

MRCNA

Michigan Regional Convention of Narcotics Anonymous

Guidelines

THE TWELVE TRADITIONS

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

TWELVE CONCEPTS FOR NA SERVICE

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

Michigan Regional Convention of Narcotics Anonymous

GUIDELINES

1. PURPOSE

The Michigan Regional Service Committees of Narcotics Anonymous will always conform to N.A. principles, reflect our primary purpose and be guided by spiritual principles. Narcotics Anonymous conventions are held by members to bring our membership together in the celebration of recovery. Our regional convention is designed to have meetings, workshops and other activities to encourage unity and fellowship among our members; creating lasting memories and friendships for every member, every time.

2. PLANNING

The planning of a convention requires fiscal responsibility and the combined efforts of many members. Hosting a convention is a tremendous responsibility that requires significant planning, dedication, and effort.

Conventions can be complex and overpowering endeavors; therefore, every effort needs be made to select key members who have had prior convention experience. This is done to ensure continuity of effort. Although some members change from year to year, enough experienced convention planners usually remain to ensure an effective planning process.

Once the convention has been awarded, the first step is to get members of the selected area to attend and participate with the current convention committee to gain experience that will help them in their planning process.

At the July meeting, the previous convention planning committee final reports will be given and election of the next convention planning committee will take place. (see Bid Committee in appendix)

The convention planning committee is charged with the responsibility of organizing and carrying out the convention in its entirety, including dates and location, and being responsible to those they serve.

3. CONVENTION PLANNING COMMITTEE

The convention planning committee is generally made up of members who were involved in the preliminary planning and bidding process. Membership in the convention planning committee is open to all members of the fellowship. The convention planning committee consists of an administrative committee, subcommittee chairpersons and attending members. The convention planning committee is a consensus base decision making body.

4. CONSENSUS BASED DECISION MAKING

The chair will listen to the suggestion or issue and ask for opinions from the members present. After all views have been expressed, the chair will seek consensus on how to proceed with the topic. If no disagreement is expressed than consensus is obvious. If one or two members don't agree with the majority, then the chair asks if there is a compromise to the issue that they could agree to. If no compromise can be found and it is only one or two objecting. The chair will asks if they can live with the issue going forward anyway. People often disagree with something but perhaps not to the point of stopping an idea.

Consensus does not mean unanimity; if the chair decides that a great majority is in agreement then he/she can find that the body is in consensus. By the same token, more than a couple of opposing members can give the chair pause to call a consensus. If consensus

cannot be reached in the full body of those present, then the chair will seek consensus from the committee members holding voting status as referred to in the Voting section of these guidelines. If consensus still cannot be reached then the issue will be put to a vote by voting members with a 2/3 majority needed for approval.

5. COMMITTEE POSITIONS

Administrative Committee:

- A. Chairperson
- B. Co-Chairperson
- C. Secretary
- D. Co-Secretary
- E. Treasurer
- F. Co-Treasurer

Subcommittee Chairs:

- A. Arts & Graphics
- B. Convention Information
- C. Entertainment & Fundraising
- D. Hotel and Hospitality
- E. Huggers
- F. Merchandise
- G. Program
- H. Serenity Guides
- I. Tickets & Registration

6. CONVENTION MEMBER REQUIREMENTS

Qualifications:

1. Clean time shall not be waived for any of these positions.

Position	Clean Time
Chairperson	Five years
Co-chairperson	Four years
Secretary	One year
Co-secretary	One year
Treasurer	Five years
Co-treasurer	Five years
Subcommittee chairperson	Two years
Subcommittee co-chairperson	One year
Anyone handling money, this may disqualify some co-chairs with only 1 year.	Two years

2. Willingness to give the time and resources e.g. cost of driving to and from meetings.
3. Recommended to have one year previous experience on a prior convention committee.
4. Ability to exercise patience and tolerance.
5. Active participation in Narcotics Anonymous.
6. Must sign Memorandum of Financial Responsibility Form

7. Has working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of N.A.
8. Subcommittee Chairs will read a written report and provide an email copy to the secretary monthly. Report will include progress of committee's plan and all funds spent or generated for the period.

7. CONVENTION COMMITTEE MEETINGS

The convention planning committee meetings should take place monthly at a regularly scheduled time and place.

The purpose of these convention planning committee meetings is to gather and share information between subcommittees regarding the planning and carrying out of the convention. Effort should be made to encourage support and participation from all members. Care needs to be exercised during the planning process to involve as many groups and individuals as possible.

Subcommittees must meet monthly preferably 1 hour prior to monthly convention planning committee meeting at the same location. Subcommittees can meet in between monthly meetings, However, they need to make known to the convention planning committee when and where these meetings are being held.

It is advisable to schedule two to three hours to conduct convention planning committee business. An agenda needs to be prepared prior to meetings. An example agenda is in the appendix.

8. VOTING

Any member who participates on a regular basis – defined as two of the last three meetings – at the convention planning committee meetings is considered a voting member. All administrative and subcommittee chairs are expected to attend all convention planning committee meetings. At the first convention planning committee in July for elections all members in attendance have a vote.

9. ELECTIONS

Elections will be by closed ballot. The vote count is not announced. The person elected will be announced by the chairperson. Elections will be by simple majority; unless unopposed, then a 2/3 majority vote is needed of the ballots cast. At the first convention planning committee in July for the elections, all members in attendance have a vote.

At the July convention planning committee meeting, Administrative and Subcommittee Chair positions need to be filled. Each month, unfilled positions will be open for nominations and elections, until all positions are filled.

When a position is open, the convention co-chairperson will be responsible for the duties and responsibilities of the subcommittee until a subcommittee chair is elected.

In the case of a tie for any elected position, the voting process will continue by closed ballot until one nominee is elected to that position.

