TRI-STATE REGION
OF
NARCOTICS ANONYMOUS
CONVENTION GUIDELINES
"START TO LIVE"

TSRSCNA Approved 10/13/01
## CONTENTS

I. Purpose

II. Convention Committee
   A. General Qualifications
   B. Miscellaneous Policies
   C. Cleantime Requirements

III. Convention Committee Meetings
   A. Suggested Meeting Format
   B. Convention Committee Voting Procedures

IV. Elections
   A. Procedures
   B. Removal of Trusted Servants

V. Reports
   A. Convention Chair's Report
   B. Subcommittees Chair's Report

VI. The Executive Committee
   A. Chair
   B. Executive Vice-Chair
   C. Vice-Chair
   D. Treasurer
   E. Hotel Liaison

VII. Other Trusted Servants
   A. Vice Treasurer
   B. Secretary
   C. Vice Secretary
   D. Hotel Vice-Liaison

VII. Subcommittees
   A. Activities Chair
   B. Additional Needs Chair
   C. Arts & Graphics Chair
   D. Convention Information Chair
   E. Greeting Chair
   F. Merchandise Chair
   G. Program Chair
   H. Tickets & Registration Chair
I. PURPOSE

✓ The Tri-State Region of Narcotics Anonymous holds its annual "Start To Live" convention for the purpose of bringing the fellowship together to carry the message to the still suffering addict, and celebrate our recovery with meetings, workshops and other activities. It shall also be a means of providing funds where practical for the Tri-State Regional Service Office, Inc. (TSRSO).

II. CONVENTION COMMITTEE

The Convention Committee consists of the Executive Committee, Subcommittee Chairs and Subcommittee Vice Chairs, and Other Trusted Servants. Details for each of these positions will be found within these guidelines. Subcommittee membership in the Convention Committee is open to all members of the fellowship.

The Convention Committee is directly responsible to the Tri-State Regional Service Office (TSRSO) Board of Directors (BOD), particularly on financial matters. The Convention Committee is accountable to the Tri-State Regional Service Committee of Narcotics Anonymous (TSRSCNA), particularly on philosophical matters.

A. GENERAL QUALIFICATIONS

✓ Membership and active involvement in Narcotics Anonymous.
✓ Experience with NA conventions and/or other service committee work.
✓ Willingness to give the time and financial resources necessary.
✓ Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA.
✓ Homegroup membership within the Tri-State Region.

B. MISCELLANEOUS POLICIES

The following requirements apply to all Trusted Servants and/or Subcommittee Chairs and Vice Chairs:

✓ No Trusted Servant of the Convention Committee shall sign any contracts or make verbal commitments without prior approval of the BOD.
✓ No Trusted Servant of the Convention Committee shall act as a vendor for the Convention.
✓ All nominees for any position must be nominated as per TSRSCNA election policy, except Subcommittee Vice Chairs, whose elections are addressed later in this document.
✓ Receipts must be submitted before any reimbursement of expenses.
✓ Any activity, new or unused for two previous years, must be presented through the RSC for approval.
### C. CLEAN TIME REQUIREMENTS

