

GOLD COAST AREA POLICY MANUAL

CONVENTION (GCCNA) SUBCOMMITTEE POLICY

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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

01 A. GENERAL MEMBERS

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- 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.

12 B. VOTING PRIVILEGES

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- 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.

26 C. ADMIN COMMITTEE MEMBERS and SUBCOMMITTEE CHAIRPERSONS

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- 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.
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45 **D. SUBCOMMITTEE MEMBERSHIP**

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1) All subcommittees are accountable to the Convention Committee.

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2) It should be clearly understood that subcommittees have specific service responsibilities to perform, and individuals should expect to be replaced should they become unable to serve for any reason.

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3) Each subcommittee has only one chairperson who is then responsible for recruiting subcommittee members.

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4) Subcommittee meetings should follow Robert's Rules of Order to ensure that the meetings run smoothly, and business is conducted in an orderly fashion.

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5) Subcommittees should maintain accurate records of all activities and correspondence. Financial reports, including needs, expenditures and receipts should be included in each subcommittee's monthly report.

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6) Subcommittees should communicate any questions, comments, or concerns relating to the host hotel only with the Administrative Committee Hotel Liaison or Assistant Hotel Liaison.

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7) All subcommittee trusted servants are required to attend all their subcommittee's meetings and should make every effort to attend all Convention Committee meetings.

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8) General members of subcommittees should be encouraged to attend all their subcommittee's meetings and all Convention Committee meetings.

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9) Subcommittees should always work together - cooperation and consideration are the keys that make the Convention work!

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77 **E. BUSINESS and BANKING**

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1) No person shall serve as a GCCNA committee or subcommittee chairperson while also 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

01 **A. PURPOSE and GUIDELINES**

- 02
- 03 1) To gather and share information pertaining to the planning and carrying out of the
- 04 Convention.
- 05
- 06 2) All Convention Committee meetings should be open to any member of Narcotics Anonymous,
- 07 take place at regularly scheduled times and places, and follow the current edition of Robert's
- 08 Rules of Order.
- 09
- 10 3) Efforts should be made to encourage support and participation from all Area members. Care
- 11 should be exercised during the planning process to involve as many groups and individuals
- 12 as possible.
- 13
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17 **B. AGENDA FOR MEETINGS**

- 18
- 19 1) Open meeting with a moment of silence followed by the Serenity Prayer
- 20
- 21 2) Ask a member to read the Twelve Traditions
- 22
- 23 3) Chairperson reads the convention purpose and voting guidelines
- 24
- 25 4) Roll Call
- 26
- 27 5) Approve minutes from last meeting
- 28
- 29 6) Administrative Reports:
- 30
- 31 a) Chairperson
- 32 b) Vice-chairperson
- 33 c) Treasurer
- 34 d) Assistant Treasurer
- 35 e) Hotel Liaison
- 36 f) Assistant Hotel Liaison
- 37 g) IT Coordinator
- 38 h) IT Liaison

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- 7) Subcommittee reports
 - a) Arts & Graphics
 - b) Auction
 - c) Banquet
 - d) Entertainment and Fundraising
 - e) Hospitality
 - f) Convention Information
 - g) Marathon
 - h) Merchandise
 - i) Program
 - j) Registration
 - k) Serenity Patrol
- 8) Old business
- 9) New Business
- 10) Close with prayer

C. MOTIONS

- 1) May be made and seconded only by voting members.

D. QUORUM and VOTING

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

3. ADMINISTRATIVE COMMITTEE

01 **A. PURPOSE**

02
03 The Administrative Committee holds separate, periodic and special committee meetings and carries
04 out the will of the Convention Committee. Its function is to ensure that the various Subcommittees
05 work together and to assist those Subcommittees, however it is not necessary for the Administrative
06 Committee to involve itself directly in the specific workings of each Subcommittee. The members of
07 the Administrative Committee discuss the performance of the Subcommittees as well as the overall
08 budget and other matters which affect the convention. The results of these discussions are included
09 in reports at Convention Committee meetings. The Administrative Committee drafts a schedule of
10 meeting dates for the Convention Committee as soon as possible. This schedule is then approved
11 by the Convention Committee and distributed to all members. It is advisable to choose a night on
12 which meetings will be held and schedule all meetings on that night throughout the duration of the
13 planning period. The Administrative Committee also makes regular reports to the ASC. Comments
14 and suggestions from the ASC are included in the Chairperson's report.