10. RESIGNATIONS/REMOVAL OF ELECTED POSITIONS

Missing two consecutive meetings with or without a written report will result in the position being open. However, the convention planning committee can consider the circumstance and act appropriately. Removal of a position for other reasons requires 2/3 majority vote. Possible reasons for removal may include, but are not limited to:

- Failure to follow guidelines.
- Excessive absences: if questioned by a committee member
- Disruptive behavior at MRCNA meetings

Automatic removal of any position requiring no vote:

- Relapse.
- Misuse and/or misappropriation of NA funds.

11. BUDGETS

All subcommittees will submit a projected detailed spending plan at the September convention planning committee meeting.

Detailed spending plan are approved by the convention planning committee prior to submission to the Regional Service Committee for approval in December.

12. PRUDENT RESERVE

The convention planning committee starts the planning year with a prudent reserve of \$12,500 plus all early registrations and fund raising proceeds. In addition, has a Petty cash fund of \$350.00. After all the financial obligations on the previous convention are paid, the remaining funds of the convention are returned to MRSCNA. The Region Treasurer will do this final transaction in cooperation with the MRCNA Treasurer and report to Region.

13. BIDS

Being prudent with convention money is important. When buying large purchases for the convention, it is suggested getting three bids, going with the bid that gives the best value.

14. ADMINSTRATIVE COMMITTEE

A. CHAIRPERSON RESPONSIBILITIES

1. Helps prepare a budget for the Administrative Committee, keeping in mind annual expenses, such as: P.O. Box, storage lockers, bank fees, postage, any new or unusual purchase of equipment, etc.
2. Be present during subcommittee meetings giving guidance and support to subcommittees as needed, or when deemed necessary by the planning committee as a whole.
3. Trains the Co-Chairperson in the performance of the Chairperson's duties.
4. Will executes judgment without giving personal opinions.
5. The Michigan Regional Convention is a subcommittee of the Michigan Region Service Committee; therefore, the Chairperson of the convention should not hold a position on the Administrative Board or the Board of Directors (RCM) of the Region in order to avoid spiritual conflict.
6. Prepares the agenda, working with the Secretary, for the convention planning committee meetings and the Administrative Committee meetings, and chairs both meetings.
7. Chairs the Saturday banquet and the speaker session during the convention.
8. Attends all regularly scheduled MRSCNA meetings. If unable to attend, notifies the Regional Facilitator of their pending absence. Asks convention co-chairperson to attend in their absence and sends a written report including Treasurer's report.
9. Brings back from regional meeting all issues regarding the convention planning committee.
10. Asks at every regional meeting if any member areas are forming a bid committee to host the convention. Will remind the regional body that if there are no bids to host the convention by the December regional meeting of the 2nd year of current convention, the current Hotel and Hospitality subcommittee will gather bids.
11. Makes sure all convention registration and fundraiser fliers get to regional meeting.
12. Brings the hotel contract to regional facilitator for its signature.
13. Submits convention spending plans for approval at the December regional meeting.

14. Brings complete year-end final report including treasurer's report to the regional meeting. (see Treasurer Duties)
15. Works closely with the treasurer in the disbursement of convention funds. Reviews final hotel bill with the Treasurer and Hotel and Hospitality Chair before it is paid.
16. Could be a signer on bank accounts held by the MI Regional Convention Committee.
17. Will be the signer on all contracts: entertainment, food, merchandise items and tapers of speakers, etc., except the Hotel contract.
18. When available and practical, will be an observer during meetings with the hotel prior to the convention. If changes are made to the contract, ensures the changes are made in writing with the hotel giving back a signed receipt or email acknowledging the changes.
19. Has awareness of consensus based decision making.

B. CO-CHAIRPERSON RESPONSIBILITIES

1. Works closely with Chairperson, and will act as Chair when the Chairperson is not available.
2. Will serve as liaison between subcommittees and the Administrative body. Attends subcommittee meetings and must be willing to help as needed. Make sure subcommittees are meeting deadlines.
3. Ensures each subcommittee has a reporting method to pass on to the next subcommittee chair the reports and notes of the convention.
4. Has awareness of consensus based decision making.
5. Will chair the Sunday morning speaker session during the convention.
6. In the event of an open subcommittee chair position, the Convention Co-Chairperson will facilitate that chair's duties and responsibilities until the position is filled.
7. Attends all Convention Committee meetings and if unable to attend, notifies the Chairperson and Secretary and submits a written report.
8. Will attend Michigan Regional meetings when the Chair is not available. In order to gain experience, it is highly recommended they attend at least 2 Michigan Regional meetings with the Chair.
9. Prepares to become the Chair the following year.
10. Will keep an inventory of MRCNA property (such as cash registers, shelving, storage totes, radios, Microphones, credit card devices, and previous year's merchandise) and have record of who has the items.

C. SECRETARY RESPONSIBILITIES

1. Will attend and keep accurate minutes of all regularly scheduled administrative meetings and convention planning committee meetings.
2. Types and distributes copies of the minutes to all members of the convention planning committee, the Regional Facilitator and Regional Secretary, no later than ten (10) days following each meeting using email whenever possible.
3. Emails a copy of the minutes to Convention Information chair for posting on MRCNA website, making sure that personal information, such as full names, phone numbers, and addresses are not included.
4. Has copies of all minutes during convention year and have them available at all meetings.

5. As part of their final report, ensures the newly elected administrative body receives an electronic version of all minutes from the prior conventions meetings, if requested.
6. Keeps accurate on-going roll call and voting privileges for elections, removes members from roll call after their third absences.
7. Maintains contact list of all active committee members.
8. Prepares ballots for elections. Disburses and collects ballots during the voting of election process; may ask for volunteers to assist in performing this task.
9. In the absence of Chair and Co-Chair, will presides over the committee meeting until a temporary Chair can be elected to chair the convention planning committee.
10. Trains the Co-Secretary in the performance of the Secretary duties.