<table>
<thead>
<tr>
<th>Executive Committee</th>
<th>Clean Time Requirement</th>
<th>Voting Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>5 years</td>
<td>Yes</td>
</tr>
<tr>
<td>Executive Vice Chair</td>
<td>5 years</td>
<td>Yes</td>
</tr>
<tr>
<td>Vice Chair</td>
<td>4 years</td>
<td>Yes</td>
</tr>
<tr>
<td>Treasurer</td>
<td>4 years</td>
<td>Yes</td>
</tr>
<tr>
<td>Hotel Liaison</td>
<td>4 years</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Trusted Servants</th>
<th>Clean Time Requirement</th>
<th>Voting Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretary</td>
<td>2 years</td>
<td>Yes</td>
</tr>
<tr>
<td>Vice Secretary</td>
<td>1 year</td>
<td>No</td>
</tr>
<tr>
<td>Vice Treasurer</td>
<td>3 years</td>
<td>No</td>
</tr>
<tr>
<td>Hotel Vice Liaison</td>
<td>3 years</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subcommittee Chairs</th>
<th>Clean Time Requirement</th>
<th>Voting Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities Chair</td>
<td>3 years</td>
<td>Yes</td>
</tr>
<tr>
<td>Additional Needs Chair</td>
<td>2 years</td>
<td>Yes</td>
</tr>
<tr>
<td>Arts &amp; Graphics Chair</td>
<td>2 years</td>
<td>Yes</td>
</tr>
<tr>
<td>Convention Information Chair</td>
<td>3 years</td>
<td>Yes</td>
</tr>
<tr>
<td>Greeting Chair</td>
<td>3 years</td>
<td>Yes</td>
</tr>
<tr>
<td>Merchandise Chair</td>
<td>4 years</td>
<td>Yes</td>
</tr>
<tr>
<td>Program Chair</td>
<td>5 years</td>
<td>Yes</td>
</tr>
<tr>
<td>Tickets &amp; Registration Chair</td>
<td>4 years</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subcommittee Vice Chairs</th>
<th>Clean Time Requirement</th>
<th>Voting Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities Vice Chair</td>
<td>2 years</td>
<td>No</td>
</tr>
<tr>
<td>Additional Needs Vice Chair</td>
<td>1 year</td>
<td>No</td>
</tr>
<tr>
<td>Arts &amp; Graphics Vice Chair</td>
<td>1 year</td>
<td>No</td>
</tr>
<tr>
<td>Convention Information Vice Chair</td>
<td>2 years</td>
<td>No</td>
</tr>
<tr>
<td>Greeting Vice Chair</td>
<td>2 years</td>
<td>No</td>
</tr>
<tr>
<td>Merchandise Vice Chair</td>
<td>3 years</td>
<td>No</td>
</tr>
<tr>
<td>Program Vice Chair</td>
<td>5 years</td>
<td>No</td>
</tr>
<tr>
<td>Tickets &amp; Registration Vice Chair</td>
<td>4 years</td>
<td>No</td>
</tr>
</tbody>
</table>
III. CONVENTION COMMITTEE MEETINGS

All Convention Committee meetings, except the special hotel meetings, will take place at regularly scheduled times at the Tri-State Regional Service Office, and are required to be reserved on the regional calendar at the regional service office. Convention Committee meetings are scheduled monthly until two months prior to the convention, at which time they may take place as the committee sees fit. It is best to schedule at least three hours to conduct Convention Committee business.

To aid and facilitate the business of this committee, we have adopted Robert’s Rules of Order, to be used at the Chair’s discretion, except where they conflict with these guidelines or the policies of the Tri-State Regional Service Committee of Narcotics Anonymous (TSRSCNA) or the Twelve Traditions and Twelve Concepts for NA Service. The purpose of these meetings is to gather and share information regarding the planning and facilitation of the convention. The Regional Taping Committee Chair, a TSRSCNA representative and a TSRSO Board of Directors (BOD) liaison may also be present at Convention Committee meetings. Every effort shall be made to encourage support and participation from all members. Care shall be exercised during the planning process to involve all Areas in the Tri-State Region.

A. SUGGESTED MEETING FORMAT

1. Open w/ the Serenity Prayer
2. Readings: Twelve Traditions & Twelve Concepts
3. Roll Call / Attendance
4. Approval of last month’s minutes
5. Chair’s Report
   A. Executive Committee Report
   B. TSRSCNA Meeting Report
   C. BOD Meeting Report
   D. Budget Performance Report
6. TSRSCNA Representative Report
7. BOD Liaison Report
8. Regional Taping Committee Report
9. Subcommittee Reports
10. Treasurer’s Report
11. Old Business
12. New Business
13. Announcements of time and place for next meeting
14. Close with the Serenity Prayer

B. CONVENTION COMMITTEE VOTING PROCEDURES

✓ Executive Committee members and Subcommittee Chairpersons can vote on motions presented at the Convention Committee meeting.
✓ Motions can only be made and seconded by Executive Committee members and Subcommittee Chairs, or by the Vice Chair in the absence of their Chair.
✓ The Convention Chair may not make or second motions.
✓ Motions are carried by a majority vote (greater than 50%).
✓ If 50% or more of the total voting members abstain on a motion, discussion on the motion will be re-opened.
IV. ELECTIONS

A. PROCEDURES

The Convention Chair is nominated at the TSRSCNA meeting, in August of each year, as per regional policy. The election of Convention Committee Trusted Servants (listed in Section II. C.) will take place at a special meeting in January of each year, as per BOD policy, except Subcommittee Vice Chairs. Subcommittee Vice Chairs may be nominated by their respective subcommittee or by their area and elected by the Convention Committee at regularly scheduled Convention Committee meetings. Nominations for all vacant positions will be accepted by the respective electoral committees at their regularly scheduled meetings.

