

GRCNA Convention

Planning

Panel

Policy

GEORGIA REGIONAL CONVENTION PLANNING PANEL POLICY

This body shall be known as the Georgia Regional Convention Planning Panel of Narcotics Anonymous (CPP) and operate as a Subcommittee of the Georgia Regional Service Conference of Narcotics Anonymous (N.A.), in conjunction with GRC, Inc. the convention corporation (Board).

PURPOSE

The purpose of the Georgia Regional Convention Planning Panel is to coordinate and conduct the annual Georgia Regional Convention. This Convention is held by members of Narcotics Anonymous to bring our membership together in celebration of recovery. Meetings, workshops, and activities are scheduled to encourage Unity and Fellowship among our members. Because this Convention is sponsored by an N.A. Service Subcommittee, it should always conform to the Twelve Traditions of N.A. and reflect our Primary Purpose.

In order to provide adequate financial stability for the annual Georgia Regional Convention, it is the vision of the Board for the areas in the Georgia Region to participate with the annual Convention by having at least one (1) function annually with the proceeds raised going to GRC, Inc. to help with the financing of the annual Georgia Regional Convention.

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. The planning of a convention requires the combined efforts of many people. These people work as a CPP that is made up of members from all the Areas comprising the Georgia Regional Service Conference (RSC). The CPP functions as a subcommittee of the RSC to ensure continuity of effort and service. The CPP will work closely with both the Convention Board and report to the RSC.

CONVENTION PLANNING PANEL MEETINGS

All CPP meetings should take place at a regularly scheduled time and place and follow the Consensus Based Decision Making. These meetings will be held in a central location of travel to all CPP member's respective areas, allowing all who may want to participate the opportunity to do so. The purpose of these meeting is to gather and share information regarding the planning and conducting of the Convention. Effort should be made to encourage support and participation from all members.

Each CPP member (Administrative and Subcommittee) is required to purchase a banquet ticket for the current year Convention. In addition, each CPP member is required to stay on-site during the entire Convention. There shall be a host hotel secured by GRC Inc. and each CPP member will be allowed to secure their reservation on a master account. Payment for the hotel expense must be paid no later than the last day of the Convention. All CPP members will attend the banquet held during the Convention.

1. **Fundraisers** There are several fundraisers hosted by the CPP throughout the year. All CPP members are expected to support these fundraisers and are encouraged to support other fundraisers held for the Convention that are hosted by groups and areas in the Georgia region.
2. **Attendance** Any CPP committee officer, either administrative officer of Subcommittee Chair or Vice-Chair who is absent at two (2) Consecutive regular scheduled meetings, with the exception of notified absences due to personal illness, death in the family, religious observance or unavoidable work situations, will be considered as resigned at the roll call of the next regularly scheduled meeting. The CPP Chair may bring the matter before the CPP for review and discussion if there are special circumstances which caused the absences.

