

SOUTH BROWARD AREA CONVENTION OF NARCOTICS ANONYMOUS.

SOUTH BROWARD AREA CONVENTION POLICY

8-16-21

PURPOSE

The purpose of the SBAC, the Convention is held by members of the South Broward Area of Narcotics Anonymous to bring our fellowship together in the celebration of recovery. Meetings, workshops and other activities are scheduled to encourage unity and fellowship among our members.

NO ADDICT WILL BE TURNED AWAY.

This Convention is sponsored by the South Broward Area of Narcotics Anonymous, it should always conform to NA Principles and reflect our primary purpose.

All members shall and are subject to and will abide by the Twelve Traditions. Policy will be distributed to each subcommittee chair at time of incurring their position.

SBACNA will acquire certificate of insurance from the South FL Region

MEMBERSHIP

Must have a home group in NARCOTICS ANONYMOUS.

Shall consist of Fifteen (15) members, Chairperson, Vice-Chairperson, Secretary, Treasurer, and Hotel Liaison along with the following subcommittees: Arts & Graphics, Auction, Convention Information, Entertainment & Fundraising, Hospitality, Marathon, Merchandising, Program, Registration and Serenity Keepers.

The administration members will be elected by the Area.

REQUIREMENTS FOR THE HOST COMMITTEE ADMINISTRATION

- (a) **Chairperson:** Minimum of four (4) years clean time. Two (2) years prior convention experience or other prior experience as a chairperson.
- (b) **Vice-Chair:** Minimum of three (3) years clean time. One (1) year prior convention experience.
- (c) **Secretary:** Minimum of one (1) years clean time.
- (d) **Treasurer:** Minimum of four (4) years clean time. One (1) year prior convention experience.
- (e) **Hotel Liaison:** Minimum of four (4) years clean time. One (1) year prior convention experience. Business skills, professional manners and negotiating skills.

Chairperson:

- (i) Presides at all Host Committee meetings.
- (ii) Attends all meetings as a voting member.
- (iii) Prepares an agenda.
- (iv) Ensures that committee members are informed of any sudden changes in meeting times or places.
- (v) Is cosigner on Host Committee bank account.
- (vi) Only votes in case of a tie.

- (vii) Gives updated report to AREA
- (viii) Clarifies guidelines while presiding at the Host Committee meeting.
- (ix) Allows subcommittees to do their jobs while providing guidance and support.
- (x) Allows simple discussion on major issues before calling for a vote.
- (xi) Chairperson shall serve only one (1) consecutive term. (Any other office can serve two (2) terms).

Vice-Chairperson:

- (I) Will assume the responsibilities of the Chairperson in the event of their absence.
- (ii) Attends all meetings as a voting member.
- (iii) Assists the Chairperson in overall coordination.
- (iv) Is secondary to the AREA.
- (v) Cosigner on the bank account.
- (vi) Coordinates with the Subcommittees to make sure that guidelines are met.
- (vii) By vote of acclimation, is chair of the following SBACNA.
- (viii) Attends as many Subcommittee meetings as possible and maintains regular contact with the Subcommittee Chairs to insure they have all the support they need to do their job.

Secretary:

- (I) Shall maintain and distribute minutes of Committee meetings to the Committee .
- (ii) Shall maintain files of all Subcommittee minutes.

Treasurer:

- (I) Shall maintain the Committee bank account.
- (ii) Is cosigner on the Committee bank account.
- (iii) Keeps records of all income and expenditures.
- (iv) Works with the administration committee in preparation of budgets for each subcommittee.
- (v) Is responsible for the payment of all Committee expenses after approved.
- (vi) At the convention, will be responsible for the collection and deposit of convention funds received.
- (vii) Coordinates with the Entertainment Committee Chairperson for the collection of funds at the fund-raiser held at the convention site and the functions held at the annual convention.
- (viii) Coordinates with the Merchandising Committee Chairperson for the collection of funds from the sale of merchandise at the fund-raisers, annual convention and also for the record keeping of inventory on hand at the end of each month.
- (ix) Prepares a financial statement at the end of the convention to be given by the Chairperson at the next AREA meeting.
- (x) At SBAC events, while accepting a check, an address and phone number will be provided.
- (xi) Any monies collected from any committee chair will be turned over to the treasurer prior to the next meeting. The TREASURER will issue a receipt and record the transaction on monthly report. The treasurer will deposit the monies into the account within 72 hours (3 business days.) When the deposit is made by the treasurer a copy of the deposit slip will be sent to the CHAIR within 72 hours of the deposit.

COLLECTION AND HANDLING OF FUNDS

The collection and handling of all convention funds, including those collected at fundraising events throughout the year prior to the convention shall be done in accordance with the guidelines listed below.

Each subcommittee chair shall maintain a 2-copy receipt book for funds collected within their subcommittee. One copy shall be issued to the Treasurer with each submission of funds for deposit; the other copy shall remain in the book to account for income within their subcommittee. Any discrepancies shall be addressed immediately. Cash register receipts shall be used to show details of the funds collected, if available, and shall be attached to each receipt. Receipt from credit card machine goes in register.

ONLY Members with 2 or more years clean shall be allowed to sell merchandise. Each member shall be responsible for all merchandise they have been given to sell. Upon receiving merchandise, the member shall receive a receipt stating exactly what they have received. Receipts shall be signed by both the Merchandise Chair and the committee member. All monies collected and unsold merchandise shall be returned to the Merchandise committee and shall be reconciled against the original receipt. All discrepancies in the reconciliation shall be the responsibility of the committee member who signed out the merchandise.

Prior to the time of pickup, all money to be collected shall be counted by the subcommittee chair or vice-chair (if chair is not present) and one other subcommittee member who has at least 2 years clean. The money shall then be placed in an unsealed envelope, showing the total amount contained within, and a call shall then be made for a pick up by 2 Host committee members. At the time of pickup, all monies to be collected shall be recounted by the two addmend members. The envelope is then sealed and initialed by the subcommittee chair or vice-chair and one of the committee members. The committee members making the pickup shall then receive a receipt from the subcommittee chair or vice chair for the amount collected.

All monies collected by the committee at pickups shall be taken directly to a room. The shall obtain a room within the hotel which contains a safe and all monies collected shall be kept there. In the event that either person shall be unavailable at any time during the convention, the vice-president or another committee member shall temporarily assume the responsibilities of the absent person. At no time shall one person ever have sole access to both the room key and the combination or key to the safe.

8. Two members, one being the Treasurer, shall prepare daily deposits of funds collected from those pickups. To prepare these deposits, the money shall be taken from the hotel safe, or room safe, and counted in an undisclosed room where a deposit ticket shall be prepared; making sure the amount matches receipts for that day. All monies along with the deposit ticket shall be put into a bank deposit envelope, sealed and taken directly to the bank for deposit. Prior to going to the bank and making the deposit, any discrepancies must be addressed immediately with the committee until resolved. All monies collected by Subcommittee members prior to the

convention must be given to the Treasurer within 72 hours of receipt, and the Treasurer must deposit said funds within 72 hours of receipt. During the convention, daily deposits shall be made as follows, Friday's collections shall be deposited on Saturday morning, Saturday collections shall be deposited Sunday morning, final day's collections shall be deposited immediately after the convention ENDS.

A Cash register and/or receipt book shall be placed at both the Registration and Merchandise tables. Only subcommittee members with 2 years or more clean shall be allowed to work the registers or collect monies. At no time during operation hours shall the Registration or Merchandise table be left unattended.

