

GOLD COAST AREA POLICY MANUAL

CONVENTION (GCCNA) SUBCOMMITTEE POLICY

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Last Amended -- / -- / ----

GOLD COAST AREA POLICY MANUAL CONVENTION (GCCNA) SUBCOMMITTEE POLICY CONTENTS

NAVIGATION (when using electronic document): Click or tap the listed items to go directly to their corresponding section. Click or tap the “GOLD COAST POLICY MANUAL” link in the bottom left corner of any page to return to this contents page.

1. PURPOSE	CN-3
2. GENERAL GUIDELINES and REQUIREMENTS	CN-4
GENERAL MEMBERS	4
VOTING PRIVILEGES	4
ADMIN COMMITTEE MEMBERS and SUBCOMMITTEE CHAIRPERSONS	4
SUBCOMMITTEE MEMBERSHIP	5
BUSINESS and BANKING	5
3. SUBCOMMITTEE MEETINGS	CN-7
PURPOSE and GUIDELINES	7
AGENDA FOR MEETINGS	7
QUORUM and VOTING	8
3. ADMINISTRATIVE COMMITTEE	CN-9
4. ARTS and GRAPHICS SUBCOMMITTEE	CN-15
5. AUCTION SUBCOMMITTEE	CN-16
6. BANQUET SUBCOMMITTEE	CN-17
7. ENTERTAINMENT and FUNDRAISING SUBCOMMITTEE	CN-18
8. HOSPITALITY SUBCOMMITTEE	CN-20
9. CONVENTION INFORMATION SUBCOMMITTEE	CN-21
10. MARATHON SUBCOMMITTEE	CN-22
11. MERCHANDISING SUBCOMMITTEE	CN-23
12. PROGRAM SUBCOMMITTEE	CN-25
13. REGISTRATION SUBCOMMITTEE	CN-28
14. SERENITY PATROL SUBCOMMITTEE	CN-29

GOLD COAST AREA POLICY MANUAL CONVENTION (GCCNA) SUBCOMMITTEE POLICY

1. PURPOSE

- 01 The Convention is held by members of the Gold Coast Area of Narcotics Anonymous to bring our
02 fellowship together in the celebration of recovery. Meetings, workshops and other activities are
03 scheduled to encourage unity and fellowship among our members. Because this Convention is
04 sponsored by the Gold Coast Area of Narcotics Anonymous, it should always conform to NA
05 Principles and reflect our primary purpose.

2. GENERAL GUIDELINES and REQUIREMENTS

A. GENERAL MEMBERS

- 1) Must be an active member of Narcotics Anonymous.
- 2) A working knowledge of the Twelve Steps and Traditions of Narcotics Anonymous.
- 3) A desire, commitment, and willingness to serve.

B. VOTING PRIVILEGES

- 1) Members have voting privileges after attending two (2) consecutive meetings; privilege is established at the start of the third meeting.
- 2) Anyone holding a subcommittee chair position or an elected position on the administrative subcommittee will receive immediate voting privileges upon election.
- 3) Voting privileges are lost after missing two (2) consecutive meetings, regardless of position held; privilege is reestablished at the start of the third consecutive meeting.

C. ADMIN COMMITTEE MEMBERS and SUBCOMMITTEE CHAIRPERSONS

- 1) Must be an example of living recovery through knowledge and application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
- 2) Must have prior Narcotics Anonymous convention experience.
- 3) Must attend all Convention Committee meetings and their respective (sub)committee meetings.
- 4) Subcommittee chairpersons are accountable to the Convention Committee and must work with the Administrative Committee to help develop their subcommittee's budget.

- 39 5) Subcommittee vice-chairpersons must attend all their subcommittee meetings, assist their
40 subcommittee's chairperson with their responsibilities, and fulfill those responsibilities in their
41 absence.
42
43
44

45 **D. SUBCOMMITTEE MEMBERSHIP**

46

- 47 1) All subcommittees are accountable to the Convention Committee.
48
49 2) It should be clearly understood that subcommittees have specific service responsibilities to
50 perform, and individuals should expect to be replaced should they become unable to serve
51 for any reason.
52
53 3) Each subcommittee has only one chairperson who is then responsible for recruiting
54 subcommittee members.
55
56 4) Subcommittee meetings should follow Robert's Rules of Order to ensure that the meetings
57 run smoothly, and business is conducted in an orderly fashion.
58
59 5) Subcommittees should maintain accurate records of all activities and correspondence.
60 Financial reports, including needs, expenditures and receipts should be included in each
61 subcommittee's monthly report.
62
63 6) Subcommittees should communicate any questions, comments, or concerns relating to the
64 host hotel only with the Administrative Committee Hotel Liaison or Assistant Hotel Liaison.
65
66 7) All subcommittee trusted servants are required to attend all their subcommittee's meetings
67 and should make every effort to attend all Convention Committee meetings.
68
69 8) General members of subcommittees should be encouraged to attend all their subcommittee's
70 meetings and all Convention Committee meetings.
71
72 9) Subcommittees should always work together - cooperation and consideration are the keys
73 that make the Convention work!
74
75
76