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19 **B. CHAIRPERSON**

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

- 22
23 1) Five (5) years clean time.
24 2) Three (3) years prior ASC experience.
25 3) Knowledge of the Gold Coast Area Service Policy.
26 4) Demonstrated stability in local community.
27 5) Administrative abilities.

28
29 **DUTIES:** Organize subcommittees and delegate tasks to those subcommittees. Stay informed on
30 each subcommittee's activities and provide help when needed. Help resolve all conflicts within the
31 Convention Committee and its subcommittees. Keep activities within the principles of the Twelve
32 Traditions of Narcotics Anonymous and in accordance with the purpose of the Convention
33 Responsibilities. Monitor the flow of funds and overall convention costs. Help organize
34 subcommittee budgets. Prepare a budget for the Administrative Committee. Prevent important
35 decisions from being made prematurely in order to foster understanding by the entire Convention
36 Committee prior to action. Allow subcommittees to do their jobs while providing guidance and
37 support - only major issues need to be brought to the Convention Committee meeting -
38 subcommittees should be given trust and encouragement to use their own judgement. Prepare

39 agenda for Convention Committee meetings. Vote at Convention Committee meetings only to break
40 a tie. Chair the Convention and all Convention Committee meetings. Maintain accountability to the
41 ASC and attend all monthly ASC meetings to provide Convention Committee reports. Co-sign all
42 contracts for the Convention.
43
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45 **C. VICE-CHAIRPERSON**

46 Nominated and elected by the ASC. The Vice-Chairperson shall be in training for the Chairperson's
47 position. This position is a two-year commitment; the Vice-Chairperson will become the Chairperson
48 in the second year of this commitment if vote of acclamation is passed by the ASC.
49

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

55
56 **DUTIES:** Act as parliamentarian at all Convention Committee meetings. Coordinate and ensure
57 deadlines are met by subcommittees. Make sure deadlines are met by subcommittees. Provide
58 help to any subcommittee in need. Act as chairperson of any subcommittee that does not have a
59 chairperson.
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64 **D. TREASURER**

65 Nominated and elected by the ASC.
66

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

71
72 **DUTIES:** Must be accessible to all Administrative Committee members and subcommittee
73 chairpersons, especially the Hotel Liaison and chairpersons of the Registration and Merchandising
74 subcommittees. Must attend all Convention Fundraisers. Responsible for receiving all Convention
75 funds and recording all funds received in the receipt book. Responsible for all Convention
76 Committee funds including revenues from fundraisers and ticket sales. Pay all Convention
77 Committee bills and advise the Chairperson of the Administrative Committee on cash supply, income
78 flow, and expenditures. Work with the Chairperson and Vice-Chairperson of the Administrative
79 Committee to prepare a budget for the Convention which is used for planning of fundraising
80 activities. The budget can be a rough estimate at the beginning of the planning and revised as the

81 Convention draws near. When all the financial needs of the subcommittees are listed and totaled,
82 the income should be outlined. The two main sources of income should be from fundraisers and
83 registrations. Write all Convention Committee checks and collect receipts for all funds paid out.
84 Ensure that every check is signed by the Administrative Committee Chairperson and
85 Vice-Chairperson. Reviews Subcommittee reports for expenditures from the financial plan (budget)
86 not mentioned in the original budget so that an accurate budget can be maintained. This information
87 should be included in the Treasurer's report. Provide detailed treasurer's reports at each Convention
88 Committee meeting. Periodic reviews of all financial records should be made by the Administrative
89 Committee. The records should be reviewed at the time of the actual distribution in accordance with
90 the Treasurer's financial statement requirements. This information should be made available upon
91 request to the ASC Administrative Committee. Determine budgets for Subcommittees as early as
92 possible. Following the convention, all funds will be turned over to the ASC within 60 days except for
93 twenty thousand dollars (\$20,000.00), which will be kept in the Convention Committee bank account
94 as seed money for the following year's convention.

