

East Coast Convention Host Committee Policy

Updated as of August 2010

1. PURPOSE

The purpose of the East Coast Convention is to make accessible a convention that is cost effective for attendants and to supply the Basic Text to jails and prisons. To coordinate and conduct a convention that will bring our fellowship together in a celebration of recovery.

2. FUNCTION

The East Coast Convention of Narcotics Anonymous (hereinafter referred to as ECCNA) functions with the support of the Host Area and the ECCNA, Inc. Advisory Board (hereinafter referred to as AB).

3. BID PROCESS

In order for an Area be eligible to host the convention, the Area must first submit a bid package to the AB. The bid must be submitted at least thirty (30) days prior to current year convention and is for the next year's convention. This bid must be in writing, reflect the group conscience of the Area Service Committee (ASC) and be signed by the Chairperson and Vice-Chairperson of the ASC along with the name and telephone number of a contact person of the Area. In addition, the Area should have already selected the Admin part of the Host Committee (see Section 7. Host Committee) which will allow the Host Committee to immediately begin doing business. The bid letter should also contain a "letter of intent" from selected site(s). Once the bid is received by the AB, an AB member will make contact with the Area to confirm the information received. The bid proposal meeting is facilitated by the AB. Any Area submitting a bid proposal will be required to attend the Bid Proposal Meeting at the convention and present their bid. After the bid is presented, the floor will be opened for questions. The members in attendance will select the Host Area for the future convention at the bid meeting by a show of hands or by paper ballot. The Host Area's contact person shall be immediately notified of this selection and the selection will be formally announced at the current convention during the Saturday Night Speaker Meeting. Any Area whose bid is selected shall assume responsibility for the initial formation of the Host Committee. Once a Host Committee has been formed, it becomes an active participant of the East Coast Convention, and is accountable to the Host Area and the AB. The decision of an Area to host ECCNA constitutes a binding agreement where by that Area agrees to abide by the existing ECCNA policy and fund flow guidelines.

A region may also submit a bid by following the same process as stated above.

4. RESPONSIBILITIES OF THE AB

- A. Approves all contracts for facilities, merchandise, outside vendors, entertainment and other services necessary for the convention.
- B. Sets the prices and quantities for pre-registration, registrations, merchandise, banquets and all activities held at the convention.
- C. Responsible for obtaining the necessary insurance for the convention and the convention fundraisers.
- D. Approves the final budget for the Host Committee
- E. Submits a financial report each month to be given at the Host Committee's meeting.
- F. Responsible for securing all left over merchandise, auction items, cash registers, checkbooks, banners, and any other items that might be needed for subsequent conventions.
- G. Responsible to see that the Host Committee handles all of its funds, receipts and contractual obligations in a responsible way. If there is a loss incurred then the AB has responsibility of satisfying those losses.
- H. Approves all changes to Host Committee policy.
- I. Signor and payer on all facility and insurance contracts.

5. AB LIAISONS

The AB shall create the following liaison positions in order to set up direct lines of communication between the Host Committee and the AB: Arts & Graphics, Auction, Convention Information, Entertainment, Hospitality, Marathon, Merchandise, Program, Registration and Serenity Keepers. The AB liaison to the Treasurer will be the CFO and the AB liaison to the Site liaison will be the AB President).

The liaisons are responsible for lending their experience to the Host Committee and determining if there are any problems, situations, etc that will need to be addressed by the AB or by the Host Committee as a whole. The liaisons do not have to attend the meetings of the Host Committee but rather uses frequent telephone contact and/or email correspondence to stay informed and available as needed.

6. BUDGETING AND FINANCIAL GUIDELINES

The Host Treasurer and the AB CFO shall work together to prepare the preliminary budgets as soon as possible. Prior to the budget being approved, the Host Committee shall submit any necessary expenses to the AB. Once the budgets have been approved by the AB, the Host Committee will submit the budget immediately to the Host Area. After the budget has been set, any requests for funds by the Host Committee that fall within the approved budget will automatically be paid by either the Host Treasurer or the CFO, assuming funds are available. Any requests by the Host Committee which go above any line item in the budget, or for any items which are not in the budget, must be approved by the AB before payment can be made.

The Host Committee's bank account shall maintain an operating balance of no more than \$1,000.00. When funds are low, the Treasurer should notify the CFO and request to have funds transferred. Funds will only be transferred by CFO after a detailed report

is received which includes a breakdown of expenditures and the amount of the remaining budget. .

