

## Greater Providence Area Convention Committee Guidelines

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### 1. Purpose and General Information

- 1.1. The Greater Providence Area Convention of Narcotics Anonymous (GPACNA) is held by members of Narcotics Anonymous to bring our membership together in a celebration of recovery. Meetings, workshops, and other activities are scheduled to encourage unity and fellowship among our members. Because the Greater Providence Area Convention is sponsored by the Greater Providence Area Service Committee (GPASC) of Narcotics Anonymous, they should always conform to the NA principles and reflect our primary purpose.
- 1.2. The Greater Providence Area Convention Committee is a subcommittee of the Greater Providence Area Service Committee. This places the convention within the NA service structure via the 9th tradition by making it a committee directly responsible to those it serves. This point needs special emphasis.
- 1.3. The Greater Providence Area Convention Committee is responsible to the Greater Providence Area Service Committee and exists only because the Area Service Committee

created it. Any convention not reporting to a branch of the NA service structure is not responsible to the Fellowship and hence, is not an NA convention.

- 1.4. The Greater Providence Area Service Committee should have the Greater Providence Area Convention Committee Treasurer's report audited by the Finance Subcommittee/BOD as a further safeguard of convention funds. The records should be reviewed at the time of the actual funds' distribution in accordance with the Treasurer's financial statement requirements.
- 1.5. All greater Providence Area Convention matters concerning the amount of a prudent reserve will be recommended by the convention committee and reviewed and approved by the BOD and voted on by the Greater Providence Area Service Committee members. In order to allow objective input from the Greater Providence Area Service Committee, whose concerns are separate from the functional aspects of the convention. It is extremely Important that all convention matters concerning the prudent reserve be voted on by both the Convention Committee and the Greater Providence Area Service Committee members.
- 1.6. Distribution of excess funds (monies after all expenses are paid) resulting from the Greater Providence Area Convention will be done by the Greater Providence Area Service Committee, to whom the Convention Committee is responsible. Disbursement of excess funds as a result of the convention should not be a task of the Convention Committee. We must remember that we have only one need for money in NA and that is to further our primary purpose, which is to carry the message to the addict who still suffers.
- 1.7. Upon turning over excess funds to the Greater Providence Area Service Committee, the Convention Committee Treasurer will provide a financial statement for the Greater Providence Area Service Committee's review. This will allow the greater Providence Area Convention Committee to allow the new committee to begin the next convention.

## **2. Convention Committee Meeting Structure**

- 2.1. The convention committee will determine the scheduled date and time of meetings, at the startup of the convention cycle.
- 2.2. The GPACNA Convention Committee Meeting shall be held as follows:
  - 2.2.1. Monthly from startup of the convention committee.
  - 2.2.2. Weekly 60 days prior to the convention.

## **3. Policy Procedures**

The GPACNA Convention Committee shall conduct business using the following guidelines:

- 3.1. GPACNA Guidelines
- 3.2. NERC Guidelines

- 3.3. WSC Guidelines
- 3.4. Robert's Rules of Order
- 3.5. 12 Traditions
- 3.6. 12 Concepts

## **4. Convention Committee**

Unless otherwise specified, all executive committee and subcommittee chairpersons are elected by the GPACNA committee.

### 4.1. Executive Committee

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

- 4.1.1. Convention Chairperson – Nominated and Elected by GPA no sooner than 90 days after the close of a convention cycle.

- 4.1.2. Convention Vice Chairperson – Nominated and Elected by GPA no sooner than 90 days after the close of a convention cycle.

- 4.1.3. Secretary

- 4.1.4. Alternate Secretary

- 4.1.5. Convention Treasurer – Nominated and Elected by GPA no sooner than 90 days after the close of a convention cycle.

- 4.1.6. Alternate Treasurer

### 4.2. Subcommittee Chairpersons

- 4.2.1. Arts and Graphics

- 4.2.2. Convention Information

- 4.2.3. Fundraising and Entertainment

- 4.2.4. Hotels and Hospitality

- 4.2.5. Merchandising

- 4.2.6. Programming

- 4.2.7. Registration

- 4.2.8. Information Technology

## **5. Executive Committee Qualifications and Responsibilities**

### 5.1. Chairperson Qualifications

- 5.1.1. Five (5) years clean time

- 5.1.2. Demonstrated stability in local NA Community

### 5.1.3. Administrative abilities

## 5.2. Chairperson's Responsibilities

- 5.2.1. The Greater Providence Area Convention Committee Chairperson will give a report on the committee's activities at each of the Area Service Committee Meetings. This report will include all financial activities. In his/her absence the Vice-Chairperson should give this report. This keeps the Area Service Committee in touch with how things are going and enables them to provide support and guidance when needed.
- 5.2.2. Organize subcommittees and delegates major tasks to specific subcommittees. Stay informed of the activities of each subcommittee and provide help when needed.
- 5.2.3. Help mediate conflicts.
- 5.2.4. Keeps activities within the principles of the Twelve Traditions and in accord with the purpose of the convention.
- 5.2.5. Monitors the fund flow and overall convention costs and helps organize the subcommittee budgets. Prepares an overall budget for the Convention based on the subcommittee budgets.
- 5.2.6. Works with the Vice-Chair and Treasurer to prepare a budget for the convention, which is used for planning fund-raising activities.
- 5.2.7. Prevents important questions from being decided prematurely, to foster understanding and consensus by the entire committee prior to action.
- 5.2.8. Allow the subcommittees to do their jobs while providing guidance and support. Only major issues need to be brought to the Convention Committee Meeting. Subcommittees should be given trust and encouragement to use their own judgment.
- 5.2.9. Prepares the agenda for Convention Committee meetings and Executive Committee Meetings.
- 5.2.10. Votes only to break a tie.
- 5.2.11. Chairs the Convention Committee meeting as well as overseeing the convention and chairing the Saturday night meeting at the convention.
- 5.2.12. Gives a monthly detailed report in person to the Greater Providence Area Service Committee administrative and main meeting, and in writing for inclusion in the Area minutes. Included in this report, all committees' activities, and all financial activity.
- 5.2.13. Cosigner on bank account.
- 5.2.14. In conjunction with the Convention Treasurer, facilitates the proper transition of all financial responsibilities, including, but not limited to, the transfer of all signatories on accounts before relinquishing his/her position.
- 5.2.15. Delivers a final report to the Greater Providence Area Service Committee administrative and main meeting regarding the outcome of the convention.
- 5.2.16. Works with Hotels and Hospitality and BOD during hotel negotiations.