77 **E. BUSINESS and BANKING**

78

- 79 1) No person shall serve as a GCCNA committee or subcommittee chairperson while also
80 serving on any other convention committee or as a chairperson of an area subcommittee.

- 81
- 82 2) All GCCNA subcommittee chairpersons and administrative committee members shall compile
- 83 previous year's records to be passed on to the next year's chairpersons and administrative
- 84 committee.
- 85
- 86 3) The Convention Committee shall not use or hire any outside resource to find hotels.
- 87
- 88 4) The Chairperson and Vice-chairperson of the Administrative Committee are mutually
- 89 responsible for maintaining an open checking account in the Convention Committee name
- 90 and are also the only signers on the account.
- 91
- 92 5) Each year, the new Chairperson and Vice-Chairperson of the Administrative Committee will
- 93 need to update the signatures on file for this checking account.
- 94
- 95 6) The Chairperson and Vice-chairperson of the Convention Administrative Committee should
- 96 have full online access to the checking account.
- 97
- 98 7) The Treasurer and Assistant Treasurer of the Administrative Committee may be given online
- 99 access to the checking account but should have restricted view-only permissions.
- 100
- 101 8) The Treasurer of the Administrative Committee should be the only one in possession of the
- 102 Convention Committee checkbook at any time.

3. SUBCOMMITTEE MEETINGS

A. PURPOSE and GUIDELINES

- 1) To gather and share information pertaining to the planning and carrying out of the Convention.
- 2) All Convention Committee meetings should be open to any member of Narcotics Anonymous, take place at regularly scheduled times and places, and follow the current edition of Robert's Rules of Order.
- 3) Efforts should be made to encourage support and participation from all Area members. Care should be exercised during the planning process to involve as many groups and individuals as possible.

B. AGENDA FOR MEETINGS

- 1) Open meeting with a moment of silence followed by the Serenity Prayer
- 2) Ask a member to read the Twelve Traditions
- 3) Chairperson reads the convention purpose and voting guidelines
- 4) Roll Call
- 5) Approve minutes from last meeting
- 6) Administrative Reports:
 - a) Chairperson
 - b) Vice-chairperson
 - c) Treasurer
 - d) Assistant Treasurer
 - e) Hotel Liaison
 - f) Assistant Hotel Liaison
 - g) IT Coordinator
 - h) IT Liaison

39
40 7) Subcommittee reports
41

- 42 a) Arts & Graphics
43 b) Auction
44 c) Banquet
45 d) Entertainment and Fundraising
46 e) Hospitality
47 f) Convention Information
48 g) Marathon
49 h) Merchandise
50 i) Program
51 j) Registration
52 k) Serenity Patrol
53

54 8) Old business
55

56 9) New Business
57

58 10) Close with prayer
59
60
61
62

63 **C. MOTIONS**
64

- 65 1) May be made and seconded only by voting members.
66
67
68
69

70 **D. QUORUM and VOTING**
71

- 72 1) A quorum is a simple majority of the voting members. Once a quorum is established at each
73 meeting, it stays throughout the meeting.
74
75 2) The GCCNA Chairperson may only vote in the event of a tie. Subcommittee chairpersons
76 may not vote during their respective subcommittee meetings unless there is a tie.

3. ADMINISTRATIVE COMMITTEE

A. PURPOSE

The Administrative Committee holds separate, periodic and special committee meetings and carries out the will of the Convention Committee. Its function is to ensure that the various Subcommittees work together and to assist those Subcommittees, however it is not necessary for the Administrative Committee to involve itself directly in the specific workings of each Subcommittee. The members of the Administrative Committee discuss the performance of the Subcommittees as well as the overall budget and other matters which affect the convention. The results of these discussions are included in reports at Convention Committee meetings. The Administrative Committee drafts a schedule of meeting dates for the Convention Committee as soon as possible. This schedule is then approved by the Convention Committee and distributed to all members. It is advisable to choose a night on which meetings will be held and schedule all meetings on that night throughout the duration of the planning period. The Administrative Committee also makes regular reports to the ASC. Comments and suggestions from the ASC are included in the Chairperson's report.

