

**POLICY FOR THE NORTHEAST GEORGIA AREA
CONVENTION OF NARCOTICS ANONYMOUS
CONVENTION PLANNING COMMITTEE**

“SPIRITUALITY IS THE KEY”

Revised June 5, 2014

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Definition-

This body shall be known as the Northeast Georgia Area Convention Planning Committee of Narcotics Anonymous (CPC) and will operate as a subcommittee of the Northeast Georgia Area Service Committee (ASC).

Purpose-

To coordinate and conduct the Northeast Georgia Area's Convention and any activities or fundraisers that support the convention. The convention is held by members of NA to bring our membership together in the celebration of recovery and to carry the message in doing so. Meetings, workshops, and activities are scheduled to promote and encourage unity and fellowship among our members. Because a NA service committee sponsors this convention, it should always conform to the 12 Traditions and 12 Concepts of service and utilize the principles of the 12 steps while seeking to fulfill our primary purpose of Narcotics Anonymous.

General Planning-

Hosting a convention is a tremendous responsibility that requires significant planning, dedication, and effort. Conventions can be complex and overpowering endeavors. Therefore, effort should be made to select key people who have prior convention experience or carefully selected members who have the necessary skills to fulfill the positions. The planning of a convention requires the combined efforts of many people. These people work as a committee that is made up of members from all groups comprising the Northeast Georgia Area service body.

Convention Planning Committee Meetings-

All Convention Planning Committee Meetings should take place at a regularly scheduled time and place and follow the decision guidelines of the NEGA ASC. These meetings should be held in a central location for travel to all committee members areas, allowing all who may want to participate the opportunity to do so. In general, meetings will take place prior to each NEGA ASC meeting, but additional meetings may be called in order to facilitate the convention and activities leading up to the convention.

Special meetings may be called whenever the Chairperson deems necessary. Prior notice of at least two days must be given to all committee members for all special meetings. The two-day notice may be waived if 51% of the voting members agree to the meeting.

Planning committee meetings are held monthly until two months prior to the convention, at which time it may be necessary to hold meetings more frequently to facilitate the convention.

The purpose of these meetings is to gather and share information regarding the planning and carrying out of the convention. Effort should be made to encourage support and participation from all members of the committee so that they can communicate information to the area.

Format-

An agenda for the CPC meeting will be as follows:

1. Open with a moment of silence (for the member to reflect on their involvement, who they serve and why) followed by the Serenity Prayer.
2. Reading of the 12 Traditions and 12 Concepts
3. Roll Call
4. Read and accept minutes from the last meeting
5. Admin/Committee Reports (except Treasurer)
6. Old Business
7. Nominations
8. New Business
9. Treasurer's Report
10. Open Forum
11. Closing Prayer

Attendance-

Any administrative or subcommittee Chair or Vice-Chair who acquires two consecutive unexcused absences from the CPC meetings or any two absences without prior notification to the CPC Chair or Vice-Chair will forfeit their position and will be considered as having resigned at roll call of the next regularly scheduled meeting. This position will then be open for re-election at the third CPC meeting. It shall be at the discretion of the Chair and Vice-Chair to assign an absence as an excused or unexcused. Any voting member of the CPC may challenge the decision of the chair and then the issue of the absence would be called to a vote. Naturally, relapse necessitates the immediate forfeiture of any position and leaves it open to immediate replacement.

Voting-

A quorum consists of 51% of the voting participants and 50% of the administrative committee.

Voting privileges are extended to the following CPC members:

Sub Committee Chairs (or Vice-Chair in the absence of the Chair)

CPC Vice Chair (because of the relationship to the sub-committees)

CPC Treasurer (because of the Financial Impact)

CPC Secretary (because of the work required)

CPC Chair (only in the event of a tie)

The Administrative Committee

The Administrative Committee is as follows:

- Chairperson
- Vice-Chairperson
- Treasurer
- Alternate Treasurer
- Secretary

Elections and Nominations:

Before the planning process ever begins, an administrative committee must be elected to execute the process. The Chairperson, Vice-Chairperson, and Treasurer are nominated by and then elected by the voting members of the Area Service Committee.

