attend Region for the full two days of the RCM's committee meeting keeping with the principles of accountability and unity.

VICE CHAIR:

Personable and familiar with all committee members, to serve as a liaison between the subcommittees and the hosting community.

1. Acts as chairperson if the chairperson is unavailable.
2. Works closely with the chairperson to help delegate responsibilities to subcommittee chairpersons.
3. Coordinates subcommittees and attends some subcommittee meetings and provides the necessary support if needed to ensure tasks are completed with the best possible results.
4. Reports to the host service committee on the progress of convention planning.
5. Temporarily substitutes for any service post that may be lost, either in the executive committee or sub-committee chair.
6. To attend Region if convention chairperson can't attend - for the full two days of the RCM's committee meeting keeping with the principles of accountability and unity.

SECRETARY - VICE-SECRETARY:

Service experience and good typing skills with a willingness to ensure that accurate minutes are distributed to the committee members.

Roles and responsibilities:

1. Secretary Chair (2 years clean time) Vice-Chair (1-year clean time)
2. To have service experience and good typing skills with a willingness to ensure those accurate minutes are distributed to the committee members.
3. Keep minutes of all committee meetings and subcommittee reports.
4. Maintains a list of names, addresses, and phone numbers of committee members for committee use
5. Keep extra sets of minutes, updated after each committee meeting, for archival use and load onto Sussex website.
6. Communicates all minutes to the Regional Sub Committee regarding the progress and planning of the convention at resource@ukna.org. Assists all committees in mailing and correspondence. This is required 10 days before

Region attend their committee meeting giving RCM's time to explore the minutes

7. Communicate to the local NA membership regarding the progress and planning of the convention. Assists all committees in mailing and correspondence.

TREASURER:

Qualifications:

Five years clean time, financial stability, accounting skills, service experience with conventions or other large-scale Fellowship activities, and accessibility to other committee members, especially the Registration Subcommittee.

1. 5 years continuous clean time together with the willingness, time and resources to serve as treasurer for a term of 12 months.
2. A working knowledge of 12 Steps and 12 Traditions and willingness to become familiar with the 12 Concepts.
3. Previous services experience of handling fellowship money preferably as Alternate Treasurer of the UKCNA or Treasurer of another convention.
4. Accounting experience and financial stability highly desirable.
5. Willingness to sign Misappropriation of Funds Documents and be answerable to the UK Fellowship via the UKRSC

Roles and Responsibilities:

1. Open a bank account for the Convention Committee. Usually the signatories/online mandated officers for the account are any two of four signatories, which are the Convention Committee Chairperson, Vice-Chairperson, Treasurer and regional Treasurer.
2. Works with the Chairperson to prepare a budget for the convention, which is used for planning fund-raising activities. The budget is based on the subcommittees' recommendations as to the monies that they will need to carry out their tasks. The budget can be a rough estimate at the beginning of the planning and revised as the convention draws near. When all the financial needs of the subcommittees are listed and totalled, the income should be outlined: one source of income comes from fund-raising, another from registrations.
3. Submits written reports to each (monthly) convention committee and works with the UKCNA Chair to provide written financial statements/recommendations to UKRSC
4. Authorises (with counter signatory) payments and is responsible for collecting receipts from subcommittees/suppliers for money paid out. This will include a PayPal account for pre-registration and, possibly, merchandise.
5. Is responsible for all monies, including revenues from registration, merchandise, raffles, newcomer funds and donations. Pays all bills; and advises the chairperson on cash supply, income flow and rate of expenditures.

6. Reviews subcommittee reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained. This information is included in the Treasurer's report to UK Region
7. Maintains a clear and accurate account with details of all income and expenses, which should be available at all convention committee meetings
8. Additionally, a complete treasurer's report within three months of the convention should be submitted to the sponsoring service committee along with the fund distribution.