Banquet or breakfast **ALL** tickets sold prior to the event are refundable up to seven days prior to the event. All banquet or breakfast tickets sold after seven days prior to the event are non-refundable. Reference to this policy shall be clearly stated on all tickets and any promotional literature created for these events.

Check requests shall be required for all money disbursements made from budgeted funds. Every subcommittee shall be provided with check requests, which must be submitted to the TREASURER prior to issuance of any checks.

12. Individual Line item amounts may be revised within each subcommittee's individual budget as long as it does not affect the bottom-line figures for their budget. These revisions must be reviewed and approved by the committee to ensure that they remain in line with the overall budget.

Committee's will submit three (3) Bids for any contract, Except for hotels.

SITE SELECTION

1. The site selection committee is comprised of three (3) to four (4) members including the Chair and the Vice-Chair. The Chair presides over this committee.
2. This subcommittee should contact perspective hotels and collect information for comparison that leads to the selection of the convention site. Usually there is one hotel which stands out from the rest in terms of being easy to work with, offering good room rates, sufficient conference halls for large meetings, workshops and banquet rates.
3. Spending the time asking questions repeatedly during the negotiations keeps the convention from being overcharged. When negotiating the contract, have it put in writing that individuals are responsible for their sleeping rooms, that the committee is only responsible for the common Areas of the hotel such as the halls, pool Areas, lobby and meeting rooms. Also, that the Hotel will supply all in-house equipment at no cost, such as easels, pads, risers, podiums, microphones, etc. If you need anything that the hotel has to rent, the committee will pay for that.
4. Buffet meals are easier for the hotel staff to move people in and out quicker than normal restaurant food. Explain to the hotel that we eat a lot. Negotiate reasonable prices for those buffets, as that will determine how successful it will be. One suggestion is to have the buffet schedule integrated into the mealtime slots in the program. Try to let the room set-up to remain the same throughout the convention as much as possible. This way all the hotel will need to do is refresh the rooms during breaks.

5. The option to hold a banquet will be voted on a yearly basis.
6. No rooms or meals shall be accepted by any member of the committee member with the exception of those members needing to be at the convention one day prior to or following the convention, to be determined by the convention Committee.

REQUIREMENTS FOR SUBCOMMITTEE CHAIRS

- (a) Minimum of three (3) years clean time, except Arts & Graphics, Hospitality Chair and Marathon Chair, their minimum clean time is (2) years.
- (b) Prior convention experience or prior experience as a chairperson.
- (c) Merchandise Chairperson shall not be affiliated with any merchandising companies.

COMMITTEE

The Host Committee meets monthly starting with its creation, except one month prior to the convention when it meets weekly. All convention committee meetings should take place at a regularly scheduled time and place, (if possible, at the main convention site) and follow the current guidelines. If additional guidance is needed, the committee will follow the current edition of ~~Roberts~~ ~~Rules of Order~~. The purpose of these meetings is to get and share information regarding the carrying out of the convention. The Committee meetings are open to anyone and an effort should be made to encourage support including participation from all members. The only people having a voice on the floor are the Committee members. Other NA members only have a voice at the discretion of the Chair. The only voting members are the Committee and the Chair in case of a tie.

(f) The first responsibility of the Host Committee should be the selection of the theme and logo. After this is accomplished, work should be started on a registration flyer. Each Chairperson needs to set about the formation of their committee, as well as being familiar with the Convention time schedules, budgets, etc. The Subcommittee Chairperson will submit reports, recommendations and other details about their Areas responsibility.

The Committee will submit three themes and logos ranked in order of their preference for consideration.

SUBCOMMITTEES DUTIES OF SUBCOMMITTEES

All subcommittees are accountable to the Convention Committee.

(a) Subcommittee Chairpersons should have general qualifications as outlined in the general qualification sections. Specific service or personal experience should be considered prior to election or appointment. It should be duly understood that the Subcommittees have specific service responsibilities to perform.

(b) 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. Each Subcommittee has only one Chairperson who then recruits committee members? A list of all committees is provided in these guidelines, although other committees may be established if needed. However, experience has shown that most other responsibilities can be

incorporated within the framework provided. EACH SUBCOMMITTEES SHOULD ELECT A VISE CHAIR.

(c) Each Subcommittee Chair should be aware of what responsibility each member has assumed, and make sure that every task is carried out. Subcommittees maintain accurate records of the activities of the committee as well as correspondence. Financial reports, including needs, expenditures and records are included with each committee report.

(d) The Subcommittees of the Convention Committee work together. At the onset, each committee should decide whether or not they will use the services of another committee, or address that particular Area of business themselves. Although either way is effective, remember cooperation and consideration is the best way to make this work. All Subcommittee actions are subject to the approval of the entire Convention Committee and must approve all contractual obligations.

ARTS & GRAPHICS

(i) Responsible for all designs at the convention, including the themes for the convention. Comprised of members who are artistic and energetic. Prior to the convention, this subcommittee is responsible for designing the convention banner (6x8qwith grommets), tickets, logos, flyers, convention posters, direction posters, etc. Also is responsible for designing T-shirts, coffee cups and other merchandise logos.

(ii) This subcommittee should present a variety of designs (collected from the fellowship) for each item to the full convention committee for a vote. No artwork shall depict drugs or drug paraphernalia. All material must be kept within our Twelve Traditions and must be voted on by the entire Convention Committee.

It is the responsibility of this committee, with cooperation from Entertainment, to set up the decorations at the dance and the banquet, keeping within the assigned budget.

(iv) This committee is also responsible for getting bids (at least 3) from individuals or companies necessary for the production of Arts & Graphics on the convention logo, flyers, banner and any signs needed for the convention. It is recommended to include vendors who have provided quality product and excellent service as this leads to a good rapport and results in better pricing. This committee should solicit the fellowship for logo and theme ideas. This committee is not responsible for choosing the logo as this is left to the Committee as a whole.

AUCTION GUIDELINES

(i) This subcommittee is responsible for the auction at the annual convention.

(ii) Will print and post flyers on the website and e-mail blast requesting merchandise for auction from the NA community.

(iii) Will keep detailed records of all merchandise received including all merchandise from previous auctions and archives with detailed receipts.

(iv) Will receive one (1) item each from previous years' auction for current convention auction.

(v) This committee should work closely with the registration committee to

include flyers e-mailed to other regions in our fellowship.

(vi) Persons collecting money will immediately turned over to the Committee Treasurer.

(viii) Auction will be conducted with paddles and a tally sheet, but only if two members are monitoring the transactions.

All items not sold at auction will be stored for the following year's auction.

Auction to be alternative to dance and comedy show or other time slot agreed upon by the entire convention committee.

It is suggested that the Treasurer have an assistant to record all bid prices on Auction sheet, while Treasurer collects money and makes change.

CONVENTION INFORMATION

(i) The purpose of the Convention Information Subcommittee is to let the fellowship know about the convention and to provide information services during the convention. Should work in conjunction with the ASCs Public Information Subcommittee. Must work within all of the Twelve Traditions of NA. Works with other subcommittees in regards to dispensing information:

(ii) Informs all hospitals and institutions within the Geographic location at least 120 days prior to the convention date. By phone or e-mail, establish contact person and continue to communicate directly with them via e-mail. Keep this list in the Convention Information Binder for future use.

(iii) Ensures information is submitted and is printed in the NA Way and WSO Newslines.

(iv) Sends information to all Area's and regionally endorsed newsletters and RD's internationally by e-mail or their website.

(v) Follows up with contact on a regular basis until the convention by e-mail or phone.

(vi) Convention Information will prepare information packages for the press. Keep a list of the Press Kit Contents in the Convention Information Binder.