B. REMOVAL OF TRUSTED SERVANTS

Trusted Servants and Subcommittee Vice Chairs (listed in Section II. C.) will be automatically removed due to loss of abstinence, and may also be removed for non-fulfillment of duties or lack of participation. These members will be removed by the body that elected them, as per that body's policy. A two-thirds majority will be required to remove Convention Subcommittee Vice Chairs.

V. REPORTS

A. CONVENTION CHAIR'S REPORT

The Convention Chair is required to file and present a report, either typed or printed clearly, at each regular meeting of the Convention Committee, the BOD, and the TSRSCNA meeting.

1. The Convention Chair's Report to the Convention Committee will contain, but is not limited to, the following information:
   a) Issues raised at TSRSCNA and/or BOD meetings that affect or regard the Convention.
   b) Announcement of newly elected Trusted Servants.
   c) Executive Committee issues.
   d) Problems/concerns.

2. The Convention Chair's Report to the TSRSCNA will contain, but is not limited to, the following information:
   a) Philosophical issues, including new concepts and/or ideas.
   b) Information about upcoming events/activities.
   c) A budgetary summary.
   d) Announcements of open positions.
   e) Highlights of Convention subcommittees as needed.
   f) Problems/concerns.

3. The Convention Chair's Report to the BOD will contain, but is not limited to, the following information:
   a) All financial information including:
      1) Performance with respect to the budget.
      2) A copy of the monthly convention committee bank statement.
      3) A copy of the Convention Committee check register each month.
      4) Income and Expense Report from any convention event/activity.
b) Contractual issues.
c) Announcement of open positions.
d) Recommendation(s) for removal of Convention Committee Trusted Servants (that were elected by the BOD).
e) Information about upcoming events/activities.
f) Problems/concerns.

B. SUBCOMMITTEE CHAIRS’ REPORT

All reports must accurately reflect the activities of the Chairs' respective subcommittee. These reports **must** be typed or clearly written and will be presented at each Convention Committee meeting.

A final report will be required from all Subcommittee Chairs. This final report will be presented at, or before the December Convention Committee meeting and will consist of the subcommittee’s detailed yearly progress, along with recommendations for the next year’s committee.

VI. THE EXECUTIVE COMMITTEE

The Executive Committee acts on behalf of the Convention Committee between Convention Committee meetings. It functions as the administrative committee of the Convention and holds separate, periodic, and special subcommittee meetings. It is also the responsibility of the Executive Committee to schedule and announce monthly Convention Committee meetings. The members of the Executive Committee are the Convention Chair, Executive Vice Chair, Vice Chair, Treasurer, and Hotel Liaison. The qualifications and responsibilities of the Executive Committee are as follows:

A. **CHAIR**: Five years clean; past convention experience; regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions, 12 Concepts for NA Service, and Robert’s Rules of Order.

- Preside at all Convention Committee & Executive Committee meetings.
- Prepare an agenda for Convention Committee and Executive Committee Meetings.
- Signatory for the Convention bank account.
- Assist in the preparation of the Convention budget.
- Attend all Convention events.
- Provide guidance and support to all subcommittees.
- Allow ample discussion on major issues before calling for a vote.
- Coordinate attendance of the Executive Committee for all BOD and TSRSCNA meetings and submit the required reports.
- Submit detailed final report of the prior Convention at the January BOD Meeting and the February TSRSCNA meeting, including all subcommittee final reports and the final financial report.
- Must be present for the daily cash counts during the Convention weekend.
B. **EXECUTIVE VICE-CHAIR:** Five years clean; past convention experience; regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions, 12 Concepts for NA Service, and Robert’s Rules of Order.