B. CHAIRPERSON

Automatic acclamation by vote of ASC if previous year's Vice-Chairperson, otherwise nominated and elected by ASC.

- 1) Five (5) years clean time.
- 2) Three (3) years prior ASC experience.
- 3) Knowledge of the Gold Coast Area Service Policy.
- 4) Demonstrated stability in local community.
- 5) Administrative abilities.

DUTIES: Organize subcommittees and delegate tasks to those subcommittees. Stay informed on each subcommittee's activities and provide help when needed. Help resolve all conflicts within the Convention Committee and its subcommittees. Keep activities within the principles of the Twelve Traditions of Narcotics Anonymous and in accordance with the purpose of the Convention Responsibilities. Monitor the flow of funds and overall convention costs. Help organize subcommittee budgets. Prepare a budget for the Administrative Committee. Prevent important decisions from being made prematurely in order to foster understanding by the entire Convention Committee prior to action. Allow subcommittees to do their jobs while providing guidance and support - only major issues need to be brought to the Convention Committee meeting - subcommittees should be given trust and encouragement to use their own judgement. Prepare

agenda for Convention Committee meetings. Vote at Convention Committee meetings only to break a tie. Chair the Convention and all Convention Committee meetings. Maintain accountability to the ASC and attend all monthly ASC meetings to provide Convention Committee reports. Co-sign all contracts for the Convention.

C. VICE-CHAIRPERSON

Nominated and elected by the ASC. The Vice-Chairperson shall be in training for the Chairperson's position. This position is a two-year commitment; the Vice-Chairperson will become the Chairperson in the second year of this commitment if vote of acclamation is passed by the ASC.

- 1) Four (4) years clean time.
- 2) Prior ASC experience.
- 3) Knowledge of the Gold Coast Area Service Policy.
- 4) Demonstrated stability in local community.
- 5) Administrative abilities.

DUTIES: Act as parliamentarian at all Convention Committee meetings. Coordinate and ensure deadlines are met by subcommittees. Make sure deadlines are met by subcommittees. Provide help to any subcommittee in need. Act as chairperson of any subcommittee that does not have a chairperson.

D. TREASURER

Nominated and elected by the ASC.

- 1) Five (5) years clean time.
- 2) Demonstrated stability in local community.
- 3) Accounting skills.
- 4) Service experience with large scale fellowship activities.

DUTIES: Must be accessible to all Administrative Committee members and subcommittee chairpersons, especially the Hotel Liaison and chairpersons of the Registration and Merchandising subcommittees. Must attend all Convention Fundraisers. Responsible for receiving all Convention funds and recording all funds received in the receipt book. Responsible for all Convention Committee funds including revenues from fundraisers and ticket sales. Pay all Convention Committee bills and advise the Chairperson of the Administrative Committee on cash supply, income flow, and expenditures. Work with the Chairperson and Vice-Chairperson of the Administrative Committee to prepare a budget for the Convention which is used for planning of fundraising activities. The budget can be a rough estimate at the beginning of the planning and revised as the

Convention draws near. When all the financial needs of the subcommittees are listed and totaled, the income should be outlined. The two main sources of income should be from fundraisers and registrations. Write all Convention Committee checks and collect receipts for all funds paid out. Ensure that every check is signed by the Administrative Committee Chairperson and Vice-Chairperson. Reviews Subcommittee reports for expenditures from the financial plan (budget) not mentioned in the original budget so that an accurate budget can be maintained. This information should be included in the Treasurer's report. Provide detailed treasurer's reports at each Convention Committee meeting. Periodic reviews of all financial records should be made by the Administrative Committee. The records should be reviewed at the time of the actual distribution in accordance with the Treasurer's financial statement requirements. This information should be made available upon request to the ASC Administrative Committee. Determine budgets for Subcommittees as early as possible. Following the convention, all funds will be turned over to the ASC within 60 days except for fifteen thousand dollars (\$15,000.00), which will be kept in the Convention Committee bank account as seed money for the following year's convention.

E. ASSISTANT TREASURER

Nominated and elected by the ASC. The Assistant Treasurer shall be in training for the Treasurer's position. This position is a two-year commitment; the Assistant Treasurer will become the Treasurer in the second year of this commitment if voted in by the ASC.

- 1) Four (4) years clean time.
- 2) Accounting skills.

DUTIES: Assist the Administrative Committee Treasurer with their responsibilities and fulfill those responsibilities in their absence. Responsible for receiving all Convention funds and recording all funds received in the receipt book. Will be present to witness and verify all funds received and counted by the Administrative Committee Treasurer.

