This may be presented as a motion in August to accept these updated guidelines (all of the changes are highlighted), please review at home group level so that GSRs are prepared to vote at the next ASC.

July 2013 ASC Addendum

DAYTONA AREA
CONVENTION POLICY GUIDELINES

Revised 6/30/2013

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Purpose/General Policy

This convention is held by the members of the Daytona Area of Narcotics Anonymous to bring our fellowship together in the celebration of recovery. Meetings, workshops, and other activities are scheduled to encourage unity fellowship among our members. This convention is sponsored by the Daytona Area of Narcotics Anonymous; therefore, it will always conform to N.A. principles and reflect our primary purpose-to carry the message of recovery.

All expenses $50.00 or more must be approved by the Committee. Administrative budget to include purchase of one (1) hotel room for two (2) nights for the use of only DACNA committee members to utilize for storage, use of safe, and facility for hotel liaison and assistant hotel liaison to be available during convention.
A committee member must have at least two (2) years clean in order to handle monies of any type to include but are not limited to during fundraising events, for registrations, and during convention. Profits from the convention will be dispersed as follows: all monies in excess of the $6,000.00 fund for next year's Convention Committee will be donated to the Daytona Area. At the end of all events, all monies will be counted and documented by (2) committee members before being turned over to the treasurer for deposit.

Convention Committee Meetings

All Convention Committee meetings should take place at a regularly scheduled time and place and follow the current edition of Robert's Rules of Order. The purpose of these meetings is to gather and share information regarding the planning and carrying out of the convention. Efforts should be made to encourage support and participation from all members. All meetings of the Convention Committee and Sub-Committees are open to any member of N.A. All Sub-Committee meetings shall be posted within the chair persons report to the ASC, and be held in a place accessible and open for ANY member of NA to attend. Care should also be exercised during the planning process to involve as many groups and individual's as possible. Even at an early stage, it is necessary to elect a chairperson to preside over Convention Committee meetings and activities. Election of Officers, Members, Sub-Committee members, and duties are presented in these guidelines.

Voting privileges are extended to each member of the Convention Committee. Any member who holds an elected position at the Convention Committee meetings is considered a voting member. Sub-Committee Chairpersons and elected Vice Chairpersons are voting members at the Convention meetings. All Sub-Committees hold separate meetings. The Sub-Committee Chairperson must submit a report, recommendations, and other details about their area of responsibilities to the Convention Committee.

If a Sub-Committee Chair or Administrative Committee member is unable to attend a Host Committee Meeting, they should submit a written report and, if possible, have an alternate attend the meeting.

Meeting Format

1. Opening: Begin with a moment of silence, asking for all members to reflect on their involvement, thinking about who they serve and why. Follow with the Serenity Prayer.
2. Read the Twelve Traditions.
3. Roll Call.
4. Read and approve the minutes of the last meeting.
5. Chairperson's Report: review the process to date and relay recent information.
6. Vice Chair's Report: update committee regarding vacant committee positions, etc.
7. Other Administrative and Sub-Committee Reports: Reports include goals and progress of each Sub- Committee.
8. Treasurer's Report: Update on expenses and new balance.
9. Old business carried over from the last meeting.
10. New business to be undertaken before the next meeting.
11. Closing Prayer

Voting / Quorum

1 All members of N.A. shall have a voice on the floor. However, voting will be limited to elected convention committee members.
2. One greater than 50% of the elected members are required for quorum.
3. Elected members are not counted for quorum after missing two (2) consecutive scheduled Convention Committee Meetings.
4. Any Officer, Sub-Committee Chair, who is absent from two (2) consecutive meetings will have their position open for re-election at the third meeting.
5. Telephone votes are acceptable, provided every elected member is contacted and counted.
6. Two-Thirds Majority is required to change and create policy.