- 5.2.17. At the BEGINNING of each convention cycle log in and change the password for all critical and financial systems. Provide the new login information to financial systems to the Treasurer. Provide technology (square) login information to Convention Technology or appropriate member.
- 5.2.18. At the END of each convention cycle make sure to gather all critical and financial systems usernames and passwords from committee members. This would include the bank account, square owner account and PayPal, wave or others if used. (Gmail is not critical) Provide these to the incoming Chairperson.
- 5.2.19. Open Post Office Box.  
Once a location has been found, and the motion is approved, one should be opened. Suggested timeline for opening the box is at least nine (9) months to one (1) year prior to the convention. Location should be central to where the CPACNA committee meets. The registration chair holds one key and the chair of GPACNA is to be given a duplicate key

### 5.3. Vice-Chairperson Qualifications

- 5.3.1. Four (4) years clean time.
- 5.3.2. Personable and familiar with all committee members
- 5.3.3. Serve as a liaison between the subcommittees and the hosting community.

### 5.4. Vice-Chairperson Responsibilities

- 5.4.1. Performs chairperson's duties in his/her absence.
- 5.4.2. Coordinates subcommittees and attends subcommittee meetings in order to ensure that they get the necessary support to do a good job.
- 5.4.3. Works closely with the chairperson to help delegate responsibilities to subcommittee chairpersons.
- 5.4.4. Cosigner on bank account
- 5.4.5. Works with Chairperson and Treasurer to prepare a budget for the convention, which is used for planning fund-raising activities.
- 5.4.6. Opens the Friday night meeting at the convention

### 5.5. Secretary Qualifications

- 5.5.1. Two (2) years clean time.
- 5.5.2. Service experience
- 5.5.3. Good typing skills, to ensure that accurate minutes are distributed to the committee members.

### 5.6. Secretary Responsibilities:

- 5.6.1. Keeps minutes of all committee meetings and subcommittee reports.
- 5.6.2. Emails or mails minutes to committee members after approval by the Executive Committee Chairperson. Minutes are emailed or mailed out within 7 days after the Convention Committee meeting. An agenda for the next meeting can be attached to

the minutes if it will help the committee function.

5.6.3. Maintains a list of names, addresses, and phone numbers of committee members for committee use.

5.6.4. Save a copy of the minutes on the google drive and assist others in keeping accurate digital records.

5.7. Alternate Secretary Qualifications

5.7.1. Two (2) years clean time

5.7.2. Service experience

5.7.3. Good typing skills, to ensure that accurate minutes are distributed to the committee members.

5.8. Alternate Secretary Responsibilities

5.8.1. Assists secretary in all duties noted above.

5.8.2. Perform secretarial duties in his/her absence.

5.9. Treasurer Qualifications

5.9.1. Five (5) years clean time

5.9.2. Demonstrated stability in the local and NA communities.

5.9.3. Accounting skills

5.9.4. Service experience with conventions or other large-scale fellowship activities.

5.9.5. Accessibility to other committee members, especially the Registration Subcommittee.

5.10. Treasurer Responsibilities:

5.10.1. Give (or provide to chairperson) 90 days before the convention a full financial report. This report will be presented to the Greater Providence Area Service Committee. Report will include all revenues, all paid and unpaid bills, and any other income and expenditure not mentioned.

5.10.2. Opens or maintains a bank account for the Convention Committee.

5.10.3. Update and maintain the correct account signatories (see section 6.3 Finance).

5.10.4. Works with the Chairperson and Vice-Chairperson to prepare a budget for the convention. The budget can be a rough estimate at the beginning of the planning and revised as the convention draws near.

