

CENTRAL OHIO AREA  
CONVENTION OF  
NARCOTICS ANONYMOUS  
POINT OF FREEDOM GUIDELINES

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# **CENTRAL OHIO AREA CONVENTION OF NARCOTICS ANONYMOUS**

## **POINT OF FREEDOM GUIDELINES**

### **PURPOSE**

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

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

The COACNA Convention guidelines govern the area convention and sub-committees only and/or not the guidelines of the Area Service Committee.

COACNA Executive Committee and Sub-Committee Chairpersons and Vice-Chairpersons can only serve 2 terms in the same position without rotation.

### **CONVENTION COMMITTEE MEETINGS**

Hosting a convention is a tremendous responsibility that requires significant planning, dedication and effort. All Convention Committee meetings should take place at a regularly scheduled time and place and follow an orderly agenda. The purpose of these meetings is to gather and share information regarding the planning and carrying out of the convention. Effort should be made to encourage support and participation from all members. Care should also be exercised during the planning process to involve as many groups and individuals as possible. The ASC elects a chairperson in the October ASC meeting to preside over Convention Committee meetings and activities. The incoming Convention Chair will have the necessary flyers for nominations for the incoming Convention Committee nominations, upon appointment from the Area as Chair of the incoming convention. Executive and Subcommittee chairpersons are usually elected at the second committee meeting.

Voting privileges for election of Executive Committee and Subcommittee chairpersons are extended to all members who attend the first two Convention Committee meetings. The first meeting will be for nominations and the second meeting will be for the vote.

After this time, you must be a member of the Executive committee or a Subcommittee chair or vice chairperson to vote.

The Vice Chair of the current convention committee should be introduced to the Area in September and voted on by the Area in October. The incoming convention committee should be in place by November of the current year.

Convention Committee meetings are held monthly. Convention Committee meetings usually follow the agenda shown below:

1. Opening: Moment of silence, Serenity Prayer, Service Prayer, the Twelve Traditions, the Twelve Concepts and the concept of the month.
2. Read and approve the minutes of the last meeting.
3. Chairperson's report (review progress to date and relay recent information)
4. Vice-Chair's report
5. Secretary's report
6. Treasurer's report (update on income and expenses and new balance)
7. Vice Treasurer's report (should coincide with Treasurer's report)
8. Subcommittee reports (include goals and progress of each committee)
9. Old business carried over from the last meeting
10. New business to be undertaken before next meeting
11. Closing prayer

Participation on the Convention Committee is open to all members of the fellowship. Every effort must be made to announce Convention Committee meetings and subcommittee meetings.

The Convention Committee consists of an Executive Committee, Subcommittee chairpersons and vice-chairpersons. We need to keep in mind that length of clean time is a primary qualification. As well as, experience, dedication, enthusiasm, integrity and willingness to complete the required tasks are essential qualities to keep in mind when filling these positions.

The Executive Committee, Subcommittee Chair and Vice-Chair positions requirements and suggested clean time are identified as follows:

1. Executive Committee
  - A. Chairperson
    1. 5 years clean
    2. Past convention committee member
    3. Ability to carry out duties/responsibilities of the position as described in the Responsibilities section.
    4. Not to have misappropriated NA funds without making complete amends.
    5. Must attend all Convention Committee meetings, (except those beyond your control)
  - B. Vice-Chairperson
    1. 5 years clean
    2. Past convention committee member
    3. Ability to carry out duties/responsibilities of the position as described in the Responsibilities section.

4. Not to have misappropriated NA funds without making complete amends.
5. Must attend all Convention Committee meetings, except those beyond your control.

C. Secretary

1. 2 years clean ability to carry out duties/responsibilities of the position as described in the Responsibilities section.
2. Not to have misappropriated NA funds without making complete amends.
3. Must attend all Convention Committee meetings, except those beyond your control.
4. Must have past service experience.

D. Treasurer

1. 5 years clean
2. Currently employed or retired/financially responsible
3. Working knowledge of accounting/bookkeeping
4. Ability to carry out duties/responsibilities of the position as described in the Responsibilities section.
5. Not to have misappropriated NA funds without making complete amends.
6. Past convention committee member.
7. Must attend all Convention Committee meetings, (except those beyond your control)

E. Vice-Treasurer

1. 5 years clean
2. Currently employed or retired/financially responsible
3. Working knowledge of accounting/bookkeeping
4. Ability to carry out duties/responsibilities of the position as described in the Responsibilities section.
5. Not to have misappropriated NA funds within without making complete amends.
6. Past convention committee member.
7. Must attend all Convention Committee meetings, (except those beyond your control)

2. Subcommittee Chairpersons

A. Registration

1. 5 years clean
2. Ability to carry out duties/responsibilities of the position as described in the Responsibilities section.

3. Not to have misappropriated NA funds without making complete amends.
4. Past convention committee member.
5. Must attend all Convention Committee meetings, except those beyond your control.

B. Programming

1. 5 years clean
2. Ability to carry out duties/responsibilities of the position as described in the Responsibilities section.
3. Not to have misappropriated NA funds without making complete amends.
4. Past convention committee member.
5. Must attend all Convention Committee meetings, except those beyond your control.

C. Merchandising

1. 5 years clean
2. Ability to carry out duties/responsibilities of the position as described in the Responsibilities section.
3. Not to have misappropriated NA funds without making complete amends.
4. Past convention committee member.
5. Must attend all Convention Committee meetings, except those beyond your control.

D. Arts and Graphics

1. 1 year clean
2. Ability to carry out duties/responsibilities of the position as described in the Responsibilities section.
3. Not to have misappropriated NA funds without making complete amends.
4. Must attend all Convention Committee meetings, except those beyond your control.

E. Fundraising and Entertainment

1. 5 years clean
2. Ability to carry out duties/responsibilities of the position as described in the Responsibilities section.
3. Not to have misappropriated NA funds without making complete amends.
4. Past convention committee member.
5. Good management skills.
6. Must attend all Convention Committee meetings, except those beyond your control.