Purpose:

The administrative committee carries out the will of the overall CPC. It functions as the executive committee of the convention and holds separate periodic and special subcommittee meetings. Its function is to ensure that the various subcommittees work together and to assist those committees that may need extra help. However, it is not necessary for the Administrative Committee to involve itself directly in the specific workings of each subcommittee. The members of the administrative Committee discuss the performance of the subcommittees as well as the convention budget and other matter that affect the convention. The results of these discussions are included in the reports at the CPC meetings. As soon as possible the Administrative Committee drafts a schedule of meeting dates and locations for the CPC. This schedule is then approved by the CPC as a whole and distributed to all its members. It is advisable to choose a particular day throughout the planning period. The Administrative Committee also makes reports to the ASC by the way of the Planning Committee Chairperson or the Vice-Chair in the absence of the Chair. Comments and suggestions from the ASC are included in the report of the Chair back to the CPC at their next meeting.

Administrative Committee Responsibilities:

Promotion of Events-

The Administrative Committee will assist with delivering, communicating, and promoting flyers for all activities, fundraisers, and pre-registrations to groups (both in and out of the NEGA area), treatment centers, halfway houses, and other recovery related facilities with the intent of reaching the still sick and suffering addict.

Theme-

The Administrative Committee will seek theme submissions throughout the first four months of the planning year. Themes submissions should be communicated at the area level and should be taken from our NA literature. If no outside theme submissions are received by the fourth month, then the committee will seek input from the CPC committee theme submissions and decide on a theme to be presented by the CPC chair to area at the ASC meeting following the fourth month.

Location of Facilities-

The Administrative Committee should assist the chair and vice-chair in researching available facilities to host the convention. The committee should also work with the activities sub-committee in finding locations for fundraiser venues. Once the locations have been voted on by the voting members of the CPC, appropriate contracts should be presented to the Administrative Committee so that the contract can be signed by the CPC Chair and CPC Treasurer.

Administrative Budget-

The Administrative committee should present a projected budget to cover the cost of the storage for convention items and of purchasing Basic Text for the convention. This budget shall also allow for the replacement of Committee member or hugger badges for CPC activities. Additional expenses need to be brought before the entire CPC for careful consideration and approval.

Chairperson-

Qualifications:

1. Working knowledge of the 12 Steps, Traditions, and Concepts of NA, and familiarity with Spiritual Principals.
2. Active participation in a home group and meeting attendance inside the NEGA area.
3. Minimum of 3 years continuous clean time and demonstrates stability in the local community.
4. Demonstrates Administrative Skills.
5. Willing to give the time, energy, and acceptance.
6. Ability to exercise patience, tolerance, and acceptance.
7. Active participation in the Northeast Georgia Area of Service for 1 year.
8. Recommended past years of experience as the Vice-Chair of Spirituality is the Key or must have worked on the past years CPC as a committee chair or member of the administrative committee for Spirituality is the Key.

Responsibilities:

1. Organizes subcommittees and delegates major talks to specific subcommittees. Stays informed of the activity of each subcommittee and provides direction when necessary.
2. Helps to resolve personality conflicts.
3. Monitors the flow of funds and overall convention costs, and helps organize the sub-committee budgets.
4. Prepares a budget for the administrative committee functions, including copies, notebooks for subcommittees, storage fees, postage, identification badges, and other supplies needed to carry out the assigned tasks.
5. Prevents important questions from being decided prematurely, in order to foster understanding by the entire planning committee prior to action.
6. Allows the subcommittees to do their jobs while providing guidance and support. Subcommittees should be given trust and encouragement to use their judgment.

