

**Region 51 Convention Of  
Narcotics Anonymous**

**GUIDELINES**

**P.O. Box 15206, Las Vegas, Nevada 89114**

**(Draft June 2009)  
(Sent To Areas For Input)**

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**BOUNDARIES:**

**This body shall be known as the Region 51 Convention of Narcotics Anonymous (R51CNA) Committee. This committee shall serve the Region 51 Region of Narcotics Anonymous. The Region 51 Convention of Narcotics Anonymous does not have geographical boundaries but serves the member areas of Region 51.**

**PURPOSE:**

**The purpose of the R51CNA Committee is to serve as the operational and administrative body of the annual convention. The committee will pre-plan future conventions for up to five years in advance. The R51CNA Committee is responsible to the Region 51 Regional Service Committee (R51RSC), and is entrusted to make decisions and to establish policy as necessary for the operation and administration of the Region 51 Convention of Narcotics Anonymous. The guidelines of the R51RSC shall supersede these guidelines in the event of any conflict. Hereafter in these guidelines, for simplicity wherever possible, the R51CNA Committee shall be referred to as “the Committee” or “Committee”.**

**FUNCTIONS:**

- 1. To hold monthly service meetings or as needed to facilitate business.**
- 2. To record and distribute minutes of the R51CNA Committee meetings.**
- 3. To plan, coordinate and implement the annual convention for the Region 51 Region of Narcotics Anonymous.**
- 4. Follow Region 51 procedures for annual audit of convention.**
- 5. Maintain Archives.**

**MEMBERS:**

The R51CNA Committee is a subcommittee of the Region 51 Regional Service Committee (R51RSC) comprised of:

**ADMINISTRATIVE COMMITTEE                      CLEAN TIME REQUIREMENT**

Chairperson	Seven Years
Vice-Chairperson	Seven Years
Secretary	Seven Years
Treasurer	Seven Years
Facilities Chairperson	Seven Years

**CHAIRPERSONS    CLEAN TIME REQUIREMENT**

Program Chairperson	Five Years
Registration Chairperson	Five Years
Merchandise Chairperson	Five Years
Entertainment Chairperson	Three Years
Hospitality Chairperson	Three Years
Arts & Graphics Chairperson	Three Years
Information Chairperson	Three Years

**GENERAL REQUIREMENTS & DUTIES:**

1. All members must have a commitment to service, the willingness and resources to do the job, a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
2. All R51CNA Administrative Committee members are required to submit a written and electronic report for each R51CNA meeting.
3. Administrative Members of the R51CNA Committee shall not hold any other elected voting position in an Area or Region service position during their term.

**TERMS OF COMMITTEE MEMBERS:**

1. Administrative Committee members shall be eligible for election for a maximum of two consecutive two year terms provided they continue to meet the qualifications required by the section, General Requirements & Duties.
2. Administrative Committee members can serve not more than five consecutive one year terms.
3. An R51CNA Subcommittee Chairperson or Vice-Chairperson may serve a one year term prior to or after two consecutive R51CNA terms.

**CHAIRPERSON REQUIREMENTS:**

1. Current and previous experience on the R51CNA Committee or previous experience on other convention committees in a relevant Chair or administrative position, (e.g. Vice-Chairperson) and a minimum of seven years continuous clean time.

**DUTIES:**

1. Preside over convention committee meetings.
2. Prepare & coordinate the agenda with the assistance of the Vice-Chairperson.
3. Facilitate communication between meetings as needed.
4. Provides R51CNA Committee Guidelines to all new members.
5. Responsible for the day-to-day implementation of sound and prudent decision making during the convention.
6. Advise the R51CNA Committee of any attendance problems in violation of the R51CNA Committee's Guidelines and reports the failure of any member to fulfill his/her responsibilities.
7. Attend the R51RSC meetings as the representative of the Committee to the R51RSC.

8. Prepare and submit electronic reports to the committee and the R51RSC to enhance communication between each body.
9. Signer on the bank account.
10. Submit closing report on convention no later than 90 days after convention.

**VICE-CHAIRPERSON REQUIREMENTS:**

1. It is suggested that he/she have current and previous experience on the R51CNA Committee, or previous experience on other convention committees in a relevant Chair or administrative position, and a minimum of seven years continuous clean time and the willingness to become the Chairperson.

