



Central Piedmont Area



Of

Narcotics Anonymous

Convention Committee Policy and Guidelines

Voted in at CPANA 9-25-16

I. PURPOSE

The CPANA holds its semi-annual convention for the purposes of the following:

- ◆ To carry the message to the still suffering addict,
- ◆ To celebrate our recovery, keeping within the 12 Traditions and all the principles of NA at all times, with meetings, workshops and other activities.
- ◆ To encourage unity and fellowship among our members
- ◆ To also be a means of providing funds where practical for the CPANA.

II. HISTORY, NAME and CHANGES TO NAME

- A. The original name of our Area convention was More Powerful than Words, which dates back to at least the 1990's and was based on the Just For Today meditation from September 10th of the same name. This was the time of year when the CPANA Convention was historically held.
- B. It is this Area's Conscience that the name of the convention shall be changed only by Area vote. Names are to be proposed to the GSRs and taken back to the groups for Area selection.
- C. *As of 2016 a vote is being taken to the groups to change the name to A New Vision, based on the Just For Today meditation from April 14th, which is the time of year that the convention is going to be held in 2017.*

III. DECISIONS TO BE MADE BY THE AREA AS A WHOLE ABOUT THE CONVENTION

- A. Convention name
- B. Convention Chair
- C. Convention Treasurer
- D. Prudent Reserve amount to be held for the next convention

The Convention Committee is directly responsible to the Area it serves, particularly on financial matters. The Convention Committee is accountable to the Area as well on philosophical matters.

IV. CONVENTION COMMITTEE

The Convention Committee consists of the Executive Committee, Subcommittee Chairs and Vice Chairs, and other Trusted Servants. Subcommittee membership is open to all members of the fellowship.

- A. Miscellaneous Policies –
 - 1) No Trusted Servant of the Convention Committee shall sign any contracts or make verbal commitments without prior approval of the Executive Committee.
 - 2) No Trusted Servant of the Convention Committee shall act as a vendor at the Convention
 - 3) All Subcommittee Chairs must be nominated (not Subcommittee Vice Chairs)
 - 4) Receipts must be submitted for all expenses

- 5) All vendors used must be registered with WSO
- 6) Refund policies shall be determined by the Executive Committee and shall be posted on all registration documents
- 7) Free newcomer registration policies and the acceptance of newcomer registration donations shall be determined by the Executive Committee
- 8) All times for contracted vendors to sell their wares should be approved by the Executive Committee
- 9) Convention Registration forms and Package Stuffers shall be approved by the Convention Committee
- 10) A prudent reserve should be agreed to and kept for the Convention Committee for the succeeding year. This Prudent Reserve amount should be determined by the Convention Committee with some detail to explain the reasoning for the amount and proposed to the Area Service Committee to be approved.

B. Clean Time Requirements

EXECUTIVE COMMITTEE	CLEAN TIME REQUIREMENT	VOTING MEMBER
Chair	5 years	Yes
Vice Chair	4 years	Yes
Treasurer	4 years	Yes
Hotel Liaison	4 years	Yes

OTHER TRUSTED SERVANTS	CLEAN TIME REQUIREMENT	VOTING MEMBER
Secretary	1 year	Yes
Vice Treasurer	3 years	No

SUBCOMMITTEE CHAIRS	CLEAN TIME REQUIREMENT	VOTING MEMBER
Fundraising & Activities Chair	3 years	Yes
Arts and Graphics Chair	2 years	Yes
Convention Information Chair	3 years	Yes
Hug Squad/Serenity Keepers Chair	3 years	Yes
Merchandise Chair	4 years	Yes
Programming Chair	5 years	Yes
Tickets and Registration Chair	4 years	Yes

SUBCOMMITTEE VICE CHAIRS	CLEAN TIME REQUIREMENT	VOTING MEMBER
Fundraising & Activities Vice Chair	2 years	No
Arts and Graphics Vice Chair	1 year	No
Convention Information Vice Chair	2 years	No
Hug Squad/Serenity Keepers Vice Chair	2 years	No
Merchandise Vice Chair	3 years	No
Programming Vice Chair	5 years	No

Tickets and Registration Vice Chair	4 years	No
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V. CONVENTION COMMITTEE MEETINGS

All Convention Committee meetings will take place at regularly scheduled times and places. They are scheduled monthly until 2 months prior to the convention, at which time they may take place as frequently as the committee sees fit. It is best to schedule 2-3 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 Area. The purpose of these meetings is to gather and share information regarding the planning and facilitation of the convention. Every effort shall be made to encourage support and participation from all members. Care shall be exercised during the planning process to involve all members of our Area.