Helpful hints for budgets

The importance of making a budget for the Convention Committee and subcommittees needs to be emphasised. In the initial stages of planning, the committee should list as many as financial responsibilities as possible. Most of the subcommittees should write a budget and adhere to it as closely as possible throughout the planning period.

VICE TREASURER:

Qualifications:

1. 4 years continuous clean time together with the willingness, time and resources to serve as treasurer for a term of 12 months.
2. A working knowledge of 12 Steps and 12 Traditions and willingness to become familiar with the 12 Concepts.
3. Previous services experience of handling fellowship money preferably at RSC or another convention.
4. Accounting experience and financial stability highly desirable.
5. Willingness to sign Misappropriation of Funds Documents and be answerable to the UK Fellowship via the UKRSC
6. Willingness to stand as Treasurer for the next UK Convention.

Roles and Responsibilities:

1. Will assume the Treasurer's position if the Treasurer steps down from his or her position.
2. Co-Signatory on the bank account/online mandate.
3. Assist the Treasurer in keeping record of all income and expenditures.
4. Assist Treasurer in preparing a financial statement at the closing of the Convention.
5. Assists Treasurer in preparing written financial statements/reports to be submitted to UKCNA and UKRSC.

6. Attend the UKCNA Committee meeting for input only.

Helpful Hints for Budgets

The importance of making a budget for the Convention Committee and subcommittees needs to be emphasized. In the early stages of planning, the committee should list as many financial responsibilities as possible. Most of the subcommittees, possibly except for the Hotels and Hospitality Committee, should write a budget and adhere to it as closely as possible throughout the planning period.

The Arts and Graphics Committee considers the expenses needed for flyers, programs, banner(s), literature, and other displays and graphics that will be used at the convention. The Program and Registrations Committees estimate the cost of stationery, mailing, and other office supplies needed to carry out their duties. The Fund-Raising Committee sets a budget based on the entertainment which will be used at the convention. This committee also sets a new budget each month, which includes the expenses of tasks that the other committees perform on their behalf, such as designing flyers, or mailing. For the sake of expediency, the Fund-Raising Committee maintains a closely monitored petty cash fund to aid in its operations.

The Hotel / Event Liaison projects attendance figures before setting a budget. This is the most difficult area to budget because we can never really be sure of attendance until a few weeks prior to the convention.

SUBCOMMITTEES:

Nominated or appointed from Convention Committee members, the subcommittee chairpersons should have general qualifications as outlined in the qualification section listed above. Specific service or vocational experience should be considered prior to election or appointment. It should be clearly understood that the subcommittees have specific service responsibilities to perform.

Subcommittees are vital to the convention, and individuals should expect to be replaced if they are unable to serve for any reason. Naturally, relapse necessitates replacement; this is because we are as concerned for the member as we are for the service responsibility. Once elected, the chairperson of each subcommittee will then recruit further committee members to serve. A list of committees is provided in this manual, although other committees may be established if needed. Experience has shown, however, that most other responsibilities can be incorporated within the framework provided.

Subcommittee meetings operate according to Robert's Rules of Order. This ensures that the meetings run smoothly, and that business is conducted in an orderly fashion. Each subcommittee chairperson should be aware of what responsibility each member has assumed, and make sure that every task assigned is carried out.

Subcommittees maintain accurate records of the activities of the committee as well as all correspondence. A financial report, including needs, expenditures, and

receipts are included with each subcommittee report. The subcommittees of the Convention Committee work together. At the onset, each subcommittee should decide whether it would use the services of another committee or address that area of business itself. Although either way is effective, remember cooperation and consideration is the key that will make it work.

HOTEL / EVENT LIAISON:

Once the task of selecting a convention site is complete, the Hotels and Hospitality Subcommittee can begin planning to host the Fellowship. To assist in this planning, it will be necessary to adopt and implement the procedures, or reasonable communication, as they are outlined in this section. Care should be exercised in the development of this committee to ensure that the tasks assigned to it are properly accomplished.