5.10.5. Writes all checks and is responsible for collecting receipts from subcommittees for money paid out.

5.10.6. Deposits any monies received within 3 business days into bank account.

5.10.7. Responsible for all monies- including revenues from registration and banquet tickets.

5.10.8. Pays all bills; and advises the chairperson on cash supply, income flow and rate of expenditures.

- 5.10.9. Review 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.
- 5.10.10. Makes a financial report at all Convention Committee meetings.
- 5.10.11. In conjunction with the Convention Chairperson, facilitates the proper transition of all financial responsibilities, including, but not limited to, the transfer of all signatories on accounts before relinquishing his/her position.
- 5.10.12. Co-signer on bank account.
- 5.10.13. Maintains debit card during convention and DESTROYS card at end of cycle.
- 5.10.14. Performs reconciliation with bank account a minimum of every other month and report on any discrepancies.
- 5.10.15. Maintains account book (QuickBooks/wave etc)
- 5.11. Alternate Treasurer Qualifications
  - 5.11.1. Four (4) years clean time,
  - 5.11.2. Demonstrated stability in the local NA communities.
  - 5.11.3. Accounting skills
  - 5.11.4. Service experience with conventions or other large-scale Fellowship activities.
  - 5.11.5. Accessibility to other committee members, especially the Registration Subcommittee.
- 5.12. Alternate Treasurer Responsibilities
  - 5.12.1. Assists Treasurer in all duties.
  - 5.12.2. Performs Treasurer duties in his/her absence.
- 5.13. Information Technology Qualifications
  - 5.13.1. Must have Computer/Software skills.
  - 5.13.2. Two (2) year clean time requirement
- 5.14. Information Technology Responsibilities
  - 5.14.1. Manage access to all convention committee emails via Google Workspace (or equivalent). To include creation or deletion of email accounts as required.
  - 5.14.2. Build, edit and facilitate method for convention registrations and sales (website, JotForm, google forms etc). Must include reporting process and access to reports.
  - 5.14.3. Manage access to digital storage (google drive)
  - 5.14.4. Manage access to as well as security procedures for Square account.

## 6. Operating Procedures

### 6.1. Voting Procedures

- 6.1.1. Individuals must attend two (2) consecutive meetings to establish voting privileges (at the second meeting). Any person missing two (2) consecutive meetings will lose

those privileges until once again attending two (2) consecutive meetings, wherein they can restore their voting privileges (at the second meeting).

6.1.2. For the first 2 meetings of the convention cycle all members present may vote. Starting at the 3<sup>rd</sup> meeting follow 6.1.1.

6.1.3. The deciding factor in all voting (except policy) is the majority of the voting members present. At no time should motions be passed with less than 5 voting members present

6.1.4. A 2/3 majority of a quorum of 8 voting members is required to change, add, or delete policy.

6.1.5. A subcommittee chairperson who is not in attendance can send a representative who has not attended two (2) consecutive meetings in their place, but that representative can only vote on matters concerning that subcommittee.

6.1.6. When there is a large abstention to a vote, and no clear majority; in favor or opposed; there will, at the discretion of the chair, be a discussion (Three (3) pros and three (3) cons) followed by another vote.

6.1.7. Any member joining the convention committee 90 days prior to convention will not have voting privileges.

6.1.8. Any new subcommittee chairperson elected less than 90 days prior to convention will have voting privileges only on matters affecting their subcommittee.

6.1.9. In the event of a tie vote, a discussion will be held (two (2) pros and two (2) cons), followed by another vote. If a tie ensues again, the chairperson will then vote; thereby breaking the tie.

## 6.2. Motion Procedures

6.2.1. Any non-voting member attending the convention committee meeting shall be allowed to make a motion except when the motion will change, amend, or influence an existing policy. A motion that pertains to policy must be made, and seconded, by a voting member of the committee.

6.2.2. Motions must be submitted in writing before the start of New Business, except for money motions, which must be in before the first break. The chairperson, however, has the option of accepting a motion from the floor to facilitate business.

6.2.3. Discussion concerning a motion on the floor is open to all members of Narcotics Anonymous.

6.2.4. A motion that was defeated during the current convention committee term can only be brought to the floor again if there is new information presented to the chair.

6.2.5. If any motions refer to policy (addition, deletion, or amendment), that fact must be stated in the meeting minutes after that motion and include in parenthesis the section, article and line number.

## 6.3. Financial Procedures

- 6.3.1. Decisions concerning monies or traditions: Subcommittees can make decisions except where money or traditions are concerned. These decisions must be brought before the convention committee and voted upon by the entire committee.
- 6.3.2. Signatures for Checking Account: The checking account will have five (5) signatures. Three (3) of these will be from the current Convention Committee: Chairperson, Vice Chairperson, Treasurer, and two (2) from the Board of Directors. Two (2) signatures are required to issue and authorize all checks.
- 6.3.3. Seed money for the convention (Voted on at GPA meeting) is \$15,000.
- 6.3.4. Handling of monies: Anyone handling money will have a minimum of one (1) year clean time.
- 6.3.5. If a committee member or subcommittee member requires funds, the amount and name of recipient business providing the service must be provided before the check is issued. It will be issued directly to that party. A receipt must be given to the treasurer.
- 6.3.6. Reimbursement to individuals will be given after a receipt is provided. Checks made to committee members for monies not previously approved will be done when a copy of a receipt is submitted and approved by GPACNA by a majority vote.
- 6.3.7. Budgets for subcommittees: All subcommittee chairs are to submit a budget to be approved by the convention committee. Projected income and expense budgets are to be submitted 10 months prior to the convention.
- 6.3.8. All monies must be turned in prior to the first break at the convention committee meeting.
- 6.3.9. All deposits made on the convention weekend will be made by two (2) or more executive committee members.
- 6.3.10. Executive Committee: Assists in handling and collecting all monies at all events and on the convention weekend.
- 6.3.11. GPACNA Committee determines pricing.
  - 6.3.11.1. Early Bird registration price determined no later than 18 months prior to the convention
  - 6.3.11.2. Pre-Registration price determined no later than 1 year in advance of the convention.
  - 6.3.11.3. Pricing for final registration determined no later than 6 months in advance of the convention. To include all entertainment and meal prices. Consider all entertainment contracts and hotel meal prices when determining.

#### 6.4. Financial concerns in relation to Outside Vendors

- 6.4.1. Vendors must be coordinated through the merchandising subcommittee.
- 6.4.2. Vendors do not need to be registered with WSO unless they are selling items with

the NA Logo. Those vendors who are using the logo must be registered and provide a copy to the merchandising subcommittee.