7. Prepares the agenda for the CPC meetings and Administrative Meetings.
8. Votes only to break a tie.
9. Chairs the CPC and oversees the chairing of the Convention itself.
10. Ensures that all committee members are informed of any sudden changes in meeting times and places by communicating with the secretary and other members if necessary.
11. Is the co-signer of all facility contracts.
12. Attends all ASC meetings and gives a progress report which shall include a full financial statement from the bank, regardless of activity.
13. Set up time line for subcommittee chairs.
14. Distributes materials and any notebooks to subcommittee chairs from prior conventions, as guide lines.
15. Assist in acquiring a list of all treatment facilities within the area who might be interested in bringing participants to the convention.
16. Maintains accurate records of all activities of the committee as well as any correspondence with the facilities.
17. Submit a projected budget based on facility deposit and final cost.
18. Thoroughly research and present multiple options for the host facility located within the NEGA Area of Service. Things such as location, availability, size, space, and pricing should all be heavily weighed.
19. Work with the Vice-Chair to facilitate a walk-through of the venue prior to the convention with the entire CPC.
20. Maintain responsibility of extra key to storage facility.
21. Assists with correspondence with treatment centers and halfway houses.
22. Responsible for making sure subcommittee chairs know and understand their responsibility.

Vice-Chairperson-

Qualifications:

1. Working knowledge of the 12 Steps, Traditions, and Concepts of NA, and familiarity with Spiritual Principals.
2. Active participation in a home group and meeting attendance inside the NEGA area.
3. Minimum of 2 years continuous clean time and demonstrates stability in the local community.
4. Demonstrates Administrative Skills.
5. Willing to give the time, energy, and acceptance.
6. Ability to exercise patience, tolerance, and acceptance.
7. Active participation in the Northeast Georgia Area of Service for 1 year.
8. Recommended active participation with the CPC for 1 year of experience as a committee chair.

Responsibilities:

1. Assumes the responsibilities of the Chair in the event of his/her absence.
2. Assists the Chair in the overall coordination.
3. Oversees and coordinates activities to ensure that deadlines are met.
4. Assists with subcommittee meetings as necessary.
5. If a subcommittee has no chair, the CPC Vice-Chair will assume responsibility for that committee.
6. Attends all ASC meetings and gives a progress report (in the event of the Chair's absence) at the ASC that should include the full financial statement from the CPC regardless of the activity.
7. Participates in all administrative meetings.
8. Assists with correspondence with treatment centers and halfway houses.
9. Works with the Area Web Facilitator to ensure proper information is on the area website in regards to the convention and activities leading up to the convention.

Treasurer**Qualifications:**

1. Working knowledge of the 12 Steps, Traditions, and Concepts of NA.
2. Minimum of 5 years continuous clean time.
3. Possess either past treasurer experience at or above the group level.
4. Recommended accounting experience at a business, professional, or educational level.
5. Willing to give the time, energy, and resources necessary.
6. Ability to exercise patience, tolerance, and acceptance.
7. Active participation in Northeast Georgia Area service of NA for 1 year.

Responsibilities:

1. Shall maintain bank account and keep accurate records of all expenses and income.
2. Prepares a detailed financial statement to be presented at each ASC meeting by the Chair, and shall include a photocopy of the current bank statement, regardless of the activity.
3. Works with the Chair, Vice-Chair, and Secretary to prepare a budget for the Administrative Committee.
4. Works with the Chair, Vice-Chair, and Sub-Committee Chairs to prepare a budget for the overall convention.
5. Responsible for keeping records and sending payments for storage.
6. Reviews sub-committee reports for departures or deviance from original financial plan and budget, so that an accurate budget can be maintained.
7. Receives written request for unexpected expenditures not included in the sub-committees budget or prior to sub-committees' budget approved by the CPC.

8. Responsible for all monies, including revenues from Registration, Merchandise, and fundraising activities.
9. Pays al bills and advises the Chair on cash supply, income flow, and rate of expenditures.
10. Will collect all monies, including revenue from Registration, Merchandise, Donations, and Raffle every four hours at the convention.
11. Prepares a final statement within 30 days following the close of the convention that will include an income statement and a balance sheet.
12. Will have signature cards for the new treasurer, alt. treasurer, and the ASC chair at the end of the convention.
13. Will turn over all materials and checkbook to the new CPC Chair upon approval by area.
14. Is the co-signer of all facilities.

Alternate Treasurer

Qualifications:

1. Working knowledge of the 12 Steps, Traditions, and Concepts of NA.
2. Minimum of 4 years continuous clean time.
3. Possess either past treasurer experience at or above the group level.
4. Recommended accounting experience at a business, professional, or educational level.
5. Willing to give the time, energy, and resources necessary.
6. Ability to exercise patience, tolerance, and acceptance.
7. Active participation in Northeast Georgia Area service of NA for 1 year.