D. CO-SECRETARY RESPONSIBILITIES

1. Attends all regularly scheduled administrative meetings and convention planning committee meetings.
2. Assists Secretary in completion of their duties and responsibilities as stated above.
3. Performs all duties and has all responsibilities of Secretary in their absence.
4. Prepares to become the Secretary next year.

E. TREASURER RESPONSIBILITIES

1. Attends all regularly scheduled administrative meetings and convention planning committee meetings, and must be available to attend the convention in its entirety because of the money pick-ups and deposits.
2. Have previous treasurer experience at Area or Region level.
3. Assists subcommittees with detailed spending plan.
4. Signer on the MRCNA checking account. Other signers are the MRSCNA Facilitator, Treasurer, Co-treasurer, and Regional Delegate.
5. Will have access to the debit card on the MRCNA bank account.
6. Checks will be made payable to vendors whenever possible.
7. Checks may not be signed in advance or written payable to "Cash".
8. Prepares financial reports to be submitted at monthly convention planning committee meetings of the convention planning committee. These reports will cover a time period of "meeting to meeting". Reports should include all income and expenses for each committee as well as the petty cash balance and expenditures of petty cash, also a screen shot of bank statement with identifying information blocked out.
9. Will submit a detailed monthly report of all income and expenses and bank reconciliation which balances with the report. Also report all income and expenses paid from petty cash and a petty cash reconciliation.
10. Following the convention, the treasurer will submit a final report which includes a detailed checkbook register of all income and expenses, and a detailed petty cash report for the year.
11. Responsible for all monies received (i.e. registrations, merchandise, activities, serenity guides, and huggers, etc.). Writes pre-numbered, carbon receipts for any cash or checks received.
12. Deposits are made to the MRCNA checking account within three (3) business days. The deposit will be any amount in excess of the petty cash fund.
13. Submits monthly income and expense report to the MRSCNA treasurer.

14. Maintains a petty cash fund of \$350.00 for incidental expenses. Cash is kept in a locked box, the petty cash fund will at all times contain the total amount of cash and receipts, which are equal to the amount of the fund, and is periodically audited by convention chair and co-chair. Expenditures from the petty cash need to have a Voucher Request Form (VRF) with receipts of purchases attached. VRF will be out completed, which includes the date, amount, payee name, subcommittee name, and reason for purchase to be completed by the person requesting reimbursement. VRF needs to be approved by the subcommittee Chair. Expenditures made in advance of a purchase, the payee will fill out a Voucher Request Form completely, which includes the date, amount, payees name, subcommittee name, and reason for purchase; to be completed by the person requesting reimbursement. VRF needs to be approved by the subcommittee chair; and will be attached to the VRF as soon as possible after purchase is made, failure to provide a receipt may affect future request.
15. Ensure that all taxes and financial obligations are submitted to Regional Treasurer in a timely manner. This would include all merchandise sold by the convention committee throughout the year.
16. Prepares calendar-year-end report to be submitted to Regional Treasurer for use during yearly audit.
17. Makes regular picks-ups during the convention from all areas that have cash and must be accompanied by the Co-Treasurer, Chair or Co-Chair. Money pick-ups are never done alone.
18. Make bank deposits throughout the convention always with the Co-Treasurer or the Chair or Co-Chair can fill in; but NEVER done alone.
19. Pays the hotel bill after, the Convention Chair, Co-Chair, and Hotel and Hospitality Chair reviewed the final banquet, brunch, hotel and equipment bills.
20. Will obtain and have tax-exempt forms from the regional treasurer. Any purchases made by the convention are tax exempt.
21. Trains the Co-Treasurer in the performance of the Treasurer's duties.

F. CO-TREASURER RESPONSIBILITIES

1. Attends all regularly scheduled administrative committee meetings and convention planning committee meetings.
2. Have previous treasurer experience, preferably at Area, Region or some subcommittee level.
3. Will assists treasurer in all duties during planning year and at the convention and must be available to attend the convention in its entirety to assist with money pick-ups and deposits.
4. Will assume the duties and responsibilities of treasurer in their absence.
5. Prepares to become the treasurer next year.

15. SUBCOMMITTEE CHAIRS RESPONSIBILITIES

A. Arts and Graphics—Purpose

This subcommittee is responsible for designing, and/or printing of the Convention banner, Convention posters, directional signs in and outside the hotel, and assisting other subcommittee with art work ideas.

Duties:

1. Will develop a detailed spending plan to include: cost of the banner; transportation of banners to and from the convention site; printing for signs; markers and paint.
2. Will present a variety of Recovery phrases for the selection of the Convention theme. Soliciting theme suggestions from the fellowship, a paper ballot voting process will take place to select a theme for the convention offering a free registration to the addict whose theme is selected.
3. Will present logo designs to the convention planning committee for selection; a paper ballot voting process will take place to select a logo design for the convention; offering a free registration to the member whose design is selected.
4. Will work with Tickets & Registration Subcommittee to develop flyers, tickets and any registration packet item needing artwork.
5. Will work with Hotel & Hospitality for the hanging of banners during the convention.
6. This committee is responsible for the care of the banners. This includes the maintenance and storage of the banner collection. This committee will report on the condition of the banner collection to the convention planning committee from time to time.
7. Will work with Serenity Guides and Huggers subcommittee to develop artwork for their shirts, as needed.
8. Will work with other subcommittees that need artwork support.
9. Will post all signage for workshops and events during the convention.
10. Will ensure that the “®” trademark registration symbol appears on any convention material containing the N.A. logo or symbol.
11. Will arrange a time and place for the banner to be signed by the convention planning committee followed by allowing all convention attendees the opportunity to sign the convention banner.
12. Working with the Hotel & Hospitality committee, as needed.
13. Working with the Convention Co-chairperson, will develop a process to pass on reports, ideas, and learning suggestion to the next year’s chair.