This subcommittee should consist of a chairperson to conduct business meetings, make sure the duties of the committee are carried out and make progress reports, a co-chairperson to act as chairperson if necessary, and a secretary to record the minutes of the subcommittee. Additional responsibilities may be added or removed, as the Convention Committee feels appropriate. The first objective is to project an attendance figure to help determine the amount of meeting space that will be needed. The projected figure need not be accurate, although using criteria from previous conventions should help the committee to project a reasonable figure from which to work.

Once the committee has become comfortable with the projected attendance figure, they can plan how much meeting space will be needed, how the space can be utilized most effectively, and what would be the lowest possible expense. It would be wise to have alternative plans if the actual attendance should be higher or lower than the projected figure. Ideally there should be some flexibility to cover any the need for unscheduled meeting rooms.

Secondly, this committee will submit, for approval, any catering proposals such as coffee, banquets, and brunches. Special attention should be given to the wording of any proposal. Beware of open end or additional charges. Make sure that the quote is full and comprehensive, considering every detail of the catering requirements. This would ensure that there are no unexpected bills, which might be difficult to pay. If the convention is not at a venue that incorporates catering, then a separate catering committee will need to be established.

Establish an arrangement so that a minimal number of individuals will have the authority to sign for services. Make it clear that the committee will only honour bills with specific signatures. Final approval of any contracts will be the responsibility of the full Convention Committee.

Information regarding transportation to the host site should be included on the convention flyer. Information regarding the location of airport, bus and train stations in relationship to the convention site is necessary for members to know. It helps them to make appropriate arrangements for their arrival.

Finally, this committee should open and operate a hospitality area where the Fellowship can gather and relax and obtain refreshments. Information on local attractions, restaurants and transportation should be available within the hospitality area. Keep in mind that most of problems arise from poor communication. Effective communication between the Hotels and Hospitality Subcommittee and all other subcommittees is extremely important. Almost everything that will be done by other committees will hinge on how well Hotels and Hospitality performs and communicates.

It is important to not to lose sight of the reason your committee is doing all their work. Stay in tune with the spirit of recovery. As the convention draws near there will be several tasks available for newcomers to perform. Try to enlist the help of as many local members as possible.

ENTERTAINMENT:

This subcommittee also has responsibility for entertainment activities; selecting the bands or DJ's to be used at all fund-raising and convention dances. They also arrange for all other forms of entertainment, which are provided in conjunction with the convention.

It is suggested that a budget be prepared for entertainment activities.

Activities can be held throughout the year. Communication about your events is extremely important. A list of planned functions should be prepared and distributed through the area and regional service structure to the groups you serve to spark interest, encourage participation and support. Well planned and publicised functions are generally more successful. Poor turnout and unsuccessful fund-raisers can generally be traced back to a lack of planning and/or exposure within the local NA community.

The NA logo, which will be in use on flyers, T-shirts, mugs, etc., is the property of the Fellowship of Narcotics Anonymous. Our World Service Office holds the trademark on our logo and symbol. Special and serious care needs to be maintained to assure that the use of the NA logo is always in good taste and in keeping with our Twelve Traditions. Any NA service board or committee created through our Ninth Tradition may use the NA logo, as well as any Narcotics Anonymous group.

Finally, all our events, be they to raise money or simply to provide entertainment for our Fellowship, should always be in good taste, consistent with our spiritual principles, and set a tone which emphasises caring and SHARING the NA way.

FUNDRAISING:

New members not familiar with the Twelve Traditions may be confused by the concept of "fund-raising" in Narcotics Anonymous because it is so unlike the kind of fund-raising done in other organisations. We never, under any circumstances, accept any financial contribution from any outside source. We affiliate ourselves with no one, choosing to be entirely self-supporting through our own contributions. In

Narcotics Anonymous, whenever we do need to "raise funds," we fund-raise from our own membership.

Purpose of fund-raising: We must remember that we have only one need for money in Narcotics Anonymous, and that is to further our primary purpose of carrying the message to the addict who still suffers.