F. SECRETARY

Nominated and elected by the ASC.

- 1) Two (2) years clean time.
- 2) Demonstrated stability in local community.
- 3) Service experience and good typing skills to ensure that accurate minutes are kept and distributed to the Convention Committee.

DUTIES: Must attend all Administrative Committee and Convention Committee meetings. Keep minutes of all Convention Committee meetings. Include all subcommittee reports in the minutes. Submit draft minutes to Administrative Committee Chairperson for approval before distributing to the Convention Committee. Email minutes to Convention Committee members within ten days following each Convention Committee meeting. Maintain a list of names, email addresses and phone numbers of all Convention Committee members. Keep an extra set of minutes, updated after each Committee meeting, for members who request a complete set. Compile a list of Convention policy changes that have been voted on by the ASC for the Convention Committee.

G. HOTEL LIAISON

Nominated and elected by the ASC.

- 1) Four (4) years clean time.
- 2) Prior GCCNA experience.

DUTIES: Act as the primary point of contact between the Convention Committee and Convention venue personnel. Obtain quotes from as many Convention venues as possible within the Gold Coast Area for presentation to the Convention Committee. May secure Convention venue up to three years in advance. Field and handle all questions regarding Convention venue services in a timely fashion. Coordinate all activities in the hotel during the Convention and arrange all setups at meetings (number of chairs, rooms, times, sequences, mikes, types of setups, podiums, risers, tables, etc.). Must work with the Entertainment and Fundraising Subcommittee in order to get the required equipment necessary for the functions at the Convention venue. Keep in mind that there may be a need for extra rooms for Convention Merchandising, Hospitality, a Convention Committee Office, etc. Try to ensure that room setups remain the same throughout the Convention.

H. ASSISTANT HOTEL LIAISON

Nominated and elected by the ASC. The Assistant Hotel Liaison shall be in training for the Hotel Liaison's position. This position is a two-year commitment; the Assistant Hotel Liaison will become the Hotel Liaison in the second year of this commitment if voted in by the ASC.

- 1) Three (3) years clean time.
- 2) Prior Narcotics Anonymous convention service experience.

DUTIES: Assist the Hotel Liaison with their responsibilities and fulfill those responsibilities in their absence.

I. IT COORDINATOR

Nominated and elected by the Convention (GCCNA) committee.

- 1) Three (3) years clean time.
- 2) Prior Narcotics Anonymous convention service experience.
- 3) Consistent and unrestricted access to a computer, Internet connection and email.
- 4) Current knowledge of US Copyright laws and the Narcotics Anonymous Fellowship Intellectual Property Trust (FIPT).
- 5) Prior experience as an IT professional (experience should include: networking and systems support and administration, web/email/database server administration, online/social media marketing, search engine optimization, and electronic payment systems) preferred.
- 6) Prior experience as a Website / Web Application Developer (experience should include: designing, developing, and maintaining websites, web applications, and databases using suitable systems, technologies, and languages such as HTML, JavaScript, CSS, PHP, and MySQL) preferred.

DUTIES: Develop, enhance, and maintain all technology services relating to the convention. Configure and manage the Convention Committee's email lists and email accounts and update email lists regularly with new contacts as provided and directed by the committee. Develop, enhance, and maintain the Convention website as well as the Convention's overall Internet presence. Continually seek to improve and implement technologies and strategies to ensure that those implemented for the Convention remain functional, practical, and cost effective. Develop effective strategies for communicating with and delivering information to the Narcotics Anonymous fellowship. Keep secure and accurate records of all accounts, passwords, and configurations. Update website regularly with the most current information as provided and directed by the committee, including registration and booking information as well as all flyers and events. Monitor online orders and payments and assist the appropriate committee chairpersons or admin committee members as needed or directed by the committee.

J. IT LIAISON

Nominated and elected by the Convention (GCCNA) committee.

- 1) Two (2) years clean time.
- 2) Prior Narcotics Anonymous convention service experience.
- 3) Consistent and unrestricted access to a computer, Internet connection and email.
- 4) Current knowledge of US Copyright laws and the Narcotics Anonymous Fellowship Intellectual Property Trust (FIPT).

- 5) Must possess technical experience.
- 6) Prior WordPress admin experience preferred. Prior WooCommerce admin experience preferred.