Responsibilities:

1. Works with the Chair, Vice-Chair, Secretary and Treasurer to prepare a budget for the Administrative Committee.
2. Works with the Chair, Vice-Chair, and Subcommittee Chairs to prepare a budget for the overall convention.
3. Assumes responsibility of the Treasurer in the event of his/her absence and immediate control in the event of a relapse.
4. Works with the Treasurer to review sub-committee reports for departure or deviance from the original financial plan.

Secretary

Qualifications:

1. Working knowledge of the 12 Steps, Traditions, and Concepts of NA.
2. Minimum of 1 year continuous clean time, or one year close involvement with the convention.

3. Possess strong organizational skills; recommended access to a computer and internet.
4. Willing to give the time, energy, and resources necessary.
5. Ability to exercise patience, tolerance, and acceptance.
6. Active participation in Narcotics Anonymous.

Responsibilities:

1. Keeps minutes of all CPC and Administrative Meetings
2. Emails minutes to committee members and the ASC Vice-Chair within 7 days on/after the CPC meeting.
3. Maintains an accurate and up-to-date list of names, email addresses, and phone numbers of each committee member and of the ASC Vice-Chair for the committees use. A copy of this list shall go out with each set of minutes.
4. Keeps extra sets of minutes for members who request a complete or extra set, and archives a complete set following the Convention to be kept for future reference.
5. Assists all committee members in mailing and correspondence.
6. Communicates with the ASC to receive any incoming mail from the Area PO Box for the CPC.

Sub-Committees

The sub-committees of the CPC are as follows:

- Activities
- Arts and Graphics
- Hospitality
- Merchandising
- Programming
- Registration

Election of the Subcommittee Chairs:

Nominated and elected by the CPC members, the subcommittee chairs should have general qualifications as outlined below. Specific service or vocations skills should be considered prior to election. It should be clearly understood that subcommittees have specific service responsibilities to perform.

Activities

This committee is specifically responsible for arranging a variety of activities, entertainment, and fundraisers prior to convention and at the convention itself.

Qualifications:

1. Working knowledge of the 12 Steps, Traditions, and Concepts of NA.
2. Minimum of 2 years continuous clean time, or one year close involvement with the convention.
3. Willing to give the time, energy, and resources necessary.
4. Ability to exercise patience, tolerance, and acceptance.
5. Active participation in Narcotics Anonymous.
6. Ability to communicate effectively with members of NA and outside organizations.

Responsibilities:

1. Maintain accurate records of all activities of the committee as well as all correspondence with facilities and entertainment for campouts, carnivals, speaker jams, etc.
2. Should have a written report of financial needs, expenditures, and receipts with each Sub-committee report that includes receipts for raffle items, raffle tickets, etc.
3. Will submit a projected budget based on activities and entertainment at the convention and expected expenditures for fundraising activities. As funds are needed for items such as flyers, a written request will be presented to the treasurer and voted on by CPC prior to the execution of such.
4. Communicate with Arts and Graphics to prepare flyers before ASC for distribution.
5. Should be aware of what responsibility each committee member has assumed and make sure that every task assigned is carried out.
6. Responsible for entertainment for fundraisers and the convention, as approved by the CPC.
7. Arranges a variety of activities, i.e. card tournament, raffles, dances, picnics, and any other activities fundraiser, pre-convention fundraiser, or onsite function as approved by the CPC.
8. Works with the CPC committee to plan dates and times for fundraisers and coordinates with hospitality for food and drink items.
9. Works with merchandise to help sell or make use of any unsold items.
10. Submits proposed list of activities for conventions.
11. Request entertainment contracts, ready for approval to be signed by the CPC chair and Treasurer.
12. Confirm and coordinates with volunteers at fundraisers and the convention.
13. Follows time line set up by the CPC.
14. Responsible for inventorying all items submitted for auction to CPC and providing the CPC a copy of the list.
15. Recruit and help train a vice-chair for the sub-committee to serve under the chair in order to provide continuity of service.