3. **Voting privileges** Voting privileges are extended to the following CPP Members:
 - a. Subcommittee Chairs or Vice-Chairs in the alternative (only one vote per subcommittee)
 - b. CPP Vice-Chair (because of relationship with Subcommittees)
 - c. Secretary (Because of relationship with the Sub- Committee)
 - d. CPP Treasurer (financial impact; and)
 - e. CPP Chair (only in the event of a tie)
4. **Removal of Trusted Servants.**
 - a. Voluntary - Resignation given in writing to the CPP Chair.
 - b. Involuntary - Relapse during term of service or absences pursuant to the attendance policy above.
 - c. Impeachment - In case of breach of Traditions or Concepts, malicious misuse of the terms and conditions of the position, and/or generally unethical conduct inconsistent with the role of the CPP member, including a failure to perform duties and responsibilities, Impeachment proceedings may be initiated as follows:
 - i. Suggestion for impeachment is present to CPP Chair and should include all relevant information and evidence.
 - ii. Individual will be notified in writing by the CPP Chair within ten (10) days of proceedings.
 - iii. At the next CPP meeting, the suggestion for impeachment is presented with due case by the CPP Chair.
 - iv. Individual is given opportunity to respond.
 - v. Impeachment is called to a vote.
5. **Quorum** A quorum consists of 70% of the voting participants and 75% of the Administrative Committee.
6. **Special Meetings** Special meetings may be called whenever the CPP Chair deems necessary. Prior notice of at least two (2) days must be given to all CPP members for all special meetings. The two (2) day notice may be waived if 51% of the voting participants agree to the meeting.z
7. **Meetings** CPP meetings are held monthly and at one (1) month prior to the Convention, it will meet every week, if necessary.m
8. **Agenda** An Agenda for CPP Meetings will be as follows:
 - Opening: Begin with a moment of silence asking for members to reflect on their involvement, thinking about who they serve and why. Follow with the Serenity Prayer, the reading of the Twelve Traditions and the Concepts.
 - Roll Call
 - Read and approve minutes of the last meeting
 - Open Forum
 - Administrative Reports (Chair and Vice-Chair)
 - Subcommittee Reports (Activities, Hospitality, Merchandise, Program, Registration, Arts & Graphics, Serenity Keepers)
 - Treasurers Report
 - Old Business
 - New Business
 - Timeline Reviews and Adjustments
 - Open Forum
 - Closing Prayer

ELECTION OF ADMINISTRATIVE COMMITTEE

Before the planning process ever begins, an Administrative Committee must be elected to execute the process. The Chair, Vice-Chair and Treasurer are nominated and elected by the participants at the Georgia Regional Service Committee. These elections should take place at the December RSC, therefore nominations for these positions must be submitted at the September RSC.

Qualifications and requirements are listed below:

CHAIR

1. Working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous and familiarity with Spiritual Principles
2. Minimum of five (5) years continuous clean time, demonstrates stability in the local community and administrative skills
3. Should have a Desktop, Laptop Computer or Tablet Capable of accessing, editing (Spreadsheet and Word Processing) & reporting including Document Creation
4. Willing to give time, energy, and resources necessary to facilitate
5. Ability to exercise patience, tolerance, and acceptance
6. Active participation in the Georgia Region of Narcotics Anonymous for one (1) year
7. Recommend previous years' service as Vice-Chair of GRCNA or must have worked on past years' Convention CPP either as a Subcommittee Chair or a member of the Administrative Committee

VICE-CHAIR

1. Working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous and familiarity with Spiritual Principles
2. Minimum of four (4) years continuous clean time, personable, and familiar with the functioning of a convention in order to coordinate the activities of the Subcommittee
3. Should have a Desktop, Laptop Computer or Tablet Capable of accessing, editing (Spreadsheet and Word Processing) & reporting including Document Creation
4. Willingness to give time, energy, and resources necessary to facilitate
5. Ability to exercise patience, tolerance, and acceptance
6. Active participation in the Georgia Region of Narcotics Anonymous for one (1) year

Note. *This position is a two (2) year commitment - The 1st year as Vice-Chair and the 2nd year as Chair; if elected by the RSC.*

TREASURER AND ALTERNATE TREASURER

1. Working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous and familiarity with Spiritual Principles
2. Minimum of four (4) years continuous clean time for Treasurer and three (3) years for the Alternate.
3. Possess either past treasurer experience above the group level or accounting skills
4. Possess accounting experience at a business
5. Should have a Desktop, Laptop Computer or Tablet Capable of accessing and editing spreadsheet reporting including Document Creation
6. Willingness to give time, energy, and resources necessary
7. Ability to exercise patience, tolerance, and acceptance
8. Active participation in Narcotics Anonymous somewhere in the GA Region continuously for the Previous Calendar Year

SECRETARY

1. Working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous and familiarity with Spiritual Principles
2. Minimum of two (2) years continuous clean time
3. Demonstrates good record keeping and organizational skills
4. Should have a Desktop, Laptop Computer or Tablet Capable of accessing, editing (Spreadsheet and Word Processing) & reporting including Document Creation
5. Willingness to give time, energy, and resources necessary
6. Ability to exercise patience, tolerance, and acceptance

The Panel should keep in mind that length of clean time is not the primary qualification. Experience, dedication, enthusiasm, and willingness to complete the required tasks are the essential qualities to keep in mind when filling these and all positions. The applicant should consider the time and financial implications that are involved with these commitments.