The experience of many regions and areas is that fund-raising for conventions is extremely important as it generates interest and support from the local NA community, in addition to raising money.

Area and regional conventions will probably continue to have a need for a fund-raising and entertainment committee. This subcommittee plans and carries out activities such as dances and will need to interface with other subcommittees to successfully complete the projects.

Use of the convention "theme" for fund-raising and entertainment events is more likely to excite and increase the local members' involvement in the upcoming convention.

In conclusion, fund-raising events for conventions should be held first to generate interest and support for the convention, and second to raise money. All fund-raising events held in support of the conventions should include an explanation as to why money is needed.

REGISTRATION:

Usually the first people convention attendees meet are those members manning the registration tables. How well they are greeted in many ways sets the tone for how well the convention comes off. Smooth, prompt, orderly, and hospitable service is key ingredients to successful registrations. Therefore, organisation and planning by this committee is very important.

The Registration Subcommittee is one of the busiest committees of every convention. Although it's most intensive work is completed in the weeks just prior to and during the convention, its responsibilities begin with the planning.

This planning by the committee includes organising pre-registration which should be established at least 5/6 months prior to the convention date. This should also be co-ordinate with the arts and graphics and the website committee.

The number of members needed for this committee will depend on the anticipated attendance and length of registration hours. It is not advisable to have the same members working five to eight hours without a break or a few members handling registration for a large rush of people.

A clear understanding should be reached between the Registration Subcommittee Chairperson, the full committee, and the Convention Committee Treasurer on the procedures for handling registrations and money. Registration form records should

be maintained on a weekly basis and all money received transferred to the Convention Committee Treasurer prior to full Convention Committee meetings.

As each registration is received, whether it's online or at the registration desk, a record should be made indicating information about the registrant and all money received. If free registrations are given out as part of promotional activities, the committees must keep careful records of what is provided and to whom. When registrations are made at fund- raising activities, numbered cash receipts are used as a confirmation to the convention.

The Convention Committee Chairperson, in conjunction with the Treasurer, should establish a good working system for handling cash registrations received at these fund- raising activities. All registrations, with numbered cash receipts, are used for preparing confirmations. Each member of the Registration Subcommittee who is authorised to accept registration money should work out of one cash receipt book with three-part carbon copies.

The Registration Subcommittee conducts its activities within the scope of the budget authorised by the full committee. When funds are needed for expenses, they are obtained from the Convention Committee Treasurer. The record system developed by the Registration Subcommittee should be simple and clearly understood by all members of the Committee. It should detail all sales and state whether they are made in cash or cheque. The records of all registrations and banquet or brunch ticket sales should be updated at least once a week. In this way, the full committee can be apprised of the financial status. This record system can be used to verify the Committee Treasurer's records and provide an indication of the solvency of the convention.

As each pre-registration is received, a confirmation email is sent to the registrant. Most conventions only send confirmation for registrations that are received by the announced cut-off date. The Registration Subcommittee is responsible for preparing a complete registration packet.

The packets include:

- A convention programs.
- Name tag or badge.
- Tickets (banquet, brunch, etc.)

A suggested shift for a team to work is three hours on and three hours off. One last note for Registration Subcommittee members: At times there will be a lot of responsibility and pressure on you. It is important that you look out for one another. Set personalities aside and help each other in our spirit of unity and purpose. Our personal recovery comes first, and you should do your part to make sure you and your fellow members do not use over the pressures of handling money. Stay clean and grow together.

MEDIA SUBCOMMITTEE:

The Media Subcommittee is comprised of members who are artistic and energetic. Prior to the convention, this committee is responsible for designing and/or printing a banner, programs, tickets, flyers, convention posters and directional posters. Some conventions also produce coffee cups, T-shirts, pens or other merchandise.