**DUTIES:**

1. In the absence of the Chairperson, the Vice - Chairperson shall perform the duties of the Chairperson.
2. Coordinate and keep fully abreast of the interaction of the subcommittees and advise where needed upon request.
3. Attend the R51RSC meeting and maintain a constant relationship, serving as the representative of the Committee to the R51RSC.
4. Prepare and submit electronic reports to the Committee and the R51RSC to enhance communication between each body.

**SECRETARY REQUIREMENTS:**

1. **Have the commitment , the resources and the clerical skills necessary to do the job. A minimum of seven years continuous clean time.**

**DUTIES:**

1. **Keep accurate minutes of each meeting and email them to Regional Web Chair after each meeting.**
2. **Create and maintain a log of all motions and policy changes and make available at each meeting.**
3. **Solicit monthly email reports from R51CNA members.**
4. **Email copies of minutes no later than ten calendar days following each meeting to the Admin committee, Chairs, Regional Web Chair, and others directed by the Committee.**
5. **Keep a record of the previous year's minutes on hand at each meeting, passing them on to the Chairperson at the end of the Secretary's term of office for the archives.**
6. **Prepare roster, attendance records and advise the Chairperson of member attendance problems noted in Committee Guidelines.**

**TREASURER REQUIREMENTS:**

1. **Prior experience on the R51CNA Committee, preferably as the Vice -Treasurer, commitment and willingness to perform the job, accounting and computer skills sufficient to maintain accurate records. A minimum of seven years continuous clean time. Sign Region 51 Convention Theft Policy.**

**DUTIES:**

1. **Maintain bank account for the Committee. All checks shall require two signatures from the following; Convention Chairperson, Vice-Chairperson, or R51RSC Treasurer.**
2. **Work with the Committee and the R51RSC to prepare a budget for the convention, submitted to and approved by the Regional Service Committee.**
3. **Write all checks for the Committee checking account and is responsible for collecting receipts for Committee members' expenses. Keep available photo copies and electronic copies of all bank statements and receipts.**
4. **Responsible for complete accounting and reporting to the R51RSC of all monies. Pay all budgeted expenses under \$1000 directly from account and obtain from the R51RSC authority to write checks in the amount of \$1000 and above. Advise the committee of cash flow conditions and provide current written monthly financial reports, including copies of bank statements and reconciled register.**
5. **Review Committee expenditures and provide monthly budget reports to the Committee.**
6. **Report to the Committee on all financial issues as needed.**
7. **Process all requests for reimbursement.**
8. **The outgoing, current year's treasurer shall remain in an advisory position and attend convention meetings until such a time as a final financial report is presented to R51CNA.**
9. **If the current year's treasurer is not continuing for a second term, he/she shall not have voting rights, nor be required to attend R51CNA Committee meetings except as required to get that year's convention books closed.**

**VICE-TREASURER QUALIFICATIONS:**

1. Five years continuous abstinence.
2. Two years prior convention experience.
3. Prior Area, Regional or Convention Treasurer, bookkeeping or accounting experience.
4. One year prior residence in Southern Nevada.
5. Must have personal, steady income.

**JOB DUTIES:**

1. Helps Treasurer in fulfilling his/her responsibilities.
2. Fulfills Treasurer's responsibilities in his/her absence.
3. Fulfills any other duties as assigned by the Administrative Committee.
4. Sign Region 51 Convention Theft Policy.

**FACILITIES LIAISON REQUIREMENTS:**

1. It is suggested that he/she have at least two years experience on the R51CNA Committee, business and negotiating skills and a minimum of five years continuous clean time.

**DUTIES:**

1. Aids the Committee Chairperson and Vice-Chairperson in presenting contracts and bids to the R51RSC, for their review and approval.
2. Serves as a liaison for Administrative Committee with the host hotel during the convention.
3. Serves, along with the Committee Chairperson, as a contact with hotel and convention center facilities personnel.
4. Aids all Committee and Subcommittee members in fulfilling their responsibilities during the convention.
5. Aids Chairperson in implementing sound and prudent decision making during the convention.
6. Maintains budgets and records of past conventions, hotel and convention center costs, room blocks and pickups, food and beverage spent and all convention income and expenses including contracts and invoices.
7. Trains and mentors the Assistant Contract Negotiator.

The following are subcommittees of the convention committee. The subcommittees will be given various tasks to be submitted and voted upon in the convention committee. In order to make prudent and fiscally financial decisions, all tasks will require the subcommittees to get three bids. Subcommittee Chairs are responsible for scheduling their meetings and times. All subcommittee Chairs are responsible to submit written and electronic copies of their subcommittee minutes to the convention secretary prior to the convention meetings.