A. Suggested Meeting Agenda/Format:

- 1) Open with the Serenity Prayer
- 2) Readings
 - a) 12 Traditions
 - b) 12 Concepts
- 3) Roll Call / Attendance
- 4) Approval of last month's minutes
- 5) Chair Report
- 6) Subcommittee Reports
- 7) Treasurer Report
- 8) Old Business
- 9) New Business
- 10) Announcement of time and place for next meeting
- 11) Close with the Serenity Prayer

B. Convention Committee Voting Procedures

- 1) Executive Committee members and Subcommittee Chairpersons can vote on motions presented at the Convention Committee meeting
- 2) Motions can only be made and seconded by Executive Committee members and Subcommittee Chairs, or by their Vice Chairs in the absence of their Chairs
- 3) The Convention Chair may not make or second motions
- 4) Motions are carried by a majority vote (greater than 50%)
- 5) If 50% or more of the total voting members abstain on a motion, discussion will be re-opened
- 6) Nominations and motions can be made by any Committee Member, excluding the Chairperson, but must be seconded by a Voting Member
- 7) Any Voting Member, excluding Executive Committee Members, may hold more than one Voting Membership or combination of Voting and Non-Voting Membership, if approved by the Convention Committee. In the case of a member holding more than one Voting Membership, they will still only one be allowed one vote

VI. ELECTIONS

A. Procedures

The Convention Chair and Convention Treasurer are nominated at the CPANA Area Service Committee meeting. The election of all other Convention Committee Trusted Servants will occur within the Committee body.

B. Removal of Trusted Servants

- 1) Trusted Servants and Subcommittee vice Chairs may be removed due to
 - a) loss of abstinence,
 - b) non-fulfillment of duties,
 - c) misappropriation of convention funds, or
 - d) absence from two consecutive committee meetings without prior notification given to a member of the Executive Committee and approval of the Chairperson.
 - e) 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.
- 2) Any Committee member can resign from their position by providing written notice to the Convention Committee Chairperson at a regular Convention Committee meeting.

VII. REPORTS

- A. Convention Chair's Report – The Convention Chair is required to file and present a report at each regular meeting of the Convention Committee. It will contain, but is not limited to, the following:

- 1) Executive Committee issues
- 2) Problems or concerns
- 3) New ideas
- 4) Any actions taken in the previous month since last meeting

- B. Subcommittee Chairs' Reports – All reports must accurately reflect the activities of the Chairs' respective subcommittee. A final report will also be required from all Subcommittee Chairs. This final report will consist of the detailed yearly progress along with recommendations for the next committee.

VIII. 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 may hold 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, Vice Chair, Treasurer, and Hotel Liaison. The qualifications and responsibilities of the Executive Committee are as follows:

- A. Chair: 5 years clean; past convention experience; Home Group membership within the Area; Area service along with other group service experience; working knowledge of the 12 Steps, 12 Traditions, 12 Concepts for NA Service and Robert's Rules of Order.
- 1) Willingness, time and resources to serve
 - 2) Preside at all Convention Committee meetings
 - 3) Prepare an agenda for Convention Committee meetings
 - 4) Signatory for the Convention bank account
 - 5) Assist in the preparation of the Convention budget
 - 6) Attend all Convention events
 - 7) Provide guidance and support to all subcommittees
 - 8) Allow ample discussion on major issues before calling a vote
 - 9) Submit detailed final report of the Convention after it is over – to Convention Committee and to Area Service Committee
 - 10) Must be present for daily cash counts during the Convention weekend
- B. Vice Chair: 4 years clean; past convention experience; Home Group membership within the Area; area service along with group service experience; working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for NA Service, and Robert's Rules of Order.
- 1) Willingness, time and resources to serve
 - 2) Attend all regular Convention Committee meetings and Convention events
 - 3) Presides over meetings in absence of Chair
 - 4) Signatory for the Convention bank account
 - 5) Attend subcommittee meetings providing guidance and support
 - 6) Serve as Chair of the Subcommittees that are not chaired yet and report on their progress at Committee meetings
 - 7) Must be present at the daily cash counts during the Convention weekend
- C. Treasurer: 4 years clean; accounting skills required; Home Group membership within the Area; service experience with conventions or other large-scale fellowship activities; computer skills and familiarity of accounting software; organizational skills; area service as well as group service experience; working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for NA Service and Robert's Rules of Order.
- 1) Willingness, time and resources to serve
 - 2) Maintain Convention checking account
 - 3) Attend all regular convention Committee meetings
 - 4) Signatory for the Convention bank account
 - 5) Formulate the budget by working closely with the Executive Committee and the Subcommittee Chairs
 - 6) Work closely with Vice Treasurer if there is one
 - 7) Responsible for monthly organization and compilation of all income and expense documents including: receipts, purchase orders, cancelled checks, bank statements, reconciliation reports, etc
 - 8) Provide clear reports to Convention Committee and for Area
 - 9) Responsible for collecting all receipts from Convention Committee members before any money is reimbursed
 - 10) Collect and promptly deposit all money from subcommittees throughout Convention year

- 11) Create a final Convention Committee financial report
 - 12) Must be present for the daily cash counts during the Convention weekend
- D. Hotel Liaison: 4 years clean; strong inter-personal, problem solving and oral communication skills; previous convention experience; Home Group membership within the Area; area and group level service experience, working knowledge of 12 Steps, 12 Traditions, and 12 Concepts for NA Service.
- 1) Willingness, time and resources to serve
 - 2) Attend all regular convention committee meetings and events
 - 3) Develop an action plan
 - 4) Serve as the only liaison between Convention Committee and the Convention hotel representative(s) regarding Convention Committee needs
 - 5) Provide written report of activities
 - 6) Set 2 or 3 Committee meetings at hotel along with a pre-convention meeting between staff and Executive Committee
 - 7) Coordinate and arrange guest speakers' hotel and travel accommodations
 - 8) Coordinate and arrange room reservations for Committee members if any are being made
 - 9) Present a final report including recommendations for the next year's committee
 - 10) Coordinate attend and report on a post-convention meeting between the Executive Committee and hotel representative

IX. OTHER TRUSTED SERVANTS

- A. Vice Treasurer: 3 years clean; accounting skills required, organizational skills required, computer skills and familiarity with accounting software helpful; Home Group membership within the Area; area and group service experience; working knowledge of 12 Steps, 12 Traditions, and 12 Concepts for NA Service.
- 1) Willingness, time and resources to serve
 - 2) Attend all regular Convention Committee meetings and events
 - 3) Assist Treasurer with reports and collections and deposits
 - 4) Serve as Treasurer in Treasurer's absence
 - 5) Must be present for the daily cash counts during Convention weekend
- B. Secretary: 1 year clean; typing and organizational skills; Home Group membership within the Area; area and group experience; working knowledge of the 12 Steps, 12 Traditions and 12 Concepts for NA Service.
- 1) Willingness, time and resources to serve
 - 2) Attend all regular convention committee meetings and events
 - 3) Record the minutes of all convention committee meetings
 - 4) Maintain Convention Committee archives, including Convention minutes and all subcommittee reports
 - 5) Maintain a current list of names, addresses, phone numbers and emails for all committee members
 - 6) Type and mail Convention Committee meeting agendas

X. SUBCOMMITTEES

Subcommittees meet at regularly scheduled times at least once a month and should follow Robert's Rules of Order at the discretion of the chair. The chairs of the subcommittees have voting privileges within their respective subcommittees. The Chair's requirements and the Chair's responsibilities for each subcommittee are as follows:

A. Fundraising & Activities: This subcommittee is responsible for all entertainment activities for the Convention itself as well as other fundraising activities to encourage fellowship participation and to generate support for the Convention such as picnics, speaker jams, dinners, unity days, and dances.

1) Chair Requirements: 3 years clean; past convention experience; Home Group membership within the Area; group and area service experience; working knowledge of the 12 Steps, 12 Traditions and 12 Concepts for NA Service.