(vii) The Convention Information Committee should appoint a member to work with the Regional PR Committee to set up a table at the convention to assist and answer questions of people who are not NA members or part of the convention, also to instruct any members of the press of the do's and don'ts in keeping with the 12 Traditions. The reasons to involve the Regional PR committee are that they have set policy, procedures and most importantly experience in dealing with the press.

(viii) The registration and wearing badges is a **must** in case of accidents or injuries incurred at the hotel. If someone is injured and that results in an individual suing another individual or the hotel and they are not registered with the convention or are staying in the hotel as a registered guest, they have legally no business been in the hotel. So, it is for their protection that these badges are worn and individuals are registered with the convention. This policy, therefore, protects them as well. Whether you give away their registration for free or not, registration with the convention is a must, simply for the sake of liability. **This is not a matter of traditions; it is a matter of legal responsibility.** It is the Convention Information's responsibility to submit a statement regarding this issue to the Program and Registration Committees for inclusion in the program. Anyone not wearing a badge will ONLY be allowed into any workshop, main meeting and marathon meeting.

(ix) Utilize a convention behavior sheet in your own words that is appropriate (i.e. what is not proper behavior).

- (x) Some things to look for or to provide:
- (xi) Local meeting lists.
- (xii) NA literature.
- (xiii) A map of the Area with local restaurants.
- (xiv) Information on transportation to and from the airport.
- (xv) A safe, professional baby-sitting service may provide information to accommodate the needs of NA members with small children. Work closely with the Hotel Liaison and the hotel as they usually have a group of companies they already work with.

Treatment Center Letter:

**SBACNA
P.O. Box xxxxx
Hollywood, Florida XXXX**

DATE

FACILITY NAME
ADDRESS
ADDRESS

RE: South Broward Area Convention of Narcotics Anonymous (SBACNA)

Dear Director:

We are pleased to announce that the South Broward Area Convention of Narcotics Anonymous will be held in *City*, Florida this year on *Date*. The convention is being held at the *Hotel, Address*. Our hope is to carry a message of recovery to addicts who still suffer. The convention will have daily workshops, nightly speaker meetings, dances, pool parties and overall good clean fun. For further information please see the enclosed flyer or visit our website at www. XXXXX

Please consider this letter an invitation to current residents of your facility. While there is a registration fee, we do have provisions for newcomers and would be glad to discuss the possibility of accepting a small donation for your residents to attend. If you are interested in making this type of arrangement, please contact our Convention Information Chair at the number listed below.

Should you have any questions or need further information, please give us a call. We look forward to seeing you and your residents at the convention.

In Loving Service,

Name
Title
Contact Phone #
SBACNA Roman Numeral XXXXX

FOLLOW UP LETTER:

ENTERTAINMENT & FUNDRAISING

- (i) This subcommittee is responsible for fund-raisers and entertainment during the convention. New members, not familiar with the 12 Traditions may be confused by the concept of fundraising in NA because it is so unlike the kind of fundraising done by other organizations, even non-profit ones. **We never, under any circumstances, accept monetary contributions or gifts from any outside source.** In NA, whenever we need to raise funds, we do so from our own membership. The purpose is to raise funds and at the same time have fun. To do this we should try to keep down expenses. Elaborate and expensive decorations are not necessary for our members to have a good time. We have a good time being among each other in a festive place. Raffles as a means of fundraising prior to the convention, at events as the fundraiser itself or at the convention should be limited to NA recovery items or to experience the convention such as registrations, banquet tickets or hotel stays. Never use items purchased from retail stores outside of the scope of NA and recovery or cash.
- (ii) The Host Committee fund-raiser is at the hotel where the convention is to be held. The reason for this is to generate excitement and to show the fellowship the facility and hopefully to get them to register and secure a hotel room. If the space provided is not large enough to accommodate a fundraiser or it is financially unrealistic to hold the event at the Host Hotel, a site within a reasonable proximity may be used upon the approval of the committee.
- (iii) The Fundraising Chair should stay in touch with the Area Activities Chairs and provide any support that they may need. Someone from the committee should attend all fundraisers for support and to collect any funds generated, and then turn them over to the treasurer. Some tasks include securing DJ's or a band for the fund-raisers and convention, purchasing and setting up decorations, volunteers to collect money or tickets at paid events and to sell raffle tickets. As with merchandising, it is suggested that anyone handling money have at least two (2) years clean time. Posters and flyers should be printed at least two (2) months prior to the fund-raiser. This committee should work closely with the Area PR Sub-Committee to ensure that there are no other NA functions going on at the same time.
- (iv) This subcommittee is also responsible for the entertainment activities; selecting DJ's or bands to be used at the convention dances. They also arrange for all other forms of entertainment that are provided in conjunction with the convention. There are many activities that the committee can put on besides dances. Some that have been done in the past are pool parties, comedy shows, oldies shows, coffee shop with/without professional or fellowship entertainers, tug-of-war, volleyball and many other games and contests. This committee needs to submit a minimum of three (3) bids for entertainment packages.

- (v) All actions of this committee are subject to approval by the Committee as a whole. Contracts for these services will be reviewed by all members and upon approval of the Committee, signed by the Chair.
- (vi) All events should be planned taking into consideration the program and hospitality committees. Times for each event should be included in the convention program.
- (vii) 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 lithography are crucial because these flyers, in a sense, represent NA to the public. If a band is performing, their name should not appear on the flyer, as this is promotion from outside enterprises. Also, the name Narcotics Anonymous should not be used, only the initials. NA members come and support NA, not the band, or DJ. If it is acceptable to the Committee, then the Arts & Graphics Subcommittee can design the flyers. At events, while accepting a check, an address and phone number will be provided.

Golf Tournament Fundraiser

All players need to be registered for the convention. Teams of four (4) must register together for the golf event or individual registrants will be assigned to a team

Mulligan

Purchased prior to the start of the game, sold per ticket (mulligan) and can be redeemed at any time during the game. These allow players to get a %do over+

The Scramble

This tournament allows a team of four to select the best shot in each individual series of hits. Then the entire foursome will take their next shot from this location. This pattern continues to the end of each hole. Keep in mind that when playing a scramble, you can drop your ball within one club length from where the chosen ball lies, but no closer to the hole. The advantage of a scramble golf tournament format is that each team will get its best possible score while wasting no time trying to locate balls hit into trees, sand traps, creeks, etc. The Scramble is usually played with teams of four, but can be played with more team members or as little as two per team.

Prizes may be given for the best team, 1st place, longest drive (monitor specific hole) and closest to pin. In the past prizes have been embroiders polo shirts, trophies or medallions.

HOSPITALITY - GREETERS COMMITTEE

- (i) The responsibility of this committee is to provide an open hospitality room that will remain open 24 hours a day for the entire convention.
- (ii) The first six months after the Hospitality Committee has been formed is just to ensure that responsible people are assigned to the various subcommittees within the core committee. The greeters committee and hospitality suite committee are the ones that require a lot of volunteers.

- (iii) These two (2) chair people should have an organized list of volunteers at least two (2) months prior to the convention.
- (iv) For the hospitality suite coffee, snacks or fresh fruit should be provided at least in the morning if permitted by the Host venue. Activities such as cards, backgammon, chess, checkers or other board games may be provided. For the hospitality suite it is suggested that it have poster boards with rules printed on it to alert every one of the dos and don'ts of the suite. Some of the don'ts include:
 - (v) NO Sleeping
 - (vi) NO Showering
 - (vii) NO Storage of Personal Belongings
 - (viii) NO Gambling, etc.
- (ix) This committee should get at least three (3) bids for the snacks, supplies, coffee and fruit.
- (x) Some things to look for or to provide:
 - (xi) Lost and Found
 - (xii) Message Board
- (xiii) Several months prior to the convention, have on-site tours of convention facilities for the purpose of familiarizing themselves with all the facilities.

