



**The Greater Los Angeles Area
of Narcotics Anonymous
Convention Committee
Guidelines**

I. Name

This body shall be known as the Greater Los Angeles Area Convention Committee of Narcotics Anonymous and shall operate as a subcommittee of the Greater Los Angeles Area Service Committee of Narcotics Anonymous.

II. Purpose:

To coordinate and conduct a Greater Los Angeles Area Convention by members of Narcotics Anonymous to bring our membership together in the celebration of recovery. Meetings, workshops, and other activities are scheduled to encourage unity and fellowship amongst our members.

Because service committees of Narcotics Anonymous sponsor conventions, they always conform to the N.A. principles and reflect our primary purpose to carry the message to the addict who still suffers.

III. Membership:

Any member of Narcotics Anonymous may participate on the Convention Committee. In order to be a voting participant in a Subcommittee, each member must also be an active voting member in Convention Committee as a whole.

IV. Voting Privileges:

1. Any member present at the first meeting of the off Convention year has full voting privileges. The off-Convention year is defined as every twenty four months prior to the Convention date.

Any member joining after the first meeting of the New Year must attend three Consecutive meetings to obtain voting privileges. You are eligible to vote at your third consecutive meeting.

2. Any member of the Convention Committee who is absent two consecutive meetings will be considered inactive for voting purposes. They may regain voting privileges after attending three consecutive meetings. The sign in sheet shall determine voting membership. It is each member's responsibility to sign in on the sign in sheet each meeting. Should a member miss throughout the convention calendar year, they will be considered inactive for voting purposes for the year. They may regain voting privileges after attending three consecutive meetings.
3. If an Executive Member or a Subcommittee Chair misses three meetings throughout the Convention year, (base on the sign in sheet) they may be asked to step down from their position.

4. The Convention Committee meetings are held regularly the third Saturday of each month, except two months prior to the Convention, then meetings will be held as necessary.
5. Only voting members shall receive committee badges at the Convention, based on the sign in sheet.

All other participants shall receive volunteer badges.

6. Chairperson or Vice-Chairperson shall distribute all access badges.
7. Convention year ends after the Inventory meeting, which is the first meeting after the last Convention day.

V. Elections

- A. Elections are held the last meeting of the Convention year.
- B. Special election are announced to the Area 30 days prior to any election(not necessarily at the next ASC meeting)
- C. All Nominees **must be present** to be nominated.
- D. All Nominees must meet guideline requirements and be an active voting member.
- E. All Nominees and existing Convention Committee Officers may not concurrently hold a GLA Executive Committee position.
- F. No two persons in the same household or immediate family/relationship shall the authority to sign on the same bank account.

VI. Executive Body Executive Committee shall consist of:

- A. Chairperson, Vice-Chairperson, Treasurer, Alternate Treasurer, Secretary, Records and Archives Keeper, and Negotiation Committee. All Executive Body Trusted Servants must maintain active voting privileges and be a member in good standings. Executive Trusted Servants duties begin at the first Convention Committee meeting, with the exception of the newly elected treasurer. The outgoing Treasurer shall work with the current treasurer until finalization of the prior Convention Treasurer's report. (Outgoing – Chairperson, Vice Chairperson, Treasurer and two appointed people).
- B. Due to the nature of an Executive position and Subcommittee Chairpersons, 24 hour attendance at the convention will be required; therefore, the Convention Committee in the host hotel will provide standard accommodations lodging.

VII. Qualifications For Executive Committee Shall Consist of:

- A. **Chairperson:** Minimum of five years clean time, three years of service on Convention Committee, two years Area experience. **Must be an active voting member.**
- B. **Vice Chairperson:** Minimum of four years clean time, two years of service on Convention Committee, two years of Area experience. **Must be an active voting member.**
- C. **Treasurer:** Minimum of five years clean time, three years of service on Convention Committee, one year of Area service experience. **Must be an active voting member.**
- D. **Alternate Treasurer:** Minimum of four years clean time, two years of service on Convention Committee, one year of Area experience. **Must be an active voting member.**
- E. **Secretary:** Minimum of two years clean time, one year service on Convention Committee, one year of Area experience. **Must be an active voting member.**
- F. **Record and Archives Keeper:** Minimum of two years clean time, one year of service on Convention Committee, one year of Area experience. **Must be an active voting member.**

VIII. Duties of Committee Officers:

Chairperson:

- 1. Presides over all Convention Committee meetings
- 2. Prepares an agenda.
- 3. Insures that committee members are informed of any sudden changes in meeting time/location.
- 4. A co-signer on the Convention Committee bank account. Must not be on Chex-Systems.
- 5. May attend Program Committee meeting for input only.
- 6. The primary person between Convention Committee and Convention Site Administrator/Hotel Representative.
- 7. Shall attend any meeting pertaining to GLAACNA AS NEEDED.
- 8. Provide a written report at the ASC Monthly Meeting.
- 9. Shall receive and be knowledgeable of all contracts related to the GLAACNA.
- 10. Shall be party to all financial decisions made.
- 11. Acts as or appoints GLAACNA Site Coordinator.
- 12. May appoint special liaison(s) between site facilities and Convention Committee.
- 13. Submits written report along with oral report to the secretary for accuracy in minutes.

14. Chairperson shall supply reports to all committees as needed.
15. Convention Chairperson shall serve no more than one term within a ten year period.
16. Chairperson votes only in case of a tie.

Vice Chairperson

1. Will assume the responsibility of the Chairperson in the event of their absence.
2. Assist Chairperson in overall coordination.
3. A Co-signer on the Convention Committee bank account. Must not be on Chex-Systems
4. Maintains direct contact with Sub-Committee Chairpersons on the monthly basis.
5. Shall be aware of all operational procedures of Sub-Committees requirements and deadlines, and offer input when necessary.
6. May attend Program Committee meeting for input only.
7. Shall attend any meeting pertaining to GLAACNA in the absence of the Chairperson, or as needed.
8. Shall receive and be knowledgeable of all contracts related to GLAACNA.
9. Submits written report along with oral report to secretary for accuracy in minutes.
10. Chairs all ad-hoc committee, such as Guidelines review.
11. Contact all Sub-Committee Chairs 9 months from Convention date to request budgets for Executive Committee review of costs.
12. Must attend ESC (Executive Service Committee) meeting every Sunday before the Area Meeting.

Treasurer

1. A Co-signer on the Convention Committee bank account. Must not be on Chex-Systems
2. Will be responsible to open a post office box that is geographically convenient and pickup all pre-registration and correspondence. All checks will be recorded and deposited and registrations forwarded to the Registration Chairperson.
3. Will keep a running tally of all Pre-Registrations, Banquets, Breakfast, Entertainment tickets, and any pre-sales merchandise (if applicable) that are purchased or any monies generated by the Convention Committee.
4. Will assist the Executive Committee in seeing to it that new signature cards are filled out with the appropriate signatures and returned to the bank. Signers on the account should consist of members of the Executive Committee. (Chairperson, Vice-Chairperson and Treasurer)
5. Shall give copies of contracts and invoices to appropriate Sub-Committee Chairs and the Secretary.

6. Will be responsible for issuing any checks that are required to help facilitate the Convention.
7. Will keep accurate journal of checks that have been issued and be certain that they are categorized for the appropriate Sub-Committees, thus monitoring their individual budgets.
8. Will see to it that all checks written have the proper receipt and are accompanied by a by check request filled out with proper information.
9. Will provide the Greater Los Angeles Area with a quarterly cash flow statement only accompanied with the current bank statement(Committee members will only receive the running balance and breakdown of the money).
10. Have the checkbook reconciled by the Greater Los Angeles Area Treasurer at least every four months.
11. Shall see to it that GLAACNA's Treasurer is audited at least on the yearly basis, or as needed by qualified professional.
12. Will coordinate all on site duties pertaining to cash pick up, counting, depositing and record keeping and provide start up monies for Registration and Merchandise Committees.
13. Will make arrangements for all armored cash pick-ups.
14. Will provide the Convention Committee with a final report detailing all financial activity throughout the year within 90 days of the close of the Convention.
15. May not be a payee and signer of any check for over \$100.00
16. Mat attend Program Sub-Committee meeting for input only.
17. Will provide each Sub-Committee Chairs a budget analysis from the previous Convention year.
18. All re-imburements will be made by check only.

Alternate Treasurer

1. Will assume the Treasurer's position if the Treasurer steps down from his or her position.
2. Not a Co-Signer on the bank account but Must not be on Chex-Systems.
3. Assist the Treasurer in keeping record of all income and expenditures.
4. Assist Treasurer in preparing a financial statement at the closing of the Convention.
5. Assists Treasurer in preparing a written financial statement to be submitted to GLAACNA.
6. May attend the Program Committee meeting for input only.