Co-Chair—Duties:

1. Will assist the Chair in performance of their duties.
2. Conduct the business of this subcommittee in the absence of the Chair.

B. Convention Information—Purpose

The purpose of the subcommittee is to provide information of the convention to hospitals and institutions as well as members of the N.A. community. This is done by distribution of various materials such as letters, information pamphlets, the website, and for the purpose of answering questions relating to the convention and fund-raisers.

Duties:

1. Develop a detailed spending plan including printing, envelopes, postage and cost of literature.
2. Will inform N.A. members, hospitals, recovery houses, treatment centers, and other institutions within the surrounding area about the convention and fundraisers.
3. Will provide convention particulars to the N.A. Way Magazine and the na.org website for entry in their list of upcoming events.

4. Will prepare cover letters to be sent to the hospitals, treatment centers, halfway houses, and other institutions within a 50 miles radius of the hosting convention site. The purpose of these letters is to inform addicts new to the N.A. Fellowship and to potential members of the fellowship.
5. Will prepare for working with members of the media, such as newspapers, radio and television if they appear at the convention. Maintaining the anonymity of our members is of primary importance.
6. Must be available during the convention for press interviews. Will have ready a room for such interviews, if needed.
7. Make up press packets consisting of N.A. pamphlets and Anonymity Statement.
8. Will maintain the MRCNA portion of the regional website, ensuring that all information is up-to-date.
9. Will work closely with all committees during the planning year.
10. Working with the Convention Co-chairperson, will develop a process to pass on reports, ideas, and learning suggestion to the next year's chair.

Co-Chair Duties:

1. Will assist the Chair in performance of their duties.
2. Will conduct the business of this subcommittee in the absence of the Chair.

C. Entertainment and Fundraising—Purpose

The purpose of the subcommittee is to generate interest and support for the convention from within the fellowship, in addition to co-hosting area fundraising events.

Chair duties:

1. Will develop a detailed spending plan including cost for: DJ, other types of entertainment, possible transportation for entertainers, center pieces and give away items for the banquet, dance and banquet decorations, fundraising fliers and concessions. Michigan Service Office will provide a Center Piece and Book for the give-ways at banquet, providing they area vendor at the Convention. Request a proposal from them,
2. Will communicate with Area Activities Chairs throughout Michigan and coordinate dates for possible MRCNA fundraisers and will work with areas to develop successful fund raisers.
3. Will turn in receipts and event expense log to the MRCNA Treasurer at each convention planning committee meeting.
4. Will ensure that all events are conducted in good taste, consistent with our spiritual principles.
5. May plan and carry out various activities throughout the year; dances, picnics, bowling parties, and any other activity which will generate funds for the convention.
6. Plans all entertainment activities for the convention. Prior to the convention, will confirm all entertainment needs and requirements: dance setups, DJ access and requirements, Comedians requirements including possible sales of items, Karaoke, and photograph needs.
7. Selects the bands or DJ to be used at all fundraising events hosted by MRCNA including the speakers for the events.
8. Will work closely with other subcommittees.
9. Working with the Convention Co-chair, will develop a process to pass on reports, ideas, and learning suggestion to the next year's chair.

Co-Chair—Duties:

1. Will assist the Chair in performance of their duties.
2. Will conduct the business of this subcommittee in the absence of the Chair.

D. Hotel and Hospitality—Purpose

The purpose of the Hotel and Hospitality subcommittee is to work with bidding areas to secure adequate facilities including those of the Americans with Disabilities Act for the convention, and act as the liaison between the convention committee and the hosting hotel. The Hotel & Hospitality subcommittee will convey all requirements of the convention to the hotel staff.

Duties:

1. When communicating with the hosting hotel prior to the convention, a minimum of (2) two members are needed to be present. Suggestions would be the Hotel and Hospitality Chair and Co-Chair, Convention Chair or a member of the Administrative committee.
2. Will develop a detailed spending plan including hospitality rooms items additional coffee, wifi expenses, possible expense for monthly meetings if not at hotel etc.
3. Prior to negotiating with major hotels, contact Narcotics Anonymous World Services (NAWS). They can assist with obtaining bids from hotels. Most major hotel chains have a coordinator assigned to work with NAWS in obtaining our business. This needs be done prior to Bid Committee contacting any hotel.
4. Works with the Bid Committee to determine all the convention resources are made available with the Hotel; be aware of additional service fees that maybe added to the price of meals, service and equipment rentals. See suggested items in the Bid Committee in the Appendix.
5. Starting in April, will provide the convention planning committee with an update of number of hotel rooms reserved at each convention planning committee meeting.
6. Will secure meeting space for all convention planning committee meetings; preferably at the host hotel or somewhere in the hosting area.
7. Will oversee the disbursement of coffee, if the convention committee chooses to provide coffee. Only one person may have the authority to order coffee; as determined by the Hotels and Hospitality subcommittee.
8. Will arrange site tours of the Convention hotel. One, so the Convention Planning Committee can see the variety of sleeping rooms and meeting rooms provided by the hotel. Others tours will be necessary with select subcommittees to discuss room arrangements for the convention. It is helpful to have sketches of seating and table arrangements with you when you make final preparations with the hotel.
9. Will arrange for a staff meeting approximately thirty days before the convention. This meeting is so the hotel managers can meet face to face with convention members.
10. Will reserve a large safe deposit box for the treasurer's use.
11. Will review the final hotel bill with the Treasurer and Convention Chair and Co-Chair before it is paid.
12. Advise the hotel of any special requirements that our members may have with regards to Americans with Disabilities Act. i.e.: arranges special seating at workshops, banquet, brunch, and speaker meetings.