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99 **E. ASSISTANT TREASURER**

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

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

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

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115 **F. SECRETARY**

116 Nominated and elected by the ASC.

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- 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
121 distributed to the Convention Committee.

122

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

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134 **G. HOTEL LIAISON**

135 Nominated and elected by the ASC.

136

137 1) Four (4) years clean time.

138 2) Prior GCCNA experience.

139

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

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153 **H. ASSISTANT HOTEL LIAISON**

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

157

158 1) Three (3) years clean time.

159 2) Prior Narcotics Anonymous convention service experience.

160

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

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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).

- 207 5) Must possess technical experience.
208 6) Prior WordPress admin experience preferred. Prior WooCommerce admin experience
209 preferred.
210

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

- 230
- 231 1) The Convention website must adhere to the Twelve Traditions of Narcotics Anonymous and
232 the provisions set forth in the Narcotics Anonymous Fellowship Intellectual Property Trust
233 (FIPT).
234
 - 235 2) The Convention website should only provide links to the Narcotics Anonymous World
236 Services website, the Gold Coast Area of Narcotics Anonymous website, other NA regional,
237 area, or convention websites, and other websites necessary for the efficient and user-friendly
238 operation of the website (i.e. websites belonging to the convention host hotel or convention
239 event venues).
 - 240 3) When linking to an outside organization (non-NA websites), it must be accompanied by a
241 conspicuously placed disclaimer stating that "Narcotics Anonymous is not an affiliated with
242 this organization".
243
 - 244 4) When a Convention Committee trusted servant (who has access to any account owned or
245 otherwise managed by the Convention Committee) steps down from their position, all
246 passwords for their accounts must be reset, and new ones must be provided to the
247 Administrative Committee Chairperson as soon as possible

4. ARTS and GRAPHICS SUBCOMMITTEE

01 SUBCOMMITTEE PURPOSE

02
03 Responsible for all designs at the Convention, including the themes for the Convention. Comprised
04 of members who are artistic and energetic. Prior to the Convention, this subcommittee is responsible
05 for designing the Convention banner, tickets, logos, flyers, Convention posters, directional posters,
06 t-shirts, coffee cups, other merchandise logos, etc. This subcommittee should present a variety of
07 designs for each item to the full Convention Committee for vote. All material must be kept within our
08 Twelve Traditions and must be voted on by the entire Convention Committee. All flyers should have
09 the following language: "Please be respectful of the hotel (or facility), its employees and guests so
10 NA does not have damages to pay after event. Our reputation is on the line."
11

12 13 CHAIRPERSON

14 Nominated and elected by the Convention (GCCNA) committee.

- 15
- 16 ● Three (3) years clean time.
- 17 ● Work closely with the rest of the Convention Committee to ensure that the subcommittee
- 18 fulfills its purpose.
- 19

20 21 22 VICE-CHAIRPERSON

23 Nominated and elected by the Arts and Graphics Subcommittee.

- 24
- 25 ● Two (2) years clean time.
- 26

27 28 29 SECRETARY

30 Nominated and elected by the Arts and Graphics Subcommittee.

- 31
- 32 ● Six (6) months clean time.
- 33 ● Keep accurate and legible minutes of all subcommittee meetings.
- 34

5. AUCTION SUBCOMMITTEE

01 **SUBCOMMITTEE PURPOSE**

02

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

05

06

07 **CHAIRPERSON**

08 Nominated and elected by the Convention (GCCNA) committee.

09

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

18

19

20 **VICE-CHAIRPERSON**

21 Nominated and elected by the Auction Subcommittee.

22

- 23 ● Two (2) years clean time.