- Attend all regular Convention Committee meetings, Executive Committee meetings, and Convention events.
- Preside at Convention Committee & Executive Committee meetings in Chair’s absence.
- Signatory for the Convention bank account.
- Attend Tickets & Registration, Activities, Merchandise, and Program Subcommittee meetings, providing guidance and support.
- Serves as chair of the above subcommittees (in absence of a chair) until chair is elected. As the interim Chair, reports on subcommittees’ progress at Convention Committee meetings.
- Assist in the preparation of the Convention budget.
- Assist Chair in compiling detailed final report.
- In the absence of Convention Committee Chair, work closely with the Executive Committee to ensure the Chair’s responsibilities are completed.
- Must be present for the daily cash counts during the Convention weekend.

C. **VICE-CHAIR:** Four years clean; past convention experience; regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions 12 Concepts for NA Service, and Robert’s Rules of Order.

- Attend all regular Convention Committee meetings, Executive Committee meetings, and Convention events.
- Presides at Convention Committee & Executive Committee meetings in absence of Chair and Executive Vice-Chair.
- Signatory for the Convention bank account.
- Attend Arts & Graphics, Greeting, Additional Needs, and Convention Information Subcommittee meetings, providing guidance and support.
- Serves as Chair of the above subcommittee meetings (in the absence of a chair) until a chair is elected. As the interim Chair, reports on subcommittees’ progress at Convention Committee meetings.
- Must be present during the daily cash counts during the Convention weekend.

D. **TREASURER:** Four years clean; accounting skills required; service experience with conventions or other large-scale fellowship activities; computer skills and familiarity of accounting software; organizational skills; regional service along with area or group service experience; working knowledge of 12 Steps, 12 Traditions & 12 Concepts for NA service.

- Maintain Convention checking account.
- Attend all regular Convention Committee meetings, Executive Committee meetings, and Convention events.
- Must not be a signatory on the Convention bank account.
- Formulate the budget by working closely with the Executive Committee and Subcommittee Chairs.
- Work closely with Vice-Treasurer.
✓ Responsible for monthly organization and compilation of all income and expense documents including: receipts, purchase orders, cancelled checks, bank statements, reconciliation reports, etc.
✓ Provide clear, concise, detailed financial reports to Convention Committee for submission to BOD; attend BOD meetings for reporting purposes, as needed.
✓ Responsible for collecting all receipts from Convention Committee members before any money is reimbursed.
✓ Collect and promptly deposit all money from subcommittees throughout Convention year.
✓ Create a final Convention Committee financial report.
✓ Must be present for the daily cash counts during the Convention weekend.

E. HOTEL LIAISON: Four years clean; strong inter-personal, problem-solving and oral communication skills; previous convention experience; regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA service.

✓ Attend all regular Convention Committee meetings, Executive Committee meetings, and Convention events.
✓ Develop an action plan.
✓ Serves as the only liaison between the Convention Committee and the Convention hotel representative(s), regarding Convention Committee needs.
✓ Provide a written report of liaison activities, financial activities, and other pertinent information.
✓ Set two/three Committee meetings at hotel along with a pre-convention meeting between hotel staff and Executive Committee.
✓ Serve as the liaison between the Convention Committee and Nar-Anon.
✓ Coordinate and arrange guest speakers’ hotel and travel accommodations.
✓ Work closely with the Hotel Vice Liaison.
✓ Coordinate and arrange room reservations for Convention Committee members.
✓ Present a final report at or before the December Convention Committee meeting that will consist of the liaison’s detailed yearly progress, along with recommendations for the next year’s committee.
✓ Coordinate, attend, and report on post-convention meeting between Executive Committee members and hotel representative.

VII. OTHER TRUSTED SERVANTS

A. VICE TREASURER: Three years clean; accounting skills required; organizational skills required; computer skills and familiarity with accounting software helpful; regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service.

✓ Attend all regular Convention Committee meetings and events.
✓ Assist the Treasurer with such things as the preparation of the Convention budget, organizing income and expense documents, and preparing clear, concise, detailed reports for submission to Convention Committee.
✓ Assists the Treasurer with collections and deposits of all money associated with the Convention throughout the Convention year.
In the absence of a Treasurer, work closely with the Convention Committee Chair to ensure the Treasurer’s responsibilities are completed.