**DUTIES OF THE PROGRAM CHAIRPERSON:**

1. Coordinates subcommittee meetings.
2. Communicates to R51CNA.
3. Must attend leader and reader selection meeting.

4. **Must submit expenditures to R51CNA when appropriate for approval.**
5. **Coordinates contacts for all selected speakers, leaders, and readers.**
6. **Confirms travel arrangements.**
7. **Determines special needs (i.e. smoking/non-smoking, Physically impaired, etc.)**
8. **Coordinates duties of subcommittee.**

**FUNCTIONS OF PROGRAM COMMITTEE:**

**Pre-Convention:**

1. **Set number of meetings.**
2. **Prepare schedule of meetings.**
3. **Prepare necessary flyers for Program Committee (speaker tapes, English & Spanish) by second meeting.**
4. **Prepare leader and reader meeting flyer by fourth meeting.**
5. **Program must be completed sixty days prior to convention including notification of speakers, leaders, and ready to go print.**
6. **Notify Arts & Graphics of signs needed (i.e. workshops, meetings, etc.) sixty days prior to convention.**
7. **Solicit bids from taping company. (Three required)**
8. **Solicit bids from travel agencies. (Three required)**
9. **Make arrangements that out-of-town speakers have necessary transportation to and from convention site.**
10. **Make arrangements for hearing impaired interpreter(s).**

**On-Site:**

1. **Coordinate out-of-town speaker's transportation to and from convention site.**
2. **Works in conjunction with Program Chairperson in welcoming speakers.**
3. **Start and monitor scheduled meetings & workshops.**
4. **Work closely with the chosen taping company while on site.**
5. **Recommend decorations and table favors for banquet.**

**LEADER & READER SELECTIONS:**

1. **Program members will determine the selection of readers and leaders.**
2. **Leaders should have a minimum of two years clean time. Readers should have a minimum of one year clean time. Both must be active members of Narcotics Anonymous.**
3. **No leader or reader may lead or read for two consecutive years.**
4. **Program Committee Chairperson is responsible for notification of leaders and readers with the ability to delegate this responsibility to members of the Program Committee.**
5. **No member of the Convention Committee may lead or read at the convention.**

**All speakers will be brought as recommendations and voted on at the convention committee.**

**MAIN SPEAKER SELECTION:**

- 1. Main speakers shall be active members of Narcotics Anonymous with a minimum of five years clean time and a working knowledge of the Twelve Steps & Twelve Traditions; carrying a message of recovery.**
- 2. All main speaker candidates must submit a tape or CD to qualify as a main speaker.**
- 3. No speaker shall be a member of the Convention Committee.**
- 4. No Main Meeting Speaker shall repeat within four years, but may repeat as a workshop speaker.**
- 5. Main speakers and alternate main speakers shall get complimentary airfare, if needed, lodging, and a complete convention registration package.**
- 6. Main meetings are defined as Friday night opening speaker meeting, Saturday night main speaker meeting and Sunday morning speaker meeting. No other convention participants (i.e. speakers, readers, or leaders) will get airfares, lodging, or a free convention package.**

**WORKSHOP SPEAKER SELECTION:**

- 1. Workshop speakers must be active members of Narcotics Anonymous with a minimum of three years clean time and a working knowledge of the Twelve Steps and Twelve Traditions; carrying a message of recovery.**
- 2. Workshop speakers are selected by a group conscious in the Program Committee meetings. They are chosen through tape or CD submission and suggestions of other program convention committee members.**
- 3. Workshop speakers can not repeat in three years as a workshop speaker, but may speak as a Main Meeting Speaker.**

**DUTIES OF MERCHANDISE CHAIRPERSON:**

1. Coordinates subcommittee meetings.
2. Communicates to R51CNA.
3. Responsible for cash register training prior to convention.
4. Coordinates duties of subcommittee, which includes but are not limited to:
  1. To obtain, provide & sell appropriate Narcotics Anonymous merchandise at convention site.
  2. Submitting all final contracts to Chairperson for approval by R51CNA.
  3. The merchandise Chair shall instruct all vendors to send all invoices to P.O. Box.
  4. Arrange merchandise delivery 30 days prior to convention date.
  5. Arrange inventory of all merchandise prior to convention and provide a written report to R51CNA.
  6. Secure Merchandise Room every night.
  7. Coordinating a money drop policy with the Treasurer.
  8. To oversee merchandise inventory at beginning and end of convention.
  9. Responsible for cash register training prior to convention.