13. Will work with the Arts & Graphics subcommittee, securing ample space for storage and hanging of convention banners. Arts & Graphics chair will supervise the hanging of the banner.
14. Will secure a space for making last minute signage on site.
15. Will work with Convention Information subcommittee to arrange adequate space for a press conference at the hotel. Convention Information needs a table set preferably next to Tickets & Registration space.
16. Will work with Entertainment & Fundraising subcommittee to provide adequate space for preconvention fund-raisers.
17. Will, prior to the convention, discuss entertainment needs and requirements: dance setups, DJ access and requirements, and banquet decorating needed during the convention with the Entertainment and Fundraising committee.
18. Will work with Merchandise subcommittee to secure adequate space for convention merchandise sales, the Michigan Service Office, jeweler merchandise, taper space and any other vendors the committee chooses. A room with separate entrance and exit doors, preferably on opposite sides. This room will be secure; with a limited amount of keys available for committee use only are the Hotel and Hospitality Chair and Co-Chair, and Merchandise Chair and Co-Chair and Vendors that are in the room.
Will inform the hotel that this room is off limits to all hotel personnel except when the Hotel and Hospitality Chair or Co-Chair makes request for services.
19. Will work with Program subcommittee to address all room requirements for workshops, marathon meetings, and audio recordings. The details need to be conveyed to the hotel in a timely manner prior to the convention. The hotel will provide written documentation or email that they received this information.
20. Will work with Tickets & Registration subcommittee to arrange adequate space for registration tables. Tickets & Registration will need a secure storage for registration packages to be stored. This storage area needs to be available on the registration “package-stuffing day”.
21. This subcommittee is responsible for the collection of banquet and brunch tickets. Care should be taken so the convention committee does not pay for overages; meals served but not paid for. Work with Serenity Guides to help maintain serenity and order during the convention, especially during the brunch, banquet and entertainment times. Serenity Givers will collect tickets at the door.
22. Will arrange for a Hospitality room where members can congregate and fellowship. It is the Hotel and Hospitality subcommittee’s responsibility to keep refreshments in this room (water, cookies, fruit, peanut butter, bread, jelly, etc.).
23. The committee will authorize the usage of complementary rooms, ensuring that more rooms are not given out than are available. Friday and Saturday night speakers and special entertainment are given first consideration.
24. Will provide a secure room for Treasurer and Co-treasurer to count money during the convention.

25. Is responsible for obtaining and securing 2 way radios for use at the convention. The number of radios needed per subcommittee will be determined by the Hotel and hospitality subcommittee. Texting is also a choice for communication with committee members and Hotel staff.
26. Responsible for the “Welcome Party”, if one is held, on the opening night of the convention, ensuring food is available; if the convention planning committee chooses to have food.
27. Work with the Serenity Guides; ensure all doors to the rooms are locked except for (1) one entrance door for ticketed events.
28. Working with the Convention Co-chair, will develop a process to pass on reports, ideas, and learning suggestion to the next year’s chair.

Co-Chair

1. Will assist the Chair in performance of their duties.
2. Conduct the business of this subcommittee in the absence of the Chair.

E. Huggers—Purpose:

The Huggers subcommittee is comprised of energetic members who welcome attendees to the convention with a hug. Clean time requirement one (1) day.

Duties:

1. Will develop a detailed spending plan including cost of t-shirts and supplies.
2. Enlist artwork or design for the Hugger T-shirt logo working with Arts and Graphics subcommittee. The final logo design will be approved by the convention planning committee.
3. Works with other subcommittee on related issues.
4. Recruit members to participate at the convention and encourage new members to be huggers.
5. Designate locations at the convention to station huggers.
6. Prepares a list of responsibilities for members who participate as Huggers.
7. Establish a schedule with time slots to ensure they cover all stations as needed.
8. Huggers will have knowledge of Convention grounds and schedules to help guide members, if needed.
9. Working with the Convention Co-chair, will develop a process to past on reports, ideas, and learning suggestion to the next year’s chair.
10. Keep in mind that we may not be the only group at the hotel. Let volunteers know that we do not force hugs on people.
11. The Huggers and Serenity Guides subcommittees may combine and function as one subcommittee.

Co-Chair:

1. Will assist the Chair in performance of their duties.
2. Conduct the business of this subcommittee in the absence of the Chair.

F. MERCHANDISE—Purpose:

The Merchandise Subcommittee assists with the financial success of the convention by generating revenue through the sale of commemorative convention merchandise. Proper planning is important. Please be conservative with ordering merchandise; it is better to sell out than to have a lot of merchandise left over.

Duties:

1. Develop a detailed spending plan of projected purchases and supplies.
2. Solicit fellow addicts to serve as members of the committee, with knowledge of pricing and merchandising techniques.

3. Solicit possible vendors for t-shirts, sweatshirts, etc.; preferably with 30 day billing after the Convention, if possible.
4. Keep track of sales for sale tax purposes. See Convention treasurer for direction.
5. Work with Arts and Graphics to design artwork to be placed on saleable pre-convention and convention merchandise with the approval of the convention planning committee. Ideas can be solicited.
6. Develop a list of affordable items to be made available for both preconvention and convention sales.
7. When selecting t-shirts, sweatshirts, jackets, shorts, hats, etc. ensure that quality of the item(s) versus the cost is considered.
8. Work with Hotel and Hospitality to select a room large enough for merchandise and vendors with entrance and exits that can be locked. The room needs to be available the day before the convention and up to 2:00 PM the last day of convention.
9. Set hours when merchandise room will be open.
10. Get Arts & Graphics to make signs for merchandise hours, prices, “No Food or Drinks” sign, directional signs, etc.
11. Establish money pick-ups with the Treasurer. Example: every hour to 1½ hours.
12. Develop Merchandise sales forms for processing of purchases.
13. Arrange with Hotel & Hospitality, a room for other areas and regions to sell merchandise on the last day of the convention.
14. Sales of the current years merchandise will not be reduced at the convention.
15. Working with the Convention Co-chair, will develop a process to pass on reports, ideas, and learning suggestion to the next year’s chair.