In the absence of a Treasurer, present Treasurer’s report to the Convention Committee.

Must be present for the daily cash counts during the Convention weekend.

B. SECRETARY: Two years clean; typing and organizational skills; area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service.

- Attend all regular Convention Committee meetings and events.
- Record the minutes of all Convention Committee meetings.
- Maintain Convention Committee archives, including Convention minutes and all subcommittee reports.
- Maintain a current list of names, addresses, phone numbers and meeting attendance of all committee members.
- In the absence of a Vice Secretary, type and mail agendas after the Chair has approved them.

C. VICE SECRETARY: One year clean; typing and organizational skills; area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service.

- Attend all regular Convention Committee meetings and events.
- Type and mail Convention Committee meeting agendas.
- Assist Secretary.
- In the absence of a Secretary, work closely with the Convention Committee Chair to ensure the Secretary’s responsibilities are completed.

D. HOTEL VICE LIAISON: Three years clean; strong inter-personal, problem-solving and oral communication skills; previous convention experience helpful; regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service.

- Attend all Convention Committee meetings and events.
- Works closely with the Hotel Liaison.
- Accompany Hotel Liaison to scheduled meetings with the hotel, whenever possible.
- In the absence of a Hotel Liaison, present Hotel Liaison’s report to the Convention Committee.
- In the absence of a Hotel Liaison, work closely with the Convention Committee Chair to ensure the Hotel Liaison’s responsibilities are completed.

VII. SUBCOMMITTEES

Subcommittees meet at regularly scheduled times (at least once each month) at the Tri-State Regional Service Office. Subcommittees are required to be reserved on the regional calendar at the regional service office by the Subcommittee Chair. To aid and facilitate the business of these subcommittees, we have adopted Robert’s Rules of Order, to be used at the Subcommittee Chair’s discretion, except where they conflict with these guidelines or the policies of the TSRSCNA or the Twelve Traditions and Twelve Concepts for NA Service. The Chairs of all subcommittees have voting privileges within their respective subcommittees. The overviews, the Chair’s requirements, and the Chair’s responsibilities for each subcommittee are as follows:
A. **ACTIVITIES:** This subcommittee is responsible for all entertainment activities for the Convention itself, as well as other activities such as picnics, unity days and dances. No more than six activity dates per year shall be scheduled. The purpose for such events is to spark interest, encourage fellowship participation, and generate support for the Convention, in a fiscally prudent manner.

**Chair’s Requirements:** Three years clean; past convention experience; regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service.

**Chair’s Responsibilities:**
- ✓ Attend all regular Convention Committee meetings and events.
- ✓ Develop an action plan including a financial impact.
- ✓ Recruit members for their subcommittee.
- ✓ Provide a written report of committee activities, financial activities, and other pertinent information.
- ✓ Plan and arrange dates, times, and locations throughout the Tri State Region for activities. *Adhere to the Regional policy requiring a request for permission to use a facility commonly used by an area/group at least sixty (60) days prior to the activity.*
- ✓ Work closely with Arts & Graphics Subcommittee Chair to assist in the creation of Activities flyers, as needed.
- ✓ Submit flyers to the Convention Information Subcommittee for distribution.
- ✓ Purchase and provide supplies (food & beverage, activity-related, etc.) for scheduled activities.
- ✓ Maintain a list of food & beverage, supplies, and equipment inventories.
- ✓ Provide the Treasurer with the necessary reports, receipts, and proceeds from each event.
- ✓ Retain all disc jockeys, except for the convention disc jockey. (For the maximum six (6) events, at least four (4) different disc jockeys must be retained.)
- ✓ Provide above retained disc jockeys with a convention bid form to be completed, sealed, and submitted to the BOD to be considered for events at the convention.
- ✓ Provide the BOD with a recommendation on the convention disc jockey selection.
- ✓ Manage facility clean-up after each activity.
- ✓ Work closely with the Program Subcommittee in planning all activities throughout the convention year.
- ✓ In planning all activities, invite and encourage all areas within the Tri-State Region to participate.
- ✓ Present a final report at or before the December Convention Committee meeting that will consist of the subcommittee’s detailed yearly progress, along with recommendations for the next year’s committee.
B. ADDITIONAL NEEDS: This committee is responsible for providing Convention information to agencies that serve addicts with additional needs. In addition, at the convention this committee is responsible for assisting addicts with additional needs.