HOTEL LIAISON

- (i) Whoever is chosen as the Hotel Liaison, it is advisable that the individual have prior convention experience, a business background and present himself/herself to the hotel in business attire. The hotel industry can be very judgmental and they will be more accepting of the group if the representatives present themselves in a businesslike manner. Once the contract is signed, all other committee members should go through the Hotel Liaison to speak with the hotel staff. This will eliminate confusion and misinformation within the committee, fellowship and hotel staff.
- (ii) Let the hotel know that we are slow to reserve rooms. Contact the reservation department once a month from the signing of the contract until three (3) months prior to the convention, then on a weekly basis from two (2) months prior until the convention, to keep abreast of the reservation progress, this way if the rooms are slow, you can push the "reserve early" concept. The Hotel Liaison is responsible for the coordination of all activities in the hotel during the convention, as well as arranging all set-ups at meetings (number of chairs, rooms, times, sequences, microphones, types of set-ups, podiums, risers, tables, etc.).
- (iii) Make the hotel aware of the items that should be stocked in the gift shop such as aspirins, cigarettes, munchies, etc. Make sure that they stock all of the vending machines in the hotel and possibly have them restocked during the convention. See if they will extend the gift shop hours to at least 11:00 p.m. on Friday and Saturday and the coffee shop until at least 2:00 a.m.
- (iv) Have the banners in a secure Area that can be locked while hung during the convention. Lately, fellowship wide, it has become a childish prank to rip off the convention banners. As soon as the Saturday night dance is over, secure the banner. Do not let them sit, either unattended or unsecured. Let the hotel know that the only person that should be allowed to receive the banners is whomever you (the Host Committee) designate to take charge of these banners.

(v) Advise the hotel to block pay television channels and outside phone access including local calls in the Hospitality Suite.

At the end of the Convention update timeline and make sure that all documentation and Binders are handed to the BOD Vice President. It is recommended that the outgoing host members be present at Host elections to offer their experience and direction and to be available for the newly elected Host members.

MARATHON

(i) The purpose of this committee is to offer any convention attendee a non-topic open meeting in which he/she may participate throughout the convention. The objective of the committee, before the convention, is to solicit people to chair marathon meetings. During the convention, this committee is responsible for keeping the meetings running smoothly.

(ii) The Marathon Committee can select the format for the marathon meetings, although experience has shown that the best format seems to be opening the meeting at the beginning of the convention with any necessary reading, then having the chairperson open the meeting up for discussion. Subsequent chair people will then only introduce themselves and carry on the discussion, taking place at the time. This is in contrast to each chairperson opening and closing separate meetings. As needed, they suggest topics. As typical in the marathon room, most people bring their own topics.

To solicit chair people, you can distribute flyers or request letters at the RSC and at ASCs. When you have enough names, you can draw them from a hat or assign them to particular time slots. Replies are mailed out to all chair people to inform them of their respective time and date to chair. Also, a list of chair people and their times to chair can be posted outside the marathon room as a convenient reminder. One way to get chair people is to go over the registration forms for people who had requested to chair a meeting. Most are delighted to help. The hardest slots to fill seem to be during the banquet hours. You may find it easy to get people from the host Area who are not going to the banquet. The suggested clean time for Marathon Meeting Chairperson is six (6) months.

(iv) Have shift sheet posted outside Marathon Room to give convention attendees opportunity to sign up.

MERCHANDISING

Careful consideration should be made in selecting items to be sold at the convention and how many of each item should be ordered. There should be records from the previous year's convention pertaining to that number of attendees and the number of shirts, mugs, etc., that were sold. It is always better to order conservatively. The committee will make the final decision on the quantity, type and selling price of merchandise to be sold at the annual convention based on the recommendation from the

Merchandising Committee. Any region, Area or convention that wishes to sell merchandise at open store must first get approval from the XXXX.

Careful consideration should also be made in negotiating the purchase price of items selected for sale. Three (3) different bids **must be** submitted for consideration. It is recommended to include vendors who have provided quality product and excellent service as this leads to a good rapport and results in better pricing. All items selected by the merchandising committee must first be approved by the Committee as a whole. The merchandising committee should submit a complete summary of information regarding the ordering, marketing and shipping of the items selected for sale at the convention, and the time frames for obtaining the items.

The merchandising committee shall prepare, and shall have the approval, of the store hours of the annual convention. Store hours should be established in conjunction with the program and hospitality committees.

Also, this committee is responsible for delivering all receipts and purchase orders to the Host Committee treasurer along with a list of outstanding monthly basis.

(v) Pre-convention Merchandise sales can help determine what the committee can do and cannot do at the convention. A member of this committee should be in attendance at all fund-raisers and at as many other NA functions to sell T-shirts. The more pre-convention items sold means more revenue for the convention and every time a shirt is worn by an NA member, others become aware of the event. So, in effect, you get free advertising along with revenue.

This committee should work closely with the Registration Committee in ordering items for the registration packets.

During the convention, volunteers will be needed to work in the store. Due to the handling of large sums of money, that anyone working the cash register has at least two (2) years clean time. All money collected by this committee will be immediately turned over to the convention treasurer, who makes sure that it is immediately turned over to the Treasurer. Should remember to add the artwork price and the freight into the price of the items purchased. The amount of merchandise ordered for the convention and the Committee as a whole shall determine the selling

At events, while accepting a check, an address and phone number will be provided.

PROGRAM COMMITTEE

The Program committee is comprised of a minimum of one representative from each Home Group with a maximum of ten (10) members. In the event the second Program Committee meeting does not fill the positions, the positions will be open to all under new business at that meeting. Is responsible for the selection of topics, chair people and time of all meetings held at the convention, except for the Marathon meetings and main speaker meetings. The main speaker shall be a member of NA with a minimum of five (5) years clean time.

None of the speakers shall be a member of the Committee, none of the main speakers shall have previously been a speaker at a South Florida Regional Convention within the last 5 years.

Main speaker cannot be a spouse, sponsor, boyfriend/girlfriend or sponsee of a program committee member.

The Program Committee shall submit to the committee as a whole recordings for each of the main speakers along with a recommendation. The whole will make the final decision on each of the main speaker meetings taking into consideration the recommendation of the Program Committee.

This should be done no later than three (3) months prior to the convention.

The program committee may consider unused recordings from last year's submissions.

Potential speaker and program participants are people who base their recovery on powerlessness over addiction, and identify themselves as Addicts (only) to sustain their recovery. These qualifications assure that a NA member gets an NA message. The best speakers are those who address recovery as if their lives, as well as the lives of their listeners depend on it.

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

These workshops allow attending members to learn about various aspects of the program and recovery.

It is important to schedule similar workshops consecutively rather than at the same time. This allows interested members to attend an entire series of related workshops (i.e. 12 Steps) rather than having to choose between two or more workshops they would like to attend.

You should attempt to have a balance of workshops for newcomers, service minded persons, and spiritual discussions. The following guidelines should be followed regarding workshops:

(Workshop speakers cannot be a member of the Host Committee. Workshop speakers shall be members of NA with a minimum of two (2) years clean time.

One of the main problems in scheduling is the event of no-shows. In the event of a no-show, the Program Committee should have a pool of members available from which to select replacements.