- F. Hotels and Hospitality
  - 1. 5 years clean
  - 2. Ability to carry out duties/responsibilities of the position as described in the Responsibilities section.
  - 3. Not to have misappropriated NA funds without making complete amends.
  - 4. Past convention committee member.
  - 5. Must attend all Convention Committee meetings, except those beyond your control.
  
- G. Serenity Keepers
  - 1. 2 years clean
  - 2. Ability to carry out duties/responsibilities of the position as described in the Responsibilities section.
  - 3. Not to have misappropriated NA funds without making complete amends.
  - 4. Must attend all Convention Committee meetings, except those beyond your control.
  
- H. Welcoming
  - 1. 1 year clean
  - 2. Ability to carry out duties/responsibilities of the position as described in the Responsibilities section.
  - 3. Not to have misappropriated NA funds without making complete amends.
  - 4. Must attend all Convention Committee meetings, except those beyond your control.

**DUTIES AND RESPONSIBILITIES OF EXECUTIVE COMMITTEE AND  
SUBCOMMITTEE CHAIRPERSONS AND VICE CHAIRPERSONS**

Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants (4<sup>th</sup> Concept of NA Service).

- 1. A clear knowledge of Twelve Steps, Twelve Traditions, and Twelve Concepts.
- 2. The willingness to work hard and the ability to motivate others.
- 3. The ability to work effectively with people inside and outside the fellowship.
- 4. Demonstrate trustworthiness, especially where funds are concerned.
- 5. Willingness to give time and necessary resources.
- 5. Ability to exercise patience and tolerance.
- 6. Past or present participation in the Narcotics Anonymous service structure.
- 7. Include all NA members in planning and hosting the convention by informing

- the local NA community of regularly scheduled committee meetings.
8. Provide typed report on progress of individual committees to the Convention Committee on a monthly basis.
  9. Must read and have a clear understanding of your responsibilities and duties to the Convention committee.
  10. Must attend all Convention Committee meetings and stay from beginning to end.
  11. The COACNA Executive and Subcommittee Chairs and Vice Chairs cannot submit any proposals/bids as special workers for any services as a vendor for the Convention and Fundraisers, for the year they are on the Convention committee.

### STANDARD QUESTIONS FOR ALL CONVENTION COMMITTEE NOMINEES

**NOTE: In addition to the standard questions, we will open up the floor for additional questions.**

- Do you attend NA meetings?
- What is your clean date?
- Do you have an NA sponsor?
- Do you work the 12 Steps of Narcotics Anonymous?
- What is your past or present involvement in the Narcotics Anonymous service structure?
- Have you ever resigned a service position in NA? If so, describe the situation.
- Have you ever misappropriated NA funds with or without making complete amends? If so, describe the situation.
- What are your reasons for wanting to serve in this position?
- In addition to the responsibilities of this position, what can you add to this position in terms of skills and abilities?
- Do you have the willingness to give your time and necessary resources to fulfill the commitment of the position?
- Will you commit to attending all Committee meetings and staying from prayer to prayer?
- Are you committed to adjusting your work schedule to attend the Committee meetings held every month and every week in December of the year prior to the convention?
- How broad is your NA base outside of this area?
- Do you have computer skills?

## INFORMATION ON SAFEGUARDING NA FUNDS

Included at the end of this policy document is a bulletin put out by the World Service Board of Trustees regarding theft of NA funds. It includes suggestions on how to prevent such situations as well as suggestions on how to proceed should such a situation occur. The Convention Committee has approved the use of the bulletin as a source of information and guidance in their procedures. For any cash transactions that take place, there must be either the Treasurer or Vice-Treasurer and Convention Chairperson or Convention Vice-Chairperson present and both members must sign the receipt.

## EXECUTIVE COMMITTEE

The Executive Committee functions as the administrative committee of the convention. Also, it ensures that the various subcommittees work together and assist subcommittees that may need extra help. It is not necessary for the Executive Committee to involve itself directly in the specific workings of each subcommittee. All contracts/proposals must be brought back to the Convention Committee for review and voted on, then signed by the Convention Chair or Vice-Chair signature. In the absence of the Convention Chair and Vice-Chair, convention meeting will be canceled and rescheduled.

## RESPONSIBILITIES OF EXECUTIVE COMMITTEE

### CHAIRPERSON

1. Organizes subcommittees and delegates major tasks to specific subcommittees. Also stays informed of the activities of each subcommittee and provides help when needed.
2. Helps resolve personality conflicts.
3. Keep activities within the principles of the Twelve Traditions and Twelve Concepts and in accordance with the purpose of the convention.
4. Monitors the fund flow and overall convention costs.
5. Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
6. Allows the subcommittees to do their jobs while providing guidance and support.
7. Prepares the agenda for Convention Committee meetings.
8. Votes only to break a tie.
9. Chairs the Saturday Banquet meeting.
- ~~10.~~ Takes final donation check to the next ASC meeting at the close of the convention.
11. One of the members authorized to make deposits on the bank account, if the Treasurer or Vice-Treasurer are not available.
  - a. Monitors the account online weekly – and at their discretion.
12. Attends the Area Service Committee meeting every month or sends the Vice



- Chair.
13. Incoming Convention Chairperson will be responsible for early bird registration during convention should there not be an incoming convention treasurer. A receipt for Early bird registration money should be also given to the current Treasurer.
  14. Obtains authorized signature cards and be one of the four authorized signatures for checking account.
    - a. Responsible to enroll in online banking, create the password for access and provide to other authorized members.

### **VICE-CHAIRPERSON**

1. Acts as Chairperson if the Chairperson is unavailable.
2. Coordinates subcommittees and attends subcommittee meetings, in order to ensure that they get the necessary support to do a good job.
3. Works closely with the Chairperson and subcommittee chairs on problem areas prior to and during the convention.
4. Is one of the members authorized to make deposits on the bank account
  - a. Monitors the account online weekly – and at their discretion.
5. Attends the Area Service Committee meeting when asked by the Chair.
6. Chairs the Closing meeting on Sunday.
7. Accompanies Treasurer or Vice-Treasurer on Saturday morning during convention to the bank to make deposit.