ADMINISTRATIVE SUBCOMMITTEE

The Administrative Subcommittee carries out the will of the overall CPP. 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 the subcommittees which 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 subcommittees as well as the Convention budget and other matters affecting the Convention. The results of these discussions are included in reports at the CPP meetings.

As soon as possible, the Administrative Subcommittee drafts a schedule of meeting dates and places for the CPP meetings. This schedule is then approved by the CPP as a whole and distributed to all its members.

The Administrative Subcommittee also makes a report to the RSC by the way of the CPP Chair. Comments and suggestions from the RSC are included in the report of the Chair at the next CPP meeting. All Administrative Subcommittee members must submit an electronic copy of their CPP report to the CPP Secretary within seven (7) days after the CPP meeting.

ADMINISTRATIVE SUBCOMMITTEE MEMBERS' RESPONSIBILITIES:

CHAIR

1. Organizes subcommittees and delegates major tasks to specific subcommittees. Stays informed of the activities of each subcommittee and provides direction when deemed necessary.
2. Helps resolve personality conflicts
3. Keeps activities within the principles of the Twelve Traditions and in accordance with the purpose of the Convention
4. Monitors the flow of funds and overall convention costs, and helps organize the subcommittee budgets. Prepares a budget for the Administrative Committee functions
5. Prevents important questions from being decided prematurely, in order to foster understanding by the entire CPP 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 judgement
7. Prepares the agenda for the CPP and Administrative Subcommittee meetings
8. Votes only to break a tie
9. Chairs the CPP meetings as well as the Convention
10. Informs all CPP Members of any sudden changes in meeting times and places
11. Is a co-signer on the CPP's checking account
12. Is the liaison between the RSC, CPP, GRC, Inc. and the Host Area volunteers, develop and distributes time line monthly to each subcommittee and ensures each committee is on track with responsibilities leading up to convention
13. Chair will be responsible for distribution of Public Relations for the Convention. He/She should work with PR of the RSC, the Vice Chair & Arts & Graphics in Creation of Social Media and Email Marketing for the Convention.

VICE-CHAIR

1. Assumes the responsibilities of the Chair in the event of his/her absence
2. Assists the Chair on the overall coordination
3. Is a co-signer of the CPP's checking account
4. Oversees and coordinates subcommittee activities to insure that deadlines are met
5. Attends as many subcommittee meetings as possible
6. Responsible for working closely with the Chair to learn the duties of the Chair and to delegate responsibilities to each subcommittee. (It is suggested that the Vice-Chair be allowed to act as Chair for one meeting so the transition will not be so overwhelming.)
7. Responsible for serving in any position that is or would become vacant until an election can take place
8. Responsible for assisting the Chair and Arts & Graphics with distribution of Public Relations for the Convention. He/she should work with PR of the RSC & the Vice Chair in Creation & Delivery of Social Media and Email Marketing for the Convention.

SECRETARY

1. Keeps minutes of all CPP, Administrative Subcommittee meetings, and Subcommittee Reports
2. Shall send electronic copy of minutes to CPP members within ten (10) days after CPP meeting
3. Provides a copy of Monthly agenda, motion forms, and expense reimbursement forms
4. Assists the Chairperson in the overall coordination
5. Maintains a list of names, addresses, phone numbers, and email addresses of each CPP member for the CPP use
6. Keeps extra sets of minutes for members who request a copy
7. Assists all CPP members in mailing and correspondence
8. Maintains current year's vendor list for CPP

TREASURER

1. Shall maintain CPP bank account
2. Keeps accurate records of all income and expenses to be presented at each CPP meeting. A copy will be given to BOD monthly.
3. Prepares a detailed financial statement to be presented at each RSC meeting by the CPP Chair. Included in this statement will be a list of all checks written and voided, a list of all income and deposits, a list of all expenditures including to whom the payments was made & for what service
4. Prepares a final statement within 60 days following the close of the Convention.