(Main speakers usually receive a registration packet, banquet, comedy & depending on if local or out of state speaker room nights.)

REGISTRATION

Usually the first people convention attendees meet are those members manning the registration tables. How well they are treated, in many ways, sets the tone for how the convention comes off. Smooth, prompt, orderly and hospitable services are key ingredients to successful registrations. Therefore, organization and planning by this committee is very important. This committee is the busiest committee of every convention. Although, most of its work is completed in the weeks prior to, and during the convention, its responsibilities begin with the advanced planning. The first task is to design a registration flyer with the assistance of the Arts and Graphics Chair, which must be done well in advance (at least eight (8) months prior to the convention). All pre-registration, registration and event prices are to be set by the committee as a whole. It is suggested that **\$XXXXX** be the set registration price

The written instructional and returnable parts of the registration form should be written with clarity, organization and ease of understanding in mind. The registration flyer should also be one page for web and e-mail access. All information that could possibly be needed must be considered and included such as cut off dates, directions and non-affiliation statements. Once approved by the Host Committee, this needs to be distributed at the SFRSC to all RCMs throughout the state and to all out of state contacts. The Registration Committee should also do a direct mailing (an emailing via Blind Copy and mail via regular mail where email is not available to NA members listed on attendance rosters from previous conventions). Care should be taken in completing a list of all registrants at the convention for use by future convention committees, submit this list to the web Master for current and future e-mail blasts. In this manner, willing participants will have an opportunity to schedule their vacations or to make other arrangements to attend the convention well in advance. 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.

A clear understanding should be reached between the Registration Committee, the Committee, the Treasurer on the procedures for handling money and registrations. A minimum of 2 years clean time is required for all money handling at fund raisers and at the convention registration desk. Registration form records should be maintained on a weekly basis. From past experience it is suggested that a minimum order of 100 flyers for each area of the South Florida Region be purchased for the first printing.

As each registration is received by mail, website, PayPal, or direct sale, a record should be made indicating information about the registrant and all money received. All physical registration forms should be marked with the method of payment. If free registrations are given out at fund-raisers, the committee must keep careful records of what is provided and to whom.

A record system must be established to record and send e-mail receipts to all pre-registrants. A record of registration for non-addicts must be kept also. The system developed should be simple and clearly understood by all members of the committee. The records should be updated at least twice a month and then weekly beginning three (3) months prior to the convention. In this way, the full committee can be apprised of the financial status. This system can also be used to verify the treasurer records, and provide an indication of the solvency of the convention.

Another important task is assembling the registration packet. After this is done, prices for the items to be included in the packet should be obtained. During this time registration should present bids solicited from at least three (3) different vendors. When the convention is held _____ packets need to be provided and additional _____ badges with lanyards for newcomer and treatment centers. All contracts should be forwarded to the Chair for review and signing. Final preparation for the convention includes buying all the supplies for the registration table, assembling packets, ordering banquet and dance tickets and having all records of pre-registration up to date. An additional number of registration packets must be made for NA members from the new comer donations for those who cannot afford to register. **No person should be turned away.**

Volunteers must be acquired to sit at the registration table. A suggested shift for a team to work is two (2) hours. A member of the Registration Committee will attend all fund-raisers to sell registrations.

This subcommittee is responsible for preparation of a pre-registration form for the following year's convention, which may be sold during the current convention. Those moneys received and the registration forms shall be accounted for separately, and turned over to the at the end of the convention. To purchase event tickets i.e.: Comedy, banquet or other events. The full registration price must be paid.

A pre-convention form should be provided at the convention ONLY, for registration at next year's convention at a discounted price as determined ____.

SERENITY KEEPERS

The purpose of the Serenity Keepers subcommittee is to maintain an atmosphere of recovery and respect for the facility in which the convention is held.

The Serenity Keepers subcommittee function is to ensure that limited personnel and property damage occur and that the policy guidelines are followed.

The Serenity Keepers assist with crowd and line control at the convention. This includes but is not limited to main meeting entrances and exits, hallways in the main meeting areas and hotel entrance/ exit areas where crowds may gather. They are also an information source for members at the convention.

If any situations should arise the sub-committee chair shall be contacted immediately and subsequently they shall contact the convention chair or vice chair in order to rectify the situation.

The chairperson will draft a flyer to announce the formation of the subcommittee and the regularly Scheduled meeting dates with copies being distributed to all groups of the host zone.

Should determine within the committee what shifts to work that best meet the needs of the Convention and accommodates the number of volunteers within the committee.

The subcommittee conducts its activities within the scope of the budget.

The subcommittee shall provide %Serenity Keepers+T-shirt for committee members only. Design and bids must be approved

The subcommittee chair will be responsible for changing and maintenance of the Walkie-talkies during the convention. Subcommittee may find that cell phone communication is a better choice in the host venue, a phone list for communication shall be provided.

Subcommittee chair and designated members shall carry walkie-talkies during their assigned shift, unless cell phones have been chosen for communication.

Arts & Graphics Time Line

12 Months: Form a subcommittee and chose a vice chair. Schedule regular committee meetings and contact the vice chair and the board liaison with time and place of meetings. Prepare Report for host committee meeting. Design flyer Solicit the fellowship for pre-convention logo & theme ideas & pre-registration. (must have pre-registration price approved by BOD)

11 Months: Bring flyers to Host committee & BOD to be approved. Give flyers to host chair to distribute flyers to Region. Prepare report for Host committee meeting.

10 Months: Prepare report for Host committee meeting

9 Months: Bring all artwork & themes received to Host committee to select pre-convention logo & theme. Once logo & theme is approved by Host & BOD work with Merchandise committee for pre-convention t-shirts to be made. Design flyer Solicit the fellowship for convention logo & theme ideas. Prepare report for Host committee meeting.

8 Months: Be available to help any committee with design of flyers, tickets and posters. Prepare report for Host committee meeting.

7 Months: Bring all artwork received to be approved by Host & BOD for convention logo & theme. Once approved get with Merchandise, registration & serenity keepers committees for merchandise needed. Prepare report for Host committee meeting.

6 Months: Get 3 quotes to host committee on banner. Be available to help any committee with design of flyers, tickets and posters. Prepare report for Host committee meeting.

5 Months: Bring 3 bids to be approved for banner. Once approved by Host & BOD order banner. Meet with Entertainment committee to discuss Banquet and Dance decorations. Be available to help any committee with design of flyers, tickets and posters. Prepare report for Host committee meeting.

4 Months: Get 3 bids on all banquet & dance decoration. Be available to help any committee with design of flyers, tickets and posters. Prepare report for Host committee meeting.

3 Months: Bring 3 bids to be approved for banquet & dance decorations. Once bids approved order all material needed to make banquet center pieces. Design tickets for approval for comedy/banquet/golf/etc. for convention. Design and order any signs needed for convention. Work with Hotel Liaison to see what signs the hotel is going to provide. Prepare report for Host committee meeting.

2 Months: Make a pre-registration flyer for next year's convention to be approved by Host & BOD. (Price is \$10 at the convention only) Be available to help any committee with design of flyers, tickets and posters. Prepare report for Host committee meeting.

1 Month: Make copies of pre-registration flyers for the convention. Make all center pieces for banquet. Be available to help any committee with design of flyers, tickets and posters. Prepare report for Host committee meeting.

At the end of the Convention update timeline and make sure that all documentation and Binders are handed to the BOD Vice President. It is recommended that the outgoing host members be present at Host elections to offer their experience and direction and to be available for the newly elected Host members.