After paying all expenses from the convention, the remaining funds will be divided as follows:

- 40% (not to exceed \$5,000.00) to be held by the AB for the following year's convention.
- Operating expenses (to include taxes, insurance, legal fees, etc) for the AB as determined by the AB budget; and
- Remaining funds will be used to buy Basic Texts for jails and prisons in the Host Area and the East Coast regions.

7. HOST COMMITTEE

The purpose of the Host Committee is to coordinate and conduct the East Coast Convention of Narcotics Anonymous. This committee shall be known as the Host Committee and shall operate under the AB. The Host Committee Chair and Vice Chair are automatically appointed to the AB during their term.

The Host Committee Admin is made up of a Chairperson, Vice-Chairperson, Secretary, Treasurer, and Site Liaison. In addition, the Host Committee will have the following Subcommittees: Arts & Graphics, Auction, Convention Information, Entertainment & Fundraising, Hospitality, Marathon, Merchandise, Program, Registration and Serenity Keepers.

The Host Area shall elect the initial Admin members prior to the bid proposal meeting as stated in Section 3. Bid Process. The Subcommittee Chair positions shall be elected at the first meeting held by the Host Committee after the bid proposal meeting. Any changes or additions to positions on the Host Committee after shall be nominated and elected by the Host Committee with the exception of the Admin members. Any Admin Member or Subcommittee Chair who is absent for (2) consecutive meetings without notice of their absence given to the Chair and/or Vice-Chair (not to exceed a total of (3) absences), will have their positions open for re-election at the next meeting.

The Host Committee shall meet at least once a month monthly starting with its creation, except one month prior to the convention when it should meet weekly. All convention committee meetings should take place at a regularly scheduled time and place. Host Committee meetings are open to anyone and an effort should be made to encourage support including participation from all members.

The first responsibility of the Host Committee should be the selection of the theme and logo. After this is accomplished, work should be started on a pre-registration flyer. Each Subcommittee Chair needs to set about the formation of their subcommittee, as well as being familiar with the AB liaison to work out any time schedules, budgets, etc. The Subcommittee Chair will submit reports, recommendations and other details about their area of responsibility.

All Host Committee bank statements will go into Host Committee minutes and into AB minutes monthly and will be included into the Host Area reports.

Below are suggested guidelines for the Host Committee meeting:

A. **Format:**

- 1) Opening Prayer.
- 2) Read Twelve Traditions
- 3) Roll Call
- 4) Set Quorum
- 5) Open Forum
- 6) Secretary's Report
- 7) Chair's Report
- 8) AB Report
- 9) Treasurer's Report
- 10) Nominations/Elections
- 11) Old Business
- 12) New Business
- 13) Announcements and plans for the next meeting are discussed
- 14) Closing Prayer (Serenity Prayer)

B. **Agenda:**

The Chairperson, in conjunction with the secretary, will arrange the agenda prior to each meeting and it will be sent out at least one (1) week prior to Host Committee meeting for any changes and or additions requested by the rest of the committee.

C. **Motions/Voting:**

- 1) Anyone attending the meeting has a voice on the floor.
- 2) The following can make or second motions: Standing Subcommittee Chairs, Vice-Chairperson, Treasurer, Secretary and Site liaison
- 3) Quorum is set to equal one more than half of the previous meeting attendance not to be less than six (6) voting members
- 4) Voting privileges are extended to the following Host Committee members: Subcommittee Chairs or Vice-Chairs in the alternative (only one vote per subcommittee); Vice Chair, Secretary, Treasurer, and Chair (only in the event of a tie)

8. REQUIREMENTS OF THE HOST COMMITTEE ADMIN

- A. **Chairperson:** Minimum of four (4) years clean time and two (2) years service experience on a convention committee or prior experience as a chairperson.
- B. **Vice Chairperson:** Minimum of four (4) years clean time and two (2) years service experience on a convention committee or prior experience as a chairperson.
- C. **Secretary:** Minimum of one (1) year clean time.
- D. **Treasurer:** Minimum of four (4) years clean time and prior experience as a Treasurer.
- E. **Site Liaison:** Minimum of four (4) years clean time and two (2) years service experience on a convention committee or prior experience as a chairperson.

9. DUTIES OF HOST COMMITTEE ADMIN

The duties of the Host Committee begin upon acceptance of the bid and will continue until the closing report is accepted by the AB (no later than August AB meeting.)