The Media Committee also design these materials. Care should be exercised in the production of flyers and registration forms. They should be clear and informative, not confusing. Flyers should be attractive but need not be ornate or expensive

The Chairperson of the Media Subcommittee develops a budget which includes all printing and other expenses. Once the budget is developed, it should be presented to the Treasurer and to the Convention Committee for approval. The Media Subcommittee should present a variety of designs for each item to the full.

Care should be exercised concerning the concept and design of flyers. This is especially critical because many of these flyers find their way into hospitals, institutions and other facilities, which relate to NA. Appropriate use of language and graphics is crucial; these flyers may represent NA to the public.

Convention Committee to provide a choice of selections.

Helpful Suggestions

1. Develop a set of priorities and keep first things first.
2. Encourage members with artistic talents to get involved
3. Solicit the help of as many members- as possible (especially newcomers)
4. Find a large room in which to work; banner and poster makers need a lot of space
5. Utilize all resources available members who work in hobby/craft stores, printing offices, copy shops, etc., may be able to provide services or supplies at discount rates.
6. Always present ideas and suggestions to the entire Convention Committee for feedback.
7. Always adhere to the group conscience of the Convention Committee, remembering that our Ultimate Authority is a loving God expressed through the group conscience.

PROGRAMMING:

CHAIR - 4 YEARS CLEAN TIME

VICE CHAIR - 3 YEARS CLEAN TIME

SUGGESTED CLEAN TIME GUIDELINES FOR SPEAKERS AND SECRETARIES

MAIN STAGE - 8 YEARS

WORKSHOPS AND SIDE ROOMS - 4 YEARS

MARATHON MEETING - 1 YEAR

MARATHON MEETING SECRETARY - 6 MONTHS

SECRETARIES FOR MAIN AND SIDE ROOMS - 2 YEARS

Speakers are to be asked to share once in a three-year period to enable new speakers the opportunity to take part.

It is recommended that the Programming Committee has at least 4 members, one each from the North, South, East and West of the UK; this should ensure that the whole of the UK is represented by the convention speakers.

Without a good program the trouble and expense of putting on a convention isn't justified. The reports of the Program Subcommittee should therefore be given appropriate attention.

The Program Subcommittee plans all the workshops and meetings at the Convention. The members of the Program Subcommittee select speakers, meeting chairs and others to help with the program. They schedule all events to take place during the convention and prepare the written program to be distributed to attending members. They attempt to have a balance of workshops for newcomers, service-minded persons and spiritual discussions. One of the main problems in scheduling is the event of no-shows (people who don't call when they are unable to attend). The recommended procedure for speakers is that a check-in form will be set up and placed on the registration desk for speakers to sign in. This will include the specific location and times. This way, all program participants can sign in, thus assuring the Program Subcommittee that they are willing and able to fulfill their responsibilities. In the event of a no-show, the Program Subcommittee should have a pool of members available from which to select replacements.

The basic qualification for participation on the program of an N.A. convention is membership in N.A. A speaker or workshop chair at a convention shares his/her personal experience of recovery in Narcotics Anonymous

Potential speakers and program participants are people who base their recovery on powerlessness over addiction, identify themselves as addicts and attend N.A. meetings to sustain their recovery. These qualifications assure an N.A. member gets an N.A. convention. The best speakers for conventions are those who address recovery as if their lives, as well as the lives of the listeners, depend on it. It is important to keep in touch with speakers as the convention draws near and assist them in any way possible to ensure their attendance.

Workshops are held to satisfy the needs of our membership for information or discussion on specific topics and services related to N.A. These workshops allow attending members to ask questions and learn about various aspects of the program and recovery. It is important to schedule similar workshops consecutively rather than at the same time. This allows interested members to attend an entire series of related workshops rather than having to choose between two or more workshops they would like to attend.

Recording the speakers and workshops allows members who are unable to attend all functions the opportunity of hearing them at home or sharing them with others. Care should be taken to inform the speakers and/or workshop participants that they are being recorded. When contracting with someone to record meetings, it should be

clearly understood that the copyrights to the recordings are held by the Convention Committee.