Auction Timeline

12 months: Form a subcommittee and chose a vice chair. Schedule regular committee meetings and contact the host vice chair and the board liaison with time and place of meetings. Prepare Report for host committee meeting.

11 Months: Prepare Report for host committee meeting.

10 Months: Prepare Report for host committee meeting.

9 Months: Get with Arts & Graphics to create a flyer requesting items for auction. Prepare Report for host committee meeting.

8 Months: Get flyer approved and distribute to Region. Prepare Report for host committee meeting.

7 Months: Prepare Report for host committee meeting.

6 Months: Distribute flyer to Region. Prepare Report for host committee meeting.

5 Months: Prepare Report for host committee meeting.

4 Months: Distribute flyer to Region. Prepare Report for host committee meeting.

3 Months: Prepare Report for host committee meeting.

2 Months: Create an inventory list of items received. Work with Arts & Graphics make numbered bid paddles. Make a spread sheet with paddle numbers to track sales at convention. Solicit 4 people for the convention; 1 person to do auction & 3 people to track sales and collect money. (2-year minimum clean time required for money collection. Prepare Report for host committee meeting.)

1 Month: Organize all items received. Prepare Report for host committee meeting.

At the end of the Convention update timeline and make sure that all documentation and Binders are handed to the BOD Vice President. It is recommended that the outgoing host members be present at Host elections to offer their experience and direction and to be available for the newly elected Host members.

Conv Info Timeline

12 months: Form a subcommittee and chose a vice chair. Schedule regular committee meetings and contact the vice chair and the board liaison with time and place of meetings. Prepare Report for host committee meeting.

11 Months: Post on NAWS website a request for speaker tapes, logo & theme, auction merchandise needed. Post a Convention announcement with pre-registration info on NAWS and other large NA websites, Lone Star, Greater NY,

Maryland, Washington DC, Arizona, etc. Prepare Report for host committee meeting.

10 Months: Prepare Report for host committee meeting.

9 Months: Prepare Report for host committee meeting.

8 Months: Prepare Report for host committee meeting.

7 Months: Ask hotel liaison to meet with concierge to get hotel layout. Prepare Report for host committee meeting.

6 Months: Post a Convention announcement with registration info on NAWS and other large NA websites, Lone Star, Greater NY, Maryland, Washington DC, Arizona, etc. Contact local H&I sub-committees for a list of treatment centers in area, get addresses, email and contact name. Draft a letter and email format to send to them with the registration form. Bring to Host committee to be approved. Once approved mail or e-mail them with registration flyer attached. Prepare Report for host committee meeting.

5 Months: Request PR booth & literature racks from Regional PR subcommittee chair. Work with Arts & Graphics to make a flyer asking for volunteers. Prepare Report for host committee meeting.

4 Months: Informs all hospitals and institutions within the Host Zone and Geographic location with Convention Information Letter. Bring volunteer flyer to Host committee for approval. Once approved make copies and give to Host chair to give to BOD president to distribute to all areas at Region. Do e-mail blast attaching flyer as well. Make signup sheet with shifts to work booth. Start to fill in shifts. Prepare Report for host committee meeting.

3 Months: Check the ware house & make an inventory as to what is left from last year. Display board (Red) literature racks 2; see what Spanish & English lit is left; plan on ordering what you need plus any new literature or demographic info from world. Continue to get shifts filled in for the convention. Prepare Report for host committee meeting.

2 Months: Follow up on letters sent to treatment centers. Order any needed literature. Make a press kit. Work with Hotel liaison to locate Convention Info location: check for power & make sure there is room for a table and display board. Continue to fill time slots to work booth. Follow up with treatment centers. Continue to get shifts filled in for the convention. Prepare Report for host committee meeting.

1 Month: check you supplies tape, stapler, laptop, post it notes for bulletin board, markers and pens, scissors. Continue to get shifts filled in for the convention. Prepare Report for host committee meeting.

At the end of the Convention update timeline and make sure that all documentation and Binders are handed to the BOD Vice President. It is recommended that the outgoing host members be present at Host elections to offer their experience and direction and to be available for the newly elected Host members.

Entertainment Timeline

12 months: Form a subcommittee and chose a vice chair. Schedule regular committee meetings and contact the host vice chair and the board liaison with time and place of meetings. Contact each area activities chairs to discuss hosting a fundraiser in their area. Prepare Report for host committee meeting.

11 Months: Start planning 1st fundraiser. Once details are confirmed get info to regional webmaster to be put on activities calendar. Make flyer with Arts & Graphics to be distributed at regional weekend. Prepare Report for host committee meeting.

10 Months: Get flyer approved by Host and distribute and have BOD president distribute at regional weekend. Get 3 bids for comedian. Prepare Report for host committee meeting.

9 Months: Host 1st fundraiser. Have BOD CFO or host treasurer at event for money collection. Plan 2nd fundraiser. Have arts & graphics make flyer. Bring comedian bids for approval by host & BOD. Once approved book comedian. Prepare Report for host committee meeting.

8 Months: Get flyer approved by Host and distribute and have BOD president distribute at regional weekend. Once details are confirmed get info to regional webmaster to be put on activities calendar. Prepare Report for host committee meeting.

7 Months: Host 2nd fundraiser. Have BOD CFO or host treasurer at event for money collection. Plan 3rd fundraiser. Have arts & graphics make flyer. Get 3 bids for DJ. Prepare Report for host committee meeting.

6 Months: Get flyer approved by Host and distribute and have BOD president distribute at regional weekend. Once details are confirmed get info to regional webmaster to be put on activities calendar. Bring bids for DJ for approval by host & BOD. Once approved book DJ. Prepare Report for host committee meeting.

5 Months: Host 3rd fundraiser. Have BOD CFO or host treasurer at event for money collection. . Plan 4th fundraiser. Have arts & graphics make flyer. Prepare Report for host committee meeting.

4 Months: Host 4th fundraiser. Have BOD CFO or host treasurer at event for money collection. Get flyer approved by Host and distribute and have BOD president distribute at regional weekend. Once details are confirmed get info to regional webmaster to be put on activities calendar. Plan 5th fundraiser. Have arts & graphics make flyer. Prepare Report for host committee meeting.

3 Months: Host 5th fundraiser. Have BOD CFO or host treasurer at event for money collection. Get flyer approved by Host and distribute and have BOD president distribute at regional weekend. Once details are confirmed get info to regional webmaster to be put on activities calendar. Plan 6th fundraiser. Book any airline tickets if needed for comedian. Prepare Report for host committee meeting.

2 Months: Host 6th fundraiser. Have BOD CFO or host treasurer at event for money collection. Prepare Report for host committee meeting.

1 Month: Confirm comedian & DJ for convention. Prepare Report for host committee meeting.

At the end of the Convention update timeline and make sure that all documentation and Binders are handed to the BOD Vice President. It is recommended that the outgoing host members be present at Host elections to offer their experience and direction and to be available for the newly elected Host members.

Hospitality Timeline

12 months: Form a subcommittee and chose a vice chair. Schedule regular committee meetings and contact the host vice chair and the board liaison with time and place of meetings. Prepare Report for host committee meeting.

11 Months: Prepare Report for host committee meeting.

10 Months: Prepare Report for host committee meeting.

9 Months: Prepare Report for host committee meeting.

8 Months: Prepare Report for host committee meeting.

7 Months: Prepare Report for host committee meeting.

6 Months: Prepare Report for host committee meeting.

5 Months: Prepare Report for host committee meeting.

4 Months: Prepare Report for host committee meeting.

3 Months: Get 3 bids on food & beverages allowed by hotel for convention.

Have approved by Host/BOD. Make a signup sheet and start getting people signed up for shifts. Prepare Report for host committee meeting.