5. Works with BOD on the Administrative Subcommittee budget
6. Writes all checks and is responsible for collecting receipts from subcommittees for moneys paid out
7. All requests for reimbursements must be accompanied by receipts, bill copies, purchase orders, etc. In such cases where pre-payment for deposits must be made, disbursement can be made directly to the requesting party, provided: Prior Administrative Subcommittee Approval is obtained and a signed and dated voucher or promissory note is provided by the party indicating the purpose of the expenditure and the projected date when receipts can be provided and/or moneys returned to the Treasurer.
8. Works with BOD of GRC, Inc. to prepare a budget for the overall Convention. This budget is based past records.
9. Reviews subcommittee's reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained. This information is included in the Treasurer's Report.
10. Receives written requests for unexpected expenditures not included in subcommittee's budget or prior to subcommittee's budgets being approved by the CPP. These requests will be paid upon approval of the Administrative Subcommittee.
11. Collects all moneys, including revenues from Registration and fundraising activities, pays all bills, and advises the BOD and Chair on cash supply, income flow, and rate of expenditure
12. Works closely with BOD to ensure compliance and working knowledge of all policies and control procedures
13. Responsible for maintaining monthly reports of the operating expenses in the CPP bank account. This account should have a maximum amount of \$1,000.00 at any given time. When funds are low, the Treasurer should notify the BOD and request to have funds transferred. Funds will be transferred by BOD only after a detailed report is received that includes a breakdown of expenditures and the amount of the remaining budget.
14. Balances CPP bank account monthly and includes in report to the RSC and BOD

BUDGETS

The importance of making a budget for the Convention needs to be emphasized. At this stage of planning, the Administrative Committee and Subcommittees will list as many financial responsibilities as possible. Information for these may be obtained from past CPP minutes, past members who have served on this committee and other committee members. Budgets will be created by the CPP and Approved by the BOD. Input from the CPP Administrative Subcommittee is encouraged.

1. The Activities Subcommittee's budget will be based on the activities and entertainment at the Convention and for any fundraisers prior to the Convention. The costs of DJs and other entertainment and the cost of miscellaneous supplies will be included in this budget.
2. The Registration Subcommittee's budget will be based on cost of items to be included in the registration packets such as pens, name badges, etc., and cost of printing programs and flyers, and any miscellaneous charges.
3. The Merchandise Subcommittee's budget will be based on the cost of each item to be sold at the Convention and all other merchandise sold throughout the year and the cost of miscellaneous supplies, etc.
4. The Program Subcommittee's budget will be based on speaker travel, printing of programs, miscellaneous supplies. **Note:** If speakers can be obtained from a pool of members who plan

to attend the Convention, the expense for travel could be waived. It should also include the cost of stay at the host hotel for up to 2 Nights.

5. The Hospitality Subcommittee's budget will be based on the cost of items to be used at the Convention in the Hospitality Suite and at the facility being used. Also included in their budget will be cost of ribbons for the CPP members and any miscellaneous items needed by the subcommittee throughout the year at Fundraisers.
6. The Arts and Graphics Subcommittee's budget will be based on the cost of printing signs, posters, supplies, developing artwork for the upcoming convention, and any miscellaneous items needed by the subcommittee throughout the year at Fundraisers.
7. The Serenity Keepers Subcommittee's budget will be based on the cost of Serenity Keeper shirts for the upcoming convention, and any miscellaneous items needed by the subcommittee throughout the year at Fundraisers.

TRAVEL POLICY

1. \$460.00 per person (Administrative Subcommittee) per year
2. \$460.00 per Subcommittee Chair or Vice-Chair per year
3. First 50 miles paid by member, the remaining miles at a rate of \$00.46/mile; up to \$50.00 maximum per meeting.
4. Subcommittee Vice-Chairs will not receive mileage allowance unless he/she is serving in the Chair position.