DUTIES: Maintain the gccna.org domain and live website. Monitor the website email account. Configure and manage the Convention Committee's email lists and email accounts and update email lists regularly with new contacts as provided and directed by the committee. Keep secure and accurate records of all accounts, passwords, and configurations. The Chairperson and Vice-Chairperson should also have unrestricted access to this information. Act as the primary point of contact between the Convention Committee and all website and/ or internet domain providers. Provide timely renewal pricing for licensure and internet services to the Administrative Committee to ensure published website services are not interrupted. May price services and licensure for up to 3 years. Manage live website content including event information and published flyers. Monitor online ordering, sales, and payment processing the appropriate committee chairpersons or admin committee members as needed or directed by the committee, ensuring full access and reporting always available to the Chairperson, Vice-Chairperson, and Treasurer. Coordinate online convention registration and reporting with the Registration Subcommittee. Coordinate any other online event registration and reporting with the appropriate subcommittee(s).

K. ADDITIONAL GUIDELINES FOR WEBSITE and ACCESS

- 1) The Convention website must adhere to the Twelve Traditions of Narcotics Anonymous and the provisions set forth in the Narcotics Anonymous Fellowship Intellectual Property Trust (FIPT).
- 2) The Convention website should only provide links to the Narcotics Anonymous World Services website, the Gold Coast Area of Narcotics Anonymous website, other NA regional, area, or convention websites, and other websites necessary for the efficient and user-friendly operation of the website (i.e. websites belonging to the convention host hotel or convention event venues).
- 3) When linking to an outside organization (non-NA websites), it must be accompanied by a conspicuously placed disclaimer stating that "Narcotics Anonymous is not an affiliated with this organization".
- 4) When a Convention Committee trusted servant (who has access to any account owned or otherwise managed by the Convention Committee) steps down from their position, all passwords for their accounts must be reset, and new ones must be provided to the Administrative Committee Chairperson as soon as possible

4. ARTS and GRAPHICS SUBCOMMITTEE

SUBCOMMITTEE PURPOSE

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, tickets, logos, flyers, Convention posters, directional posters, t-shirts, coffee cups, other merchandise logos, etc. This subcommittee should present a variety of designs for each item to the full Convention Committee for vote. All material must be kept within our Twelve Traditions and must be voted on by the entire Convention Committee. All flyers should have the following language: "Please be respectful of the hotel (or facility), its employees and guests so NA does not have damages to pay after event. Our reputation is on the line."

CHAIRPERSON

Nominated and elected by the Convention (GCCNA) committee.

- Three (3) years clean time.
- Work closely with the rest of the Convention Committee to ensure that the subcommittee fulfills its purpose.

VICE-CHAIRPERSON

Nominated and elected by the Arts and Graphics Subcommittee.

- Two (2) years clean time.

SECRETARY

Nominated and elected by the Arts and Graphics Subcommittee.

- Six (6) months clean time.
- Keep accurate and legible minutes of all subcommittee meetings.

5. AUCTION SUBCOMMITTEE

SUBCOMMITTEE PURPOSE

To solicit Narcotics Anonymous members for donations of Narcotics Anonymous memorabilia to be auctioned at the Convention, and to auction those items at the Convention.

CHAIRPERSON

Nominated and elected by the Convention (GCCNA) committee.

- Three (3) years clean time.
- Work closely with the rest of the Convention Committee to ensure that the subcommittee fulfills its purpose.
- Solicit Narcotics Anonymous members for donations of Narcotics Anonymous memorabilia to be auctioned at the Convention.
- Auction those items at the Convention.
- Accountable for all funds received and responsible for promptly providing those funds to the Administrative Committee Treasurer.

VICE-CHAIRPERSON

Nominated and elected by the Auction Subcommittee.

- Two (2) years clean time.

SECRETARY

Nominated and elected by the Auction Subcommittee.

- Six (6) months clean time.
- Keep accurate and legible minutes of all subcommittee meetings.

GENERAL MEMBERS

- One (1) day clean.
- Must attend all subcommittee meetings.

6. BANQUET SUBCOMMITTEE

SUBCOMMITTEE PURPOSE

To coordinate all aspects of the Convention Banquet, e.g. decorations, centerpieces, etc.

CHAIRPERSON

Nominated and elected by the Convention (GCCNA) committee.

- Three (3) years clean time.
- Work closely with the rest of the Convention Committee to ensure that the subcommittee fulfills its purpose.

VICE-CHAIRPERSON

Nominated and elected by the Banquet Subcommittee.

- Two (2) years clean time.

SECRETARY

Nominated and elected by the Banquet Subcommittee.

- Six (6) months clean time.
- Keep accurate and legible minutes of all subcommittee meetings.