**FUNCTIONS OF MERCHANDISE COMMITTEE:**

**Pre-Convention:**

1. Selects merchandise to be sold for convention year.
2. Selects vendor through three bids submitted.
3. Determines pricing of merchandise.
4. Determines hours of operation.
5. Mandatory training for convention members working Cash registers.
6. Inventory all merchandise prior to convention.
7. Make on-site inspection of merchandise selling facility at hotel or convention center to establish the needs of this committee during the convention.
- 8.

**On-Site:**

1. **Inventory all merchandise in merchandise room prior to opening convention.**
2. **Set up merchandise room.**
3. **Tear down merchandise room and re-inventory remaining merchandise at close of convention.**
4. **Coordinate & communicate with other committees.**
5. **If approved beforehand, helping other Regions find space to set up to sell their merchandise at the Sunday Alternate Store.**

**ARTS & GRAPHICS REQUIREMENTS:**

1. **Three years continuous abstinence.**
2. **One year prior convention experience.**

**DUTIES:**

1. **Hold and Chair monthly A&G subcommittee meetings, separate from Convention Committee meeting.**
2. **Insure that all A&G subcommittee tasks are completed on time.**
3. **Have rough artwork finished professionally within the committee, or by a graphic artist.**
4. **Is responsible for producing the registration and merchandise order forms.**
5. **Is responsible for producing the registration flyers, programs, event tickets, and registration badges.**
6. **Is responsible for giving finished artwork to all vendors on time.**
7. **Is responsible for ordering and delivering the convention banner.**
8. **Proofread all printing with the Convention Committee Vice-Chairperson.**
9. **Pick up flyers and deliver to the Registration Chairperson.**
10. **Pick up programs, event tickets, and order forms and deliver to “stuffing party”.**
11. **Work closely with registration on badges to conform To badge holder size.**

**ENTERTAINMENT REQUIREMENTS:**

1. Three years continuous abstinence.
2. One year prior convention experience.

**DUTIES:**

1. Hold and chair meetings separate from Convention Committee meeting.
2. Insure that all entertainment subcommittee tasks are completed on time.
3. Presents three bids and a recommendation to the Committee for all entertainment.
4. Responsible for submitting a list of activities to A&G to be included on the registration flyer.
5. Responsible for giving a list of entertainment events for the program to the Program Chairperson.
6. Arrange all activities.
7. Listen to DJ and Comedian before hiring them.
8. Get list of needed equipment (i.e. dance floor, stand-up mics) including days/times/rooms to Facilities Chairperson.

**HOSPITALITY REQUIREMENTS:**

1. Two years continuous abstinence.
2. One year prior convention experience.

**DUTIES:**

1. **Hold & Chair monthly Hospitality subcommittee Meetings, separate from Convention Committee Meeting.**
2. **Insure that all Hospitality subcommittee tasks are completed on time.**
3. **Schedules Home Groups to host the Hospitality Suite during the convention.**
4. **Responsible for purchasing and delivering to hotel all sheets, Sharpie Pens, snacks, coffee and other supplies for the Hospitality Suite.**
5. **Set up & clean Hospitality Room(s).**
6. **Check on room frequently throughout the convention.**

**INFORMATION REQUIREMENTS:**

1. **Two years continuous abstinence.**
2. **One year prior convention experience.**

**DUTIES:**

1. **Hold & Chair monthly Information subcommittee meetings, separate from convention committee meeting.**
2. **Insure that all Information subcommittee tasks are completed on time.**
3. **Responsible for getting updated Regional &/Or Area Address Lists from NAWS.**
4. **Responsible for getting a mailing list of last year's Convention attendees from previous Registration Chairperson.**
5. **Responsible for mailing Registration Flyers to all Regions & Areas and prior attendees.**
6. **Responsible for contacting NAWS to get convention Info listed in the NA Way, and online events calendar.**
7. **Phone number may be on the registration flyer.**
8. **Responsible for responding to phone calls referencing Convention information.**
9. **Responsible for mailing additional flyers when requested.**
10. **Responsible for getting the registration flyer posted to the Area website.**
11. **Responsible for contacting the person(s) overseeing our Regional and/or Area website(s) to get the registration flyer posted.**

12. Responsible for announcing relevant Time-Line information at each Convention Committee Meeting.
13. Get copies of current Region 51 Schedule to have available at Information Desk at the convention.
14. Will have space at the convention to provide general information, Speaker/Chair check-in along with Regional and/or Area meeting schedules.