SUBCOMMITTEES

Nominated or appointed from the CPP members, the Subcommittee Chairs should have general qualifications as outlined in the qualification shown below. Specific service or vocational skill should be considered prior to election or appointment. It should be clearly understood that subcommittees have specific service responsibilities to perform.

The service structure of the NA fellowship is the holding company which gives all representative service committees of NA the right to use the NA logo. Should an abuse of this right occur, it should be brought to the attention of the RSC and the World Service Office. When designing flyers, remember that they are released in Hospitals and Institutions as well as other facilities which relate to NA. Appropriate use of language and artwork is crucial because these flyers, in a sense, represent NA to the public.

Qualifications for Subcommittee Chairs are listed below:

1. Working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous and familiarity with Spiritual Principles.
2. Minimum of three (3) years clean time.
3. Willingness to give the time, energy, and resources necessary to perform responsibilities.
4. Ability to exercise patience, tolerance, and acceptance.
5. Active participation in Narcotics Anonymous.

Subcommittee Vice-Chair will be elected by the CPP and have a minimum of two (2) years clean time. This will enable the Vice-Chair to meet the clean time required for the Subcommittee Chair position. This will be a two (2) year term with the first year serving as Vice-Chair and second as Chair of the Subcommittee, if elected. Subcommittees are vital to the Convention and individuals should be replaced if they are unable to serve for any reason. Naturally, relapse necessitates replacement; this is because we are to be concerned for the well-being of the member who is serving. Each Subcommittee has only one Chair and one Vice-Chair who recruit committee members to serve. Each Subcommittee Chair should be aware of what responsibility each member has assumed, and makes sure that every task is carried out.

Subcommittee meetings operate according to Consensus Based Decision Making. This ensures that the meetings run smoothly and that business is conducted in a spiritual and orderly fashion. Each Subcommittee maintains accurate records of all activities of the committee as well as all correspondences. A financial report, including needs, expenditures, and receipts are included with each Subcommittee Report and given to the Treasurer.

Each Subcommittee of the CPP must work together. At the onset, each Subcommittee should decide whether or not they will use the services of another Subcommittee, or address that particular area of business themselves. Although either way is effective, **remember**, cooperation is the key that will make it work. Subcommittees in the service structure of Narcotics Anonymous are not autonomous. We are held accountable to the next level of service. Even though Subcommittees should be given trust in performing their responsibilities, their actions are subject to approval by the CPPs as a whole.

The CPP Chair and/or Vice-Chair will sign all contracts in compliance with the Relationships and Responsibilities policy between GRC, Inc. and GRCNA. Each Subcommittee (i.e. Hospitality, Merchandise, Registration, Program, Activities, Arts & Graphics, Serenity Keepers), should communicate between the regularly scheduled CPP meetings to obtain, exchange ideas to better serve the CPP as a whole and report these ideas at the time of the regularly scheduled CPP meeting.

Each Subcommittee will accumulate documents and supplies throughout the year that are applicable to their Subcommittee. The Subcommittee Chair is responsible for maintaining these items in an organized manner. At the end of the Subcommittee Chair's term, the documents and any other supplies or materials should be turned over to the Subcommittee Vice-Chair and/or the CPP Vice-Chair.

SUBCOMMITTEES ARE AS FOLLOWS:

1. Activities
2. Registration
3. Merchandising
4. Program
5. Hospitality
6. Arts & Graphics
7. Serenity Keepers

ACTIVITIES

The Subcommittee plans fundraising activities such as dances, picnics, etc., in order to raise money for the Convention. This Subcommittee may hold raffles, sell t-shirts, bumper stickers, etc., at their activities. The Subcommittee will be responsible for ensuring that at least four (4) fundraisers are put on by the CPP each year. They will also be responsible for communicating with groups or areas that are holding fundraisers for the CPP and being the liaison between CPP committees and those groups or areas. This will ensure that registration and merchandise subcommittees will have representatives at these fundraisers.

The Chair of this Subcommittee should be an energetic person who is willing to work hard, and also be able to get members involved with activities and deal effectively with people outside the Fellowship in setting up dances, etc. It is important that receipts and proceeds be turned in promptly and that the Subcommittee works closely with CPP Treasurer.