7. ENTERTAINMENT and FUNDRAISING SUBCOMMITTEE

SUBCOMMITTEE PURPOSE

To raise funds to help enhance the Convention, to coordinate all activities during the Convention (e.g. comedy show, dance, pool party, sporting activities, etc.), and to select the DJ, band, or other form(s) of entertainment for the Convention. This subcommittee is accountable to the Convention Committee and responsible for working closely with the Program Subcommittee to schedule dates and times for all activities at the Convention.

CHAIRPERSON

Nominated and elected by the ASC.

- Five (5) years clean time.
- Ability to exercise patience and tolerance.
- Work closely with the rest of the Convention Committee to ensure that the subcommittee fulfills its purpose.

VICE-CHAIRPERSON

Nominated and elected by the Entertainment and Fundraising Subcommittee.

- Four (4) years clean time.

SECRETARY

Nominated and elected by the Entertainment and Fundraising Subcommittee.

- Six (6) months clean time.
- Keep accurate and legible minutes of all subcommittee meetings.

TREASURER

Nominated and elected by the ASC.

- Five (5) years clean time.

- One (1) year prior involvement with the Gold Coast Area Convention Committee.
- Must attend all subcommittee and Convention Committee meetings and Convention Fundraisers.
- Keep accurate records and receipts of all monies and running inventory of all goods.
- Assist the fundraising chairperson in budgeting and funds.
- Turn all funds to the Administrative Committee Treasurer within 24 hours.

GENERAL MEMBERS

- One (1) day clean.

8. HOSPITALITY SUBCOMMITTEE

SUBCOMMITTEE PURPOSE

To help people at the Convention feel at home and to welcome them. To help them feel a part of the Convention by offering a pleasant and hospitable environment. Develops a list of “Do's” and “Don'ts” for the Hospitality Suite.

CHAIRPERSON

Nominated and elected by the Convention (GCCNA) committee.

- Three (3) years clean time.
- Work closely with the rest of the Convention Committee to ensure that the subcommittee fulfills its purpose.

VICE-CHAIRPERSON

Nominated and elected by the Hospitality Subcommittee.

- Two (2) years clean time.

SECRETARY

Nominated and elected by the Hospitality Subcommittee.

- Six (6) months clean time.
- Keep accurate and legible minutes of all subcommittee meetings.

HOSPITALITY ROOM SITTERS

Nominated and elected by the Hospitality Subcommittee.

- Six (6) months clean time.
- Hospitable and responsible.

WELCOME GREETERS

- One (1) day clean.

9. CONVENTION INFORMATION SUBCOMMITTEE

SUBCOMMITTEE PURPOSE

To let the fellowship, know about the Convention and to provide information services during the Convention. Works with the ASC Public Relations Subcommittee. Must work within all the Twelve Traditions of NA. Works with other Subcommittees regarding dispensing information. Responsible for seeing that Narcotics Anonymous IP's and meeting lists are available during the Convention.

CHAIRPERSON

Nominated and elected by the Convention (GCCNA) committee.

- Three (3) years clean time.
- Work closely with the rest of the Convention Committee to ensure that the subcommittee fulfills its purpose.
- Coordinate efforts to distribute Convention information throughout the fellowship and to outside organizations as directed by the Convention Committee.
- Order Gold Coast Area Meeting Lists and Narcotics Anonymous Informational Pamphlets for the Convention.

VICE-CHAIRPERSON

Nominated and elected by the Convention Information Subcommittee.

- Two (2) years clean time.

SECRETARY

Nominated and elected by the Convention Information Subcommittee.

- Six (6) months clean time.
- Keep accurate and legible minutes of all subcommittee meetings.

10. MARATHON SUBCOMMITTEE

SUBCOMMITTEE PURPOSE

To offer any Convention registrant a non-topic open meeting in which they may participate in throughout the Convention. Prior to the Convention, this subcommittee is responsible for recruiting volunteers to chair the marathon meetings. During the Convention, this subcommittee is responsible for keeping the marathon meetings running smoothly.

The Marathon Subcommittee may select the format for the marathon meetings; however, experience has shown that the best format seems to be opening the meeting at the beginning of the Convention with the readings, then having the chairperson open the meeting for discussion. Subsequent chairpersons will then only introduce themselves and carry on the discussion taking place at that time instead of opening and closing separate meetings.

CHAIRPERSON

Nominated and elected by the Convention (GCCNA) committee.

- Two (2) years clean time.
- Work closely with the rest of the Convention Committee to ensure that the subcommittee fulfills its purpose.
- Work with the Program Subcommittee to secure a room at the Convention venue for the marathon meetings.
- Recruit volunteers to chair the marathon meetings at the Convention.

VICE-CHAIRPERSON

Nominated and elected by the Marathon Subcommittee.

- One (1) year clean time.