6.4.3. Twenty-five percent (25%) or greater of the gross sales after hotel expense goes to GPACNA.

6.4.4. A list of outside vendors must be reported to the convention committee by Four months prior to the convention.

#### 6.5. Removal of officers and subcommittee members

6.5.1. A subcommittee chair Secretary, alt secretary, alternate treasurer who misses two (2) consecutive convention committee meetings, even if a representative was sent, should be asked to resign or show just cause why their responsibility was not fulfilled, Removal requires a 2/3 Majority

6.5.2. Removal of GPACNA Chairperson, Vice Chairperson and Treasurer will be done by the Greater Providence Area Service Committee.

6.5.3. Removal of members of individual subcommittees will be done by a simple majority vote by that subcommittee.

6.6. Issues and responsibility to an existing subcommittee: if an issue raised, falls under the responsibility of an existing subcommittee, but has nothing to do with money or traditions, it will be referred to that subcommittee.

6.7. Planning the convention in conjunction with another recovery related fellowship: The convention should not be planned In conjunction, or in affiliation with any other recovery oriented fellowship or institution.

6.8. Free registrations: The executive committee shall establish a procedure for the issuing of free registration packages. The registration subcommittee will implement this procedure at the convention site.

6.9. H&I registration packages: In accordance with World Convention Guidelines and NERC policy, there will be no H&I registration packages available.

6.10. Written reports from all subcommittee chairs are due in at each convention committee meeting, even if they are unable to attend.

6.11. The convention committee meeting will last a maximum of 3 hours

6.12. All subcommittee and executive committee reports must be submitted in writing prior to the close of that day's business.

6.13. All GPACNA conventions shall be non-smoking except for designated smoking areas or rooms outside of meetings or events, to be provided by H&H and Programming subcommittees.

6.14. No current member of GPACNA, including members that have left the current cycle are to be a speaker at the convention.

6.15. All flyers need to come back to the convention committee to be reviewed and voted on before going to print and out to the fellowship.

- 6.16. All sub-committees should log into subcommittee email account to use during convention cycle.
- 6.17. All executive and subcommittee members should refer to the google drive for previous logs, charts, previous actions and financial records.
- 6.18. Members who resign from a position will not be allowed to serve on GPACNA until the next convention cycle unless just cause is shown

## **7. Subcommittee General Guidelines.**

These apply to ALL Subcommittees. For additional guidelines see individual subcommittee further in this document. All GPACNA subcommittee guidelines are subject to the GPACNA policy.

### 7.1. Subcommittee Officers General Qualifications.

Officers are elected within the subcommittee except chair who is elected by GPACNA

- 7.1.1. Registration and Merchandising Chair – 5 years clean
- 7.1.2. All other subcommittee chairs – 2 years clean
- 7.1.3. Registration Vice Chair – 4 years clean
- 7.1.4. Merchandising and F&E Vice Chair – 2 years clean
- 7.1.5. All other Subcommittee Vice Chair – 1 year clean
- 7.1.6. Secretary – 6 months clean

### 7.2. Subcommittee Chair General Responsibilities

- 7.2.1. Schedules and chairs subcommittee meetings
- 7.2.2. Prepares an agenda for subcommittee
- 7.2.3. Is direct liaison between subcommittee and GPACNA
- 7.2.4. Recruits membership.
- 7.2.5. Provides written and oral reports to convention committee at each meeting or designates a representative to provide report in chairs absence.
- 7.2.6. Ensures the committee functions within the guidelines of GPACNA
- 7.2.7. Controls all funds and is liaison to the GPACNA treasurer
- 7.2.8. Prepare a budget in a timely manner and provide to GPACNA
- 7.2.9. Email a final report within 30 days of the end of the convention

### 7.3. Subcommittee Vice Chair General Responsibilities

- 7.3.1. Assists chairperson in all responsibilities.
- 7.3.2. Assumes all chairpersons' responsibilities in his/her absence

### 7.4. Subcommittee Secretary General Responsibilities

- 7.4.1. Maintain and distribute accurate meeting minutes.
- 7.4.2. Maintain contact information for sub-committee.

### 7.5. Subcommittee Voting Procedures

- 7.5.1. Individuals must attend two (2) consecutive meetings to establish voting privileges (at the second meeting). Any person missing two (2) consecutive meetings will lose those privileges until once again attending two (2) consecutive meetings, wherein they can restore their voting privileges (at the second meeting).
- 7.5.2. The deciding factor in voting will be established with a simple majority vote, as long as you are a voting member.
- 7.5.3. When there is a large abstention vote, and no clear majority on either side, there will be discussion (1 pro and 1 con), and then a re-vote.
- 7.5.4. In case of a tie vote, a second discussion will be held, with two (2) pros and two (2) cons, and then a second vote will be taken. If the tie ensues again then the chairperson will break the tie.
- 7.6. Subcommittee Motion Procedures
  - 7.6.1. Anyone attending the subcommittee meeting shall be allowed to make a motion, except when the motion will change, amend, or influence any existing policy. A motion that pertains to policy must be made and seconded by a member of the committee and then submitted and voted on by the convention committee.
  - 7.6.2. The subcommittee is an extension of the convention committee and all motions and policy changes are to be brought before the convention committee for approval or adjustment.
- 7.7. Resignation and Removal of Subcommittee Officers and members
  - 7.7.1. The elected committee member that misses two (2) consecutive subcommittee meetings, even though they send a representative, should be asked to resign, or someone else should show just cause as to why they have failed to fulfill their commitment. Apart from the chair who is responsible to the convention committee.
  - 7.7.2. Just Cause for removal of subcommittee officer or member
    - 7.7.2.1. Misappropriation of funds.
    - 7.7.2.2. Absence from two (2) consecutive convention committee meetings.
    - 7.7.2.3. Refusal to form a working relationship with the convention committee as whole.
- 7.8. The subcommittee will conduct its business in an open manner to let all concerned parties be aware of its pursuits and intentions

## **8. Greater Providence Area Convention Hotels and Hospitality Subcommittee Guidelines**

- 8.1. Purpose: To coordinate all on-site convention activities, including preconvention meetings
- 8.2. Adhere to Subcommittee Guidelines found in Section 7
- 8.3. H&H Chair Responsibilities
  - 8.3.1. Works with BOD to review Hotel contract.

