

PRIMARY PURPOSE AREA CONVENTION NA

CONVENTION GUIDELINES

PURPOSE

Primary Purpose Area Convention NA (PPACNA) and Convention committee. The PPACNA committee's purpose is to make all necessary decisions affecting the convention. The convention's purpose is to provide a safe haven for addicts to celebrate recovery and encourage unity and fellowship.

TIMELINE

The Primary Purpose Area Convention NA will start Friday afternoon and will end on Sunday.

COMPOSITION

The PPACNA committee members consist of the Chairperson, Vice Chair, Treasurer, and Secretary and all subcommittee member chairs. All officers (except for the chair) are elected at the annual meeting following each convention. The chair and the Vice Chair (if willing to step into chair) should submit a resume to the PPANA ASC for the groups to vote on.

TRUSTED SERVENT POSITIONS

(Requirements and suggested clean time for the trusted servant positions)

CHAIRPERSON----- Five years clean time
VICE-CHAIRPERSON----- Four years clean time
SECRETARY----- One year clean time
TREASURER----- Five years clean time
ACTIVITIES, PROGRAMS & HOSPITALITY----- One year clean time
ALT. SUBCOMMITTEE CHAIRS ABOVE----- One year or six months clean time
REGISTRATION & MERCHANDISE SUBCOMMITTEE CHAIRS--- Five years clean time
ACTIVITIES FUNDRAISING CHAIR----- Three year's clean time

1. A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.
2. Willingness to give time and resources necessary
3. Attend all committee meetings, provide copy to secretary of monthly report for other committee members at meeting and updates over subcommittee meetings
4. Active participation in N.A.
5. Although total consensus is our goal, all business related items require final approval by the PPACNA committee by a simple majority
6. Any issues brought up by the subcommittees are to be presented to the committee and will be reviewed, prioritized and acted on in a timely manner.
7. Any committee member that physically misses two consecutive committee meetings in a row will be removed from their position. (You are our conscience, so it is important to have your physical presence)

TRUSTED SERVANT DUTIES

CHAIR - (Serves as a member of the committee)

1. Chairs the convention planning committee meeting
2. Has oversight responsibilities for the sub committees
3. Shall preside at all committee meetings and shall have general supervision, direction and responsibility of all functions of the PPACNA committee
4. Stays informed of the activities of each subcommittee and provides help when needed. Coordinates with the Vice chair regarding dividing attendance at subcommittee meetings.
5. Keeps activities within the principles of the Twelve Traditions and in accord with the purpose of the convention.
6. Monitors fund flow and overall convention costs and helps organize the subcommittee budgets.
7. Allows subcommittees to do their jobs while providing guidance and support
8. Responsible for all routine interactions with the PPANA ASC meetings throughout the year with a written report reflecting updated financial and other pertinent information for the PPANA ASC to review.
9. To make available prior to the convention, an invitation to groups to help out in the hospitality room with time slots available. Chair will work directly with hotels for details.
10. Can assist the secretary in preparing the agenda's for all upcoming committee meetings
11. Coordinate and negotiate with hotel along with treasurer
12. Prepares a committee report to submit to PPANA ASC with attached treasurers report
13. Selecting the site is the first order of business. It is suggested at getting at least three quotes from hotels in the area of the convention be obtained. Using the expense and attendance figures from the previous year will help in selecting how much space will be needed and comparing costs. Ultimately, hotel selection should be made during current year for the following year/s.
14. Make them (the hotel) explain their pricing in detail, making sure there won't be any unexpected costs or extend any services that may be left unexplained.
15. Suggested clean time 5 years

VICE-CHAIR - (Serves as a member of the committee)

1. Acts as Chair if the Chair is unavailable.
2. Coordinates with the Chair and attends subcommittee meetings regularly in order to ensure that they get the necessary support to do a good job.
3. Works closely with the Chair to help coordinate responsibilities to subcommittee chairpersons.
4. Reports back to the committee all the activities and attendance of the subcommittee meetings over the past month.
5. Makes all preparations necessary to step up to the Chair of the convention committee the following year.
6. Prepare a committee report to submit to PPANA ASC in absence of Chair with treasurer's report.
7. Suggested clean time 4 years

SECRETARY - (Serves as a member of the committee)

1. Keeps minutes of all committee meetings and subcommittee reports.
2. Works with the Chair to prepare the agenda for committee meetings and disperses 2

- weeks prior to the committee meeting.
3. Mails or e-mails minutes to committee members. Minutes should be sent out within two weeks of convention committee meeting.
 4. Maintain a list of committee member's names and contact information for the committees use.
 5. Keep an archive of all meeting minutes in case of a request or need for them.
 6. Good computer and organizational skills required
 7. Suggested clean time 1 year.