Secretary

1. Shall record minutes, make copies and distribute them at all Convention Committee Meetings.
2. Handles all correspondence as directed by the Chairperson.
3. Responsible to turn in receipts to Treasurer for all copies made for re-imbusement purposes.
4. Shall compile and maintain an active voting member list (make copies of the actual sign in sheet and attach to minutes).
5. Shall coordinate with the Registration Committee on site for distribution of Committee Volunteer Badges from current list.
6. May attend Program Committee meetings for input only.

Record and Archives Keeper

1. Maintain a file of all documents, (i.e., contracts, programs, correspondence, minutes, procedures, pre-registration lists, financial reports) and any literature pertaining to GLAACNA.
2. Collects and close the Convention year at the inventory meeting. Add year-end financial report when available.
3. Shall be responsible for maintaining information booth on site at the Convention.
4. Assists Secretary in all duties.
5. Maintains a list of voting members for the purpose of voting privileges.
6. Will assume the responsibility of the Secretary in their absence.

Negotiations Committee:

Members

1. Current Chairperson
2. Current Vice Chairperson
3. Past Convention Chairperson
4. Current Operational Chairperson
5. Past Operational Chairperson
6. Current Treasurer
7. Contractual Consultant
8. Two appointed members, optional; Must be voted in by Committee

Duties of the Negotiations Committee

1. Establish site location (minimum three convention years out).
2. Negotiate and present contract to the Executive Committee.
3. Submit hotel contracts to GLAASC for review and prior signature approval.
4. Review all contracts originated by Convention Committee prior to final approval.
5. Continue to review alternate location for upcoming conventions.
6. Meets monthly or as often as needed.
7. Current Chair will provide copies of all contracts to GLAASC communication for current Convention year.
8. Plans, coordinates, and suggest room arrangements (i.e., Meetings, Merchandise, Entertainment, Executive Committee, Hospitality, etc).
9. Submits written report along with oral report to secretary for accuracy in minutes.

Convention Committee Operational Policies

1. Convention Chairperson shall serve for no one than one term within a ten year period. All other trusted servants may serve up to two consecutive terms in any given position.
2. All nominees and existing Convention Committee Officers may not concurrently hold a GLA Executive Committee position.
3. All committee members are required to participate on a Sub-Committee and on site at the Convention.
4. Sub-Committee Chairperson will be elected at the last Convention Committee meeting of the current year. All elected Chairpersons shall be voting members in good standing. Duties shall start at the first Committee meeting of the new Convention year.
5. Sub-Committee shall elect a Vice Chairperson by the need of the second meeting of the new Convention year. Should a Vice Chairperson not be elected from within the Sub-Committee with 90 days, the Convention Committee as a whole may elect a Vice Chairperson for that Sub-Committee.
6. It is suggested that in accordance with the spiritual principles of rotation, members periodically work on different committees to enrich their own experience and to strengthen the committee as a whole.
7. No member of the Convention Committee, or family member, or any person related to, professionally or personally, either through blood or marriage, shall submit bids or secure contracts to provide services to be performed at or prior to the Convention.
8. Registration packets to be assembled at a designated location and a date chosen by GLAACNA.

9. Convention artwork and theme must be approved within 90 days of the start of each new Convention year.
10. No Convention committee member may MC a function (including fundraisers) without prior approval from the Convention Committee.
- 11.

Qualifications for Sub-Committee Chairperson

1. **Registration** – Five years clean time, two years of service on Convention committee, two years of Area Service experience and **must be an active voting member.**
2. **Entertainment** – Three years clean time, two years of service on Convention committee, two years of Area Service experience and **must be an active voting member.**
3. **Hospitality** – Three years clean time, two years of service on Convention committee, two years of Area Service experience and **must be an active voting member.**
4. **Program** - Five years clean time, two years of service on Convention committee, two years of Area Service experience and **must be an active voting member.**
5. **Operation** - Five years clean time, two years of service on Convention committee, two years of Area Service experience and **must be an active voting member.**
6. **Merchandise** - Five years clean time, two years of service on Convention committee, two years of Area Service experience and **must be an active voting member.**
7. **Arts & Graphics** - Two years clean time, two years of service on Convention committee, two years of Area Service experience and **must be an active voting member.**