2 Months: Get people signed up for shifts. Prepare Report for host committee meeting.

1 Month: Get people signed up for shifts Prepare Report for host committee meeting.

At the end of the Convention update timeline and make sure that all documentation and Binders are handed to the BOD Vice President. It is recommended that the outgoing host members be present at Host elections to offer their experience and direction and to be available for the newly elected Host members.

Marathon Timeline

12 months: Form a subcommittee and chose a vice chair. Schedule regular committee meetings and contact the host vice chair and the board liaison with time and place of meetings. Prepare Report for host committee meeting.

11 Months: Prepare Report for host committee meeting.

10 Months: Prepare Report for host committee meeting.

9 Months: Prepare Report for host committee meeting.

8 Months: Prepare Report for host committee meeting.

7 Months: Prepare Report for host committee meeting.

6 Months: Prepare Report for host committee meeting.

- 5 Months:** Prepare Report for host committee meeting.
- 4 Months:** Prepare Report for host committee meeting.
- 3 Months:** Make a sign-up sheet and start getting people signed up for 1-hour time slots. Marathon starts on the first day of the convention and does not close until the last day of the convention. Prepare Report for host committee meeting.
- 2 Months:** Get people signed up for time slots. Prepare Report for host committee meeting.
- 1 Month:** Get people signed up for time slots. Prepare Report for host committee meeting.

At the end of the Convention update timeline and make sure that all documentation and Binders are handed to the BOD Vice President. It is recommended that the outgoing host members be present at Host elections to offer their experience and direction and to be available for the newly elected Host members.

Merchandise Timeline

- 12 months:** Form a subcommittee and chose a vice chair. Schedule regular committee meetings and contact the host vice chair and the board liaison with time and place of meetings. Prepare Report for host committee meeting.
- 11 Months:** Get 3 bids for pre-convention t-shirts for 1 gross (144) Prepare Report for host committee meeting.
- 10 Months:** Bring bids to host & BOD for approval. Once bids and logo/theme are approved make pre-convention t-shirts. Prepare Report for host committee meeting.
- 9 Months:** Distribute t-shirts to be sold. Make log of who has shirts & how many. Bring pre-convention & past convention merchandise to fundraiser to sell. Prepare Report for host committee meeting.
- 8 Months:** Prepare Report for host committee meeting.
- 7 Months:** Get 3 bids for convention merchandise. Bring pre-convention & past convention merchandise to fundraiser to sell. Prepare Report for host committee meeting.
- 6 Months:** Bring bids and different options of merchandise to host & BOD for approval. Once approved order any merchandise with a long-time frame. Report for host committee meeting.
- 5 Months:** Bring pre-convention & past convention merchandise to fundraiser to sell. Prepare Report for host committee meeting.
- 4 Months:** Prepare Report for host committee meeting.
- 3 Months:** Order remaining merchandise for convention. Bring pre-convention & past convention merchandise to fundraiser to sell. Prepare Report for host committee meeting.
- 2 Months:** Bring pre-convention & past convention merchandise to fundraiser to sell. Prepare Report for host committee meeting.
- 1 Month:** Prepare Report for host committee meeting.

At the end of the Convention update timeline and make sure that all documentation and Binders are handed to the BOD Vice President. It is recommended that the outgoing host members be present at Host elections to offer their experience and direction and to be available for the newly elected Host members.

Programming Timeline

12 months: Form a subcommittee and chose a vice chair. Create a flyer with Arts & Graphics asking for speaker CD\$. Schedule regular committee meetings and contact the host vice chair and the board liaison with time and place of meetings. Prepare Report for host committee meeting.

11 Months: Bring flyer to host committee for approval. Once approved distribute at regional weekend. Send e-mail blast looking for main speakers. Prepare Report for host committee meeting.

10 Months: Start working on work shop topics. Prepare Report for host committee meeting.

9 Months: Start listening to any CD\$ received for main speakers. Prepare Report for host committee meeting.

8 Months: Start filling work shop slots. Send e-mail blast looking for main speakers. Prepare Report for host committee meeting.

7 Months: Continue to listen to main speaker CD\$ and filling in work shop slots. Prepare Report for host committee meeting.

6 Months: Get 3 bids for signers for main meetings. Prepare Report for host committee meeting.

5 Months: Bring bids for approval by host & BOD. Finalize main speaker choices. Submit to BOD for approval. Must submit 1st choice and 2nd choice for each main speaker. Finalize all work shop topics and time slots. Get all information to registration for program in registration packet. Finalize all work shop topics and time slots. Get all information to registration for program in registration packet. Prepare Report for host committee meeting.

4 Months: Prepare Report for host committee meeting.

3 Months: Book airline tickets for all main speakers. Give main speaker names to hotel liaison for room reservations and registration for registration packet & ticket info. Prepare Report for host committee meeting.

2 Months: Prepare Report for host committee meeting.

1 Month: Confirm all main speakers, & workshop speakers. Set up transportation from airport for main speakers. Prepare Report for host committee meeting.

At the end of the Convention update timeline and make sure that all documentation and Binders are handed to the BOD Vice President. It is recommended that the outgoing host members be present at Host elections to offer their experience and direction and to be available for the newly elected Host members.

REGISTRATION TIMELINE

12 months: Get BOD approval for pre-registration price. Get with Arts & graphics committee to make basic pre-registration flyer. Form a subcommittee and choose a vice chair. Schedule regular committee meetings. Contact the host vice chair and the assigned board liaison with time and place of meetings. Prepare report for host committee meeting.

11 Months: Get flyer approved by Host & BOD. Once approved make copies and give to Host chair for BOD president to take to Region to be distributed to all areas. Prepare report for host committee meeting

10 Months: Once pre-convention logo & theme is chosen work with Arts & Graphics committee to create another pre-registration flyer with logo. Send out e-mail blast to all past convention attendees with basic pre-registration flyer. Prepare report for host committee meeting

9 Months: Submit pre-registration flyer to host committee for approval. Once flyer is approved make copies and give to Host chair to give to BOD president for distribution at Region to all areas. Start working on registration packet merchandise, get 3 bids for approval. Confirm all timeframes as to how long merchandise will take to make. Prepare report for host committee meeting

8 Months: Bring merchandise recommendations for packets with 3 bids to be approved by Host & BOD. Send out an e-mail blast to all past convention attendees with pre-registration flyer. Work with Arts & graphics to make a final registration flyer once convention logo & theme is chosen. This flyer should be 2 sided and able to fold in the middle. Done on higher quality paper. You will need the following from the BOD . prices for registration/comedy show/banquet/any meal packages/any other entertainment that has a cost to it. You will also need to put detailed information on the hotel. Obtain 3 bids for the printing of a quantity of 10,000 final registration flyers. Prepare report for host committee meeting

7 Months: Submit registration flyer& bids to host committee & BOD for approval. Once flyer& bid is approved have 5,000 registrations printed. Prepare report for host committee meeting

6 Months: Order all registration packet merchandise. Bring 5,000 registration flyers & and give to the Host chair to give to the BOD president to distribute to all areas at Region. Send out e-mail blast with registration flyer attached. Prepare report for host committee meeting

5 Months: Prepare report for host committee meeting

4 Months: Print 5,000 registration flyers. Give 4,000 to the Host chair to give to the BOD president to distribute to all areas at Region. Keep 1,000 for the convention. Send e-mail blast to all past attendees with registration flyer attached. Prepare report for host committee meeting.