### **SECRETARY**

1. Keeps minutes of all committee meetings and subcommittee reports.
2. Distribute minutes of previous meeting, makes all necessary adjustments.
3. Maintains a list of names, addresses and phone numbers of committee members for committee use.
4. Feels in where needed when asked by Convention Chairperson or Convention Vice-Chairperson when available.

### **TREASURER**

1. Maintains bank account for the Convention Committee.
2. Must be present or in their absence, must ensure that the vice-treasurer is available at all fundraising events.
3. Makes prompt deposits of all funds received prior to and during the convention.
  - a. All deposits should be made by the next banking day.
4. Write all checks and pay all bills.

5. Must bring the check register to every meeting
6. Monitors the account online weekly and at their discretion.
7. Submits a written financial statement at each committee meeting.
8. Balances books at the end of the convention, submit year-end financial, and prepares final check for donation to next ASC meeting, retaining a prudent reserve of \$3,000 in account.
9. Keep records available for independent audit.
10. Maintains post office box for the convention and distributes incoming mail to appropriate committees.
11. Gives an updated financial report before convention committee meeting closes to account for funds received or disbursed during the meeting.
12. Distributes and collects all receipt books used by the Convention committee.
13. Ensures that petty cash is available at all fundraisers and the convention for Merchandising, Registration and Fundraising, including funds box for incoming convention committee.
14. Trusted servant for this position must have a personal computer and the willingness to learn Accounting programs.
15. To provide consistent financial support and oversight for the duration of the convention.
16. Ensures that petty cash is available at all fundraisers and the convention for Merchandising, Registration and Fundraising, including funds box for incoming convention committee.

## **VICE-TREASURER**

1. Must assist and support Treasurer prior to, during, and after the convention.
2. Be able to assume Treasurer's responsibilities if the need arises.
  - a. Maintains bank account for the Convention Committee.
  - b. Makes prompt deposits of all funds received prior to and during the convention.
  - c. All deposits should be made by the next banking day.
  - d. Obtains authorized signature cards and be one of the four authorized signatures for checking account.
  - e. Responsible to enroll in online banking, create the password for access and provide to other authorized members.
  - f. Write all checks and pay all bills.
  - g. Keeps accurate and updated records of all expenditures and receipts.
  - h. If the Treasurer fails to present the most recent bank statement to verify their monthly financial report, their bank account access will be immediately suspended until reconciliation can be made, within 24 hours, to members of the executive committee.
  - i. Must bring the check register to every meeting.
  - j. All checks written require 2 signatures regardless of what is required by the bank.

- k. Monitors the account online weekly – and at their discretion.
  - l. Submits a written financial statement at each committee meeting.
  - m. Maintains separate records for individual revenue generating subcommittee (i.e., Merchandising, Fundraising, and Registration).
  - n. Distributes and collects all receipt books used by the Convention committee.
  - s. Reviews financial records.
3. Must maintain a tracking system to duplicate the Treasurer's financial records.

### SELECTING A HOTEL SITE

Following the election of Executive Committee members and Subcommittee chairs, the first order of business should be proposals for a host hotel. **All hotel proposals must be submitted within 60 days after the election of the incoming Convention committee.**

This can take the form of nominations from the floor. Once nominations have been made and recognized, the host hotel will be selected by a vote at the next Convention Committee meeting. An Ad Hoc Committee appointed by the Convention Chair will nominate a hotel and is responsible for submitting written bids from the hotel they are proposing. No hotel may be voted on or selected without a written proposal. A discussion concerning the suitability of each hotel prior to selection has proven to be very helpful in the past and is highly encouraged. Once selected, the host hotel is usually the site of future Convention Committee meetings. COACNA can only sign a contract for the host hotel for the current convention.

### SUBCOMMITTEES

Subcommittees are vital to the convention and individuals should expect to be replaced if they are unable to serve for any reason. Naturally, relapse necessitates replacement of Chairs and Vice Chairs. This is because we are concerned for the member as we are for the service responsibility. In addition, COACNA convention member will be removed with a majority of the voting body for any of the following reasons:

- 1. Five (5) missed meetings and/or no call, no-shows over a two-year period.
- 2. Neglect of duties.
- 3. Falsification of financial statements
- 4. Any act of theft, violence, or threat of violence against any member of NA.
- 5. Inappropriate behavior, profanity, and disrespect towards any member of the COACNA body, member of our fellowship, and hotel staff.
- 6. Relapse necessities replacement of Chairs and Vice Chairs.

Each subcommittee has only one chairperson who recruits committee members. In addition, the chairpersons hold regular subcommittee meetings and, in doing so, ensure that the responsibilities of the committee are fulfilled. Efforts of research and planning are submitted as proposals to the Convention Committee. All ~~major~~ financial decisions

concerning the convention are made by the group conscious of the entire Convention Committee.