Arts & Graphics

This subcommittee is comprised of members who are artistic and energetic. They will design and print the convention logo, banners, flyers, convention posters, and directional posters as well as any sign needed by other subcommittees as the need arises.

Qualifications:

1. Working knowledge of the 12 Steps, Traditions, and Concepts of NA.
2. Minimum of 2 years continuous clean time, or one year close involvement with the convention.
3. Possess strong organizational skills; recommended access to a computer and internet.
4. Willing to give the time, energy, and resources necessary.
5. Ability to exercise patience, tolerance, and acceptance.
6. Active participation in Narcotics Anonymous.
7. Demonstrates creativity and teamwork.

Responsibilities:

1. Maintain accurate records of all activities of the committee as well as all vendors and other sub-committees.
2. Should have a written report of financial needs, expenditures, and receipts with each Sub-committee report that includes receipts for banners, signs, markers, production related fees etc.
3. Should be aware of what responsibility each member has assumed and make sure that every task assigned is carried out.
4. Submits a projected budget based on cost of flyers, half the cost of programs, banners, literature, graphic fees that may be incurred, displays, graphics that will be used at the convention, and other supplies needed to carry out the assigned tasks.
5. Will present a variety of designs for each item to CPC to provide a choice of selection (logo, flyers, banners, pre-registration and registration, merchandise).
6. Provides the graphic files for any items that contain the convention logo or any other artwork such as T-shirt and coffee mugs.
7. Works closely with merchandise committee with items that have graphics.
8. Confirms and coordinates with any volunteers.
9. Follows time line set up by the CPC.
10. Recruit and help train a vice-chair for the sub-committee to serve under the chair in order to provide continuity of service.
11. At convention end, will turn over all materials, notebooks, and supplies to the CPC chair.

Hospitality

This subcommittee should be made up of members who are outgoing and pleasant. They are responsible for providing and “selling of refreshments” at fundraisers and the convention.

Qualifications:

1. Working knowledge of the 12 Steps, Traditions, and Concepts of NA.
2. Minimum of 2 years continuous clean time, or one year close involvement with the convention.
3. Willing to give the time, energy, and resources necessary.
4. Ability to exercise patience, tolerance, and acceptance.
5. Active participation in Narcotics Anonymous.
6. Demonstrates ability or knowledge to prepare and serve food.

Responsibilities:

1. Maintain accurate records of all activities of the committee as well as all vendors and other sub-committees.
2. Should have a written report of financial needs, expenditures, and receipts with each Sub-committee report that includes receipts for food or beverages.
3. Should be aware of what responsibility each member has assumed and make sure that every task assigned is carried out.
4. Submits a projected budget based on cost of coffee, drinks, and other food or prep items that will be used at the convention and/or activities leading up to the convention that are needed to carry out the assigned tasks.
5. Works with the activities committee to provide food and drink items to be sold at fundraisers. Will make a list including prices and selling price for CPC approval.
6. Maintain hospitality suite at the convention, will submit a list of drink and food items for the convention to the CPC for approval. This list should include a variety such as: apples, bananas, other fruit, chips, other snacks, coffee, soda, water, and other budgeted items.
7. Once the food and drink items and expenses for each are approved by the CPC, the chair will acquire fund from the treasurer for purchase.
8. Responsible for acquiring and providing items necessary for food preparation.
9. All monies collected should be turned over to the treasurer.
10. Attend all fundraisers, responsible for cooking food, making sandwiches, etc.
11. Confirms and coordinates with any volunteers.
12. Follows time line set up by the CPC.
13. Recruit and help train a vice-chair for the sub-committee to serve under the chair in order to provide continuity of service.
14. At convention end, will turn over all materials, notebooks, and supplies to the CPC chair.

Merchandise

This subcommittee is comprised of members who are business minded individuals. This committee will be responsible for acquisition and sale of merchandise items, both pre-convention and convention.