**REGISTRATION REQUIREMENTS:**

1. Three years continuous abstinence.
2. One year prior convention experience.

**DUTIES:**

1. Hold & Chair monthly Registration subcommittee meetings, separate from Convention Committee Meeting.
2. Insure that all Registration subcommittee tasks are completed on time.
3. Work with A&G to create badges and badge holders.
4. Present subcommittee decisions on registration giveaway items and badges to the convention committee.
5. Arrange for giveaways to be delivered two weeks prior to the convention.
6. Must be present at opening and closing of Registration during the convention.
7. Is responsible for keeping a count of all Registrations, banquets, newcomer donations, etc.
8. Assist Treasurer in training cashiers.
9. Responsible for arranging breaks for cashiers during their shifts.
10. Phone number may appear on registration flyer.
11. Responsible for giving updated prior convention Attendees list to Information subcommittee immediately after elections.
12. Send confirmation card by mail or email to Everyone registering, including local members.
13. Keep an accurate account of all registration items (i.e. registrations, comedy show tickets, etc.)
14. Choose and order giveaway items and pick up And deliver them to the “stuffing party”.
15. Organize stuffing packets prior to the Convention.

## **TIME LINES**

### **ELEVEN MONTHS PRIOR:**

#### **ALL CHAIRPERSONS:**

1. Write year -end reports for previous convention and proposed budget for the upcoming year's convention.
2. Be prepared to pass on all information and Materials to the upcoming year's Chairperson's. (Program Chair should pass along any speaker tapes not selected.) Should be candid about opinions/concerns of the previous convention.

#### **SECRETARY:**

1. Prepare list of any Guideline changes approved By the committee for Chairperson to bring to the following ASC for final approval.
2. Upon approval by ASC, incorporate changes into Guidelines and make copies to be distributed to newly elected Trusted Servants at the following meeting.

#### **ARTS & GRAPHICS:**

1. Select artwork/themes to be voted on at the next regular meeting.

### **TEN MONTHS PRIOR:**

#### **COMMITTEE:**

1. Election of new Chairpersons.
2. Vote on artwork/theme for next convention.

**ADMINISTRATIVE COMMITTEE:**

1. Audit books of previous convention within two months.
2. Meet with hotel and determine date of next Convention and negotiate upcoming convention needs (hotel space, room prices, room block, cut off date.)

**ALL SUB-COMMITTEE CHAIRPERSONS:**

1. Review year-end reports and proposed budgets from pervious Chairpersons.
2. Develop itemized budget.
3. Hold first subcommittee meeting (except Hospitality) and elect Vice-Chairperson.

**COMMITTEE CHAIRPERSON:**

1. Along with Facility Chairperson, meet with hotel and determine banquet and brunch menus and prices.
2. Arrange for new signers on checking account and prepare Administrative budget.

**ARTS & GRAPHICS:**

1. Have new artwork professionally finished.
2. Start work on Registration flyer (use previous layout if appropriate).
3. Get price quotes for flyer.
- 4.

**ENTERTAINMENT:**

1. Determine what events should appear on the Registration flyer.
2. Prepare list of events to give to A&G next month.
3. Begin search for DJ and Comedian.

**FACILITIES:**

1. Attend all meetings with hotel staff along with Convention Committee Chairperson.

**INFORMATION:**

1. Get updated Regional and Area Lists from WSO.
2. Purchase labels and envelopes for mailing Registration flyers.

**MERCHANDISE:**

1. Decide what, if any, pre-registration items to submit to committee next month (include cost and minimum quantity). Have all information ready to give to A&G once approved by the committee.

**PROGRAM:**

1. Rough draft of Thursday & Friday events at convention.
2. Begin listening to main speaker tapes.
3. Contact tape company for more speaker tapes.

**REGISTRATION:**

1. Review & update (i.e. remove duplicates, etc.) past attendee address list.
2. Begin to discuss giveaway items and badge holders.

**SPANISH PROGRAMS:**

1. Begin draft of workshops, including desired time slots.

**NINE MONTHS PRIOR:**

**COMMITTEE:**

1. Determine all information for the registration flyer, including meals and cost, and policy for non-addicts attending with addicts.