Subcommittees are to maintain accurate records of all activities of the committee as well as all correspondence. *All financial records, including needs, expenditures, and receipts must be included with each subcommittee report. Vice Chairs of subcommittees should not need to give a report separate from the Chair, unless the Chair is absent. All subcommittees must turn in a written report each month, no verbal reports. Any subcommittee chair who fails to submit a financial report when required, will not be allowed access to any more funds until a financial accounting is made (within 24 hours) to members of the Executive committee.*

## **REGISTRATION**

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

1. Develops the registration flyer which will be reviewed and voted on by the Convention Committee before distribution. The purpose of the flyer is to communicate to all concerned persons that the convention is forthcoming. This is done in a spirit of providing information rather than promoting NA or its activities. The Registration Subcommittee has the sensitive task of encouraging a large attendance without abandoning the principle of attraction rather than promotion.
2. Distribution of convention flyer/registration form. This includes but is not limited to mailing to Area/Regional offices, individuals, institutions, and delivery by registration and Convention Committee members to meetings and other conventions. Personal anonymity should be considered when mailing information to individuals. Mailing lists should not be provided to other groups or committees. **(Note: Completed registration forms are to be kept and utilized as a "mailing list" for the next year's convention.**
3. Receives pre-registrations forms from the Treasurer or from members at fundraising activities. Records of pre-registrations should be carefully maintained and all money received should be transferred to the convention treasurer as quickly as possible (72 hours). Not only does this help prevent loss of funds, it also keeps the Treasurer's records updated allowing an accurate appraisal of the convention's financial status throughout the planning process.
4. Ordering items included in the registration packets, and preparing packets for distribution at the convention upon approval from the Convention Committee.
5. Scheduling and staffing the registration table during the convention and at fundraisers. Selecting a location to setup for registrations is done by the Registration sub-committee.
6. Must submit monthly written financial and registration report to Convention

Committee as well as consisting of number and type of registrations and banquet tickets sold.

7. The Registration subcommittee will assist in setting the full and basic registration prices that will be utilized before the cutoff date approved by the committee.
8. Must bring back 3 proposals for items for the registration packet to be reviewed and voted on by the Convention Committee.

**\*\*IMPORTANT NOTE: NA MEMBERS WHO ARE UNABLE TO REGISTER\*\***

The registration fee is defined to deter the cost incurred for the facilities and functions of the convention. These costs will vary and will at times be unpredictable. Registration fees are not intended as a charge for meetings. Keep in mind that COACNA has never turned away an addict from a meeting who is unable to pay. However, there are methods in which this can be handled.

75 basic registration packets that include one (1) dance ticket will be set aside for indigent NA members. Prior notification from a hospital or institution of the number of residents planning to attend who may not have the ability to pay would be helpful and should be encouraged by the committee in advance of the convention. Due to the sensitive nature of this problem, it is essential that all members of the committee working in the registration area be informed of the procedures.

**\*\*IMPORTANT NOTE: Setting Registration and Banquet Prices\*\***

The registration price should be set after careful examination of the hotel selected. Careful consideration should be taken in establishing the registration price. Keep in mind that extra revenue will go to the furthering our primary purpose.

Banquet prices are usually formulated from a fixed amount negotiated with the hotel. The common problem which occurs is that hotels only negotiate on the price for the meals and not the tax and gratuity, which accompany all prices. **So, careful focus on this is essential in determining the price of the banquet ticket**

Once the price of the meal, tax, and gratuity are established, attention should be placed on the possibility of not making the estimated banquet count. Hotels require prior notification of the number of persons attending the banquet. They must prepare the right number of meals and therefore if you are way under the agreed number, the committee must still pay for the unused meals. Also the committee must be careful not to oversell the number of banquet tickets.

Special Needs: It is understood that all members of COACNA will be aware of and sympathetic to the special needs of some of our members.

1. Registration Chair to be made aware of members with special needs as they register.

2. Remain in contact with the Programming Chair to exchange information about needs, i.e., front row seats, wider seats, etc. Special Needs will coordinate with Programming which workshops may need interpreters.
3. Remain in contact with the Serenity Chair and Welcoming Chair to meet members as they arrive and help them through registration (convention and hotel) process if needed.
4. Remain in contact with Hotels and Hospitality Chair to work with hotel on banisters, Seeing Eye dogs, special diets, etc.

## **PROGRAMMING**

A good program is critical for the convention. The Programming Subcommittee is largely, but not solely responsible for the agenda available to those attending. A strong convention program will lay the groundwork for members to participate in and enjoy the process and celebration of recovery.

1. Propose a plan for all workshops and meetings. This would also include topics, times, and locations. An attempt should be made to have a balance of workshops for newcomers, old-timers, people in service and spiritual discussions. It is important to schedule similar workshops (or those expecting large attendance) consecutively rather than at the same time. This allows interested members to attend a series of workshops rather than having to choose between two or more they would like to attend.
2. Members of the Programming Subcommittee will select and approve main and workshop speakers. Speakers being considered should be people who base their recovery on powerlessness over addiction, identify themselves as addicts, and attend NA meetings to sustain their recovery. These qualifications ensure NA members get a NA message. The best speakers for conventions are those who address recovery as if their lives as well as the lives of the listeners depend on it. Recognizing the diversity that exists in NA, it is suggested that particular attention be taken in choosing NA speakers who represent the diversity of the fellowship, a variety of experiences and lifestyles, as well as who carry a message of unity in recovery.
3. The cutoff dated for submission of CD's is set by the Programming Sub Committee.
4. Arrangements for flights, travel expenses, reimbursement, and/or complimentary rooms for main speakers will need to be made as soon as possible in advance of the convention for financial purposes.
5. Finding and proposing options for taping services for the convention 6 months in advance. Once services have been chosen, the arrangements should be handled by the Programming Subcommittee. The taping contract must be brought back to the Convention Committee for review and signature by the Convention Chair.
6. Finally, a written program detailing the convention's scheduled activities should be developed, produced, and available to Registration for inclusion in the packets.
7. The Programming subcommittee will be given five (5) rooms, one for each of the

following speakers: Friday Opening Speaker, Friday Midnight Speaker, Area Speaker, Banquet Speaker and the Closing Speaker,

8. A sign-in sheet for all convention speakers will be maintained during the convention.
9. The Programming subcommittee is responsible for chairing the Friday night opening meeting, Friday midnight meeting, and the Saturday area meeting.

### **MERCHANDISING**

The Merchandising Subcommittee is responsible for the acquisition and sales of all NA related items selected for sale before and during the convention. The focus of our convention is the celebration of recovery. Efforts to generate funds through the sale of commemorative items should be based solely on what is necessary to ensure the convention is successful. The Merchandising Subcommittee should be fairly business minded and have an understanding of the Twelve Traditions. Allowing commercial vendors to sell their products at a NA convention violates our sixth tradition.