Qualifications:

1. Working knowledge of the 12 Steps, Traditions, and Concepts of NA.

2. Minimum of 2 years continuous clean time, or one year close involvement with the convention.
3. Willing to give the time, energy, and resources necessary.
4. Ability to exercise patience, tolerance, and acceptance.
5. Active participation in Narcotics Anonymous.
6. Demonstrates administrative, organization, and communication skills.

Responsibilities:

1. Maintain accurate records of all activities of the committee as well as all vendors and other sub-committees.
2. Should have a written report of financial needs, expenditures, and receipts with each Sub-committee report that could include graphic set up costs, t-shirt cost, mug cost, or any other convention or pre-convention merchandise, etc.
3. Submits a projected budget based on cost of items to be sold at fundraisers and the convention, the projected amount of income or each, as well as, other supplies needed to carry out the assigned tasks.
4. Responsible for the acquisition and sale of merchandise items, both convention and pre-convention.
5. Will keep an inventory of all items and prior items left over from previous conventions.
6. Will get several bids for each of the items (including exact purchase price and proposed selling price) to be presented before CPC for approval.
7. Will prepare a report each month detailing the sales of merchandise for that month and should include an inventory of items bought and sold.
8. Upon receipt of any merchandise will prepare a receiving report based on physical count. This report must be done prior to distribution of any merchandise. A copy of this report should be submitted to the Treasurer.
9. Will keep a tracking report of all items sold whether left over from prior convention or new items.
10. All monies received from the selling of merchandise will be turned over to the Treasurer. A breakdown of cash, check, or paypal should also be provided.
11. Works with registration to use unsold items from prior convention in packets if appropriate.
12. Works with arts and graphics for the design of all items either pre-convention or convention.
13. Submits a list of possible onsite merchandise ventures for CPC approval.
14. Provides written contracts of vendors for CPC approval.
15. Attends all fundraiser to sell pre-convention and left over items for prior convention.
16. Confirms and coordinates with any volunteers.
17. Follows time line set up by the CPC.
18. Recruit and help train a vice-chair for the sub-committee to serve under the chair in order to provide continuity of service.
19. At convention end, will turn over all materials, notebooks, and supplies to the CPC chair.

Programming

Without a good program the trouble and expense of putting on a convention is not justified. This subcommittee develops plans for workshops, speakers, and meetings at the convention, speaker jams, and campout.

Qualifications:

1. Working knowledge of the 12 Steps, Traditions, and Concepts of NA.
2. Minimum of 2 years continuous clean time, or one year close involvement with the convention.
3. Possess strong organizational skills; recommended access to a computer and internet.
4. Willing to give the time, energy, and resources necessary.
5. Ability to exercise patience, tolerance, and acceptance.
6. Active participation in Narcotics Anonymous.
7. Demonstrates ability to effectively communicate with members of NA from various areas.

Responsibilities:

1. Maintain accurate records of all registrations for the convention speakers as well as correspondence with speakers and other committees.
2. Should have a written report of financial needs, expenditures, and receipts with each Sub-committee report that could include costs for printing, mailing, and cost associated with programming items in registration packets.
3. Should be aware of what responsibility each committee member has assumed, and make sure that every task assigned is carried out.
4. Submits a projected budget based on cost of the speaker travel and accommodations needed to carry out the assigned task.
5. Develops a plan for workshops, speakers, and meeting at the convention, campout, and speaker jams with approval of CPC.
6. Makes recommendation for speaker events to take place at the convention for approval by the CPC committee.
7. Seeks out qualified speaker from the state of Georgia to speak as the Friday night convention center.
8. Seeks speakers for the convention with following suggested clean time: Main Speakers – 7 years, Workshop Speakers – 3 years, and Workshop Chairs- less than 1 year to promote overall fellowship participation.
9. Ensures and coordinates with H&I and PR the ability to do subcommittee workshops during the convention.
10. Prepares and copies program to be distributed to attending members and provides program to registration to be placed in registration packets.
11. Should strive to provide a balance of workshops for newcomer, service-minded members, spiritual discussion and topics related to the steps and traditions.
12. Works with CPC chair on the convention set up of location and tables, chairs needed for workshops and other events.
13. Obtain bids for taping to be submitted to committee for review.