- 8.3.2. Is the direct liaison between committee and hotel (all communications with hotel should go through the chairperson).
- 8.3.3. Schedules members to work during convention.
- 8.3.4. Required to attend all BOD meetings during hotel negotiations.
- 8.3.5. Works with Convention Committee Chair and BOD to review hotel contract and when needed also reviews contract with previous H&H Chair and or any experienced member.
- 8.3.6. Ensure report to GPACNA include up-to-date reservation numbers at the host hotel (s) as soon as that information becomes available.

#### 8.4. Functions of the H&H subcommittee

- 8.4.1. Obtain conference approved NA literature as give away items for newcomer at Saturday main meeting.
- 8.4.2. Obtains centerpieces for banquet tables.
- 8.4.3. Obtain snacks for Hospitality Suite (s).
- 8.4.4. Coordinate room assignments according to need.
- 8.4.5. Assures that all meeting rooms are set up on time for meetings.
- 8.4.6. Attempts to keep participants from sleeping in common areas of the hotel.
- 8.4.7. Have an H&H representative on call throughout the entire weekend of the convention.
- 8.4.8. Produces a list of all requirements and presents it to the hotel staff as early as possible (1 month prior to convention).
- 8.4.9. Reports twice monthly on the number of paid banquets.
- 8.4.10. Negotiates and determines menus for banquet, brunch, and children's meals.
- 8.4.11. Puts comp rooms on Master Account with hotel.
- 8.4.12. Final report will consist of the subcommittee's yearly progress along with Operating Procedures.

### **9. Greater Providence Area Convention Programming Subcommittee Guidelines**

- 9.1. Purpose : This subcommittee has been formed by the GPACNA to plan the celebration of recovery. The purpose is to schedule meetings, workshops for the convention, and other activities to encourage unity and fellowship among our members.
- 9.2. Adhere to Subcommittee Guidelines found in Section 7
- 9.3. Programming Chairperson Responsibilities
  - 9.3.1. Chairs Sunday Morning Spiritual meeting at convention.
  - 9.3.2. Final report should consist of the subcommittee's yearly progress along with recommendations for the next year's committee.
- 9.4. Functions of the Programming Subcommittee
  - 9.4.1. Ensures clean time requirements for speakers.

- 9.4.2. Record and research finance and submit budget according to GPACNA guidelines.
  - 9.4.3. Arrange copyright release forms for the recording of speakers.
  - 9.4.4. Develop evaluation forms for reviewing potential speakers.
  - 9.4.5. Complete a topic list for convention workshops.
  - 9.4.6. Develop a "Welcome" and "Clarity" statement for programming booklet.
  - 9.4.7. Solicit bids from three (3) different recording companies, if not possible get as many as possible.
  - 9.4.8. Listen to and evaluate speakers for the convention and evaluate speakers for fundraisers.
  - 9.4.9. Survey hotel for use of room space and time of meeting in coordination with H&H.
  - 9.4.10. Utilize Liaison to other subcommittees for open communication.
  - 9.4.11. Set-up regular subcommittee workshop meeting formats.
  - 9.4.12. Arrange for sign language interpreter if needed.
  - 9.4.13. Develop a smoking statement as directed by hotel and/or GPACNA.
  - 9.4.14. Set up program table hours at the convention.
  - 9.4.15. Facilitate the clean time countdown at the convention.
- 9.5. Programming Planning Timetable
- 9.5.1. Six months prior to the convention should be the cutoff date for accepting audio submissions for potential speakers.
  - 9.5.2. The committee will submit a budget for the upcoming convention based on previous convention and current ideas no later than 10 months prior to the convention.
- 9.6. The Programming subcommittee will conduct its business in an open manner so as to let all parties concerned be aware of its pursuits and intentions.
- 9.7. Speaker Selection
- 9.7.1. Note: All main speakers must be selected by listening to the audio submitted and evaluating them through a system chosen by this subcommittee (evaluation forms) based on a clear NA message lack of vulgarity, clarity, etc.
  - 9.7.2. Friday, Saturday and Sunday main Speaker, - Seven (7) year clean time requirement.
  - 9.7.3. It has been past GPACNA practice to select a speaker from Rhode Island for Friday main speaker.
  - 9.7.4. Workshop Chairpersons and Speakers
    - 9.7.4.1. Speaker. Three (3) year clean time requirement
    - 9.7.4.2. Chairperson- One (1) year clean time requirement
  - 9.7.5. All other meeting and workshop speakers are selected by the programming committee with consideration given to those who filled out registration slips who wished to speak.
  - 9.7.6. No GPACNA Committee Member can speak at the convention

9.8. Speaker Travel Expenses- Main speakers for the convention that are from outside of Rhode Island will only be asked if they need financial assistance after being voted on by the convention committee.

## **10. Greater Providence Area Convention Committee Registration Subcommittee Guidelines**

10.1. Purpose: To assist in composition of registration flyers; to organize attendee database; to e-mail confirmations, disbursement of event tickets and registration packets at convention.