1. The Merchandising Subcommittee researches the costs and shipping charges of items to be sold (shirts, cups, hats, etc.)- Careful consideration should be made in negotiating purchase prices of items selected for sale. Three different bids are submitted to the Convention Committee for review. The Merchandising subcommittee will inform the committee of their preferred vendor. Proposals must include information regarding price, quality, and time of production/delivery.
2. Once items and quantities have been approved for sale, these items are ordered and paid for outright whenever possible.
3. Merchandising provides for the sale of items during the convention at a selected site (merchandising room or store). Selection of this space, setting it up and hours of operation should be done in conjunction with Hotels and Hospitality.
4. Before, during and after the convention. Merchandising is responsible for storage of all items in a secure place. The transfer of money and receipts to the convention Treasurer should be done as promptly as possible and as frequently as necessary during the convention.
5. Merchandising also handles request for other NA groups (Area, Regional, other Conventions, etc.) to sell items at the convention. This should be allowed as long as it does not conflict with our merchandising efforts. Arranging for and allowing other NA groups to sell their items in the merchandising room on the last day of the convention has been successful in the past and is recommended. It is important to be reasonably sure that funds generated from such sales will benefit the fellowship and will not be for personal profit.
7. As mentioned before, it is critical that the Merchandising Subcommittee maintain up-to-date and accurate records throughout this process as well as making prompt deposits of funds received to the convention Treasurer. In addition to this, a final report should be made to the Treasurer immediately after the convention, detailing the total expenditures, receipts, and remaining inventory.

8. Merchandise Chair must submit a monthly inventory and financial report of all pre-convention merchandise.
9. Merchandising subcommittee is responsible for securing proposals/bids from photographers and a jewelry vendor for all fundraisers and the Convention. The top three proposals/bids must be presented to the Convention Committee for final review and signature by the Convention Chair. Merchandising will acknowledge their preferred choice for vendor.
10. Merchandising will secure a location for the Area Office to setup during the convention.
11. Merchandising will work in conjunction with Hotels & Hospitality to ensure that if a phone line is needed by the Area Office or the Jewelry vendor it is available.
12. Merchandising will open the merchandising room to the Convention Committee members only, one hour prior to opening up to the public.

### **ARTS AND GRAPHICS**

The Arts and Graphics Subcommittee is usually comprised of members who are artistic, creative and energetic.

1. Arts and Graphics Chair is responsible for developing and proposing designs for convention items/fundraisers. One month after the Convention theme has been selected, Arts and Graphics must submit these designs to the Convention Committee for consideration. These items include, but are not limited to banners, programs, flyers, signs, registration flyers and merchandise. Use of the convention "theme" in these designs is encouraged. The NA logo that may be used in these designs is the property of the fellowship of Narcotics Anonymous. Careful consideration should be exercised to ensure that the use of NA logo and symbol is always used in good taste and in keeping with our Twelve Traditions. When using the NA logo or symbol, the registered ® or copyright © symbols must be used. Any NA service board or committee created through our ninth tradition may use the NA logo and symbol.
2. Proposal of a variety of designs is suggested as well as an explanation of costs and services required.
3. Once the Convention Committee has made design selections, it is also suggested to develop priorities for when artwork is to be produced. First things first. When materials and supplies are needed for fundraisers or the Convention, the Arts & Graphics Chair will submit a formal request for funds.
4. Arts & Graphics is responsible to make sure the Convention banner is displayed properly, as well as any other previous year banner chosen to be displayed during the convention.
5. After convention flyers have been approved by the Area Service Committee (ASC) and submitted to the Area Webmaster for posting on the [www.nacentralohio.org](http://www.nacentralohio.org) website, the Arts & Graphics Chair is responsible for submitting approved flyers for advertising to the State webmaster for the [www.naohio.org](http://www.naohio.org) website and World webmaster for the [www.na.org](http://www.na.org) website. This will ensure a wider exposure and hopefully increased



support for the convention.

## FUNDRAISING AND ENTERTAINMENT

**No one from the Convention Committee can participate in ANY raffle.**

The Fundraising and Entertainment Subcommittee is responsible for generating interest and enthusiasm for the convention as well as raising funds to support it. It also provides entertainment activities during the convention. We never, under any circumstances, accept any monetary contributions from any outside source. We affiliate ourselves with no one, choosing to be entirely self-supporting through our own contributions. In Narcotics Anonymous, whenever we need to "raise funds", we raise funds from our own membership.

1. This subcommittee proposes plans and hosts activities prior to the convention. It is important to remember that fundraising events should be held first to generate interest and support for the convention and second to raise money. Prudence and caution should be exercised because unsuccessful activities place a financial drain on convention resources.
2. Fundraising and Entertainment events prior to and during the convention should always be in **good taste** and consistent with our spiritual principles. Use of the convention "theme" during these activities is encouraged but not required.
3. Advanced planning of all events is critical. Communication and exposure within the fellowship is also very important. History has shown that successful functions are those which are well planned and publicized. Unsuccessful events and poor turnout can generally be traced back to a lack of planning/exposure within the NA community. It is for this reason that flyers announcing these activities **must be distributed six to eight weeks prior to the event.** Assistance from Arts & Graphics in development of flyers. Every effort should be made to coordinate pre-convention fundraising events with ASC Activities Subcommittee in order to foster a spirit of unity and cooperation.
4. This subcommittee also has responsibility for entertainment activities (DJ, bands, games, etc.) during the fundraisers and the convention. As mentioned before and planning in advance is crucial. Since arts or services are contracted months in advance, several choices should be proposed to the Convention Committee for selection in the early stages of the planning process. As with other subcommittees, exact costs and services provided along with any other significant details should be clearly understood by everyone involved. All contracts/proposals must be brought back to the Convention Committee for

review and signature by the Convention Chair.