**ALL CHAIRPERSONS:**

1. Submit itemized budgets for approval.

**CHAIRPERSON:**

1. Bring hotel information for approval. Give room rates, reservation deadline and meal costs to A&G upon approval by committee.

**ARTS & GRAPHICS:**

1. Compile all final information for flyer (i.e. tape submission deadline from Program Chair, hotel reservation code from Facilities Chair).
2. Proofread the flyer with the Convention Committee Vice-Chairperson.

**ENTERTAINMENT:**

1. Start listening to tapes of DJ & Comedian.

**INFORMATION:**

1. Contact NAWS to list the convention in the NA Way Magazine and the online events calendar.

**MERCHANDISE:**

1. Continue choosing items, colors and quantities & present to committee for approval.
2. Solicit bids from vendors interested in selling merchandise at the convention.

**PROGRAM:**

1. Start on rough draft of Saturday & Sunday events at convention.
2. Continue to listen to main speaker tapes.

**REGISTRATION:**

1. Give past attendee address list to Information Subcommittee.

**SPANISH PROGRAMS:**

1. Meet with Program Chairperson to review draft of desired workshop time slots.

**EIGHT MONTHS PRIOR:**

**ARTS & GRAPHICS:**

1. Have flyers printed & bring to next meeting.
2. Make PDF of flyer & save to disc. Give to Information Chairperson at next month's meeting.

**ENTERTAINMENT:**

1. Continue to listen to tapes of DJ & Comedian.

**INFORMATION:**

1. Prepare labels to mail flyers to all Areas & Regions and previous convention attendees.
2. Arrange for flyer stuffing date, time & place to announce at the next meeting.

**PROGRAM:**

1. Continue reviewing tapes & working on draft of program.

**SPANISH PROGRAM:**

1. Start speaker search.

**SEVEN MONTHS PRIOR:**

**ENTERTAINMENT:**

1. Finalize list events.
2. Negotiate prices & tentatively reserve dates with DJ & Comedian.

**HOSPITALITY:**

1. Assemble subcommittee & elect Vice -Chair.
2. Begin discussing ideas for convention.

**INFORMATION:**

1. Stuff envelopes with flyers.
2. Take two checks (amount left blank) to Post Office with the complete mailing.

**MERCHANDISE:**

1. Make sure artwork works on items and colors, and make slight changes if necessary.

**PROGRAM:**

1. Continue with speaker tapes and draft of Program.

**REGISTRATION:**

1. Select giveaway items, lanyards and badge holders, and get price quotes including badges.

**SPANISH PRO GRAMS:**

1. Continue with search for speakers.

**SIX MONTHS PRIOR:**

**ARTS & GRAPHICS:**

1. Work on possible cost effective Program layouts & get quotes.

**ENTERTAINMENT:**

1. Submit detailed event recommendations Including times and costs for approval.
2. Upon approval of committee, secure contracts with DJ & Comedian.
3. Give all information to Program Chairperson before next meeting.

**INFORMATION:**

1. Update mailing lists as envelopes are returned as undeliverable.

**MERCHANDISE:**

1. Submit final item choices including colors and quantities for approval.
2. Order samples after getting approval.

**PROGRAM:**

1. Prepare to submit meeting/workshop/event/entertainment schedule (including marathon meeting schedule) to be approved next month.

**FIVE MONTHS PRIOR:**

**COMMITTEE CHAIRPERSON:**

1. Confirm that contracts with DJ & Comedian are signed.
2. Confirm that all subcommittee chairpersons are on schedule.

**ARTS & GRAPHICS:**

1. **Begin working on program layout using submitted meeting/workshop/event schedule.**
2. **Get quotes for the Program based on final layout.**

**ENTERTAINMENT:**

1. **Finalize events.**
2. **Submit event list including badge/ticket requirements to A&G.**

**INFORMATION:**

1. **Stuff envelopes with flyers & prepare for second mailing.**

**MERCHANDISE:**

1. **Make recommendations for vendors to sell their merchandise at convention.**
2. **Upon committee approval, secure contracts with these vendors.**

**PROGRAM & SPANISH PROGRAM:**

1. **Submit meeting/workshop/event schedule for approval.**
2. **Finalize Main Speakers.**
3. **Narrow down workshop/meeting speakers and topics.**
4. **Compile list of marathon meeting topics.**