14. Confirms and coordinates with all volunteers.
15. Incorporates both committee members and newcomers into the readings for speaker meetings and workshops.
16. Follows time line set up by the CPC.
17. Recruit and help train a vice-chair for the sub-committee to serve under the chair in order to provide continuity of service.
18. At convention end, will turn over all materials, notebooks, and supplies to the CPC chair.

Registration

This subcommittee is one of the busiest committees of every convention. Although the most intensive work for this committee is completed in the weeks just prior and during the convention, its responsibilities begin with advanced planning

Qualifications:

1. Working knowledge of the 12 Steps, Traditions, and Concepts of NA.
2. Minimum of 3 years continuous clean time, or one year close involvement with the convention.
3. Possess strong organizational skills; recommended access to a computer and internet.
4. Willing to give the time, energy, and resources necessary.
5. Ability to exercise patience, tolerance, and acceptance.
6. Active participation in Narcotics Anonymous.
7. Demonstrates administrative, organization, and communication skills.

Responsibilities:

1. Maintain accurate records of all registrations for the convention as well as correspondence with vendors for registration packets.
2. Should have a written report of financial needs, expenditures, and receipts with each Sub-committee report that could include costs for printing, mailing, and cost associated with items in registration packets.
3. Should be aware of what responsibility each committee member has assumed, and make sure that every task assigned is carried out.
4. Submits a projected budget based on cost of items to be included in the registration packets such as pens, buttons, half the cost of the name tags/badges, etc. In addition, the cost of any postage, paper, envelopes, or office supplies needed for pre-convention flyers should be included.
5. Planning includes working with graphics on drafting flyers, pre-registration and forms at least 6 months prior to the convention date.
6. First flyer and pre-registration announcing the conventions should be made as soon as the dates are established and contract or agreement is reached by the facilities.
7. The registration forms received should be numbered sequentially and the date should be recorded on the form.

8. Is responsible for keeping records of who has registered for the current and previous year's convention, so that the information can be used each consecutive year to mail or email pre-registration forms to prior attendees.
9. All money received by registration, whether received by mail or direct sale, should be turned over to the treasurer. Money should be broken down by cash, check, or PayPal transaction.
10. A simple record of registrations should be kept that can be clearly understood by all members of the committee. An updated report of total registrations should be given at each committee meeting.
11. Prepares a complete registration packet that includes:
 - Convention Program
 - Name tag or Button
 - Local Map and listing of local establishments
 - Any other budgeted convention memorabilia (pens, bookmarks, etc)
 - Any items another subcommittee may want to include (raffle tickets from activities or information regarding other upcoming activities)
12. Announces the importance of early registrations whenever possible.
13. Orders packet items and plans meetings for stuffing packets and distribution of pre-registration flyers.
14. Will keep an inventory of all items and prior items left over from previous conventions.
15. Will get several bids for each of the items to be presented before CPC for approval.
16. Confirms and coordinates with any volunteers.
17. Follows time line set up by the CPC.
18. Recruit and help train a vice-chair for the sub-committee to serve under the chair in order to provide continuity of service.
19. At convention end, will turn over all materials, notebooks, and supplies to the CPC chair.

Subcommittee Vice-Chairs

Election

For the purpose of continuity, each subcommittee will nominate its own Vice-Chair. The Vice-Chair position will be a 2-year commitment, with the first year serving as Vice-Chair and the second as the chair of that particular subcommittee, if so elected to that position by the CPC.

Qualifications:

1. Working knowledge of the 12 Steps, Traditions, and Concepts of NA.
2. Minimum of 1 year continuous clean time, or one year close involvement with the convention.
3. Willing to give the time, energy, and resources necessary.
4. Ability to exercise patience, tolerance, and acceptance.
5. Active participation in Narcotics Anonymous.

Responsibilities:

1. Vice-chair will work closely with chair and assist with all responsibilities detailed in the specific subcommittee position.
2. Vice-chair will come to all committee meetings and assist in the subcommittee position at the convention to ensure that the committee is covered at all times.