Convention Committee

The Convention Committee is always open to all members of Narcotics Anonymous.
The Administrative Committee and Sub-Committee Chair positions are identified as follows:

A. Administrative Committee		**Clean Time Requirements**
1.	Chairperson	4 years
2.	Vice-Chair	3 years
3.	Secretary	1 year
4.	Treasurer	4 years
5.	Hotel Liaison	3 years

B. Administrative Committee Assistant & Vice Chair Positions -Clean Time Requirements

6.	Administrative Assistant	6 months
7.	Assistant Treasurer	3 years
8.	Assistant Hotel Liaison	2 years
9.	**Assistant Arts & Graphics**	**1 year**
10.	**Vice Chair Programming**	**2 years**
11.	**Vice Chair Registration**	**2 years**
12.	**Vice Chair Entertainment & Fundraising**	**2 years**

C. Sub-Committee Chairpersons		**Clean Time Requirements**
1.	Arts and Graphics	1 year
2.	Entertainment and Fund Raising	2 years
3.	Hospitality	1 year
4.	Marathon	1 year
5.	Merchandising	2 years
6.	Program	2 years
7.	Registration/Convention Information	2 years

General Requirements/Qualifications

1. Working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
2. Willingness to give the time and resources necessary.
3. Ability to exercise patience and tolerance.
4. Active participation in Narcotics Anonymous.
5. Chairperson, Vice Chairperson, Treasurer and Assistant Treasurer are nominated and elected by A.S.C. according to A.S.C. policy.
6. Hotel Liaison, Assistant Hotel Liaison, Administrative Assistant, Secretary and Sub-Committee Chairpersons are elected by the Convention Committee, not by the A.S.C.

Administrative Committee

The Administrative Committee carries out (executes) the will of the overall committee. It functions as the Administrative Committee of the Convention and holds separate, periodic, special Committee Meetings. Its function is to ensure that the various Sub-Committees work together and to assist any that may need extra help. However, it is not necessary for the Administrative Committee to involve itself directly in the specific workings of each Sub-Committee. The Administrative Committee discusses the progress of the Sub-Committees as well as the Convention Budget and other matters, which will affect the Convention. The results of these discussions are included in reports at the Convention Committee Meetings.

Chairperson

Four (4) years clean time; demonstrated stability in local community; administrative abilities; is nominated and elected by the A.S.C. 2 years convention committee experience is required with 1 year as vice chair. Knowledge of the Daytona A.S.C. policy; an example of loving recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous; must attend ALL Convention Committee AND Administrative Committee Meetings.

1. Helps to resolve all conflicts.
2. Keeps activities within the principles of the Twelve Traditions and in accordance with the purpose of the Convention.
3. Monitors the fund flow and overall Convention costs.
4. Prevents important questions from being decided prematurely, in order to foster understanding by the entire Committee prior to action.
5. Allows Sub-Committee to do their jobs while providing guidance and support. Only major issues need to be brought back to the Convention Committee Meetings. Sub-Committees should be given trust and encouragement to use their own judgment.
6. Prepare the agenda for the Convention Committee Meetings.
7. Votes only to break a tie.
8. Chairs the Convention Committee Meetings as well as the Convention.
9. Is responsible to the Daytona A.S.C., attends the A.S.C. monthly meetings and provides a written Convention Committee report to the area.
10. Co-signer on the Convention bank account and all hotel contracts.
11. Is a member of the board for DASCNA Inc. and attends that committee's meeting(s)

Vice Chairperson

Three (3) years clean time; previous involvement in N.A. service work (etc); 1 year prior Convention Committee experience required; is nominated and elected by the A.S.C.; an example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous; willingness and the desire to serve. The Vice-Chairperson shall be in training for the Chairpersons position if voted in by the A.S.C. and is a 2 year commitment with 2nd year to serve as Chair

1. Must attend all Convention Committee and Administrative Committee Meetings.
2. Oversees Sub-Committees and channels major tasks to specific Sub-Committees. Stays informed of the activities of each Sub-Committee and provides help when needed.

3. Performs duties of the Chairperson in their absence.
4. Coordinates and makes sure deadlines are met by the Sub-Committee and helps when needed.
5. Assists the Chairperson in their responsibilities.
6. Acts as parliamentarian at all Convention Committee Meetings.
7. Co-signer on the Convention bank account.

Secretary

One (1) year clean time; is nominated and elected by the DACNA subcommittee; an example of living recovery through the Twelve Steps and Twelve Traditions of Narcotics Anonymous; willingness and desire to serve; service experience; good typing skills to ensure that accurate minutes are distributed to the Committee Members.

1. Must attend all Convention Committee and Administrative Committee Meetings.
2. Keeps minutes of all Committee Meetings and Sub-Committee reports.
3. Distributes minutes to Convention Committee Members. An agenda for the next meeting can be attached to the minutes, if it will help the Convention Committee function better.
4. Maintains a list of names, addresses and phone numbers of the Convention Committee Members.
5. Keeps sets of minutes, updated after each Committee meeting for the members who request a complete set.
6. Compiles a list of Convention Policy changes that have been voted on by the A.S.C. for the Convention Committee.