24

25

26 **SECRETARY**

27 Nominated and elected by the Auction Subcommittee.

28

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

31

32

33 **GENERAL MEMBERS**

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

6. BANQUET SUBCOMMITTEE

01 SUBCOMMITTEE PURPOSE

02

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

04

05

06

07 CHAIRPERSON

08 Nominated and elected by the Convention (GCCNA) committee.

09

10

- Three (3) years clean time.

11

- Work closely with the rest of the Convention Committee to ensure that the subcommittee fulfills its purpose.

12

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15

16 VICE-CHAIRPERSON

17 Nominated and elected by the Banquet Subcommittee.

18

19

- Two (2) years clean time.

20

21

22

23 SECRETARY

24 Nominated and elected by the Banquet Subcommittee.

25

26

- Six (6) months clean time.

27

- Keep accurate and legible minutes of all subcommittee meetings.

7. ENTERTAINMENT and FUNDRAISING SUBCOMMITTEE

01 **SUBCOMMITTEE PURPOSE**

02
03 To raise funds to help enhance the Convention, to coordinate all activities during the Convention
04 (e.g. comedy show, dance, pool party, sporting activities, etc.), and to select the DJ, band, or other
05 form(s) of entertainment for the Convention. This subcommittee is accountable to the Convention
06 Committee and responsible for working closely with the Program Subcommittee to schedule dates
07 and times for all activities at the Convention.
08

09
10

11 **CHAIRPERSON**

12 Nominated and elected by the ASC.

- 13
- 14 ● Five (5) years clean time.
 - 15 ● Ability to exercise patience and tolerance.
 - 16 ● Work closely with the rest of the Convention Committee to ensure that the subcommittee
17 fulfills its purpose.
- 18

19
20

21 **VICE-CHAIRPERSON**

22 Nominated and elected by the Entertainment and Fundraising Subcommittee.

- 23
- 24 ● Four (4) years clean time.
- 25

26
27

28 **SECRETARY**

29 Nominated and elected by the Entertainment and Fundraising Subcommittee.

- 30
- 31 ● Six (6) months clean time.
 - 32 ● Keep accurate and legible minutes of all subcommittee meetings.
- 33

34
35

35 **TREASURER**

36 Nominated and elected by the ASC.

- 37
- 38 ● Five (5) years clean time.

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

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46
47

48 **GENERAL MEMBERS**

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- One (1) day clean.

8. HOSPITALITY SUBCOMMITTEE

01 SUBCOMMITTEE PURPOSE

02

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

06

07

08 CHAIRPERSON

09 Nominated and elected by the Convention (GCCNA) committee.

10

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

14

15

16 VICE-CHAIRPERSON

17 Nominated and elected by the Hospitality Subcommittee.

18

- 19 ● Two (2) years clean time.

20

21

22 SECRETARY

23 Nominated and elected by the Hospitality Subcommittee.

24

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

27

28

29 HOSPITALITY ROOM SITTERS

30 Nominated and elected by the Hospitality Subcommittee.

31

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

34

35

36 WELCOME GREETERS

37

- 38 ● One (1) day clean.

9. CONVENTION INFORMATION SUBCOMMITTEE

01 SUBCOMMITTEE PURPOSE

02

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

07

08

09

10 CHAIRPERSON

11 Nominated and elected by the Convention (GCCNA) committee.

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23 VICE-CHAIRPERSON

24 Nominated and elected by the Convention Information Subcommittee.

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30 SECRETARY

31 Nominated and elected by the Convention Information Subcommittee.

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34

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

10. MARATHON SUBCOMMITTEE

01 SUBCOMMITTEE PURPOSE

02

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

07

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

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16 CHAIRPERSON

17 Nominated and elected by the Convention (GCCNA) committee.

18

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

25

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28 VICE-CHAIRPERSON

29 Nominated and elected by the Marathon Subcommittee.

30

- 31 ● One (1) year clean time.

32

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35 GENERAL MEMBERS/ MARATHON MEETING CHAIRS

36

- 37 ● Three (3) months clean time.