A. Chairperson:

- Presides at all Host Committee meetings.
- Attends all AB meetings as a voting member.
- Prepares and distributes an agenda.
- Is primary liaison between the Host Committee and the AB.
- Ensures that committee members are informed of any sudden changes in meeting times or places.
- Cosigner on the Host Committee bank account.
- Only votes in case of a tie.
- Gives updated report at each Host Area meeting.

B. Vice Chairperson:

- Will assume the responsibilities of the Chairperson in the event of their absence.
- Secures and maintains the Host Committee post office box
- Attends all AB meetings as a voting member.
- Is secondary liaison between the Host Committee and the AB.
- Assists the Chairperson in overall coordination.
- Cosigner on the Host Committee bank account.
- Attends as many Subcommittee meetings as possible and maintains regular contact with the Subcommittee Chairs to ensure they have all the support they need to do their job.

C. Secretary:

- Shall prepare and distribute minutes of all Host Committee meetings to Host Committee and the AB President prior to the next scheduled AB meeting.
- Shall maintain all files and correspondence.
- Shall maintain current committee archives.
- Shall turn over all archives to the AB at the closing Host Committee meeting.

D. Treasurer:

- Shall maintain the Host Committee bank account.
- Cosigner on the Host Committee bank account.
- Keeps records of all income and expenditures.
- Works with the AB CFO in preparation of budgets for each Subcommittee.
- Responsible for the disbursement of all Host Committee expenses as outlined in the budget.
- At the convention, along with the CFO, will be responsible for the collection and deposit of convention funds received.
- Coordinates with the Entertainment, Merchandise and Registration Subcommittee Chairpersons for the collection of funds at the fundraisers and at the Host Committee meetings.
- Prepares a financial statement and turns over the check book to the AB after all expenses have been paid.
- At all events, while accepting a check, an address and phone number shall be provided.

- Any monies collected from any Host Committee member will be turned over to the Host Treasurer no later than the next meeting. The Host Treasurer will issue a receipt and record the transaction on monthly report. The Host Treasurer or the CFO will deposit the monies into the AB account within 72 hours (3 business days) of receipt.
- All requests for reimbursements must be accompanied by a receipt, bill or purchase order and include the line item in the budget.

E. **Site Liaison:**

- Must present himself/herself to the facility in a business like manner.
- Coordinate all facility needs for Host Committee and AB
- Responsible for coordination of all activities in the facility during the convention as well as ensuring meeting rooms are set up properly
- Responsible to ensure all banners are in a secure area that can be locked during the convention **(do not leave unattended or unsecured at any time)**

10. **REQUIREMENTS FOR SUBCOMMITTEE CHAIRS**

- Minimum of three (3) years clean time.
- Prior convention experience.
- Merchandise Chairperson shall not be affiliated with any merchandising companies.

11. **DUTIES OF SUBCOMMITTEES CHAIRS**

- Must be onsite during the duration of the convention
- Prepares and submits reports at all Host Committee meetings along with a financial report, including needs, expenditures, and receipts
- Responsible for maintaining documents and supplies throughout the year that are applicable to their Subcommittee.
- Responsible to maintain area or function of subcommittee at convention
- Inventory all items left over at the end of the convention
- Turn over all supplies, documents, materials along with a disc containing all the subcommittee information at the closing Host committee meeting.

12. **DUTIES OF SUBCOMMITTEES**

A. **ARTS & GRAPHICS**

This Subcommittee shall be responsible for all designs at the convention, including the themes for the convention. Prior to the convention, this Subcommittee is responsible for designing the convention banner, tickets, logos, flyers, convention posters, directional posters, etc. This Subcommittee is also responsible for the designs used on T-shirts, coffee cups and other merchandise logos.

This Subcommittee should present a variety of designs for each item to the full Host Committee for a vote. No artwork shall depict drugs, drug paraphernalia or profanity. All material must be kept within our Twelve Traditions and must be voted on by the Host Committee.

It is the responsibility of this Subcommittee, with cooperation from Entertainment, to set up the decorations at the dance and the banquet.

This Subcommittee should solicit the fellowship for logo ideas once the theme has been selected. This should be done at least eight (8) months in advance of the convention.

B. AUCTION

This subcommittee is responsible for the auction at the annual convention. The Auction Subcommittee will keep detailed records of all merchandise exchanged and received including all merchandise from previous auctions and archives with detailed receipts.