Hotel Liaison

Three (3) years clean time; 2 years prior Convention Committee experience; 1 year as Asst. Hotel Liaison; is nominated and elected by the convention committee. Prior active involvement in the N.A. service structure; good working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous; an example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous; must attend all Convention Committee and Administrative Committee meetings; gathers bid information packages for the presentation to the Convention Committee; Co-Signer on all hotel contracts; acts as a spokesperson on behalf of the Convention Committee and it's Sub-Committees with hotel personnel; coordinates Convention Committee needs as they pertain to the Hotel registrations; fields and handles all questions regarding hotel services in a timely fashion.

Responsible for coordination all activities in the hotel during the Convention as well as arranging all set-ups at meetings (number of chairs, rooms, times, sequences, microphones, types of set-ups, podiums, risers, tables, etc.); Is in charge of the banquet. The Hotel Liaison must work with the Entertainment Committee in order to get the required equipment necessary for the functions at the hotel. The Hotel Liaison should remember that there might be a need for extra rooms used for merchandising, meditation, and hospitality, Convention Committee meetings during the Convention, taping etc…Also, try to let the room set-ups remain the same throughout the Convention. The DACNA Committee shall not use or hire any outside resources to find hotel sites.

Assistant Hotel Liaison

The Assistant Hotel Liaison is a two-year commitment; one year as Assistant and one year as Liaison - if elected by the convention subcommittee. Two (2) years clean time; 1 year prior convention Committee experience and a good working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous; an example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous; must attend all Convention Committee and Administrative Committee meetings; helps the Hotel Liaison gather bid packages for presentation to the Convention Committee; assists in coordinating Convention Committee needs as they pertain to Hotel registrations; helps field and handle questions regarding hotel services in a timely fashion; handles all special needs. The Assistant Hotel Liaison is responsible for learning the position of Hotel Liaison by following the activities and direction of the Hotel Liaison. Those activities include coordination all activities in the hotel during the Convention as well as arranging all set-ups at meetings (number of chairs, rooms, times of meetings, etc…).

Administrative Assistant

Six (6) months clean time; willingness to serve; assists the Vice-Chair and the Convention Committee. This position is not elected at A.S.C. and was established so the Convention can have a floater during the preparation process and during the Convention.

Responsibilities include:

1. Must attend all Convention Committee and Administrative Committee Meetings.
2. Coordinates with all Sub-Committees and makes flyers stating all meeting dates for distribution at A.S.C.
3. Help with Sub-Committees and fills in other areas as needed.
4. Produce flyers for the Convention in relation with Arts and Graphics.

Treasurer

Four (4) years clean time; 2 years prior Convention Committee experience; 1 year having served as asst Treasurer, is nominated and elected by the A.S.C.; demonstrates stability in local community; accounting skills; accessibility to other Convention Committee Members, especially the Registration Chairperson, Merchandising Chairperson and the Hotel Liaison Chairperson; and example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous; willingness and desire to serve. Must attend all Convention Committee and Administrative Committee Meetings.

1. Opens the bank account for the Convention Committee. The signatures for the account are the Treasurer, Assistant Treasurer, Convention Chair and the Vice-Chairperson. The signature cards and account information will be filled out at the Convention Committee Meeting.
2. Responsible for obtaining, in June, an additional set of ASC minutes from the ACS Secretary, that indicate first and last names of all bank account signers.
3. Works with the Chair and Vice-Chair to prepare a budget for the Convention, which is

used for planning fundraising activities. The budget can be a rough estimate at the beginning of the planning and revised as the Convention draws near. When all of the financial needs of the Sub-Committees are listed and totaled, the income should be outlined. Sources of income include: fundraisers, merchandise and pre-registrations.