10.2. Adhere to Subcommittee Guidelines found in Section 7

10.3. Chairperson Responsibilities

10.3.1. Coordinates team for registration at convention.

10.4. Functions of the Registration Subcommittee

10.4.1. Assist Arts and Graphics Committee with drafting of pre-registration flyer. Timeline is one (1) year prior to the convention for final draft. Once draft is printed, registration must preview. After approval, flyers are then passed to Convention Information for mailings

10.5. Pre-Registration Deadline.

There should be a cut-off date of 1 week in advance of the convention for pre-registration, and at least six (6) weeks for personal checks. It is suggested that anyone calling after the 1 week deadline should be told to register at the convention. Any registrations received in the P.O. Box during that week should be confirmed by telephone.

10.6. Monies Collected.

All monies collected with registrations should be logged and recorded. The money is passed on to the treasurer along with a report. It is suggested to keep registration forms and their method of payment as an archive. This will help in case of bounced checks and confirmation of payment.

10.7. Recording Registrations Received.

There should be a quick reference database for all the registrations received. Also, an index card file should be kept and updated at each meeting of all registrations received. This is for the weekend of the convention for reference.

10.8. Confirmations

Confirmation should be sent via email after the registration is received.

10.9. Registration Packets.

The registration committee should put together a proposed group of items to be included in the registration packets. The registration committee is responsible for securing quotes, for the specific item(s), from three (3) different vendors. It may be worthwhile to check with the vendors being used by the merchandising committee. Quotes should be submitted to the BOD eight (8)

months prior to the convention to allow time to process and have a completed contract six (6) months prior to the convention. The items then should be ordered at least ninety (90) days prior to the first day of the convention. If items are received before the convention, it is suggested that the packets get stuffed before arriving at the convention.

#### 10.10. On-Site Convention Procedures

The committee should have shifts set up for the convention. Each shift should have new workers. It is suggested to try and set up a preliminary schedule for the convention at least thirty (30) days before the convention.

#### 10.11. Tickets.

It is suggested that the tickets or wristbands that are sold for the events at the convention should be different colors. Number system depends on what the committee decides.

#### 10.12. Coordination with Other Subcommittees

It is suggested that the registration committee set up liaisons with the other committees of the convention committee. Registration deals with almost every subcommittee at one point or another, and there are some that you deal with through the whole process. Having one person per subcommittee will help facilitate communication.

#### 10.13. Timetable for Registration Committee

The best way to set up a timetable for your committee and its meetings is to go through the minutes for the previous committee and follow their lead.

### **11. Greater Providence Area Convention Merchandising Subcommittee Guidelines**

11.1. Purpose: The Merchandising Subcommittee has been created to coordinate, produce, and distribute merchandise for GPACNA. The subcommittee also coordinates outside vendor participation for the convention. The goal of this subcommittee is to provide awareness of the memorabilia for GPACNA in keeping with the spiritual principles of Narcotics Anonymous.

11.2. Adhere to Subcommittee Guidelines found in Section 7

#### 11.3. Functions of the Merchandising Subcommittee

11.3.1. Obtain three (3) bids for all types of convention merchandise and provide a recommendation to the BOD for review, negotiation, and final contractual approval. Recommend no later than 1 year but 18 months is preferable in advance of the convention.

11.3.2. Place order for convention merchandise in a timely manner for availability at GPACNA events/convention. Recommend 90 days in advance of convention for FINAL purchase

11.3.3. Presents money motions to GPACNA, including detailed and itemized accounts for merchandise for approval in said motion.

11.3.4. Provide the Arts and Graphics subcommittee with the merchandising schedule

(open hours) for convention weekend for inclusion in the convention booklet prior to the booklet printing.

11.3.5. Maintain updated "Vendor Permission" log from NAWS, Inc.

11.3.6. Coordinate outside vendor participation for the convention weekend.

11.3.7. Vendor requirements:

11.3.7.1. Respond to potential vendors regarding approval/rejection status

11.3.7.2. The Merchandising Committee will keep records and inventory for the scrutiny of the convention Committee.

11.3.7.3. All leftover merchandise at the close of every convention will be available for sale by GPACNA and/or GPA

11.3.7.4. When choosing outside vendors the committee should not have multiple vendors selling similar items to avoid setting up competition

## **12. Greater Providence Area Convention Fundraising and Entertainment Subcommittee Guidelines**

12.1. Purpose: To raise funds and awareness via activities. To set up entertainment for the convention itself, subject to the convention committee group conscience. F&E must collaborate with other subcommittees. In conclusion, fundraising events should be held first to generate interest and support for the convention and, second, to raise funds.

12.2. Adhere to Subcommittee Guidelines found in Section 7

12.3. Is held accountable for providing a report after an event.

12.4. Functions of the F&E Subcommittee

12.4.1. Events held are decided by the subcommittee's group conscience. Theme, location and date are chosen for each event. Food, decorations and meeting details are defined. Responsibilities are delegated to each committee member, which would include for any service/product needed.

12.4.2. Flyers: The information for the event is passed on to the Arts and Graphics committee so a flyer and tickets (if necessary) can be drafted or approval by GPACNA. Once approved and printed they are available to the fellowship for distribution and sales.

Quotes- Three (3) quotes are obtained for each service from vendors. Contracts: All contracts must be submitted to the board at least six months prior to the convention for approval. Once the contract is signed, it is then sent to the vendor and a copy kept for records.