POLICIES:

1. Logos for all merchandise must be approved by convention planning committee.
2. The “®” trademark registration symbol must appear on any convention material containing the N.A. logo or symbol.
3. Sales of N.A. merchandise from other N.A. service committees will be allowed on the last day of the convention provided prior approval was obtained from Merchandise committee.
4. Utilize NAWS approved licensed vendors. Vendors need to provide proof of license.
5. Special merchandise for individual subcommittees needs to be avoided.
6. To be prudent with NA funds and reduce the need for travel, it suggested that MRCNA committee members be recruited to sell merchandise at their local area events and out of state conventions that they may be attending.

Co-Chair

1. Will assist the Chair in performance of their duties.
2. Conduct the business of this subcommittee in the absence of the Chair.

G. PROGRAM—Purpose:

The Program subcommittee plans all workshops, marathon meetings; and selects main speakers and workshop speakers and chairpersons for the workshops at convention.

Successful conventions center on the thoroughness and creativity of the Program to attain an atmosphere of recovery and fun; because of the demands on this committee, it has (2) Co-Chairs.

Duties:

1. Develop a detailed spending plan including: travel expenses for main speakers, purchases of tape/CD to select speakers, phone expense and printing of program.
2. Develop a task sheet, including completion dates of all the plan activity.
3. Be prepared to hire interpreters for the hearing impaired, depending on the needs of the convention. The committee is aware of the Americans with Disabilities Act.
4. Is responsible for acquiring a videographer for the convention main speakers, if needed.
5. Plans a balance of workshops for newcomers, service minded attendants, spirituality topics and barriers of recovery, (physical and mental disabilities, secondary illnesses). Topics can be but not limited to: steps, traditions, common needs (women, men, youth, G.L.B.T.), and history as it relates to recovery.
6. Provides formats for speaker, workshop, and marathon meetings.
7. Establishes a staffing schedule to ensure that subcommittee work during the convention is covered (chairing workshops, signing in speakers).
8. Schedules all events that will take place at the convention; except what Entertainment and Fundraising plan; coordinating time so Entertainment and Fundraising events don't take place at the same time as main speakers.
9. Contacts recording vendors to submit bids and choose vendor who best suits our need. When selecting the vendor, make it known that all copyrights are the property of MRCNA. All contracts, such as recording, or any other legal and binding contracts need to be approved by the Convention Planning Committee and signed by Convention Chair.
10. Seeks and compiles input on speaker tapes, with the goal of selecting convention main speakers with a minimum of 5 years clean and workshop speakers with 3 years clean. Use discernment and discretion when picking speakers, reviewing IP #2, paragraph entitled "Speaker", as a basis for selection. Potential speakers and program participants are: members who base their recovery on powerlessness over addiction, identify themselves as addicts, and attend N.A. meetings to sustain their recovery. The best speakers seem to be those who address recovery as if their life, as well as yours, depends on it. Speakers should be given at least three months' notice.
11. Contacts candidates for convention speakers to ascertain their willingness and availability to speak at the convention.
12. Works with Hotel and Hospitality subcommittee to see that housing needs of convention main speakers are covered. Communicates to Ticket & Registration subcommittee the number of registration packages including banquet and event tickets that will be needed for the main speakers.
13. Arrange transportation for main speakers to and from the airport and hotel.
14. Works with Hotel and Hospitality to ensure that all speaker/workshop rooms have adequate sound systems, podiums, etc.
15. Compiles a list of willing members to serve as chairperson (six months clean time) and speakers (three years clean time) for workshops.

Tickets and Registrations will be able to provide a list of pre-registered members who have indicated a willingness to chair or to speak at workshops. Speakers and workshop chairs need to be members of NA

16. Establishes method for securing the Marathon Meeting room with a chairperson.
17. Prepares a written program of convention events. Obtains three (3) bids from printing companies and selects the company that best suits our needs. The registration symbol ® must appear on any convention material containing the NA logo or symbol.
18. Works with Arts & Graphics to establish signage and map needs for the convention.
19. Sets deadline for submission of potential speaker tapes (usually March).
20. Responsible for planning the clean time countdown and related functions including obtaining NA books to be given away to new members.
21. Be responsible for checking in all speakers.
22. Working with the Convention Co-chair, will develop a process to pass on reports, ideas, and learning suggestion to the next year's chair.

Co-Chairs

1. Will assist the Chair in performance of their duties.
2. Conduct the business of this subcommittee in the absence of the Chair.

SUGGESTIONS:

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.

Workshop speakers are not reimbursed and are selected very similarly to main speakers. Some conventions choose workshop Chairs from neighboring states to help with unity, variety, and attendance.

Be careful not to allow large spans of time with nothing to do. Work with Entertainment and Fundraising committee in planning the program. Plan a variety of things to do, marathon meetings, a room for quiet time, a room for music guitar/piano, or special entertainment. One of the purposes of this subcommittee is to keep our members occupied and to serve the variety of members in attendance. Not everyone likes to do one thing, be creative, but be prudent.

H. Serenity Guides—Purpose:

The Serenity Guides Subcommittee is to maintain serenity and order at the convention in a positive, non-confrontational, assertive manner. Also provides directions to members as to where Ticket & Registration and other convention activities can be found. Clean time requirement for a Serenity Guides: Six (6) months.

Duties:

1. Will develop a detailed spending plan for t-shirts and supplies.
2. Enlist artwork or design for the Serenity Guides T-shirt logo working with Arts and Graphics subcommittee. The final logo design will be approved by the convention planning committee.
3. Set up work schedule for volunteers at the convention. When needed, the Chair and Co-Chair will relieve, fill in for, or take the place of a person assigned to a job station.
4. Coordinate, plan, and discuss schedules with other subcommittees regarding their needs for Serenity Guides during the convention.