Procedures for reimbursing travel expenses vary with different conventions. Whenever funds are available, a speaker's travel expenses are paid, thereby assuring attendance and participation. These financial considerations should be considered when the budget is being drawn up to provide the Program Subcommittee with an idea of available funds for securing speakers.

It is often the case that Programming provides the floral displays and makes sure there is water for the speakers and chairs.

MERCHANDISING:

The merchandising effort of any convention should be based strictly on the need to generate funds to ensure the success of the event. Too often the merchandising efforts of the Convention Committee detract from the primary focus. The focus of any convention is the celebration of recovery. Our efforts to generate funds from our members should be based solely on what is necessary to ensure that the convention is successful.

The Merchandising Subcommittee should be business minded and understand the Twelve Traditions, especially regarding the sale of N.A. related items. Any funds generated from an N.A. convention should be used to further enhance our Fellowship either locally or worldwide. Careful consideration should be made in negotiating the purchase price of items selected for sale. The Merchandising Subcommittee Chairperson prepares a budget consisting of the items to be sold and expenses incurred. This budget is then submitted to the Convention Committee for approval. The Merchandising Subcommittee is responsible for the sale of all merchandise.

For UK and area conventions a convention pack is available from UKSO. For UKCNA, members of UKSO will often sell approved N.A. merchandise themselves. For area conventions UKSO will provide a convention pack sale or return.

The Merchandising Subcommittee is responsible for communicating with the Registration Committee for the provision of space for a table at the convention site. The Merchandising Subcommittee is responsible for the storage of all items, in a secure place, and the delivery of all receipts promptly to the Convention Committee Treasurer along with an accurate list of remaining items in the inventory. Following the convention, a final statement of remaining inventory is given to the Treasurer. This should be provided no more than one (1) week from the closing date of the convention. This information should be included in the Treasurer's final convention report. In addition to the statement of remaining inventory a complete set of records showing all subcommittee orders for merchandise, expenditures, and sales should be given to the Treasurer to assure accountability for all merchandise and expenditures.

On occasion there will be representatives from other N.A. conventions or similar activities at a convention. Many times, these committees would like to sell items from

a previous or upcoming N.A. event. This should be allowed if it does not conflict with the merchandising effort of the sponsoring convention committee. One very practical approach is to establish a specific time and place for these sales to take place (usually Sunday morning). This not only simplifies the situation for the sponsoring committee, but also allows attendees the opportunity to purchase items from these committees at one time and in one place. It is customary for the sponsoring committee to receive some type of advance notification of a committee's intention to be present to sell. This allows the host committee ample time to plan for the provision of space and the scheduling of the sale so as not to interfere with the convention program. It is important that the host committee be reasonably sure that such sales will benefit the Fellowship.

Merchandising can generate considerable cash-flow and should not be the responsibility of a single N.A. member. A roster of two members per three-hour shift works well, plus close liaison with the treasurer so monies are not accumulated over too long a period.

All receipts of transactions between merchandise and treasurer should be recorded and signed by both parties.

STEWARDING:

Chair – 1-year clean time

Vice-Chair – 6 months

Stewarding are 'first in and last out' of any convention. The role is one of chair moving and 'leaving the venue better than we found it', as well as helping committees to set-up and break-down the convention. Stewarding will prepare and maintain areas that people congregate in; the main hall, meeting rooms, communal areas (inside and out) and in the case of smaller conventions, toilets.

A Stewarding committee will need to agree if its role is solely convention based or if it will support other committees in the build up to the convention.

Hotel conventions will have staff on hand to maintain areas, but we need to be mindful that our reputation relies on how we conduct ourselves. A small Task- Force is advisable to minimize any chance of damaging relations with the hotel management (we may want to go back).

Smaller conventions, at area level, will need an extensive and committed Stewarding. For an area hosting 350 plus attendees, a committee of at least 20 people is advisable, working a shift pattern. Remember that Stewarding need to be in place each day from the start of business to the end of the last event.