TREASURER – (Serves as a member of the committee)

1. Maintains the bank account for the convention committee.
2. Works with the Chair and Vice-chair to prepare a budget for the convention which is used for planning activities. Budget is based on subcommittee's recommendations as to the monies they will need to carry out their tasks.
3. Writes all checks and is responsible for collecting receipts from subcommittees for money paid out.
4. Responsible for reporting/recording all monies including revenues from registrations, banquet tickets, pays all bills, and advises the chair on cash supply, income flow and rate of expenditures.
5. Each check should require two signatures out of the following: Chair and Treasurer. So long as the Chair and Treasurer do not cohabit.
6. A complete treasurer's report should be submitted for the monthly committee meeting with 10 copies for other committee members and two to the Chair of PPANA ASC meeting along with all fund distributions.
7. A periodic review may be performed by the PPANA ASC Treasurer at that committee's request.
8. Keeps an archive of all financial records in a computer compatible format.
9. Works with the bank in making sure we keep an accurate/up to date signature card on file.
10. Makes all deposits (either in the safety deposit box at the hotel or the bank night deposit) EVERY night during the convention. The Chair and Vice Chair must sign off on each deposit and keep record in the receipt book.
11. Coordinates and negotiates with hotel along with Chair.
12. Selecting the site is the first order of business. It is suggested at getting at least three quotes from hotels in the area of the convention be obtained. Using the expense and attendance figures from the previous year will help in selecting how much space will be needed and comparing costs. Ultimately, hotel selection should be made during current year for the following year/s.
13. Make them (the hotel) explain their pricing in detail, making sure there won't be any unexpected costs or extend any services that may be left unexplained.
14. Suggested clean time 5 years

SUBCOMMITTEES

1. Programming
2. Merchandise
3. Registrations
4. Activities & Events
5. Hospitality

PROGRAMMING - (Chair Serves as a member of the committee)

1. Responsible for all aspects of the development for the main meetings and workshops for the convention.
2. Ensures diversity of speakers and workshop topics taken from NA approved literature.
3. Determines the number of workshops needed for the attendance projected.
4. Is responsible for the notification of all speakers.
5. Works with hotels to coordinate and secure the required meeting space and requested equipment. IE: mic's, dance floors, required rooms per session, hours each room will be needed, speakers, video conferencing, etc.
6. Coordinates and submits a budget for the travel arrangements for the main convention speaker.
7. Responsible for on-site speaker check in and assists with implementing the convention program. IE: people are where they need to be, readings are printed and given to meeting chairs, clarity statements are prepared with all pertinent information.
8. Utilizes the "Speaker Tape Review Sheet" when listening to the prospective speakers to help with final suggestions to the main committee board for final vote. Suggestions on main speaker are due at the committee meeting, reviewed by the committee for 1 month, and final vote will be held at prior meeting.
9. Prepares a written program to distribute to attending members.
10. Suggested clean time 1 year.

SPEAKER SELECTION

A convention program should be a representation of the diversity of our fellowship. We would like to think that it would be necessary but we would remind everyone involved in the speaker selection process to take into consideration issues such as bearing in mind issues such as race, sex, sexual preference and geographic origin.

The basic criteria for selection will be a minimum of one year clean for workshops and a minimum of eight years clean for main speaker meetings. The committee should always strive to select speakers who have a message of recovery in Narcotics Anonymous. The speaker's message should be a demonstration of the progression of recovery by applying the principles of the Twelve Steps of Narcotics Anonymous.

All responsibilities for the final approval of the convention program and the speakers rests solely with the PPACNA committee members. The Programs Committee will submit to the board a list of primary and secondary main speaker selections and as should take place first to allow for committee approval, confirmation with the speaker selected and sufficient time to make appropriate travel arrangements. Speakers for the workshops should be selected from members who are attending the convention.