GENERAL MEMBERS/ MARATHON MEETING CHAIRS

- Three (3) months clean time.

11. MERCHANDISING SUBCOMMITTEE

SUBCOMMITTEE PURPOSE

There will be no sales other than the Gold Coast Area Convention approved merchandise, except that of other NA Conventions, areas and groups which are to be sold on the morning of the closing day of the Convention. The sale of jewelry and other merchandise will be permitted only by contracted vendors approved by the Convention Committee.

CHAIRPERSON

Nominated and elected by the ASC.

- Four (4) years clean time.
- Work closely with the rest of the Convention Committee to ensure that the subcommittee fulfills its purpose.
- Business oriented.
- Sell only Narcotics Anonymous and Convention related items in accordance with the Twelve Traditions of Narcotics Anonymous.
- Prepare a subcommittee budget including all items to be sold and other expenses.
- Once the items to be sold are agreed upon within the subcommittee, present the list of items to the Convention Committee. This list should include a statement of actual and marketing costs and a time frame for obtaining these items.
- Make merchandise available for sale at the Convention as well as all Convention related events and fundraisers.
- Ensure that no item(s) depicting drugs or drug paraphernalia are purchased, sold, or distributed.
- Negotiate the purchasing price of items to be sold by obtaining bids from at least three separate vendors.
- Communicate with the Administrative Committee Hotel Liaison to secure a room at the Convention venue for merchandise sales.
- Communicate with the Programming Subcommittee to establish hours of operation for merchandise sales at the Convention.
- Accountable for all funds received and responsible for promptly providing those funds along with receipts to the Administrative Committee Treasurer.
- Ensure that all merchandise is ordered at least two months prior to the Convention.
- Following the convention, provide a final statement of all remaining inventory to the Administrative Committee Treasurer and provide all those items to the Administrative

Committee Chairperson for safe keeping until the new Merchandise Subcommittee chairperson is elected.

VICE-CHAIRPERSON

Nominated and elected by the ASC.

- Three (3) years clean time.

SECRETARY

Nominated and elected by the Convention Information Subcommittee.

- Six (6) months clean time.
- Keep accurate and legible minutes of all subcommittee meetings.

GENERAL MEMBERS

- Three (3) months clean time required for money handling.

12. PROGRAM SUBCOMMITTEE

SUBCOMMITTEE PURPOSE

To select speakers, workshop topics, and workshop chairpersons, to develop a Convention program, and to organize and coordinate all Convention activities and schedules.

CHAIRPERSON

Nominated and elected by the ASC.

- Three (3) years clean time.
- Prior experience with Program Subcommittee suggested.
- Organizational skills.
- Work closely with the rest of the Convention Committee to ensure that the subcommittee fulfills its purpose.
- Organize and coordinate all Convention activities and schedules.

VICE-CHAIRPERSON

Nominated and elected by the Program Subcommittee.

- Two (2) years clean time.

SECRETARY

Nominated and elected by the Convention Information Subcommittee.

- Six (6) months clean time.
- Keep accurate and legible minutes of all subcommittee meetings.

GENERAL MEMBERS

- One day clean time.
- Must attend all subcommittee meetings

SUBCOMMITTEE VOTING PRIVILEGES

- Members have voting privileges after attending two (2) consecutive meetings; privilege is established at the start of the third consecutive meeting. The GCCNA Chairperson may only vote in the event of a tie.
- Voting privileges are lost after missing two (2) consecutive meetings, regardless of position held; privilege is reestablished at the start of the third consecutive meeting.

SPEAKER GUIDELINES

- Convention main speakers must have a minimum of five years clean time. All other speakers must have a minimum of three years clean time. A maximum of four main speakers will be chosen.
- The opening night speaker must be from the Gold Coast Area. The Program Subcommittee may accept recordings and choose the banquet speaker from inside or outside this region and within the United States.
- Main speakers must not have been a main speaker at any previous Gold Coast Area Convention within the last ten years.
- The Convention Committee will pay up to \$400.00 for round-trip travel to and from the Convention for the banquet speaker if they are from out of town. All other speakers must pay for their own transportation.
- The Convention Committee will provide each of the four main speakers with a standard rate hotel room at the Convention.
- No main speaker or workshop speaker may be a member of the Convention Committee. No main speaker or workshop speaker may be the sponsor of or sponsored by any member of the Program Subcommittee.
- Speakers must have a strong and clear Narcotics Anonymous message of recovery. The Convention Committee may have the final vote on all main speakers.