4. Writes all checks and is responsible for collecting receipts from Sub-Committees for the money paid out.
5. Responsible for all the monies including revenues from registrations and banquet tickets, pays all the bills and advises the Convention Committee on cash supply, income flow and rate of expenditures.
6. Reviews Sub-Committee reports for expenditures from the financial plan (budget) not mentioned in the original budget, so an accurate budget can be maintained. This information is to be included in the Treasurers report.
7. Each check should require two (2) signatures. Authorized signers are the Treasurer, Chair and/or Vice-Chair of the Convention.
8. A complete Treasurers report should be submitted to the A.S.C. no later than sixty (60) days after the Convention, along with fund distribution.
9. A periodic review of all financial records should be made by the Convention Administration and the A.S.C. Administration Committees. The records should be reviewed at the time of the actual distribution in accordance with the Treasurers Financial Statement requirements.
10. Determines budgets for Sub-Committees as early as possible.
11. The Convention Committee Treasurer is the only one to handle the checks.
12. The Treasurer is accountable to the A.S.C.

(continued on next page)

Treasurer Continued

13. The Treasurer will attend all fundraising events, to collect money (or in their absence, the Vice-Treasurer, Chair or Vice-Chair).
14. Closing Treasurer will prepare a full financial report with the last bank statement following Convention, and provide it to the new DACNA Chair to submit with area donation.
15. Following the Convention, ALL monies in excess of $6000.00 will be turned over to the A.S.C. within sixty (60) days. $6000.00 will be turned over to the next years Treasurer for seed money for the following years Convention.
16. Closing Treasurer will accompany incoming Chair, V.Chair and Treasurer to bank to remove closing committee and replace with new committee members on signature card, Treasurer has copy of signature card in file.

Assistant Treasurer

Three (3) years clean time; 1 year prior convention committee experience, is nominated and elected by the A.S.C.; demonstrated stability in local community; accounting skills; accessibility to other Convention Committee members, especially the Registration Chairperson, Merchandise Chairperson and the Hotel Liaison; an example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous; willingness and desire to serve; must attend all Convention Committee and Administrative Committee Meetings.

1. Two (2) year commitment. First year as Assistant Treasurer, second year as Convention Treasurer (if elected).
2. Works with the Treasurer to prepare budgets for the Convention, which is used for planning fund-raising activities. The budget can be a rough estimate at the beginning of the planning and revised as the Convention draws near. When all of the financial needs of the Sub-Committees are listed and totaled, the income should be outlined. Sources of income include: fund-raisers, merchandise sales and pre-registrations.
3. Assists Treasurer in accounting for revenues from Registration and Banquet tickets, paying bills and advising the Convention Committee on cash supply, income flow and rate of expenditures.
4. Reviews Sub-Committee Reports for expenditures from the financial plan (budget) not mentioned in the original budget so that an accurate budget can be mentioned. This information is to be included in the Treasurers Report.
5. Assists Treasurer in completing a final Treasurer's Report, which should be submitted to the A.S.C. no later than sixty (60) days after the Convention, along with fund distribution.
6. Assists Treasurer in doing a periodic review of all financial records. Their records should be reviewed at the time of the actual distribution in accordance with the Treasurer's Financial Statement Requirements.
7. Co-signer of the Convention bank account.
8. The Assistant Treasurer is encouraged to attend all DACNA fund-raising activities.

Sub-Committees

ALL Sub committees will submit a report to the chairperson with a meeting time and place, which will be held in a place open and accessible to ALL and ANY member of NA. Sub committee meetings will NOT be held in another members' home or in a place where alcohol is present. If Sub-Committee Chairs are not able to attend Convention Committee Meetings, they should either send a Vice-Chair and/or a written report to the Convention Chair.

Arts and Graphics

The Arts and Graphics Sub-Committee is comprised of members who are artistic and energetic. Prior to the Convention, this Committee is responsible for designing and/or printing a banner, programs, tickets, flyers, Convention posters and directional posters. Some Conventions also produce coffee cups, t-shirts and/or other merchandise. The Arts and Graphics Committee also does the design for these materials. The Chairperson of the Arts and Graphics Sub-Committee has One (1) year clean time, develops a budget, which includes all printing and other expenses. Once the budget is developed, it should be presented to the Treasurer and to the Convention Committee for approval. The Arts and Graphics Sub-Committee should present a variety of designs for approval to the full Convention Committee in order to provide a variety of choice selections.

1. Develop a set of priorities and keep first things first.
2. Encourage members with artistic talents to get involved.
3. Solicit the help of as many members as possible (especially newcomers).
4. Find a large room in which to work; banner and poster makers need lots of space.
5. Utilize any and all resources available-members who work in hobby/craft stores, printing offices, copy shops etc…may be able to provide services or supplies at discount rates.
6. Always present ideas and suggestions to the entire Convention Committee for feedback and approval.
7. Always adhere to the group conscience of the Convention Committee, remembering that our Ultimate Authority is a loving God expressed through our group conscience.
8. Design and create centerpieces for banquet tables which are cohesive with convention theme and logo.