There is no subsidy for workshop speakers. For the main out-of-town speaker the PPACNA committee will cover all travel, hotel, and full registration costs. For all other main speakers at the PPACNA committee will provide a full registration only if funds are available. The final decision rests solely with the current year's committee members.

Typically, there has been one main speaker meeting on each day of the convention. There have also been many variations of this at different conventions. The committee will agree upon the final format for each convention with input from the subcommittee members.

Members being considered as speakers for main meetings should not have been a main speaker at any

of the previous three conventions. However, having spoken at a previous convention does not restrict the ability to be considered to speak at any convention workshop.

MERCHANDISE - (Chair Serves as a member of the committee)

1. Suggests selection, quantity, and pricing for all items to be sold and expenses incurred and submit this budget to the convention committee for approval.
2. Works with groups to get members to submit primary convention logo design for use at convention, fliers, banners, etc.
3. Oversees the sales of merchandise at the convention. Communicating with Hotels and Hospitality for the space needed at the convention site and coordinating with Programming to insure proper scheduling.
4. Manages all graphic designs for each convention and may modify any designs submitted.
5. Procures equipment, labor, shipping and receiving cost on all items sold at the convention.
6. Coordinates with outside vendors. IE: RSO, Merchandise (if the committee wants outside product sold)
7. Pre and post-convention material inventory and sales.
8. Responsible for storage of all items and the delivery of all receipts promptly to the Treasurer along with an accurate list of remaining items.
9. Coordinates a volunteer base for on-site merchandise sales.
10. Suggested clean time 5 years.

REGISTRATION - (Chair Serves as a member of the committee)

1. Establishes the price for registration.
2. Handling of registration funds, before and during the convention. Precise accounting and transferring of said funds to the treasurer.
3. Oversees registrations at the convention.
4. Drafts registration and work with Entertainment chair for creation of all event fliers. Dispersing to the following: Chair for PPANA ASC (web-coordinator), different group events, PPANA Secretary and any email groups.
5. With regards to banquet tickets, prudence and caution should be used in this area when estimating the number of tickets printed because this is one important area where a committee can fall into the red.
6. Maintains and handles records of all registration forms both before and during the convention and receipts for all approved expenditures.
7. Responsible for printing all meal tickets based off agreement number in the hotel contract.
8. Coordinates a volunteer base for on-site registration at the convention.
9. Suggested clean time 5 years.

ACTIVITIES FUNDRAISING AND EVENTS- (Chair Serves as a member of the committee)

New members not familiar with the Twelve Traditions may be confused by the concept of “fund raising” in Narcotics Anonymous because it is so unlike the kind of fund-raising done in other organizations even non-profit organizations. We never, under any circumstances, accept monetary contributions from any outside source. We affiliate ourselves with no one, choosing to be entirely self-supporting through our own contributions. In Narcotics Anonymous whenever we need to “raise funds”, we fundraise from our own membership.

1. The primary purpose of this sub-committee is the planning and coordinating of 4-5

- events throughout the year to promote unity, preregistration and “raise-funds” for the convention committee to more easily be able to purchase the space and supplies to put on the PPACNA Convention.
2. To work closely with the Treasurer and the rest of the committee to get the funds where they are needed as quickly as possible and the keeping of accurate records at the events of attendance and costs versus total income.
 3. Provides all budgets and menus of each event to the committee for approval.
 4. Coordinates with each group's meeting space (via attending home group meetings or group conscience) for clear communication and contact help for facility.
 5. Ensures that the event reflects a special celebration for our members.
 6. Staffs people to help with the following at each event: Door entry, food preparation, food purchase, and entertainment coordination.
 7. Suggested clean time 3 years.

HOSPITALITY - (Chair Serves as a member of the committee)

1. Oversee hospitality room.
2. Procure supplies and equipment necessary for hospitality room.
3. Plan and schedule hospitality volunteers.

VOTING PROCEDURES

Exceptions to this procedure will be as follows: When the nominee is a returning Vice Chair or Alternate Subcommittee Chair with no opposition, and willingness to step up has been expressed, the candidate will be asked to leave the room and a vote will be taken. If approved the member will step up, if not the position will be held as OPEN. All open positions from February on will be filled PRO-TEM. Candidates with willingness for open positions may come to the committee meeting and may be voted in by the committee using vice chair and alternate subcommittee chair procedure.

(January 2019)