- a) Willingness, time and resources to serve
- b) Attend all regular Convention Committee meetings and events
- c) Develop an action plan including a financial impact
- d) Recruit members for the subcommittee
- e) Provide a written report of committee activities, financial activities, and other pertinent information
- f) Plan and arrange dates, times and locations through the area for activities
- g) Work closely with Arts and Graphic chair to assist in the creation of Activities flyers as needed
- h) Submit flyers to Area and to Convention Information subcommittee for distribution
- i) Purchase and provide supplies (food, beverages, etc) for activities that are scheduled
- j) Maintain a list of supplies/inventories that are obtained or purchased for each event to be tracked
- k) Provide all reports and receipts necessary to Treasurer
- l) Obtain bids from at least 3 DJs for the convention and provide those bids to the Executive Committee for selection
- m) Manage facility clean-up after each activity
- n) Work closely with Programming Subcommittee in planning all activities through the year
- o) Present a final report with detailed notes and including recommendations for the next year's committee

B. ARTS AND GRAPHICS: This subcommittee is responsible for assisting all subcommittees in producing all required graphic material

1) Chair Requirements: 2 years clean; past service experience; Home Group membership within the Area; working knowledge of the 12 Steps, 12 Traditions and 12 Concepts for NA Service; knowledge of graphic design and access to a computer.

- a) Willingness, time and resources to serve
- b) Attend all regular Convention Committee meetings
- c) Develop an action plan including a financial impact
- d) Recruit members for the subcommittee
- e) Provide a written report of committee activities and financial activities
- f) Receive submitted logos and hold in safekeeping until selection process

- g) Conduct logo selection through a process of elimination at the Convention Committee meeting making recommendations based on concepts and themes and production issues that pertain to each logo
 - h) Develop or obtain camera ready artwork for the Convention logo for use by other subcommittees
 - i) Work closely with other subcommittees as needed for the creation of flyers
 - j) Work with Programming subcommittee to assist in layout and design or programming booklet, readings, etc.
 - k) Solicit bids for the Convention banner
 - l) Safely transport all banners and signs to and from the Convention site
 - m) Present a final report with recommendations for the next year's committee
- C. 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.
- 1) Chair Requirements: 3 years clean, past convention and public information experience; Home Group membership within the Area; area and group service experience; working knowledge of the 12 Steps, 12 Traditions and 12 Concepts for NA Service
 - a) Willingness, time and resources to serve
 - b) Attend all regular Convention Committee meetings and events
 - c) Develop an action plan including a financial impact
 - d) Recruit members for the subcommittee
 - e) Provide a written report of committee activities, financial activities, and other pertinent information
 - f) Maintain a mailing list of and provide convention information to area contacts, neighboring regional contacts and NAWS
 - g) Prior to the convention respond to questions and requests from members and non-members pertaining to the convention
 - h) Manage the creation, collection and compilation of clean time tally at the convention
 - i) Ensure press packages are up to date
 - j) Present a final report after the convention along with recommendations for the next year's committee
- D. Hug Squad/Serenity Keepers: This subcommittee is responsible for the delicate task of helping maintain an atmosphere of recovery at the convention events and throughout the Convention weekend.
- 1) Chair Requirements: 3 years clean; past convention experience; Home Group membership within the Area; area and group service experience; working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for NA Service
 - a) Willingness, time and resources to serve
 - b) Attend all regular Convention Committee meetings and events
 - c) Develop an action plan including a financial impact
 - d) Recruit members for the subcommittee
 - e) Provide a written report of committee activities, financial activities and other pertinent information