What a Stewarding does will be discussed at committee stage before the convention but remembering that 'we leave a venue better than we found it' is good guidance.

Clean time for Stewarding is not relevant (except for the chair and vice-chair). It is ideal service for those new to the fellowship or to service in general. It is known as

thankless service which indicates that humility is the key. It is the experience of the authors of these guidelines that members report growth unity and belonging as a direct result of Stewarding service.

RECORDING COMMITTEE:

Roles and responsibilities for both service positions as outlined below:

- Recording Chair (2 years clean time) Vice-Chair (1-year clean time)
- Has knowledge and experience of recording and using recording equipment
- Liaise with programming committee to find out who is sharing, when and what rooms
- Set up microphones for speakers, monitor shares making sure sound levels are correct, check and purchase batteries for radio microphones
- Upload finished shares onto Dropbox for Website committee to share the link with the wider fellowship
- Disclaimer recording release forms are to be signed by all members sharing before distribution to the wider fellowship is agreed

Audio recordings shall only be available for sale at Narcotics Anonymous events, through Sussex NA website and social media event pages. The Host committee have elected a recording chair and vice-chair who will be able to honour the principles of the SANAC Convention Guidelines of Narcotics Anonymous and the 12 Traditions of Narcotics Anonymous, regarding the distribution of the SANAC audio recordings.

NEWCOMERS REPRESENTATIVE:

Role and Responsibilities:

The newcomer representatives' main aim is to welcome and provide practical support to newcomers during UKCNA Convention.

The persons who take this commitment on must commit to attending and be available to speak to newcomers during any SANAC fundraiser and the main SANAC Convention in July. In addition, the newcomer reps are also required to attend monthly committee meetings and deliver reports keeping the committee updated on your progress.

The female newcomer rep is allocated to speak to female newcomers and the male newcomer rep allocated to speak to male newcomers. However, at times when one of the reps (either male or female) may not be able to attend the allocated slots for whatever reason the other rep should stand for both and talk to both male and female newcomers (unless someone else from the committee offers to fill in for that rep).

The newcomers' reps (both male and female) must make themselves available at the registration desk at the times allocated within the rota system you create. This rota is usually compiled of 2-4 hourly shifts created by the newcomer reps. It will be

your responsibility to elect other trusted servants to manage the shifts you are not able to cover over the duration of both events.

The newcomer reps to liaise with treasurer and the committee to put together an order of literature designed for newcomers (i.e. Sponsorship, what is NA, For the newcomer etc...)

When registration signposts a newcomer to you, both newcomer reps (male and female) stand up and introduce yourselves with a warm welcoming introduction for our members who may be at their first convention. Keeping in mind that you may be the very first representation of Narcotics Anonymous the newcomer may have seen. Remember to be kind and helpful to them. Remember how you felt when you first came into the rooms of NA.

After that one of you makes an announcement which may go as follows:

“Hi, Welcome to SANAC. We are the newcomers’ reps. If you are new to NA and would like some information, literature, sponsorship info or just to have a chat, please feel free to ask, I am here to help. Here is a newcomer’s pack (Provided by the committee) that explains who we are and what NA is about.

The many ways in which support can be provided to newcomers are suggestions in accordance with the NA program. Examples of suggestions include:

- Offering a SANAC Newcomers Pack
- It is suggested to attend 90 meetings in 90 days
- Read NA literature, especially the NA Basic Text
- It is suggested to find a sponsor (Sponsorship pamphlet)
- To seek out sponsorship and work through the 12 steps
- Asking the newcomer how he/she is and listening to what they have to say

Finally, please be mindful to stick to the NA program’s suggestions and avoid giving newcomers advice on other outside issues (i.e. whether they should take medication or not, advice related to their relationship with their partners or family, advice on financial issues, etc).

Remember: You could be the first person a newcomer meets in NA so please keep that in mind.

Clean Time Requirement: 6 months

Length of Commitment: 1 year.