REGISTRATION

The Registration Subcommittee is one of the busiest committees of every convention. Although it's most intensive work is completed in the weeks just prior to and during the Convention, its responsibilities begin with the advance planning. Such planning includes drafting flyers and forms (at least six (6) months prior to the Convention date) in order to allow for sufficient time for review by the full CPP. The mailing schedule for flyers and pre-registration forms should also be established at this time.

The first flyer announcing the Convention should be made as soon as the dates are established and a contract or agreement is reached with the facility. The advance flyer can be distributed even though the Convention Registration forms or Convention fees have not been set. The flyer can be sent to the WSO to be included in the NA Way and on the websites. The Subcommittee should also do direct mailing to NA members from the previous Convention and any other source. Care should be exercised in the production of flyers and registration forms. They should be clear and informative, not confusing. Flyers should be attractive but need not be ornate or expensive. The finalized flyer, with registration forms, should be sent to the RSC for distribution to all Areas at least five months prior to the Convention, and again at the December RSC.

The Chair of this Subcommittee should be an energetic person who is willing to work hard, and also be able to get members involved with activities and deal effectively with people outside the

Fellowship in setting up dances, etc. It is important that receipts and proceeds be turned in promptly and that the Subcommittee works closely with CPP Treasurer.

A clear understanding should be reached between the Registration Committee Chairperson, the full CPP, and the CPP Treasurer on the procedures for handling registration and money. One person should be assigned the responsibility of tracking and recording registrations from the Post Office Box at least two or three times a week. Registration form records should be maintained on a daily basis and all money received should be transferred to the CPP Treasurer prior to each CPP Meeting.

As each registration is received, by mail or a direct sale, a record should be made indicating information about the registrant and all the money received. If free registrations are given out as part of promotional activities, the CPP must keep careful records of what is provided and to whom. This is usually done by filling out a half-slip with the information as well as why the registration is free. The registration chair will then record in the database. All registrations, with numbered cash receipts are used for preparing confirmations. The CPP Chairperson, in conjunction with the Treasurer, should establish a good working system for handling cash registrations received. All registrations should have numbered cash receipts. Each member of the Registration Committee who is authorized to accept registration money should work out of **one** cash receipt book with three-part carbon copies.

The Registration Subcommittee conducts its activities within the scope of the budget authorized by the full CPP. When funds are needed for expenses, they are obtained from the CPP Treasurer. Undeposited cash received by the Registration Committee is not to be used for committee expenses, as it can result in confusion and possible misuse of funds.

The record system developed by this committee should be simple and clearly understood by all members of the committee. The records of all registrations and meal sales should be updated at least once a week. In this way, the full CPP Treasurer's records and provides an indication of the solvency of the Convention.

A duplicate record of the registration database should be given to the CPP chair and CFO on a monthly basis. This database will include columns for any activity that the registrant had paid for along with the confirmation number. As each mailed registration is received, a confirmation card is sent to the registrant. Most Conventions only send confirmation cards for registrations which are received by the announced cutoff date. The cutoff date for pre registrations (never less than two (2) weeks prior to the Convention) is included on the Convention Flyer.

The Registration Subcommittee is responsible for pre-planning a complete registration packet which includes:

- Convention Program
- Name Tag or Badge
- Ticket(s) for meal or other functions
- Any information that another subcommittee or BOD member may want to include - i.e.) Hospitality may want to include information regarding local eating establishments, etc. Activities may want to include information regarding their activities, etc.

The Subcommittee must have functional understanding of the control procedures well enough to explain them to other workers and volunteers. The Chair or the Vice-Chair is the only Subcommittee members allowed to handle the money unless there is an approved member by the BOD is put in place.

MERCHANDISE

The Chairperson of this committee should be business-minded and have an understanding of the Twelve Traditions, especially with regard to the sale of NA related items. The Merchandise Subcommittee is responsible for purchasing and storing the items in a safe place, maintaining a continuous inventory statement, and maintaining a set of financial records with receipts. These statements and records should be submitted to and reviewed regularly with the CPP. This is done to assure accountability for all merchandise and funds. A final inventory statement is provided to the Treasurer and CFO at the conclusion of the Convention for inclusion in the Treasurer's final report.