**REGISTRATION:**

1. **Begging logging in all incoming pre -registration information (including banquet, brunch, comedy show and newcomer donations).**
2. **Send conformation cards promptly.**

**SECRETARY:**

1. Get mailing list of local institutions to invite their clients to our convention.

**FOUR MONTHS PRIOR:**

**COMMITTEE CHAIRPERSON:**

1. Confirm that contracts with onsite vendors are signed.
2. Confirm that all subcommittee chairpersons are on schedule.

**VICE-CHARPERSON:**

1. Get Merchandise & Registration schedules from those chairpersons.
2. Contact L.V.C.V.A. to hire cashiers.

**TREASURER:**

1. Secure a NV State Taxation one-time permit.

**ARTS & GRAPHICS:**

1. Modify artwork to meet the needs of Merchandise and Registration.

**FACILITY:**

1. Get meeting room details, including room locations from the hotel and submit to Program Chairperson.

**HOSPITALITY:**

1. Bring list of Hospitality host times to ASC and begin getting volunteers.

**INFORMATION:**

1. Send second mailing using updated mailing list.

**MERCHANDISE:**

1. Submit list of needed artwork & sizes for all Merchandise to A&G.

**PROGRAM:**

1. Secure chairpersons for marathon meetings. Submit to A&G next month.
2. Finalize room layout/resume and submit to the hotel and A&G.
3. Confirm the main speakers and make the travel arrangements.
4. Finalize all out of town speakers.
5. Determine and make purchase arrangements for any banquet giveaways (books, mugs, etc).

**REGISTRATION:**

1. Submit list of needed artwork and sizes for all giveaway items and badges to A&G.

**SECRETARY:**

1. Draft and mail letter to ins titutions inviting their in-patient clients to the convention.

**THREE MONTHS PRIOR:**

**CHAIRPERSON:**

1. Announce need for artwork and theme for next year's convention at ASC.
2. Check room block status with hotel and Report to committee.

**ARTS & GRAPHICS:**

1. Continue working on Program Layout.
2. Submit all requested artwork to Merchandise & Registration.
3. Get quotes for banner.

**FACILITY:**

1. Reserve all rooms billed to master account (all main speakers, administrative committee members and subcommittee members).

**INFORMATION:**

1. Begin compiling a list of volunteers to work during the convention.
2. Contact PI Chairperson to request 500 extra meeting schedules to be printed for Convention Committee one month prior to the convention.

**MERCHANDISE:**

1. Send artwork to vendor and order samples to bring to following month's committee meeting.
2. Begin compiling a list of volunteers to work during the convention.

**PROGRAM:**

1. Finalize all speakers/chairperson/events/room numbers. All information must be submitted to A&G at the next meeting.
2. Determine number of books to be given and order at next ASC.
3. Get formats and readings for all meetings.
4. Confirm all main speaker travel arrangements have been finalized.

**REGISTRATION:**

1. Begin compiling a list of volunteers to work during the convention.

**SPANISH PROGRAM:**

1. Finalize all speakers/chairperson/events/room numbers. All information must be submitted to A&G at the next meeting.
2. Confirm all main speaker travel arrangements have been finalized.

**TWO MONTHS PRIOR:**

**CHAIRPERSON:**

1. Confirm that all subcommittee Chairpersons are on schedule.
2. Set up organizational meeting with convention facility to include Vice-Chairperson and Facility Chairperson.
3. Check room block status with hotel and report to Convention Committee.
4. Ask facility for any additional costs, (i.e. laying the dance floor, hanging banners, etc.) and bring these costs to the committee.
5. Secure room with facility for “stuffing party”.

**VICE-CHAIRPERSON:**

1. Confirm cashiers for Merchandise and Registration.
2. Order radios.
3. Attend organizational meeting with convention facility along with Chairperson and Facility Chairperson.

**ARTS & GRAPHICS:**

1. Finalize program and have proofed before distribution for final proof next month.
2. Have banner made.
3. Create ticket layout and get approval at subcommittee meeting.

**FACILITY:**

1. Get list from Program, Entertainment and Spanish Programs Chairpersons of any equipment (i.e. extra mics, easels, etc.) they may need from hotel, including dates and times.
2. Get list from all committee Chairpersons of any special room set-ups (i.e. workshop arrangement VS theatre arrangement) and or any display tables (including arrangement) they may need from hotel, including dates and times.
3. Attend organizational meeting with convention Facility along with Chairperson and Vice-Chairperson.