*Vice Chair Arts & Graphics

The Assistant Arts & Graphics is a two-year commitment; one year as Assistant and one year as Chair - if elected by the convention subcommittee. One (1) year clean time; good working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous; an example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous; must attend all Convention Committee and Administrative Committee meetings; helps the Chair gather art work and ideas for presentation to the Convention Committee; The Assistant Arts & Graphics is responsible for learning the position of Chair by following the activities and direction of the Chair.

Entertainment and Fund-Raising

Purpose is to be responsible to the Convention Committee in which they serve. One purpose is to raise funds to help finance the convention; also responsible for coordinating all activities during the Convention-i.e.; dances, comedy shows, pool parties, sporting activities, etc; also responsible for working closely with the Program Sub-Committee to form times and dates for all activities.

Two (2) years clean time; working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous; willingness, commitment and desire to serve; must attend all Convention Committee and its Sub-Committee meetings; ability to exercise patience and tolerance; must submit a budget as soon as possible and work hand in hand with other Sub-Committees; some previous related N.A. service experience; active member (participation) in N.A. Will submit a monthly report with receipts as provided by the Host Committee. Will have signed contracts with all outside venders (i.e. D.J., Comedian) by 90 days from convention.

1. All Fundraising activities will end 30 days prior to convention date to allow for committee to focus on Entertainment for the Convention

**Vice Chair Entertainment & Fundraising

Purpose is to be responsible to the Convention Committee in which they serve. One purpose is to raise funds to help finance the convention; also responsible to assist Entertainment and fundraising chair coordinate all activities during the Convention-i.e.; dances, comedy shows, pool parties, sporting activities, etc; also responsible for working closely with the Program Sub-Committee to form times and dates for all activities.

The Vice Chair Entertainment & Fundraising is a two (2) year commitment; one (1) year as Vice Chair and one year as Chair - if elected by the convention subcommittee. Two (2) years clean time; working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous; willingness, commitment and desire to serve; must attend all Convention Committee and its Sub-Committee meetings; ability to exercise patience and tolerance; assist chair with submitting budget as soon as possible and work hand in hand with other Sub-Committees; some previous related N.A. service experience; active member (participation) in N.A. Will assist with getting contracts and bids with all outside venders (i.e. D.J., Comedian) by 90 days from convention.

Hospitality

The purpose is to help people at the Convention feel at home and welcome them; to help them feel a part of the Convention by offering a pleasant and hospitable environment. Develops "Do's and Don'ts list" for the Hospitality Suite. Membership besides the Chair, Vice-Chair and the Secretary, are the Welcome Greeters and the Hospitality Sitters.

One (1) year clean time for Chairperson; working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous; willingness, commitment and a desire to serve; liaison between the Convention and the Hospitality Sub-Committee; organizes and coordinates all functions of the Hospitality Sub-Committee and directly responsible to the Convention Committee; must attend all Convention Committee and Sub-Committee meetings; active member of Narcotics Anonymous.

Vice Chair Hospitality

The purpose is to help people at the Convention feel at home and welcome them; to help them feel a part of the Convention by offering a pleasant and hospitable environment. Develops "Do's and Don'ts list" for the Hospitality Suite. Membership besides the Chair, Vice-Chair and the Secretary, are the Welcome Greeters and the Hospitality Sitters.

The Vice Chair Hospitality is a two (2) year commitment; one (1) year as Vice Chair and one year as Chair - if elected by the convention subcommittee. One (1) year clean time vice chair person; working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous; willingness, commitment and a desire to serve; liaison between the Convention and the Hospitality Sub-Committee; organizes and coordinates all functions of the Hospitality Sub-Committee and directly responsible to the Convention Committee; must attend all Convention Committee and Sub-Committee meetings; active member of Narcotics Anonymous.

Hospitality Suite Sitters:

Thirty (30) days clean time; hospitable and responsible with the willingness and desire to serve.

Welcome Greeters:

One (1) day clean time; willingness and desire to serve.