The Auction Subcommittee will receive at least one (1) of each item of merchandise from previous year's convention.

C. CONVENTION INFORMATION (CI)

The purpose of the CI Subcommittee is to let the surrounding communities know about the convention and to provide information services during the convention. This Subcommittee should work in conjunction with the Host Area's Public Information Subcommittee, and must work within all of the Twelve Traditions of NA.

The CI Subcommittee shall work with other subcommittees in regards to dispensing information:

- Informs all hospitals and institutions within the Host Area at least 120 days prior to the convention date.
- Ensures convention information is submitted and is printed in the NA Way and all local NA newsletters.
- Sends information to all Areas and Regions listed on the East Coast via email
- The CI Subcommittee should appoint a member to work with the Area PI Subcommittee to set up a table at the convention to assist and answer questions of people who are not NA members or part of the convention. Some things to look for or to provide:
 - Local meeting lists.
 - NA literature.
 - A map of the Area with local restaurants.
 - Information on transportation to and from the airport.

D. ENTERTAINMENT & FUNDRAISING

This Subcommittee is responsible for fundraisers and entertainment during the convention. The Host Area's Activities Subcommittee can be asked to hold a fundraiser individually or in conjunction with surrounding areas. Someone from the subcommittee should attend all fundraisers.

Some tasks include securing DJ's for the fundraisers and convention, purchasing and setting up decorations, volunteers to collect money or tickets at paid events and to sell raffle tickets. As with the Merchandise Subcommittee, anyone handling money should be either a Host Admin member, Host Subcommittee Chair or an AB member.

Posters and flyers should be printed at least a couple of months prior to the fundraiser. This subcommittee should make sure that there are no other NA functions going on in the Host Area at the same time.

This subcommittee also arranges for all other activities provided at the convention. There are many activities that the subcommittee can put on besides dances. Some that have been done in the past are pool parties, comedy shows, oldies shows, coffee shop with professional or fellowship entertainers, volleyball, etc. This subcommittee needs to submit a minimum of three (3) bids for all the entertainment packages.

All actions of this subcommittee are subject to approval by the Host Committee as a whole. Contracts for these services shall be approved and executed by the AB.

All events should be planned taking into consideration the program times for each event should be included in the convention program.

If a band is performing, their name should not appear on the flyer, as this is promotion from outside enterprises. Also, the name Narcotics Anonymous should not be used, only the initials. This committee can coordinate with the Arts & Graphics Subcommittee on the design of any fundraiser flyers.

E. HOSPITALITY

The responsibility of the Hospitality Subcommittee is to provide a hospitality room that will remain open 24 hours a day for the entire convention. The committee should have a sign up sheet for hospitality shifts located at the registration table at the convention.

For the hospitality suite, coffee, snacks or fresh fruit should be provided. Activities such as cards, backgammon, chess, checkers or other board games may also be provided. It is suggested that a poster board with rules printed on it to alert every one of the **do's and don'ts** of the suite be posted for all to see. Some of the don'ts include:

- **NO Sleeping**
- **NO Showering**
- **NO Storage of Personal Belongings**
- **NO Gambling, etc.**

Other helpful services to provide are a Lost and Found and a Message Board.

At the end of the convention, this subcommittee shall donate all perishable items to the Host Area and/or local members.

F. MARATHON

The purpose of this subcommittee is to offer any convention attendee an open meeting in which he/she may participate throughout the convention. During the convention, this subcommittee is responsible for placing a sign up sheet for shifts at the registration table and for keeping the meetings running smoothly.

The Marathon Subcommittee can select the format for the marathon meetings, although experience has shown that the best format seems to be opening the meeting at the beginning of the convention with any necessary readings, then having the chairperson open the meeting up for discussion. Subsequent chair people 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. As needed, they suggest topics. Typically, most people bring their own topics.

At the end of the convention, this subcommittee shall turn in all reading cards and formats, at the closing Host Committee meeting.

G. MERCHANDISE

Careful consideration should be made in selecting items to be sold at the convention and how many of each item should be ordered. The AB will make the final decision on the quantity and selling price of merchandise to be sold at the convention based on the recommendation from the Host Committee. Any region, area or convention that wishes to sell merchandise on Sunday of the convention must first get approval from the AB.

Careful consideration should also be made in negotiating the purchase price of items selected for sale. Three (3) different bids shall be submitted. All items selected by the Merchandise Subcommittee must first be approved by the Host Committee and then forwarded to the AB for approval.