## **13. Greater Providence Area Convention Arts and graphics Subcommittee Guidelines**

- 13.1. Purpose: The Arts and Graphics subcommittee is responsible for assisting all subcommittees in producing required graphic material. This committee has the responsibility for maintaining consistency and professionalism in all graphic materials. It is suggested that members of the Arts and Graphics committee have computer skills and some knowledge of graphics software.
- 13.2. Adhere to Subcommittee Guidelines found in Section 7
- 13.3. Functions of the A&G Subcommittee
- 13.3.1. Conduct logo selection through a process of elimination at the Convention Committee meeting, explaining the concepts, themes and production issues that apply to each potential logo. Logo and theme submissions will be accepted from any Narcotics Anonymous member. Logo and theme should be finalized no later than 4 months after the committee starts to meet
- 13.3.2. Develop or obtain digital artwork of the Convention logo for use by other subcommittees. Ensure that graphic which will be used for banner is either vector (scalable) or high enough quality for a large object
- 13.3.3. Works closely with other subcommittees and assists in the creation of flyers, tickets, signage and registration flyer as needed.
- 13.3.4. Works closely with the Programming subcommittee regarding layout and design of program booklet, readings, etc.
- 13.3.5. Create the files for the banner and program booklet.
- 13.3.6. Solicit three (3) bids for the convention banner and printing of program booklet.
- 13.3.7. Work with selected bidder to ensure correct colors, shades and dimensions on the banner that is used.
- 13.3.8. Complete any assignments that the GPACNA committee may need in the course of the convention cycle.
- 13.3.9. Create and archive and make available all digital artwork pertaining to the convention for the convention committee after the convention cycle has ended.
- 13.3.10. Provide logo to BOD for registering the convention with NAWS for sales and confirm this is completed.
- 13.4. Timetable for A & G
- 13.4.1. If required, create recruitment flyer at the beginning of the convention
- 13.4.2. Pre-Registration flyer as soon as dates, location and logo are completed
- 13.4.3. Registration brochure 10 months before convention or as soon as pricing is set.
- 13.4.4. Banner, meal tickets, program and name tags 1-2 months before the convention
- 13.4.5. As needed, create event flyers, signage and tickets

## **14. Greater Providence Area Convention Information Subcommittee Guidelines**

- 14.1. Purpose: The Convention Information subcommittee has the task of encouraging a large

attendance without abandoning the principle of "attraction rather than promotion."

14.2. Adhere to Subcommittee Guidelines found in Section 7

14.3. Functions of the CI Subcommittee

- 14.3.1. Within the Fellowship: Prepares and distributes flyers, programs and a map of the area if necessary. Distribution is usually accomplished by handing out, mailing out, or emailing information to the GSR's and RCM's in the hosting and surrounding regions and areas with additional mailings and emails to the other RSCs
- 14.3.2. Outside the Fellowship: Pre-convention informational activities of Convention Information subcommittee's activities outside the Fellowship should be extended only to those treatment centers and similar agencies, which provide direct services to addicts.
- 14.3.3. Request from H&I subcommittee in the area a list of names and addresses of those agencies and institutions, which have direct contact with addicts.
- 14.3.4. Become familiar with the hotel and location and times of the various events and meetings concerning the convention.
- 14.3.5. As soon as a hotel and dates for the convention have been finalized, a cover letter and flyer should be mailed to all institutions which have direct contact with addicts.
- 14.3.6. As soon as hotel and dates for the convention have been finalized, the information should be provided to local Regions and Areas.
- 14.3.7. In the event that the media should arrive at the convention, have a prepared press package. This package should include a cover letter briefly explaining the purpose of the convention and a few Informational Pamphlets to help them understand the purpose of NA.

**15. Convention Timeline**

<b>Date</b>	<b>Description</b>	<b>Responsible Party</b>
At Convention Start	Meet Monthly	Everyone
90 days from close of last convention	GPA elects Chair, Vice Chair and Treasurer	GPA with recommendations from GPACNA
	Changing account signatories	Treasurer old and new with other signatories
As soon as new chair is elected	Log in and change all critical passwords and distribute appropriately (square, bank account, paypal)	Chairperson
No more than 7 days after each meeting	Send minutes	Secretary with chair approval
Four months after start of cycle	Finalize Logo and Theme	A&G with GPACNA approval
	Determine early registration price	GPACNA Committee

18 months before convention	Get quotes, pricing and finalize merchandise vendor (1 year to 18 months)	Merchandise with GPACNA approval
1 year before convention	Pre-Registration price and flyer	A&G with Registration and GPACNA approval
	Open PO Box (1 yr to 9 months)	Chairperson/Vice Chair
	Send out cover letter and flyer to institutions	CI
	Submit to websites	CI
10 months before convention	Budgets approved	All elected positions
	Finalize Brochure	GPACNA and A&G
8 months before convention	Provide quotes for registration packet/items to BOD	Registration and GPACNA
6 months before convention	Submit contracts to BOD for onsite entertainment vendors	F and E and GPACNA
	Cutoff date for speaker submissions	Programming
4 months before convention	Submit list of convention vendors	Merchandising
90 days before convention	Members joining at this time will not have a vote. if new member is elected to a position they may vote only in matters affecting said position	All
	Provide full financial report for area	Treasurer and Chairperson
	Order all convention items	Registration with GPACNA approval
	Set up preliminary schedule for working onsite	Registration, Programming, and F and E
60 days before the convention	Order Banner, Program, Tickets and Name Tags	A&G with GPACNA Approval
	Hold meetings weekly	All
45 days before convention	Stop accepting personal checks	Registration
30 Days before convention	Provide a list of all requirements to hotel staff (earlier if possible and including on site program	H and H
1 week before convention	Cutoff date for pre-registrations	Registration
30 days after convention	Final report	All
60 days after convention	Review policy, reports, finalize financial report and make any updates needed	All
After completion of all convention business	Gather all login and password to provide to new committee	Chair

## 16. Example Letters, Report and Budget Templates

### 16.1. Convention Information Facility Letter

To:

From: Greater Providence Area Convention Of Narcotics Anonymous Convention Information Committee.