Marathon

The purpose of the Marathon Sub-Committee is to offer any Convention Registrant a non-topic open meeting in which he/she may participate in throughout the Convention. The objective of this Sub-Committee, before the Convention is to gather volunteers to chair the Marathon meetings during the Convention. This Sub-Committee is responsible for keeping the meeting running smoothly. The Marathon Sub-Committee can select the format for this meeting, although experience has shown that the best format seems to be opening up for the discussion. Subsequent Chairpersons will then only introduce themselves and carry on the discussion taking place at the time. This is in contrast to each Chairperson opening and closing separate meetings.

Chairperson:

One (1) year clean time; working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous; willingness and desire to serve; must attend all Convention Committee and its subsequent meetings; responsible for the development of a budget; active member (participation) in Narcotics Anonymous.

Vice Chair:

The Vice Chair Marathon is a two (2) year commitment; one (1) year as Vice Chair and one (1) year as Chair - if elected by the convention subcommittee. One (1) year clean time; 2 Year commitment working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous; willingness and desire to serve; must attend all Convention Committee and its subsequent meetings; active member (participation) in Narcotics Anonymous.

General Members:

Members of Narcotics Anonymous; willingness and desire to serve; thirty (30) days clean time to chair a Marathon meeting.

Merchandise

The purpose of this Sub-Committee is to work with the Daytona area in implementing the theme and designs for the Convention and to do all the purchasing and retailing of memorable items. The Merchandise Sub-Committee is responsible for communicating with the Hotel Liaison to provide a room at the Convention site for distribution and sales of merchandise. Hours should be established in conjunction with the Program Sub-Committee in order to provide harmony. Also, this Sub-Committee delivers all receipts and monies promptly to the convention Treasurer. All merchandise should be ordered at least two (2) months prior to the Convention. The Merchandise Chair will submit a monthly report provided by the Host Committee.

Chairperson:

Two (2) years clean time; working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous; willingness and desire to serve; must attend all Convention Committee and its Sub-Committee meetings; business minded; active member (participant) in Narcotics Anonymous; sells only Narcotics Anonymous related items within the Twelve Traditions; prepares a budget consisting of items to be sold and expenses incurred; once the items are agreed upon within the Sub-Committee, the Chair presents the list to the Convention Committee; this list will include a statement of actual and marketing costs and a time frame for obtaining these items. This Sub-Committee is responsible for the sale of merchandise at the Convention and at fund-raising activities. No items depicting drugs or paraphernalia are to be sold or distributed; careful consideration should be made in negotiating the purchasing price of these items; customarily three (3) different bids are submitted; all merchandise must be approved by the Convention Committee prior to ordering.

Vice-Chair:

Two (2) years clean time; willingness, commitment and desire to serve; knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous; attends Convention Committee meetings; must attend Sub-Committee meetings; be willing to assume the position of Merchandising Chair if necessary; active member (participant) of Narcotics Anonymous. This is a two (2) year commitment. First year as Vice Chair of Merchandise, second year as Merchandise Chairperson (if elected).

Additional Guidelines for Merchandise Committee:

There will be no sales other than the Daytona Convention approved merchandise, except that of other Narcotics Anonymous Conventions, Areas, and groups which are to be sold on the morning of the closing day of the Convention; any outside vendors such as the leather man, the button man, etc…must be vendors that are W.S.C. approved. Following the Convention, a final statement of outstanding inventory is given to the Convention Treasurer. The leftover merchandise will be turned over to the next years Convention Committee for sale during the upcoming year.

Registration

The purpose of this Sub-Committee is to handle all matters regarding Convention Registration, keeping accurate records of monies received and names of people registered, preparing Registration packets and operating Registration table at the Convention; must work within all the Twelve Traditions.

Chairperson:

Two (2) years clean time; working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous; willingness, commitment and desire to serve; must attend all Convention Committee and its Sub-Committee meetings; responsible for developing a budget; active member (participant) in Narcotics Anonymous.