5. Maintaining accurate records of all expenditures and receipts is also important for this subcommittee. A financial statement (along with receipts) will be turned in after each fundraising event, detailing all incoming and outgoing money. It is strongly suggested that all funds received from events prior to and during the convention be transferred to the convention Treasurer immediately after each event.
6. Convention committee members are eligible to participate in the Treasure Chest drawing. However, they are exempt from participating in any other raffle drawing.
7. Fundraising is responsible for the inventory and storage of all fundraising supplies used for fundraisers.
8. Must notify the appropriate convention committee chair of all winners from raffle drawings.

### **HOTELS AND HOSPITALITY**

This subcommittee has a number of responsibilities that are essential to the success of any convention.

Once the convention site has been selected, Hotels and Hospitality arranges the use of meeting rooms, other spaces and services of the hotel. Projected attendance should be taken into account when planning the meeting rooms and how they can be utilized more effectively. Good communication with Programming and other subcommittees will be necessary while planning and during the convention.

1. Once the conventions site has been selected, Hotels and Hospitality arranges the use of meeting rooms, other spaces and services of the hotel. Projected attendance should be taken into account when planning the meeting rooms and how they can be utilized more effectively. Good communication with programming and other subcommittees will be necessary whole planning and during the convention.
2. This subcommittee will submit for approval any catering proposal such as coffee, banquets and brunches. Close attention should be paid to the wording of any proposal. Beware of open-ends or additional charges. Final approval of all contracts/proposals must be brought back to the Convention Committee for review and signature by the Convention Chair.
3. Also this subcommittee should arrange for and operate a hospitality area within the hotel. Here members can relax, have coffee and perhaps enjoy a snack. The

hospitality suite or area should be operated 24 hours a day and be staffed at all times if possible.

4. If the hotel does not provide coffee for the convention, responsibility for it will fall on this subcommittee. Arrangements for coffeepots, supplies and suitable location will need to be made. Additional staffing will be needed to keep coffee available at all times throughout the convention.
5. Accurate financial records should be maintained at all times. Once again, good communication between Hotels and Hospitality and all other subcommittees is essential for a convention to operate smoothly.
6. The Hotels & Hospitality subcommittee will work closely with Registration to ensure that all persons are considered when planning meals (i.e. vegetarians, diabetics...)
7. Responsible to make sure the microphones, podiums, extension cords, and any other necessary electrical equipment is available during convention.

### **SERENITY KEEPERS**

Serenity Keepers provides the convention and all fundraisers with a staff of security personnel. Their responsibilities include assisting the Convention Committee as well as the members attending the convention and all fundraisers. This subcommittee provides and uses a number of "walkie-talkie" radios in order to communicate with Convention Committee members/fundraisers and each other quickly and quietly.

1. Assistance to those attending the convention/fundraisers may include, but is not limited to, locating lost children or parents and providing direction and information. It is hoped that the mere presence of a serenity keeper will discourage inappropriate behavior. However, problems or disputes may occur. It is suggested that another Convention Committee member be present before confronting such a situation. It is possible that urgency may not allow time for this in some cases. This is why those members chosen to serve on this subcommittee should be mature, even tempered and hopefully, have the ability to remain calm in a crisis. An alert and thoughtful "Serenity Keeper" could keep a small problem from becoming a large one.
2. This subcommittee also assists the Convention Committee by providing crowd control when necessary. Monitoring large meetings, dances, Merchandising, Registration, and the hotel in general is another duty of this committee. This is done in addition to the various subcommittee members involved with each event. The need for more people during large events and someone during the night should be considered when scheduling serenity keepers.

3. Serenity Keepers should escort the Treasurer to and from his/her car during all fundraisers. Escorts from the Serenity Keepers Subcommittee also provide the transfer of funds within the hotel and to the bank. This will include the transfer of funds on Saturday during the convention and Monday morning following the convention. Since these transfers and deposits involve cash, they should never be pre-scheduled or announced over the radios. It is suggested that only one or two people are designated to escort Convention Committee members transferring funds.
4. Finally, every effort should be made to maintain harmony between the hotel and the convention in order to prevent negative reflection on NA or future conventions or any facility used for fundraisers.
5. After each fundraiser and the convention, serenity keepers are responsible for making sure the walkie/talkies are returned to the Area office. Subcommittee members should make themselves available to those attending in order to provide appropriate assistance such as information and directions. For this reason, members of this committee should be familiar with the hotel layout including guest and meeting rooms, Merchandising, Hospitality, etc.
6. Subcommittee members should be present at Fundraising events.

### **WELCOMING**

The Welcoming Subcommittee acts as the host of the convention. They are encouraged to welcome members as they arrive at the hotel. It has been proven that a warm personal greeting can set the tone for an enjoyable convention.

1. Responsible for providing and arranging table decorations during the convention on Saturday night. This committee is also responsible for making sure that enough Basic Texts are available during the Banquet meeting to be given away to all newcomers with 30 days or less.
2. All contracts/proposals for table decorations (if necessary) must be submitted to the Convention Committee for review and signature by the Convention Chair.
3. This subcommittee will also decide what gift will be given to the person with the most and least amount of clean time attending the banquet.
4. They will purchase the ribbons that are to be worn by the Executive Committee for all Convention Chairs and Vice Chairs during the convention.

**\*\*IMPORTANT NOTE: Handling the Media\*\***

It is a good idea to have a press packet available at the registration area in case the media does show up. All Convention Committee members should be advised that if a reporter approaches them, they should direct the reporter to the Registration area. A well-informed and knowledgeable Convention Committee member should be readily available to accommodate the reporter's needs or questions. A Convention is not an appropriate setting for a community presentation. Neither is it a beneficial time or place to encourage media participation.