5. Will work with the Merchandise subcommittee, at the room entrance to keep flow of traffic moving and remind members that there is NO Food or Drinks allowed in Merchandising Room.
6. Work with Tickets & Registration keeping orderly lines at the registration table and keep traffic moving as needed.
7. Serenity Guides are not a police action body. There is no need for any committee member to intervene on any other member when they chose to act in an unacceptable manner. Serenity Guides Chair or Co-chair should first contact the Admin Chair/Co-Chair as to the incident taking place and allow the Chair/Co-Chair to take appropriate action. Usually this will be in the form of contacting the facility security and/or management.
8. Work in pairs; be aware of smoking areas.
9. This subcommittee is responsible for the collection of banquet and brunch tickets. Care should be taken so the convention subcommittee does not have to pay for overages, meals served but not paid for.
10. May need to assist member's special requirements (Disabilities) by allowing them to enter rooms prior to scheduled events (speaker meeting, banquet, brunch, and entertainment). to obtain proper seating for their comfort.
11. The Serenity Guides and Huggers work together in accomplishing their duties.
12. Working with the Convention Co-chair, will develop a process to pass on reports, ideas, and learning suggestion to the next year's chair.

Co-Chair

1. Will assist the Chair in performance of their duties.
2. Conduct the business of this subcommittee in the absence of the Chair.

I. Tickets and Registration—Purpose

This Subcommittee sells registrations and tickets for all ticketed events for the convention, and maintains a current list of all registrants.

Duties:

1. Will develop a registration flyer to include: Date of convention; Hotel information with phone numbers and prices; Contact names and numbers for registration information; and contact name and number for hotel information, Hotel and Hospitality Chair name and phone number, P.O. Box # to mail registrations and who to make payable check or money order to MRCNA. Make sure Convention flyers are available early in order to inform the fellowship in-state and out-of-state.
2. Develop a detailed spending plan. Items to consider include items for the registration packets, name tags, printing, and postage.
3. Maintain communications with all Subcommittees for information they may want included on the registration flyer.
4. Chair and/or Co-Chair (or designee) needs to have a key or combination to MRCNA P.O. Box.
5. Have a representative of T&R available at all fundraising events to take pre-registrations. The proceeds from these events are turned over to the Treasurer at the next MRCNA meeting.
6. Mail registration forms to all nearby regions and regional service offices. Registration forms need to be available for distribution at the December Regional meeting.

7. Select and order items to be included in the registration packets. Arts & Graphics will supply artwork. Make sure that registration symbol ® appears on all convention material containing the NA logo or symbol.
8. Print/provide banquet and brunch tickets as needed.
9. Compose a list of members who have indicated a willingness to be of service and provide the names and contact information to the appropriate subcommittee. Advise the Hotel and Hospitality committee if a member has indicated they have any special requirements (Disabilities).
10. Work out a time schedule with treasurer for money pick-ups. Example: every hour to 1½ hour.
11. Have a sign at the registration table clearly stating that members are responsible they receive their banquet, brunch, or entertainment tickets as they will not be replaced.
12. Keep records of all pre-registrations with the necessary information: Name, address, phone, banquet, brunch, and event tickets and additional donations. Make copies of pre-registrations forms for backup.
13. Beginning in April, include in your monthly report total pre-registered, banquet, brunch and event tickets and additional donations.
14. Assemble packets prior to the convention and number all registration packets.
15. Distribute registration packets and collect money at the convention site.
16. Have forms ready: clean time sheets, registration forms for on-site registrations and registrations for the next year's convention.
17. For the pre-registered persons, mail registration fliers as soon as they're available to allow time for making hotel reservations and/or ordering banquet, brunch and entertainment tickets.
18. If asked for, will allow refund on registration on a as need basis.
19. Registration fee will not be discounted during the Convention. However, no addict will be turned away if financial impairment is an issue.
20. Compile the total amount of clean time at the convention, giving the amount to Program to be announced Saturday night.
21. Working with the Convention Co-chair, will develop a process to pass on reports, ideas, and learning suggestion to the next year's chair.
22. Finalize selection of give-away items by the end of May in order to have items available at least two (2) weeks prior to convention.
23. Make at least (3) three alphabetized and numerical lists of registered persons. Included in this list are banquet, brunch and entertainment tickets.
24. Be responsible for the banquet and brunch and entertainment tickets counts and distribution.
25. Be flexible with the hours you are open. Remember who we are here to serve.

Co-Chair:

1. Will assist the Chair in performance of their duties.
2. Conduct the business of this subcommittee in the absence of the Chair.

APPENDIX

BID COMMITTEE

When bidding for convention sites is appropriate, ad-hoc committees from interested Area Service Committees is formed to prepare a bid. This committee needs awareness of the bidding criteria, presentation requirements and formats that are required. See Program, Merchandise and Hotel & Hospitality duties. The Bid Committee needs to submit a bid no later than the March Regional committee meeting and presents it to the Regional administrative committee. The winning bid will be announced during the June Regional meeting.

Once the convention has been awarded, the first step is to get members of the selected area to attend and participate with the current convention committee to gain experience that will help them in their planning process.

At the July meeting, the previous Convention Planning Committee final reports will be given and election of the next Convention Planning Committee will take place. The Convention Planning Committee is charged with the responsibility of organizing and carrying out the convention in its entirety, including dates and location, and being responsible to those they serve.

If no bids are submitted, then the Convention Planning Committee is charged with the responsibility of seeking bids from hotels for the next planning convention year for a period of 1 to 2 years.

Michigan Regional Service Committee of Narcotics Anonymous (MRSCNA) Convention Guidelines – Bid Process

Area Qualification:

1. Four (4) years membership in MRSCNA
2. Fifteen or more group meetings
3. Bid committee with seven (7) or more members.
4. Members of the Bid Committee do not have to be members of the Bidding Area.
5. Two (2) or more members with ten (10) or more years clean.
6. Two (2) or more members with three (3) years previous convention experience.