Chair's Requirements: Two years clean; past convention experience; regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service; experience with services related to physically challenged individuals is helpful.

Chair's Responsibilities:
- Attend all regular Convention Committee meetings and events.
- Develop an action plan including a financial impact.
- Recruit members for their subcommittee.
- Provide a written report of committee activities, financial activities, and other pertinent information.
- Work closely with TSRSCNA and/or TSRSCNA Additional Needs Committee.
- Work closely with Arts & Graphics Subcommittee Chairperson to assist in the creation of Additional Needs flyers, as needed.
- Submit flyers to the Convention Information Subcommittee for distribution.
- Work with Hotel Liaison and Greeting Chair to coordinate additional need accommodations needed at the Convention hotel, or alternate hotels.
- Work with Activities Committee to ensure events are held at a handicap-accessible facility, whenever possible.
- Solicit sealed bids from sign language interpreters for Convention events as well as Convention weekend, to be submitted to the BOD for review.
- Work with Program Committee to determine which meetings will be interpreted.
- Provide an Additional Needs information table with informed members at the Convention site.
- Present a final report at or before the December Convention Committee meeting that will consist of the subcommittee’s detailed yearly progress, along with recommendations for the next year’s committee.

C. ARTS & GRAPHICS: This subcommittee is responsible for assisting all subcommittees in producing all required graphic material. This committee has the responsibility for maintaining consistency and professionalism in all graphic materials.

Chair's Requirements: Two years clean; past convention experience; regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service; knowledge of graphic design; access to a computer.

Chair's Responsibilities:
- Attend all regular Convention Committee meetings and events.
- Develop an action plan including a financial impact.
- Recruit members for their subcommittee.
- Provide a written report of committee activities, financial activities, and other pertinent information.
- Receive submitted logos and hold in safekeeping until selection process.
- Conduct logo selection through a process of elimination at the Convention Committee meeting, explaining the concepts, themes, and production issues that pertain to each potential logo.
✓ Develop or obtain camera-ready artwork of the Convention logo for use by other subcommittees.
✓ Work closely with other Convention subcommittees and assist in the creation of flyers as needed.
✓ Work with the Program Subcommittee regarding layout and design of program booklet, readings, etc.
✓ Solicit sealed bids for the Convention banner, to be submitted to the BOD for review.
✓ Work with the selected bidder to ensure correct colors, shades, and dimensions of the banner are used.
✓ Safely transport all banners and signs to and from the Convention site.
✓ Present a final report at or before the December Convention Committee meeting that will consist of the subcommittee’s detailed yearly progress, along with recommendations for the next year’s committee.

D. CONVENTION INFORMATION: This subcommittee is responsible for providing information about the convention. This information may include a description of the planned events, dates, locations and other pertinent information. Members of this subcommittee must have a thorough knowledge of the 12 Traditions as they apply to public relations and personal anonymity.

Chair's Requirements: Three years clean, past convention and public information experience; regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service.

Chair’s Responsibilities:
✓ Attend all regular Convention Committee meetings and events.
✓ Develop an action plan including a financial impact.
✓ Recruit members for their subcommittee.
✓ Provide a written report of committee activities, financial activities, and other pertinent information.
✓ Maintain a mailing list of and provide convention information to hospitals, treatment centers and agencies that provide direct service to addicts.
✓ Maintain a mailing list of and provide convention information to Tri-State Regional area contacts, neighboring regional contacts, and NAWS.
✓ Distribute flyers from all convention subcommittees to all areas in the Tri-State Region, at least 60 days in advance of any Convention event.
✓ Provide the Regional Delegate with 500 convention flyers to be distributed at the World Service Conference.
✓ Prior to the convention, respond to questions and requests from members, and non-members pertaining to the convention.
✓ Manage the creation, collection, and compilation of clean time tally at the convention.
✓ Ensure press packages are up-to-date.
✓ Manage a Convention Information table at the convention for fellowship, press, visitors, etc.
✓ Present a final report at or before the December Convention Committee meeting that will consist of the subcommittee’s detailed yearly progress, along with recommendations for the next year’s committee.
E. GREETING: This subcommittee is responsible for the delicate task of helping to maintain an atmosphere of recovery at convention events and throughout the Convention weekend.