**FUND DISTRIBUTION**

It is important to understand that conventions are not the funding source of Narcotics Anonymous and are not established to support special projects for the specific interest of the Convention Committee. Projects of the Area or their support should be left to the Area Service Committee contributions. Other than the generation of the prudent reserve for the next convention, there should be little to no funds created as a result of the convention. However, excess funds may develop as a result of the activities of the convention. At the close of a convention the distribution of those funds has proven to be a significant issue. The following information provides clarification and a method distribution of those funds that will be helpful in avoiding conflicts.

An important consideration for a Convention Committee is the start-up funds to be set aside for the following year's convention. A prudent reserve should be retained for this purpose. The amount of the prudent reserve to be set aside should be determined by the Committee and approved by the ASC. The amount should be entered into the convention's operational guidelines (the prudent reserve is ~~\$2,500~~ 3,000). Changing the prudent reserve should require:

1. A 2/3 vote by the Convention Committee
2. A 2/3 vote by the Area Service Committee

It is extremely important that all convention matters concerning prudent reserve be voted on by both the Convention and the Area Service Committee members in order to allow objective input from the Area Service Committee whose concerns are separate from the functional aspects of the convention.

Once the prudent reserve has been established, the next consideration will be the surplus funds over and above the prudent reserve. A Convention Committee's main task is to facilitate a convention for the purpose of celebrating recovery.

All funds over the prudent reserve should be turned over to the area by the next ASC meeting.

## **Addendum added to policy on 2/17/2015**

The Convention Committee has agreed to follow the financial guidelines outlined in the World Service Bulletin #30 which is provided below. In addition, each committee member is required to sign the financial responsibility form (Attachment I). The Convention Chair will submit a copy of the signed form to Area Service within 60 days after the elections of the new convention executive and subcommittee members has taken place. In the event that not all positions are filled within this 60-day period, it will be the responsibility of the Convention Chair to ensure that all new members sign a financial responsibility form and submit the completed form to Area Service as soon as possible.

### **Bulletin #30 THEFT OF NA FUMDS**

*The following paper was written in 1996 and revised in 2002 in response to a number of letters indicating that theft of NA funds is a recurring issue in our fellowship. In preparing this paper, we have relied on the experience of many groups, area and regional service committees, convention corporations, and service offices as shared with us in correspondence and at workshops on the issue. We encourage you to make use of this valuable and often painfully learned experience in your management of NA funds.*

Substantial donations are contributed by the NA Fellowship every year. These funds are given by NA members who trust that they will somehow help other addicts get clean. While this money is precious, the member's trust is even more so. We need to keep the image of that one member and that one donation in mind whenever we make decisions about handling NA's money.

Most of NA's money gets where it is supposed to go. NA members serving in positions of financial responsibility for the fellowship volunteer countless hours to make sure everything adds up. Services such as local phonelines are paid for; literature is purchased and available to members at meetings; tens of thousands of meetings take place every week in rooms for which NA pays rent. Many individual trusted servants follow guidelines and pass on funds that are used to further our primary purpose. All of these things happen because NA communities utilize responsible accounting practices.

### **SAFEGUARDING FUNDS**

Theft can be avoided by consistently and diligently following responsible financial principles and practices. The pain and conflict caused when one of our members steals from us, as well as the loss of funds that might have gone to help the still-suffering addict, point to our responsibility to prevent theft from happening in the first place.

Most theft of fellowship funds occurs when precautionary measures are not in place or are in place but not used. Some of us have hesitated to either institute or use these measures because they make us uncomfortable--we believe that they are somehow insulting to the people we ask to serve, or they seem too troublesome to follow. However, the very best safeguard against theft is to remove the opportunity to steal. It is far more uncomfortable

and troublesome to deal with a theft after it has taken place than to take measures to prevent it from happening in the first place.

## **SELECTING TRUSTED SERVANTS**

Our Fourth Concept tells us how to select our trusted servants: "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants."

So what exactly are these "leadership qualities" the Fourth Concept tells us to look for? Honesty, integrity, maturity, and stability, both in recovery and in personal finances, are but a few. We often avoid asking questions regarding the financial stability of those we are considering for these types of positions, because those questions may be uncomfortable for us or we somehow feel they are inappropriate, given the spiritual nature of our program. We sometimes ignore evidence that a person is having a difficult time with his or her personal finances and should not have the additional burden of responsibility for NA's money. Not only is it okay to ask members standing for election about their qualifications in these areas, it is irresponsible not to.

Substantial clean time *and* financial stability should be required for positions where money is handled. Many NA communities have found it helpful to develop a list of questions regarding employment, service experience, experience with handling funds, and financial stability. These questions are then asked of all nominees as a matter of course, so that people do not feel singled out based on personalities.

## **RESPONSIBLE MANAGEMENT**

*"NA funds are to be used to further our primary purpose, and must be managed responsibly."* Our Eleventh Concept points out how very important NA funds are. In keeping with the spiritual principles of this concept, guidelines regarding the handling of funds should be developed and adhered to. The guidelines should include both recognized accounting practices and procedures that ensure the accountability of our trusted servants. The *Treasurer's Handbook* is an excellent resource for groups and service committees to use in instituting accounting procedures. All guidelines should include appropriate safeguards, such as monthly reporting, regular audits, two-signature checking accounts, and monthly reconciliation of original bank statements. For groups without checking accounts, many of these practices can still be incorporated into the handling of NA funds. To paraphrase one of our sayings, an addict alone with NA money is in bad company. It is critically important that all processes be monitored by another person: two people count receipts; two people make the bank deposit (and this should be done immediately, not the following day); two people reconcile the original bank statements; and most importantly, two people are always present when any funds are disbursed. Financial records should be readily available to other trusted servants. It is important to note that other assets, such as convention merchandise, literature, and office equipment, should be treated as carefully as money.

Financial procedures need to be written into guidelines to require a review and signature of those responsible for handling funds before they are put into positions of responsibility.

Members who know they will be held to standardized accounting and auditing procedures will most likely behave in a responsible manner. Include a statement that theft will not be tolerated, and outline the process that will be followed if a theft occurs. If you are unsure about how to write adequate financial guidelines, please contact the World Service Office for assistance.