Area Responsibilities:

1. Form an Ad-Hoc Convention Bid Committee, per section above.
2. Conduct a survey to determine local home group/area's interest.
3. Review available sites to ensure that appropriate facilities, *i.e.* hotels, motels, colleges, universities, are available for the dates of the annual convention. Prior to negotiating with major hotels, contact the Region and Narcotics Anonymous World Services (NAWS).
4. Provide Area History paper describing the number of groups, meetings, H & I meetings, when the area was formed, and any other pertinent information about the Area.
5. Provide Letter of Need describing how and why hosting the convention will benefit the Area.
6. Submit the bid to the Regional committee.

Bid Content:

1. Area History.
2. Results of survey.
3. Prior to negotiating with major hotels, contact the Region and Narcotics Anonymous World Services (NAWS). They can assist with obtaining bids

from hotels. No finalized contract is needed to submit a bid to the region.
The Region Facilitator signs the hotel contracts.

4. Letter of need for the Area.
5. Registry of Bid Committee members with contact information.

Bid Timetable:

1. A bid shall be submitted at the March Regional committee meeting. The winning bid will be announced by the Regional upon acceptance.
Rotation of the convention shall be sought with Areas bidding for its location with MRSCNA approval.
2. In the event no bid is submitted, the Hotel and Hospitality subcommittee shall select the convention site, and provide its rationale to the Regional Committee for approval of the next convention.

Suggested items for Hotel Negotiations:

Guest Rooms

Extend convention rate two days before convention and one day after.

Eight complimentary rooms Thursday - Sunday of the convention or

One complimentary sleeping room for three nights every twenty-five rooms rented.

MRCNA Rate during MRCNA fundraisers and room will count towards total rooms nights needed.

Ask for \$2.00 to \$5.00 rebate per sleeping night for each room pickup during convention.

Arrange early check-in and late checkout for committee members.

Ask for one complimentary Hospitality Room for members to enjoy food and fellowship.

Drinks:

680 gallons of coffee; 600 gallons for the convention, 40 gallons will be used at planning meetings through the year. After that, MRCNA will buy coffee (price to be determined) but will be inclusive (tax and gratitude include in price). MRCNA will set coffee hours.

Hot water and tea available whenever coffee is available.

300 gallons of punch,

Pre-Convention Space

Need space for two fundraisers to accommodate up to 300 members, with dance floor, to be held during the convention year; with option of third fundraiser if space is available. Hotel to give MRCNA a list of open dates. Fundraiser space may include 80 round tables and one head table from 10a.m.-10 p.m. for possible workshops or events, all complimentary.

Convention room rate for fundraisers.

Need a room with 9 (nine) round tables & one head table for 6 people for convention planning committee meetings, once per month July through June, with the possibility of two in June, providing the committee chooses to meet at the hotel.

Convention Space

All meeting space is complimentary during convention. Beside all meeting rooms, need three rooms that can be secured throughout the convention with four keys per room.

Storage: Negotiable number of days prior to convention and two days after.

MRCNA has 5 banners that will need to be hung by the hotel supervised by Arts and Graphics subcommittee, at no charge to us.

Need phone line at Convention Registration counter. Free Wi-Fi during the convention in the convention area for Merchandise Room and Registration

Need a large safety deposit box.

Need ample supply of tissue at workshops during convention.

Misc.

Ask for the right to know if any other functions or parties on premises during convention.

Sampling of meals for banquet, for a minimum 5 people.

Banquet for 150 to 200 price of banquet will include beverages and dessert, the price will be inclusive Service charges and gratitude (tip) will be include in the price. Any items that hotel provides all cost must be inclusive of service charges and gratitude (tip)

We have a Tax ID Number.

Largest dance floor possible prefer 20 by 30 feet.

Need 5 easels and two writing easels complimentary.

If the host hotel offers a free breakfast consider eliminating the brunch, keeping in mind brunch tickets do not tend to sell well. Either negotiate a low minimum attendance or eliminate the brunch.

Agenda Example:

**MRCNA
Agenda
Date and time
Location of meeting**

Opening:

Call to Order/Welcome
Convention Purpose
Recognize new committee members
Readings: 12 Traditions
 12 Concepts
Recognize recent clean time
Roll Call
Consensus on accepting the previous month's minutes as printed

Nominations and election: For open positions

Reports:

Chair

Co-chair

Secretary

Treasurer

Subcommittees:

1. Arts & Graphics
2. Convention Information
3. Entertainment & Fund raising
4. Hotel & Hospitality
5. Huggers
6. Merchandise
7. Program
8. Serenity Guides
9. Ticket & Registration
10. Ad hoc: If needed

Old Business:

New Business:

Open Floor:

Adjourn and Close

**MICHIGAN REGIONAL SERVICE COMMITTEE OF NARCOTICS ANONYMOUS
MEMORANDUM OF FINANCIAL RESPONSIBILITY**

I, _____, a trusted servant of the fellowship for the Michigan Region of Narcotics Anonymous, agree to properly and safely use any money or other assets entrusted to me by the fellowship of NA. I agree to use fellowship money or other assets only as directed by the fellowship of NA. I agree that if I misappropriate or misuse fellowship money or other assets because of my personal negligence or dishonesty, I will accept full responsibility for their replacement. While in service at any time, or if I am removed from service or leave service, I agree to promptly turn over any Fellowship money, assets, records or any other fellowship property. I have agreed to follow and adhere to the MRSC Financial Responsibility Policy as outlined on the Financial Responsibility Addendum.

Signed _____ (Trusted Servant) Date:

Print name: _____

OFFICER MRSCNA BY _____ DATE: _____ TITLE:

This document was created to implement the MRSCNA Financial Responsibility Policy. The MRSC has adopted guidelines and operational policies, which apply to and shall guide the conduct of our NA Trusted Servants. Current Copies of these documents are available on request. This agreement shall be held in the MRSCNA Archives.