Budgets

The importance of making a budget for the CPC and its subcommittees needs to be emphasized. At this stage of planning, the administrative committee and subcommittees will list as many financial responsibilities **as possible**. They should include projected profit from registrations, fundraising, and merchandising. Information for these may be obtained from past CPC minutes and prior year-end budget spreadsheets, as well as past members who have served.

These budgets will be set before the first fundraiser, with regard given to past year's expenses. Each subcommittee will turn into the treasurer a projected budget for the entire year, with consideration to the following for each individual subcommittee.

Flow of Finances

Accounts:

1. As per CPC policy, the Treasurer will deliver a full financial report at each monthly meeting of the CPC.
2. A copy of each monthly report WILL be presented to the ASC, including a photocopy of the current bank statement, regardless of activity.
3. The signatures for the account will be as follows:
 - a. Treasurer
 - b. Alt. Treasurer
 - c. Area Chair
 - d. CPC Chair- In Absence of above
4. The account shall be known as "Spirituality is the Key"
5. Bank Statements will be mailed to the current treasurer's home address.

Procedure for Requisition Funds at each CPC Meeting

1. Proposed expenses to be motioned and discussed at the CPC meeting with a specific explanation of need and exact dollar amount of expenditure.
2. Specific explanation of need and exact dollar amount of expenditure.
3. A written request for funds will be given to the treasurer and must be signed by the Chair or Vice Chair.
4. The check will be signed and issued at the CPC meeting.
5. Blank checks are not to be issued under any circumstances.
6. Receipts and excess funds, if any, are to be given to the treasurer at the next CPC meeting.

Procedure for Emergency Requisition of Funds

1. Checks will only be issued under this provision when approved and deemed by the Chair and the Treasurer to be a time sensitive matter that will impede the progress of the convention to wait until the next CPC meeting.
2. The member making the request contacts the CPC Chair and Treasurer to give a specific explanation of need and exact dollar amount of the expenditure.
3. The Chair and Treasurer will discuss the expenditure, seeking input from other members of the committee if so needed.
4. Upon approval of the Chair and Treasurer at the CPC, a check will be issued.
5. Blank checks are not to be issued under any circumstances.
6. At the next CPC meeting, it is the responsibility of the member who made the request to explain the cause of the emergency and to provide the treasurer with a receipt and excess funds from the purchase.

Funds Receivable-

1. Funds shall be received by the following subcommittees:
 - a. Activities
 - b. Hospitality
 - c. Merchandising
 - d. Registration
2. Any other member or persons who receive monies on behalf of the CPC, the above listed subcommittees, members and person shall keep accurate records and issue receipts at that time of the transaction.
3. CPC funds are not to be handled or left unattended with someone who does not currently serve as a trusted servant of the existing CPC committee.
4. Subcommittees shall transfer “funds to the treasurer on a monthly basis at the monthly CPC meetings up to the actual convention and on a daily basis during the convention.
5. No funds are to be kept for reuse by the subcommittee for expenses. All monies received will be routed through the treasurer.
6. The Treasurer will issue receipts when funds are received from subcommittees.
7. Any funds collected through PayPal or other electronic methods should be totaled and reported to the treasurer in the same manner as cash or checks so that the Treasurer can handle the transfer of funds.
8. The treasurer or CPC chair in the treasurer’s absence should be the only people who have access to transfer funds from the PayPal account to the convention bank account.

After Convention Final Reports and Tallies

1. The treasurer shall deliver a complete financial report after receipt of the final bank statement, at the CPC and ASC meeting following the convention. (The Treasurer should preliminary report at the next ASC after the convention even if final complete report cannot be provided.)

2. If a positive balance is shown, the existing seed money of \$7,000 provided by the ASC will be banked and any excess funds will be forwarded to the ASC for deposit.

Storage of Convention Items

1. A storage unit shall be kept in a central location to store all remaining items such as left over merchandise, supplies from hospitality, banners, CPC archives and any accrued items throughout the year for the convention.
2. The unit bill must be directed to the CPC treasurer for payment throughout the year.
3. Items in the storage building should be inventoried after the end of each convention for consideration in budget requests for the following year.
4. The storage building key should be maintained by the chair and hospitality chair unless the committee appoints another subcommittee chair place of hospitality.