To Whom It May Concern:

The Convention Committee of The Greater Providence Area would like to invite your current residents to the Greater Providence Area Convention of Narcotics Anonymous. Our bi-annual convention is being held at INSERT LOCATION NAME AND ADDRESS, on INSERT EVENT DATE.

The invitation is extended for Friday evening and Saturday, INSERT DATES.

Our Convention Committee will supply current residents from your facility, a discounted registration for 5\$ each. The convention package will include a name tag, a program and convention items.

The name tag 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.

Food can be purchased at the hotel's restaurants or nearby INSERT APPROPRIATE LOCATIONS

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. 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 names and number of attendees no later than one week before the convention.

Regards,

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(signature of CI Chair)

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(Phone number of CI Chair)

16.2. Monthly and Final Report Templates

**GPACNA Registration Monthly and Final Report**

**Date:**

Final report should include a summary of all activities throughout the convention cycle. Include all challenges, what went well and guidance for future committees.

<b>Description</b>	<b>Count</b>	<b>Sales Amount</b>
Early Bird Registrations	#	\$
Pre Registrations	#	\$
Onsite Registrations	#	\$
Indigent/Newcomer Registrations	#	\$
<b>TOTAL REGISTRATIONS</b>	#	\$
Saturday Banquet	#	\$
Fish	#	\$
-Chicken	#	\$
-Vegetarian	#	\$
Sunday brunch	#	\$
Friday Entertainment	#	\$
Saturday Entertainment	#	\$

**Expenses** (registration packet items, envelopes, lanyards, wristbands, totes, etc)

<b>Item</b>	<b>Count</b>	<b>Cost or quote</b>	<b>Vendor</b>

## GPACNA Fundraising and Entertainment Monthly Report

**Date:**

<b>Event:</b>	
<b>Expenses</b>	
<b>Item</b>	<b>Cost</b>
Hall Rental	
Food and Beverage	
Entertainment	
Decorations	
Supplies	
<b>Revenue</b>	
<b>Item</b>	<b>Amount</b>
Contributions	
Door	
Raffle	
Newcomer Contributions	

## GPACNA Fundraising and Entertainment Final Report

**Date:**

Final report should include a summary of all activities throughout the convention cycle. Include all challenges, what went well and guidance for future committees.

Event:		
Total Income	Total Expenses	Total Profit/Loss
Event:		
Total Income	Total Expenses	Total Profit/Loss
Event:		
Total Income	Total Expenses	Total Profit/Loss
Event:		
Total Income	Total Expenses	Total Profit/Loss
Event:		
Total Income	Total Expenses	Total Profit/Loss
Event:		
Total Income	Total Expenses	Total Profit/Loss
Event:		
Total Income	Total Expenses	Total Profit/Loss
Event:		
Total Income	Total Expenses	Total Profit/Loss
Event:		
Total Income	Total Expenses	Total Profit/Loss

**On Site**

Event	Vendor	Cost	Attendance

**GPACNA Merchandise Monthly and Final Report**

**Date:**

Final report should include a summary of all activities throughout the convention cycle. Include all challenges, what went well and guidance for future committees.

<b>Item</b>	<b>Size</b>	<b>Stock on Hand</b>	<b>Count of sold</b>	<b>Amount Sold</b>	<b>Count Ordered</b>	<b>Cost Ordered</b>
T shirts	S					
	M					
	L					
	XL					
	2X					
	3X					
	4X					
Long Sleeve T Shirts	S					
	M					
	L					
	XL					
	2X					
	3X					
	4X					
Hat						
Cups						
Sweatshirts	S					
	M					
	L					
	XL					
	2X					
	3X					
	4X					
Sweatpants	S					
	M					
	L					
	XL					
	2X					
	3X					
	4X					

**A&G Monthly and Final Report**

**Date:**

Final report should include a summary of all activities throughout the convention cycle. Include all challenges, what went well and guidance for future committees.

<b>Item</b>	<b>Vendor</b>	<b>Cost</b>	<b>Quantity</b>

16.3. Budget Template

Budget	Estimated Cost
<b>Executive Committee:</b>	
Rent	
PO Box	
<b>Executive Total</b>	

<b>Hotels and Hospitalities Committee:</b>	
Hotel contracted expenses	
Centerpieces	
NA Literature	
<b>H&amp;H Total</b>	

<b>Programming Committee:</b>	
Recording Company	
Speaker Travel	
<b>Programming Total</b>	

<b>Registration Committee:</b>	
Registration SWAG and wrist bands	
registration envelopes	
Mailings, stamps, envelopes, postcards	
<b>Registration total</b>	

<b>Merchandise Committee:</b>	
All Inventory Items	
<b>Merchandise total</b>	

<b>Arts and Graphics Committee:</b>	
Registration flyers	
F and E event flyers	
Brochures	
Programs	
Event/Meal Tickets	
Name badges	
Banner	
<b>A&amp;G Total</b>	

<b>Convention Information Committee:</b>	
Printing	
<b>CI Total</b>	

<b>Fundraising and Entertainment Committee:</b>	
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Event costs (# of events x \$850)	
Entertainment - DJ	
Comedy	
<b>F &amp; E Total</b>	
<b>Grand Total</b>	