**HOSPITALITY:**

1. Finalize list of Home Groups hosting the Hospitality Suite.
2. Attend ASC to fill any open Hospitality Suite slots.

**MERCHANDISE:**

1. Bring samples of merchandise to committee meeting.
2. Order all merchandise.

**PROGRAM:**

1. Submit final schedule of all speakers/ chairperson/marathon meetings/events to A&G.
2. Attend ASC to fill any open marathon meeting slots.

**REGISTRATION:**

1. Order all giveaway items, and badge holders (include enough for newcomers).

2. Review policy for giving away “Newcomer Packets” and issuing “NA Kid Badges”.
3. Have special badges made for Chairpersons and Committee Members.

**SPANISH PROGRAM:**

1. Submit final schedule of all speakers.

**ONE MONTH PRIOR:**

**CHAIRPERSON:**

1. Confirm that all subcommittee Chairpersons are on schedule.
2. Get Area meeting schedules from R51RSC and give to Information Chairperson.
3. Check room block status with hotel and report to committee.

**TREASURER:**

1. Get cash registers, check ink roll and buy batteries.
2. Learn to program cash registers.
3. Train Chair, Vice -Chair, Registration Chair And Merchandise Chairpersons on registers.

**SECRETARY:**

1. Determine times of newcomer orientations and give to A&G Chairperson for signage.

**ARTS & GRAPHICS:**

1. Distribute proofed program for one last approval and have printed before “stuffing party”.
2. Print event tickets, Registration/Merchandise onsite order forms, and badges (include enough for newcomer badges).

**ENTERTAINMENT:**

1. Confirm all convention entertainment.

**FACILITY:**

1. Confirm with convention facility list of equipment and room layouts.
2. Make arrangements for banner hanging.

**HOSPITALITY:**

1. Take inventory of old supplies.
2. Purchase needed supplies, snacks, coffee, and sheets.
3. Confirm coverage times and rules with Home Group contacts.

**INFORMATION:**

1. Get meeting schedules from Chairperson.

**MERCHANDISE:**

1. Arrange to pick up merchandise or have it delivered.

**PROGRAM:**

1. Do final confirmation of speakers.
2. Confirm that the out of town speakers arriving by air, have a ride from the airport.

**REGISTRATION:**

1. Arrange to pick up giveaway items and badges prior to “stuffing party”.
2. Make arrangements for “stuffing party”.
3. Prepare “NA Kid Badges”.

**SPANISH PROGRAM:**

1. Do final confirmation of speakers.
2. Confirm that the out of town speakers arriving by air, have a ride from the airport.

**SHOWTIME:**

**ALL CONVENTION COMMITTEE MEMBERS:**

1. Must attend meeting at convention site on the 1<sup>st</sup> day of the convention.
2. Must be available at the convention site during the entire convention.

**CHAIRPERSON:**

1. Set up safe deposit box.
2. Confirm all Chairpersons and Main Speakers for VIP hotel check-in.
3. Assist with cashiering for Registration and/ or Merchandise if necessary.

**VICE-CHAIRPERSON:**

1. Have radios delivered.
2. Assist with cashiering for Registration and/ or Merchandise if necessary.

**TREASURER:**

1. Have cash ready to make banks for registers.
2. Perform regular pick ups and cash counts from registers throughout convention, along with Vice-Treasurer.
3. Ensure the safety and security of the cash collected.
- 4.

**VICE-TREASURER:**

1. Accompany Treasurer during pick ups and cash counts from registers throughout convention.

**SECRETARY:**

1. Provide Newcomer orientations to those receiving Newcomer Packets.

**ARTS & GRAPHICS:**

1. Deliver programs to “stuffing party”.
2. Deliver banner, signage, and order forms to onsite meeting the first day of convention.

**HOSPITALITY:**

1. Set up Hospitality Suite and prepare opening.

**MERCHANDISE:**

1. Transport convention supplies to and from storage.
2. Take inventory of and (where applicable) fold all of the merchandise.
3. Get table/counter ready for opening.

**PROGRAM & SPANISH PROGRAM:**

1. Pick up and greet all speakers.

**REGISTRATION:**

1. Organize “stuffing party” for the Wednesday prior to the convention.
2. Prepare Newcomer Packets and keep track of How many are given away.
3. Take inventory of and (where applicable) fold all pre-registration merchandise.