WORKSHOP GUIDELINES

- All speakers must have a minimum of three (3) years clean time and a clear Narcotics Anonymous message. Workshop chairpersons must have a minimum of one-year clean time, and members of the Gold Coast Area should be considered first.
- All speakers and chairpersons should have knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
- A list of topics will be compiled, and input will be accepted from any Narcotics Anonymous members. These topics will be voted on with the Program Subcommittee by process of elimination until the target number of topics has been reached.
- A Trusted Servant Workshop will be held by the ASC Policy Subcommittee. The Convention Programming subcommittee will work with the ASC Policy Subcommittee to arrange a date and time at the Convention for this workshop, and this workshop will be added to the Convention program and displayed on the program board at the registration booth.
- All speakers and chairpersons should be selected and notified no later than one month prior to the Convention.
- All speakers and chairpersons must be confirmed within one (1) week prior to the Convention.
- During the Convention, all speakers and chairpersons must check in fifteen (15) minutes prior to the beginning of their workshop.

ADDITIONAL GUIDELINES

- Obtain bids from at least three (3) professional recording contractors and present them to the Convention Committee for final vote.
- Coordinate with Merchandising Subcommittee to provide work space for the recording contractor within the merchandising room at the Convention.
- Obtain at least three (3) bids for the printing of the Convention program and work with the Arts and Graphics Subcommittee to produce the printed Convention program.
- Prepare meeting formats for all meetings and workshops.

13. REGISTRATION SUBCOMMITTEE

SUBCOMMITTEE PURPOSE

To handle all matters regarding Convention registration, keeping accurate records of all funds received and registrant information, preparing registration packets and operating registration table at the Convention. Must work within all Twelve of the Traditions.

CHAIRPERSON

Nominated and elected by the ASC.

- Four (4) years clean time.
- Must attend all convention fundraisers.
- Work closely with the rest of the Convention Committee to ensure that the subcommittee fulfills its purpose.
- Work with the Arts and Graphics Subcommittee to design the Convention registration form.
- Distribute registration forms throughout the Narcotics Anonymous Fellowship.
- Set up a registration table at all Convention fundraisers.
- Keep accurate records of all registrations, ticket sales, and funds received.
- Work with the Convention Committee to assemble registration packets prior to the Convention.
- Accountable for all funds received and responsible for promptly providing those funds along with receipts to the Administrative Committee Treasurer.
- Include the most current information about registrations and ticket sales in each monthly subcommittee report.
- Provide pre-registration forms on the last day of the Convention for the following year's Convention.

VICE-CHAIRPERSON

Nominated and elected by the ASC.

- Three (3) years clean time.

GENERAL MEMBERS/ MARATHON MEETING CHAIRS

- Three (3) months clean time.

14. SERENITY PATROL SUBCOMMITTEE

SUBCOMMITTEE PURPOSE

To maintain an atmosphere of recovery within and respect for the Convention venue. Makes every effort to ensure that no damage to Convention venue personnel or property occurs at the Convention and that all Convention policy guidelines are followed.

CHAIRPERSON

Nominated and elected by the Convention (GCCNA) committee.

- Three (3) years clean time.
- Work closely with the rest of the Convention Committee to ensure that the subcommittee fulfills its purpose.
- Make every effort to recruit Serenity Patrol volunteers and maintain a committee throughout the year prior to the Convention.
- Set up a Serenity Patrol table at the Convention and recruit any additional volunteers needed to ensure that all Serenity Patrol shifts are filled during the Convention.
- Maintain communication with Convention Committee to support both convention attendee and venue needs, that all Convention policy guidelines are followed, and make every effort to ensure that no damage to Convention venue personnel or property occurs at the Convention.
- Work with Arts and Graphics Subcommittee to design and print Serenity Patrol t-shirts for Serenity Patrol volunteers at the Convention.

VICE-CHAIRPERSON

There are two (2) Vice-Chairpersons nominated and elected by the Serenity Patrol Subcommittee.

- Two (2) years clean time.
- Work with other Vice-Chairperson and Chairperson to ensure that the subcommittee its purpose.
- Coordinate shift scheduling with the chairperson to ensure that all Serenity Patrol shifts are filled during the Convention.

SECRETARY

Nominated and elected by the Registration Subcommittee.

- Six (6) months clean time.
- Keep accurate and legible minutes of all subcommittee meetings.

GENERAL MEMBERS

- Six (6) months clean time.
- Must be a registered participant of the Convention.
- Ensure that registration badges are worn at all times.
- Maintain an atmosphere of recovery within and respect for the Convention venue.
- Make every effort to ensure that no damage to Convention venue personnel or property occurs at the Convention and that all Convention policy guidelines are followed.