### **WHEN SAFEGUARDS FAIL**

If we develop and follow these procedures, we will make it almost impossible for anyone to misappropriate or steal NA funds. If someone does steal from us, the first question we should ask is one of ourselves: Did we adhere to all of our accounting procedures and safeguards? If the answer is no, we as a service committee also bear substantial responsibility for the theft. We will want to review our procedures to ensure that they are complete and resolve to adhere to them in the future.

But suppose the answer is yes, we followed our guidelines to the letter. We did everything in our power to prevent a theft, and someone stole from us anyway. When this happens, there is often a mixture of reactions, ranging from, "Let's forgive and forget; after all, we're addicts who are prone to acting out on our disease. We don't want to run the individual out of meetings and into a possible relapse," to "Let's throw the thief in jail!" But whatever it is, we don't want our initial emotional reaction to dictate the outcome of the situation.

Our program of recovery provides every member with an opportunity to behave responsibly in difficult situations and make amends. We are closest to the spiritual principles of our program when we begin to deal with a theft by encouraging the member who has stolen funds to make amends, which can then provide healing for all involved. This is not to say that the disappearance of NA funds should be taken lightly or that a service committee should sit and passively wait for a member who has stolen funds to be moved to make amends. We instead encourage a process that is both responsible and spiritual, taking steps of increasing severity should they prove necessary.

First of all, a thorough review of all books and financial records should be conducted to make sure the funds were actually misappropriated. How much? By whom? What failing in the accounting procedures and safeguards allowed this to happen?

If it becomes clear that money has indeed been taken, the group or service committee should then schedule a meeting, making absolutely sure the individual(s) who took the money is informed of the meeting and given the opportunity to present his or her point of view. At this meeting, there should be a format that allows time for everyone involved to express their feelings and concerns. This allows everyone to give their input and may also allow a "defusing process" to occur. After all sides have been heard, a break in the meeting format is encouraged to allow all present enough time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action.



If the individual admits to the theft and agrees to pay back the missing funds, a restitution agreement can be developed. Such an agreement can include regular payments at any interval acceptable to all involved, though it is best not to drag out the process unnecessarily. Most agreements specify regular weekly or monthly payments until the full amount is repaid. We strongly suggest drafting a legally binding document, utilizing legal advice if possible, and having it signed and witnessed. Let the individual know that if the restitution agreement is not adhered to, you intend to take legal action based on the signed and witnessed restitution agreement.

A report about the situation should be published, and regular reports on the status of the restitution agreement should be published until the agreement is satisfied. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.

Again balancing spirituality with responsibility, we have found that it is best to remove the individual from his or her service position and not consider the person for another position until he or she has dealt with the issue through the process of the steps.

If the individual does not appear at the special meeting, you will need to ensure that every effort to contact the person has been made. Use registered mail to send a letter explaining that an audit of financial records has been performed, that facts show the individual is responsible for missing money, that repayment is expected, and what the consequences will be if the individual does not respond to the letter. Copies of the letter should be put in a safe place for further reference. This may seem severe, but if the previous steps have been taken without result, sometimes something this harsh is the impetus that encourages the individual to make restitution.

If the individual refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person has disappeared, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried. We strongly suggest that the decision to prosecute be thoroughly explored before going ahead, using area and regional service committees and world services as resources.

## **RESOLUTION AND RECOVERY**

Even if a successful resolution is reached, many of us will still be angry and hurt and may want to shun the person involved. Although this is understandable, we have to remind ourselves that NA's primary purpose is to carry the message to the addict who still suffers. We also need to remember that our disease will surface if we are not diligently working a program of recovery. As NA members practicing spiritual principles, we should all support the individual in continuing his or her recovery, utilizing meetings, a sponsor, and the Twelve Steps. We should offer the same love and support we would to someone who has relapsed by using drugs.

The misappropriation of NA funds affects groups, service committees, and world services in their efforts to carry the message to the still-suffering addict. The process necessary to deal with such incidents typically has long-term effects--conflict between members, disunity, disillusioned members--on any NA community, directly affecting the newcomer. The safeguards recommended in this bulletin not only protect our funds, but protect us from our disease. We implore NA communities worldwide to develop and follow procedures that protect NA funds; doing so will keep our future secure.

## Attachment I

## COACNA FINANCIAL RESPONSIBILITY SIGNATURE FORM

### EXECUTIVE COMMITTEE:

<b>POSITION</b>	<b>PRINT NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>CONVENTION CHAIR</b>			
<b>CONVENTION VICE-CHAIR</b>			
<b>CONVENTION TREASURER</b>			
<b>CONVENTION VICE-TREASURER</b>			
<b>SECRETARY</b>			

### SUBCOMMITTEE:

<b>POSITION</b>	<b>PRINT NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>REGISTRATION CHAIR</b>			
<b>REGISTRATION VICE-CHAIR</b>			
<b>PROGRAMMING CHAIR</b>			
<b>PROGRAMMING VICE-TREASURER</b>			
<b>MERCHANDISING CHAIR</b>			
<b>MERCHANDISING VICE-CHAIR</b>			
<b>FUNDRAISING &amp; ENTERTAINMENT CHAIR</b>			

<b>FUNDRAISING &amp; ENTERTAINMENT VICE-CHAIR</b>			
<b>HOTEL &amp; HOSPITALITY CHAIR</b>			
<b>HOTEL &amp; HOSPITALITY VICE- CHAIR</b>			
<b>ARTS &amp; GRAPICS CHAIR</b>			
<b>ARTS &amp; GRAPICS VICE-CHAIR</b>			
<b>SERENITY KEEPERS CHAIR</b>			
<b>SERENITY KEEPERS VICE-CHAIR</b>			
<b>WELCOMING CHAIR</b>			
<b>WELCOMING VICE- CHAIR</b>			