The Merchandise Subcommittee is responsible for the items and sale of NA approved literature at the Convention. The Merchandising Committee prepares a list consisting of items to be sold and the cost of these items. The committee will prepare this list with their budget in mind. Once the Subcommittee agrees upon the items, the Merchandising Subcommittee Chairperson presents a list of the items to the CPP for approval. The list will include a statement of actual cost of merchandise and income expected from the sale of the merchandise. This Subcommittee is responsible for the sale of merchandise at the Convention and all fundraising Activities. Careful consideration should be made in negotiating the purchase price of these items; three different bids are usually required.

They will also be responsible for all sales on site at the convention to the chair and vice chair of the committee are the only members that will run a cash register unless there has been an authorized member put in place by the BOD. With this in mind, careful planning should go in to the hours of operation during the Convention. The merchandise committee should also be responsible for obtaining basic text's to be given away to newcomers at the main speaker meeting on Saturday night.

Outside vendors may be allowed to sell their wares at the Convention provided they are given authorization from the CPP and their wares are acceptable to the Fellowship as a whole. An authorization should be given to outside vendors in writing by the CPP Merchandise Chair. On Sunday morning of the Convention, a special room may be prepared for other regions and areas to make available their wares and Convention information.

Vendors are not to be present during CPP or board meetings unless the vendor is invited to make a presentation. Approved vendors cannot hold any position of the CPP or be a board member.

PROGRAM

Without a good program, the trouble and expense of putting on a convention isn't justified. The reports of the Program Committee should therefore be given appropriate attention. It is suggested that members of this committee have a minimum of Three (3) years clean time and a working knowledge of the Twelve Steps and Twelve Traditions.

The Program Subcommittee develops plans for workshops and meetings at the Convention. Members of this subcommittee make recommendations for speakers, workshop chairpersons, and others to help with the program. They recommend a schedule of all events to take place during the Convention and prepare the written program to be distributed to attending members. They have a balance of workshops for newcomers, service-minded members and spiritual discussions. They submit all these recommendations to the CPP and BOD for review, input, and approval.

One of the main problems in scheduling is the event of no-shows. Due to this, a note should be made somewhere in the program or registration package that includes a specific location and times for readers, speakers, workshop chairpersons, or anyone involved in the convention program to sign-in. In the event of a no-show, a pool of members should be available from which to select replacements. Taping of speakers and workshops allows members who are unable to attend all functions, the opportunity of hearing them at home or to share with others. Written consent must be obtained from the speakers of taped meetings or workshops in advance of actual taping. A release letter should be signed at the time of speaker/chair check-in. When contracting with someone to record meetings, it should be clearly understood that the Main speakers are required to have a minimum of five (5) years clean time and workshop speakers are required to have a minimum of three (3) years clean time. Main speakers will be scheduled on Friday, Saturday afternoon, Saturday evening and Sunday morning. The basic qualification for participation in a workshop discussion is membership in NA. However, main meeting speakers and workshop speakers share his/her personal experience of recovery in NA. Potential speakers and program participants are people who base their recovery on powerlessness over addiction, identify themselves as addicts and attend NA meetings to sustain their recovery. The best speakers for Conventions are those who address recovery as if their lives, as well as lives of the listeners, depend on it. It is important to keep in touch with speakers as the Convention draws near and assist them in any way possible to ensure their attendance. The Friday night speaker is always a Georgia resident. Consideration should be made in the selection of main speakers with regards to gender/race/nationality etc. A list should be maintained from year to year to ensure equality and unity in our program. Three speaker tapes for each meeting should be selected and submitted to the CPP for review and the final selection should be submitted to the BOD for final approval.