11. MERCHANDISING SUBCOMMITTEE

01 SUBCOMMITTEE PURPOSE

02

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

07

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11 CHAIRPERSON

12 Nominated and elected by the ASC.

13

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

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

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43

44 **VICE-CHAIRPERSON**

45 Nominated and elected by the ASC.

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49

- Three (3) years clean time.

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51

51 **SECRETARY**

52 Nominated and elected by the Convention Information Subcommittee.

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

58
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59 **GENERAL MEMBERS**

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61

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

12. PROGRAM SUBCOMMITTEE

01 **SUBCOMMITTEE PURPOSE**

02

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

05

06

07

08 **CHAIRPERSON**

09 Nominated and elected by the ASC.

10

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

17

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19

20 **VICE-CHAIRPERSON**

21 Nominated and elected by the Program Subcommittee.

22

- 23 ● Two (2) years clean time.

24

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26

27 **SECRETARY**

28 Nominated and elected by the Convention Information Subcommittee.

29

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

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35 **GENERAL MEMBERS**

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- 37 ● One day clean time.
- 38 ● Must attend all subcommittee meetings

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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.

81 **WORKSHOP GUIDELINES**

- 82
- 83 ● All speakers must have a minimum of three (3) years clean time and a clear Narcotics
- 84 Anonymous message. Workshop chairpersons must have a minimum of one-year clean
- 85 time, and members of the Gold Coast Area should be considered first.
- 86
- 87 ● All speakers and chairpersons should have knowledge of the Twelve Steps and Twelve
- 88 Traditions of Narcotics Anonymous.
- 89
- 90 ● A list of topics will be compiled, and input will be accepted from any Narcotics Anonymous
- 91 members. These topics will be voted on with the Program Subcommittee by process of
- 92 elimination until the target number of topics has been reached.
- 93
- 94 ● A Trusted Servant Workshop will be held by the ASC Policy Subcommittee. The Convention
- 95 Programming subcommittee will work with the ASC Policy Subcommittee to arrange a date
- 96 and time at the Convention for this workshop, and this workshop will be added to the
- 97 Convention program and displayed on the program board at the registration booth.
- 98
- 99 ● All speakers and chairpersons should be selected and notified no later than one month prior
- 100 to the Convention.
- 101
- 102 ● All speakers and chairpersons must be confirmed within one (1) week prior to the
- 103 Convention.
- 104
- 105 ● During the Convention, all speakers and chairpersons must check in fifteen (15) minutes prior
- 106 to the beginning of their workshop.
- 107

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110 **ADDITIONAL GUIDELINES**

- 111
- 112 ● Obtain bids from at least three (3) professional recording contractors and present them to the
- 113 Convention Committee for final vote.
- 114
- 115 ● Coordinate with Merchandising Subcommittee to provide work space for the recording
- 116 contractor within the merchandising room at the Convention.
- 117
- 118 ● Obtain at least three (3) bids for the printing of the Convention program and work with the
- 119 Arts and Graphics Subcommittee to produce the printed Convention program.
- 120
- 121 ● Prepare meeting formats for all meetings and workshops.

13. REGISTRATION SUBCOMMITTEE

01 SUBCOMMITTEE PURPOSE

02

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

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09 CHAIRPERSON

10 Nominated and elected by the ASC.

11

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

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30 VICE-CHAIRPERSON

31 Nominated and elected by the ASC.

32

- 33 ● Three (3) years clean time.

34

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36 GENERAL MEMBERS/ MARATHON MEETING CHAIRS

37

- 38 ● Three (3) months clean time.

14. SERENITY PATROL SUBCOMMITTEE

01 SUBCOMMITTEE PURPOSE

02

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

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10 CHAIRPERSON

11 Nominated and elected by the Convention (GCCNA) committee.

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28 VICE-CHAIRPERSON

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

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- 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.

39 **SECRETARY**

40 Nominated and elected by the Registration Subcommittee.

41

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

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47 **GENERAL MEMBERS**

48

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