1. Distributes Registration forms throughout the fellowship.
2. Sets up a Registration table at the Convention fund-raisers or if unable to be present, designates a member with 2+ years clean to handle pre registration and monies.
3. Keeps accurate records of all prepaid Registrations and Banquets.
4. Puts together Registration packets, orders all packet materials except programs.
5. Keeps records of all monies received for Registrations and Banquets during the Convention.
6. Responsible for all money collected by the Registration Sub-Committee and turns it over to the Convention Treasurer.
7. Attends all Convention Committee meetings and gives updated reports of Pre-registrations and Banquet reservation payments.
8. Organizes and facilitates registration table at the Convention – MUST have two (2) years clean to collect registration monies at convention.
9. Let the fellowship know about the Convention and provide information services during the Convention; works with the A.S.C. and Public Relations Sub-Committee to provide literature and information during convention.
10. Contacts region and world service committees regarding to posting convention information and updating thru out the year

Vice Chair Registration

Two (2) years clean time; working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous; willingness, commitment and desire to serve; must attend all Convention Committee and its Sub-Committee meetings. This is a 2 year commitment, first

year as Vice Chair and second year as Chair. If voted in by the committee.

1. **Assists with distributing registration forms through out the fellowship..**
2. **Assist chair at fund-raisers & convention registration table or if unable to be present, designates a member with 2+ years clean to handle pre registration and monies.**
3. **Helps with ideas for Registration packets.**
4. **Let the fellowship know about the Convention and provide information services during the Convention; works with the A.S.C. and Public Relations Sub-Committee to provide literature and information during convention.**
5. **Assists with Contacting regions and world service committees regarding to posting convention information and updating thru out the year**

Program

Responsible to the Convention Committee. The function of the program Sub-Committee is to select speakers, workshop topics, and workshop Chairpersons, put together the program and make sure all scheduling coordinates with other Convention activities

Chairperson:

Two(2) years clean time; 1 year prior DACNA Convention Committee and/or programming experience working knowledge of the Twelve Steps and Twelve Traditions of N.A.; willingness, commitment, and a desire to serve; must attend all Convention Committee and it's Sub-Committee meetings; some knowledge of Convention operations with Program Committee suggested; have some organizational abilities; responsible for coordinating all program functions and meetings; will preside over Program Sub-Committee meetings; responsible for submitting a budget per Convention Guidelines; responsible for printing of the programs for the registration packets; performs to the best of his/her ability to meet deadlines and goals.

Program Guidelines:

Speakers:

1. The main Saturday night Speaker must have a minimum of five (5) years clean time. All other Speakers have a suggested three (3) years clean time.
2. None of the Speakers shall be members of the Administrative Committee.
3. Administrative Committee and Convention Committee have the final vote on main Speakers.
4. All Speakers have a strong N.A. message of recovery.
5. Travel expenses and arrangements for Speakers is offered and made by the Program Chair in order to have prior knowledge of total expenses.

Workshops:

1. A compiled list of topics will be made from input of any member of Narcotics Anonymous.

2. By process of elimination, these topics will be voted on by the Program Committee until the number of topics is reached.
3. Workshop Speakers have a minimum one (1) year clean time and experience on topic.
4. Workshop Chairpersons have a minimum of six (6) months clean time.

Additional Guidelines:

1. All Speakers and Chairpersons should be knowledgeable of the Twelve Traditions of Narcotics Anonymous.
2. Speakers, Chairpersons and workshop leaders should be notified no later than one (1) month prior to the Convention date.
3. All Speakers and Chairpersons must be confirmed one (1) week prior to the Convention date.
4. Friday night Speaker meeting will be chaired by the Vice-Chair of the Convention.
5. Saturday night Speaker meeting will be chaired by the Chair of the Convention.
6. Sunday morning Speaker meeting will be chaired by the Program Chair of the Convention.
7. Speakers travel arrangements will be made no later than 30 days from Convention.
8. Main Speakers, (Saturday night and Sunday morning), will be selected 90 days from Convention, and submissions will be accepted up to 120 days from the convention for Friday Saturday and Sunday night speakers.
9. Friday Night Speaker will be from the Daytona Area.

Other Responsibilities:

Coordinates with taping company; works with the Hotel Liaison and Convention Chair to provide workspace and accommodations. Provides adequate copies of the printed programs after working with the printer, Arts and Graphics Sub-Committee and the Program Sub-Committee to produce the Convention Program.

**Vice-Chair Programming:

Two(2) years clean time; working knowledge of the Twelve Steps and Twelve Traditions of N.A.; willingness, commitment, and a desire to serve; this is a 2 year commitment, first year as the vice chair, second year as the chair if voted in by committee must attend all Convention Committee and it's Sub-Committee meetings; have some organizational abilities; responsible for assisting coordination of all programming functions and meetings.

Must adhere to all the programming guidelines and assist the chair in aspects of those guidelines.