Chair's Requirements: Three years clean; past convention experience; regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service.

Chair's Responsibilities:
- Attend all regular Convention Committee meetings and events.
- Develop an action plan including a financial impact.
- Recruit members for their subcommittee.
- Provide a written report of committee activities, financial activities, and other pertinent information.
- Monitor admission and re-admission to all convention-related paid events.
- Assign responsible members to provide safety and crowd management at all Convention events.
- Greet members at all Convention events and assist in providing information, including meeting times and locations.
- Present a final report at or before the December Convention Committee meeting that will consist of the subcommittee’s detailed yearly progress, along with recommendations for the next year’s committee.

F. MERCHANDISE: This subcommittee designs and selects merchandise for approval. This subcommittee sells the approved merchandise throughout the convention year. Members of this subcommittee should be business-minded and have an understanding of the 12 Traditions regarding the sales of NA related items.

Chair's Requirements: Four years clean; past convention experience; regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service; experience with sales helpful.

Chair's Responsibilities:
- Attend all regular Convention Committee meetings and events.
- Develop an action plan including a financial impact.
- Recruit members for their subcommittee.
- Provide a written report of committee activities, financial activities, and other pertinent information.
- Review catalogues/brochures for merchandise items to be presented to the Convention Committee for selection. Final approval of all merchandise rests with the BOD.
- Must attend Convention events, along with subcommittee members, for the purpose of selling Convention merchandise. Attend, whenever possible area events within the Tri-State Region for the purpose of selling Convention merchandise.
- Keep accurate purchase and sales records to maintain inventory control.
- Provide the Treasurer with the necessary financial reports, receipts and proceeds from each convention event and the Convention.
- Present a final report at or before the December Convention Committee meeting that will consist of the subcommittee’s detailed yearly progress, along with recommendations for the next year’s committee.
G. PROGRAM: This subcommittee selects speakers and chairpersons for all Convention events held throughout the year. This subcommittee plans all of the workshops and meetings at the Convention and prepares the content of the written program to be distributed at the Convention.

Program Subcommittee Guidelines

1. A voting member of this committee must have three years clean and must attend five subcommittee meetings prior to the selection of main speakers, with the exception of Area Program Liaisons, who are subject only to their area’s policies.

2. Workshop speakers must have three years clean and workshop chairpersons must have one year clean.

3. The event speakers, regional speakers and main speakers must have five years clean.

4. Event speakers may be considered for regional speakers.

5. The committee will attempt to represent all areas in selecting event speakers.

6. The Program committee will distribute and collect chairperson and speaker sign-up sheets to and from the Areas in the Tri-State Region. These sign-up sheets will be the primary source when selecting workshop chairpersons and speakers.

7. Subcommittee members review tapes submitted of potential meeting speakers. The Program Committee Taping Liaison will distribute and collect tapes.

8. Subcommittee members review sign-up sheets for selection of workshop chairs and speakers for convention weekend.

9. Event speakers are selected through the voting process within the subcommittee.

10. The Convention Committee must approve the regional and main speakers before they are notified.

11. No member of the Convention Committee is permitted to chair or share at any Convention speaker meetings or workshops (exceptions: Saturday Banquet Speaker Meeting is chaired by the Convention Chairperson; Sunday Morning Speaker Meeting is chaired by the Executive Vice Chair)

12. Program Subcommittee members chair Event Speaker Meetings.

13. The Program Subcommittee will compile a convention program including, but not limited to times and locations of meetings, subcommittee locations and hours of operation, event times and locations, etc. The Convention Committee must approve the final draft of the convention program.

14. The week of the Convention, the Program Subcommittee holds a meeting, where they distribute packages and also conduct an orientation for convention speakers and chairpersons.

15. At the convention, the Program Subcommittee will have a sign-in area for speakers and chairpersons.

Chair's Requirements: Five years clean; past convention program experience; regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service.