Wherever funds are available, a speaker's travel expenses may be paid. Sometimes complimentary rooms are provided to main-meeting speakers as a way of deferring the additional expenses. One suggestion is that speakers may be chosen from a pool of members who may already be planning to attend the Convention. They may be willing to waive travel expense and accept room accommodations and a Convention Registration Packet instead.

Workshops are held to satisfy the needs of our membership for information or discussion on specific topics and service related to NA.

Mandatory Workshop Topics:

- Steps 1-12
- Traditions
- GRC, Inc. Public Annual Meeting
- H&I, PR and CAR (if requested by RSC)

HOSPITALITY

The Hospitality Subcommittee will welcome/greet the members attending the Convention and maintain the Hospitality room. This Committee needs to be made up of members who are outgoing and pleasant as they will often times be the first people with whom attending members come in contact with upon arrival at the Convention.

This Subcommittee will be responsible for all raffles. They must produce a flyer to ask for donations for auction items. This flyer should be distributed to the entire fellowship by way of the RSC. These items should be collected throughout the year. The Auction is held Saturday night. This committee is also responsible for getting an auctioneer for the Saturday night auction. They should make sure the auctioneer has a registration package for the event throughout the year leading up to the convention this committee can also hold raffles for fundraising events. Tickets, ticket sales etc. will all be

handled by this committee. Raffle tickets sold on site will be controlled out of the BOD operations room. Concession sales during the fundraising events will also be handled by this committee. They will be responsible for obtaining and selling all food/items, etc during these events.

ARTS & GRAPHICS

The Arts & Graphics subcommittee is comprised of members who are artistic and energetic. Prior to the Convention, this committee is responsible for designing and/or obtaining the convention logo, flyers, tickets, posters, signs, directionals, etc. This subcommittee will be responsible for soliciting the fellowship for artwork that will go along with the Convention theme. After a variety of artwork is obtained from the fellowship, it will be voted on by the entire CPP. Once a design is chosen for the Convention artwork, this subcommittee is responsible for getting the artwork in the appropriate format for all the vendors to use. The logo will be used on the convention banner, registration items, program, merchandise, etc.

SERENITY KEEPERS

The Serenity Keepers subcommittee's primary responsibility is to assist with crowd control during any activities in relationship to the Convention. Any fundraiser held prior to the Convention and all functions at the Convention may require the need of a Serenity Keeper. This subcommittee should be made up of members who have a minimum of two (2) years clean time and have shown stability in their recovery. This subcommittee is not a police action body. There is no need for any subcommittee member to intervene on any other member when they choose to act in an unacceptable manner. If a subcommittee member has this experience, they should first notify the CPP Chair and/or Vice-Chair about the incident. This will allow the Chair or Vice-Chair to take the appropriate action; usually in the form of contacting the facility security or management.

No member should take any action toward the members attending the function. Members of this committee will also be responsible for taking tickets for the banquet at the door. They will also be asked to escort the CFO to/from the facility late at night and/or while making deposits.

HOST AREA VOLUNTEERS

Pre-Convention:

The Host Area volunteers will be responsible for assisting with registration, merchandise sales and any other duties assigned by GRC Inc. throughout the year. In addition, the Host Area volunteers will be responsible for providing one volunteer to attend all monthly CPP meetings. This volunteer will act as a liaison between the CPP and the Host Area volunteers. The liaison will be responsible for providing information to the CPP regarding all merchandise sales, registrations sold, fundraising efforts, etc. that have occurred since the previous CPP meeting. The liaison will be provided a triple copy receipt book for registrations sold. One copy will go to the CPP, one to the registrant and one retained by the liaison. In addition, a duplicate receipt book will be provided for all other monies collected by the Host Area volunteers.

The Host Area volunteers will also assist in all CPP fundraising efforts. (i.e. Fall Dance, New Year's Eve Dance, RSC dances, etc.) In addition, the Host Area volunteers will be required to plan and facilitate at least one fundraiser in their Area.

On-Site:

The Host Area volunteers will be assigned to a CPP committee while on-site (i.e. Registration, Activities, Merchandise, etc.). Each member will work closely with the Chair of each committee to determine on-site duties and responsibilities.