2 Months: Continue to fill shift schedule. Prepare report for host committee meeting.

1 Month: ticket Prepare report for host committee meeting.

3 Weeks: Prepare report for host committee meeting.

2 Weeks: Print all paid event tickets confirm with Host committee & BOD how many of each Assemble registration packets Prepare report for host committee meeting.

1 Week: Shift schedule finalized Prepare report for host committee meeting.

At the end of the Convention update timeline and make sure that all documentation and Binders are handed to the BOD Vice President. It is recommended that the outgoing host members be present at Host elections to offer their experience and direction and to be available for the newly elected Host members.

Serenity Keepers Timeline

12 months: Form a subcommittee and chose a vice chair. Schedule regular committee meetings and contact the host vice chair and the board liaison with time and place of meetings. Prepare Report for host committee meeting.

11 Months: Prepare Report for host committee meeting.

10 Months: Prepare Report for host committee meeting.

9 Months: Prepare Report for host committee meeting.

8 Months: Prepare Report for host committee meeting.

7 Months: Work with Arts & Graphics to make a flyer looking for people for time slots & convention. Prepare Report for host committee meeting.

6 Months: Bring flyer to host committee to be approved. Once approved make copies, give to Host chair to give to BOD president to be distributed to all areas at Region. Make sign-up sheet with time slots for the convention. Start signing people up for time slots. Prepare Report for host committee meeting.

5 Months: Work with Arts & Graphics committee to design t-shirts. Continue signing people up for time slots. Prepare Report for host committee meeting.

4 Months: Get design approved by Host committee. Work with Merchandise committee for 3 bids on t-shirts. Continue signing people up for time slots. Prepare Report for host committee meeting.

3 Months: Bring bids to Host/BOD for approval. Once approved & number needed, get with Merchandise committee to order shirts. Go to storage unit, make an inventory of number of radios. Test all radios and determine how many are in working order and how many will need to be purchased. Price radios to be purchased. Continue signing people up for time slots. Prepare Report for host committee meeting.

2 Months: Once radio purchase is approved, request check to purchase what is needed. Continue signing people up for time slots. Prepare Report for host committee meeting.

1 Month: Continue signing people up for time slots. Prepare Report for host committee meeting.

At the end of the Convention update timeline and make sure that all documentation and Binders are handed to the BOD Vice President. It is recommended that the outgoing host members be present at Host elections to offer their experience and direction and to be available for the newly elected Host members.

WEB MASTER

Purpose

The purpose of the Web Master is to leverage emerging technologies for the communications and operations of the South Florida Region Convention of Narcotics Anonymous, and changes should:

- ~ Reduce communication cost or increase efficiency.
- ~ Facilitate on line services for South Florida Region Convention of NA
- ~ Optimize communication in a helpful, spiritual, productive and professional manner.

Function

- ~ Develop information delivery strategies and problem resolutions as presented by the South Florida Region Convention of NA.
- ~ Assist areas in developing communication with the NA fellowship in regards with the South Florida Region Convention of NA.
- ~ Keep up to date documentation on security, passwords and configurations of technologies implemented by South Florida Region Convention of NA and the Host Secretary.
- ~ Maintain current knowledge on new methods of communication and message delivery to keep the South Florida Region Convention of NA cost effective.
- ~ Disseminate information throughout the intended Area/Region and the Fellowship at large.
- ~ Maintain a close working relationship with all other IT Coordinators, Boards, PR and Fellowship Development Groups.

Additional Qualifications and Responsibilities:

- ~ Working knowledge of the Fellowship Intellectual Property Trust, Copyright laws.
- ~ Maintain accountability to the South Florida Region Convention of NA with detailed documentation with the host Secretary
- ~ Basic understanding of, various web programming languages, tools used to manage websites and internet presence.
- ~ Consistent and unobstructed access to a computer, internet connection and e-mail.
- ~ Maintain and update website monthly, keep information and product pricing current.
- ~ E-mail data bank should be maintained and updated as new contacts become available. E-mail blasts sent out to the fellowship monthly with registration, information and event flyers.
- ~ Monitor shopping cart orders and disburse to the registration and merchandise chairs and keep accountability with the Host treasurer.
- ~ The South Florida Region Convention of NA website does not endorse any references or external links. It is our goal to link to web-pages that adhere to the Twelve Traditions of Narcotics Anonymous and the Narcotics Anonymous Fellowship Intellectual Property Trust (FIPT) policy.
- ~ Use the Fellowship Approved disclaimer, %Narcotics Anonymous is not affiliated with these organizations

Security

- ~ Maintain current documentation on security, permissions and contact information for implemented technologies with the BOD Secretary
- When a position changes at Region where a person has access to security documentation all passwords will be updated within 48 hours. Updated documentation will be sent to the BOD Secretary within 1 week.

Web Master Time Line

12 Months: Form a subcommittee and chose a vice chair. Update website with and post Preconvention flyer, artwork & theme Flyer and Open Position Flyer Prepare. Get e-mail addresses and contacts from the regional secretary and send out flyers to every area in our region. Prepare report for Host committee meeting.

11 Months: Maintain website, post new flyers and events as they come up and monitor PayPal/shopping cart orders. Create e-mail list from registration and previous lists and prepare an e-mail blast to send out to fellowship with events and registration flyer. Prepare report for Host committee meeting.

10 Months: Maintain website, post new flyers and events as they come up and monitor PayPal/shopping cart orders. Prepare an e-mail blast to send out to fellowship with events and registration flyer. Prepare report for Host committee meeting.

9 Months: Maintain website, post new flyers and events as they come up and monitor PayPal/shopping cart orders. Prepare an e-mail blast to send out to fellowship with events and registration flyer. Prepare report for Host committee meeting.

8 Months: Maintain website, post new flyers and events as they come up and monitor PayPal/shopping cart orders. Prepare an e-mail blast to send out to fellowship with events and registration flyer. Prepare report for Host committee meeting.

7 Months: Maintain website, post new flyers and events as they come up and monitor PayPal/shopping cart orders. Prepare an e-mail blast to send out to fellowship twice a month with events and registration flyer. Prepare report for Host committee meeting.

6 Months: Maintain website, post new flyers and events as they come up and monitor PayPal/shopping cart orders. Prepare an e-mail blast to send out to fellowship twice a month with events and registration flyer Prepare report for Host committee meeting.

5 Months: Maintain website, post new flyers and events as they come up and monitor PayPal/shopping cart orders. Prepare an e-mail blast to send out to fellowship twice a month with events and registration flyer Prepare report for Host committee meeting.

4 Months: Maintain website, post new flyers and events as they come up and monitor PayPal/shopping cart orders. Prepare an e-mail blast to send out to fellowship twice a month with events and registration flyer Prepare report for Host committee meeting.

3 Months: Maintain website, post new flyers and events as they come up and monitor PayPal/shopping cart orders. Prepare an e-mail blast to send out to fellowship twice a month with events and registration flyer Prepare report for Host committee meeting.

2 Months: Maintain website, post new flyers and events as they come up and monitor PayPal/shopping cart orders. Prepare an e-mail blast to send out to

fellowship twice a month with events and registration flyer Prepare report for Host committee meeting.

1 Month: Maintain website, post new flyers and events as they come up and monitor PayPal/shopping cart orders. Prepare an e-mail blast to send out to fellowship twice a month with events and registration flyer Prepare report for Host committee meeting.

At the end of the Convention update timeline and make sure that all documentation and Binders are handed to the BOD Vice President. It is recommended that the outgoing host members be present at Host elections to offer their experience and direction and to be available for the newly elected Host members.