Chair's Responsibilities:
✓ Attend all regular Convention Committee meetings and events.
✓ Develop an action plan including a financial impact.
✓ Recruit members for their subcommittee.
✓ Provide a written report of committee activities, financial activities, and other pertinent information.
✓ Work closely with the Hotel Liaison planning the best possible use of the Convention hotel meeting space and facilities.
✓ Work closely with the Arts & Graphics Subcommittee Chair to assist in the creation of Program flyers and the draft convention program.
✓ Work closely with Regional Taping Committee planning the number of meetings to be taped.
✓ Assign members to count the number of attendees at workshops, main speakers and regional meetings during the Convention weekend.
✓ Present a final report at or before the December Convention Committee meeting that will consist of the subcommittee’s detailed yearly progress, along with recommendations for the next year’s committee.

H. TICKETS & REGISTRATION: This subcommittee is responsible for making available pre-registrations by attending Convention events and other NA events throughout the year. In addition, this subcommittee tracks pre-registrations and also assembles registration packages prior to Convention weekend. During Convention weekend the committee distributes registration packages and event tickets. To facilitate this process, assistance from Executive Committee members and/or BOD members is strongly suggested.

Chair’s Requirements: Four years clean; past convention registration experience; regional service along with area or group service experience; working knowledge of the 12 Steps, 12 Traditions & 12 Concepts for NA Service.

Chair’s Responsibilities:
✓ Attend all regular Convention Committee meetings and events.
✓ Develop an action plan including a financial impact.
✓ Recruit members for their subcommittee.
✓ Provide a written report of committee activities, financial activities, and other pertinent information.
✓ Must attend Convention events, along with subcommittee members, for the purpose of making available Convention pre-registrations.
✓ Attend, whenever possible, area events within the Tri-State Region for the purpose of making available Convention pre-registrations.
✓ Work closely with the Arts & Graphics Subcommittee Chair to assist in the creation of Tickets & Registration flyers, as needed.
✓ Work closely with all Subcommittee Chairs in creating draft Convention Registration Form. Convention Registration Form must be approved by Convention Committee
✓ Submits the subcommittee’s recommendation for "package stuffers" to the Convention Committee for their approval.
✓ Provide the Treasurer with all proceeds collected from pre-registrations.
✓ Keep accurate account of all pre-registrations and tickets sold, recording transactions as they occur and updating records weekly.
✓ Collect registrations from the Convention PO Box at least once a week.
✓ Present a final report at or before the December Convention Committee meeting that will consist of the subcommittee’s detailed yearly progress, along with recommendations for the next year’s committee.
Addendum A

TSRSCNA POLICY CONCERNING THE TRI-STATE REGIONAL CONVENTION
NOT INCLUDED IN CONVENTION COMMITTEE GUIDELINES VERSION 10-13

Date Passed (Committee(s) to which the policy pertains)

June 1995 (Tickets & Registration, Program)
1. That Start to Live be a registration only convention beginning in 1995.
2. That the Serenity Prayer be the closing prayer at all meetings and workshops of Start to Live and the Tri-State Regional Spiritual Retreat.

February 1998 (Activities, Program)
1. That there be no fashion shows at any Regional event starting 3-1-98.
2. That the Tri-State Regional Convention Committee develop, distribute and collect a revised speaker nomination sheet for all subsequent conventions. The new sign up sheet shall include a request that each home group in the Region fill it out during a group conscience meeting. These nominations shall be the primary source of speakers for our convention.

August 1998 (Merchandise)
1. That no jewelers not licensed with the WSO be allowed to be vendors at the Tri State Regional Convention.

June 1999 (Program)
1. To increase the number of out of town speakers at the Start to Live Convention from 12 to 20.
2. To require the Start to Live Program Committee to set times for all service workshops by the October RSC.

August 2001 (Tickets & Registration)
1. The Convention Committee will present any proposed policy for the granting of free convention packages, of more than twenty total to the TSRSCNA prior to its implementation.

September 2001 (Registration, Merchandise, Activities)
1. No refunds shall be given for any related convention purchases. All fliers, signs, forms, etc shall include this policy.