The Merchandise Subcommittee should work closely with the Registration Subcommittee in ordering items for the registration packets.

The Host Committee shall prepare, and the AB shall approve the merchandise hours at the convention. Hours should be established in conjunction with the Program Subcommittee.

A member of this subcommittee should be in attendance at all fundraisers and at as many other NA functions to sell T-shirts. During the convention, volunteers will be needed to work in the merchandise room. Anyone handling money or working the cash register should be either a Host Admin member, Host Subcommittee Chair or an AB member.

H. PROGRAM

The Program Subcommittee is responsible for the selection of topics, chair people and time of all meetings held at the convention, except for the Marathon meetings and main speaker meetings. The main speaker shall be a member of NA with a minimum of ten (10) years clean time. None of the main speakers shall have been the main speaker at any adjacent regional, world or East Coast convention within the last five (5) years. Main speakers cannot be a member of the AB or the Host Committee and cannot be a spouse, sponsor, boyfriend/girlfriend or sponsee of a Host Committee or AB member.

The Host Committee should submit a minimum of two speakers for each of the main speaker meetings along with a recommendation. The AB will make the final approval on each of the main speaking meetings taking the recommendation of the Host Committee into consideration. This should be done no later than three (3) months prior to the convention. The Program Subcommittee may consider unused tapes from last year's submissions and will turn over unused tapes to the AB.

Workshops are held to satisfy the needs of our membership for information or discussion on specific topics and service related to NA. It is important to schedule similar workshops consecutively rather than at the same time. This allows interested members to attend an entire series of related workshops (i.e. 12 Steps) rather than having to choose between two or more workshops they would like to attend. You should attempt to have a balance of workshops for newcomers, service minded

persons, and spiritual discussions. Program Subcommittee should have a pool of members available as backups for workshop speakers in the event of the no-show.

The following guidelines should be followed regarding workshops:

- Workshop speakers cannot be a member of the AB or Host Committee.
- Workshop speakers shall be members of NA with a minimum of two (2) years clean time.

I. REGISTRATION

The registration and wearing badges is a **must** in case of accidents or injuries incurred at the facility. If someone is injured and they are not registered with the convention or are not staying in the facility as a registered guest, they have legally no business being in the facility. So, it is for their protection that these badges are worn and individuals are registered with the convention. This policy, therefore, protects them as well. Registration with the convention is a must, simply for the sake of liability. **This is not a matter of traditions; it is a matter of legal responsibility.**

The first task is to design a registration flyer, which must be done well in advance (at least eight (8) months prior to the convention). All pre-registration, registration and event prices are to be set by the AB. The written instructional and returnable parts of the registration form should be written with clarity, organization and ease of understanding in mind. Once approved by the Host Committee, this needs to be distributed to all Regions on the East Coast and as many other Regions and Areas as possible.

The Registration Subcommittee should also do a direct mailing to NA members listed on attendance rosters from previous conventions. Care should be taken in completing a list of all registrants at the convention for use by future convention committees.

- Registration records should be maintained on a monthly basis.
- A record system must be established to record and send confirmations to all pre-registrants. The records should be updated at least once a month and then weekly beginning two (2) months prior to the convention.

Another important task is assembling the registration packet which is determined by the allotted budget. During this time registration should work closely with the Merchandise Subcommittee to obtain at least three (3) bid for each items.

A member of the Registration Committee shall attend all fundraisers to sell registrations.

The Host Committee shall prepare, and the AB shall approve the registration hours at the convention. Hours should be established in conjunction with the Program Subcommittee.

J. SERENITY KEEPERS

The purpose of the Serenity Keepers Subcommittee is to maintain an atmosphere of recovery and respect for the facility in which the convention is held.

The Serenity Keepers Subcommittee function is to help ensure that no personnel or property damage occurs. The Serenity Keepers assist with crowd and line control at the convention as directed by the Site Liaison. They are also an information source for members at the convention.

If any situations should arise the Subcommittee chair, Host Committee Chair and AB

President shall be contacted immediately.

This Subcommittee should determine within the committee what shifts to work that best meet the needs of the convention and accommodates the number of volunteers within the subcommittee. A sign up sheet for shifts should be placed at the registration table at the convention.

The Subcommittee may provide "Serenity Keepers" T-shirts for Subcommittee members only. Design must be approved by the Host Committee. If applicable, the Subcommittee chair will be responsible for charging and maintenance of the walkie-talkies during the convention.