- f) Monitor admission and re-admission to all convention related paid events
 - g) Assign responsible members to provide safety and crowd management at all Convention events
 - h) Greet members at all Convention events and assist in providing information including meeting times and locations
 - i) Present a final report after the Convention along with recommendations for the next year's committee
- E. Merchandise: This subcommittee designs and selects merchandise for approval. This subcommittee sells the approved merchandise through the convention year as well as at the convention. It also contracts with other vendors to sell their goods/services at the convention itself. Members of this subcommittee should be business-minded and have an understanding of the 12 Traditions regarding the sales of NA related items.
- 1) Chair Requirements: 4 years clean; past convention experience; area and group service experience; working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for NA Service
 - a) Willingness, time and resources to serve
 - b) Attend all regular Convention Committee meetings and events
 - c) Develop an action plan including a financial impact
 - d) Recruit members for the subcommittee
 - e) Provide a written report of committee activities, financial activities, and other pertinent information
 - f) Review catalogs/brochures for merchandise items to be presented at the Convention Committee for selection and/or obtain at least 3 bids for merchandisers who are WSO registered vendors to present with recommendations to the Convention Committee
 - g) Make proposal to Executive Committee regarding times during convention that contracted vendors will be allowed to sell their goods/services.
 - h) Attend Convention events along with subcommittee members for the purpose of selling Convention merchandise
 - i) Keep accurate records of purchases and sales to maintain inventory control
 - j) Provide the Treasurer with the necessary financial reports, receipts and proceeds from each event
 - k) Present a final report after the convention and include recommendations for next year's committee
- F. Programming: This subcommittee selects speakers and chairpersons for all Convention events 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
- Programming Subcommittee Guidelines
- a. Workshop speakers must have 3 years clean.
 - b. Event speakers and main speakers must have 5 years clean.
 - c. The committee will attempt to represent many areas in selecting event speakers.
 - d. Subcommittee members review CDs submitted of potential meeting speakers. The Program Committee will distribute and collect CDs.

- e. Speakers are selected through the voting process within the subcommittee. CD listening “parties” may be arranged as a means to listen as a group.
 - f. The Convention Committee must approve the main speakers before they are notified.
 - g. Saturday Banquet Speaker Meeting is chaired by the Convention Chairperson; Sunday Morning Speaker Meeting is chaired by the Vice Chair.
 - h. Program Subcommittee members chair Event and Speaker Meetings.
 - i. 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.
 - j. The week of the Convention, the Program Subcommittee creates and distributes a printed reading for the purposes of orientation for convention speakers and chairpersons.
 - k. At the convention, the Program Subcommittee will have a sign-in area for speakers and chairpersons.
- 1) Chair Requirements: 5 years clean; past convention program experience; Home Group membership within the Area; area and group service experience; working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for NA Service
- a) Willingness, time and resources to serve
 - b) Attend all regular Convention Committee meetings and events
 - c) Develop and action plan including a financial impact
 - d) Recruit members for the committee
 - e) Provide a written report of committee activities, financial activities, and other pertinent information
 - f) Work closely with Hotel Liaison planning the best possible use of the Convention hotel meeting space and facilities
 - g) Work closely with the Arts & Graphics Subcommittee Chair to assist in the creation of program flyers and drafting of the Convention program
 - h) Seek bids for recording the workshops and main speakers and provide quotes with recommendations to present to the Convention Committee for selection of a taping company
 - i) Assign members to count the number of attendees at workshops and main speaker meetings during the Convention weekend
 - j) Present a final report after the convention along with recommendations for the next year’s committee
- G. Tickets & Registration: This subcommittee is responsible for making pre-registrations available by attending Convention events and other NA events through the year. In addition, this subcommittee tracks pre-registrations and also assembles registration packages prior to the Convention weekend. During the Convention weekend the committee distributes registration packages and event tickets. To facilitate this process, assistance from the Executive Committee members is strongly suggested.
- 1) Chair Requirements: 4 years clean; past convention registration experience; Home Group membership within the Area; area and group service experience; working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for NA Service
- a) Willingness, time and resources to serve
 - b) Attend all regular convention committee meetings and events

- c) Develop an action plan including a financial impact
- d) Recruit members for the committee
- e) Provide a written report of the committee activities, financial activities and other pertinent information
- f) Must attend Convention events along with subcommittee members for the purpose of making Convention preregistrations available
- g) Work closely with the Arts & Graphics chair to assist in the creation of tickets and registration flyers as needed
- h) Work closely with all subcommittee chairs in creating draft Convention Registration form – CONVENTION REGISTRATION FORM MUST BE APPROVED BY THE CONVENTION COMMITTEE
- i) Submit recommendations for “Package Stuffers” for the registration packets for convention committee approval
- j) Provide treasurer with all proceeds collected from preregistrations
- k) Keep an accurate account of all preregistrations and tickets sold, recording transactions as they occur and updating records weekly
- l) Present a final report after the convention along with recommendations for the next year’s committee