Requirements for Sub-Committee Vice Chairperson

1. **Registration** – Four years clean time, two years of service on Convention committee, two years of Area Service experience and **must be an active voting member.**
2. **Entertainment** - Two years clean time, two years of service on Convention committee, two years of Area Service experience and **must be an active voting member.**
3. **Hospitality** - Two years clean time, two years of service on Convention committee, two years of Area Service experience and **must be an active voting member.**
4. **Program** - Four years clean time, two years of service on Convention committee, two years of Area Service experience and **must be an active voting member.**
5. **Operations** - Four years clean time, two years of service on Convention committee, two years of Area Service experience and **must be an active voting member.**
6. **Merchandise** - Four years clean time, two years of service on Convention committee, two years of Area Service experience and **must be an active voting member.**

7. **Arts & Graphics** - Two years clean time, two years of service on Convention committee, two years of Area Service experience and **must be an active voting member.**

Duties of all Sub-Committee Chairs:

1. Submit a projected budget to the Executive Committee by the third meeting of the Convention year. The Executive Committee shall review all Sub-Committee budgets 60 days prior to Convention date.
2. Three bids must be submitted for approval to the Convention Committee in writing for monetary expenditures for goods and services over **Two Hundred and fifty dollars. (\$250.00)**
3. Mandatory attendance at all site walk through.
4. Participates in executives called meeting as directed by Chairperson. In the event of an emergency, the Sub-Committee Chairperson is responsible to make arrangements with the Vice Chairperson or Sub-Committee representative to be present.
5. Must read and be familiar with all contracts pertaining to their Sub-Committee.
6. Copy and distribute all contracts generated by their Sub-Committee to all members of the Executive Body.
7. To coordinate on site hourly work schedule for all Sub-Committee members to be submitted to Convention Chairperson 30 days prior to Convention.
8. To determine signs and other on-site needs and submit in writing to appropriate Sub-Committee 60 days prior to Convention.
9. **Remember**, communication between Chairperson and Vice Chairperson is important for unity, continuity, and common welfare of GLAACNA.
10. Submit written report along with oral report to Convention Committee Secretary for accuracy in minutes.

Registration Chair

1. Coordinates subcommittee meetings.
2. Communicates and provide reports to GLAACNA.
3. Coordinates duties of subcommittee, which include but not limited to:
 - A. Process all Registration
 - B. Work in conjunction with the Treasurer to receive registration in a timely manner and resolves any discrepancies between check amount and registration form.
 - C. Responsible for cash register training.

- D. Responsible for working in conjunction with Treasurer in programming cash registration prior to Convention.
- E. Receives all registration mail from Convention Committee Treasurer.
- F. Coordinates with Merchandise Chair for contents of registration packet.

Entertainment & Fundraising

- 1. Coordinates subcommittee meetings.
- 2. Communicates and provides reports to GLAACNA.
- 3. Coordinates duties of subcommittee, which include, but not limited to:
 - A. Establishes types of Entertainment to be provided.
 - B. Actively seeks out and procures entertainment and vendors.
 - C. Coordinates and staff on site entertainment and activities.
 - D. Work in conjunction with treasurer on all paid events.
 - E. Coordinates entertainment of all fundraisers, as needed.
 - F. Work in conjunction with Program and Operation on suggested space allocation.

Hospitality Chair

- 1. Coordinates subcommittee meetings.
- 2. Communicates and provides report to GLAACNA.
- 3. Works in conjunction with Operation in coordinating Greeters for Convention and fundraisers, as needed.
- 4. Coordinates duties of subcommittee, which include, but not limited to:
 - A. Responsible for staffing Hospitality Room.
 - B. Purchase supplies for Hospitality Room.
 - C. Establishes volunteer sign up board and delegates volunteer duties for the Hospitality Room.

Merchandise Chair

- 1. Coordinates subcommittee meetings.
- 2. Communicates and provides reports to GLAACNA.
- 3. Coordinates duties of subcommittee, which include, but not limited to:
 - A. Obtains, provides and sell appropriate Narcotics Anonymous merchandise at Convention site.
 - B. Ensures that all final contracts are submitted 30 days prior to the Convention date to Convention Chairperson for approval by the Executive Committee.
 - C. Ensures that all invoices are promptly submitted to Convention Treasurer.
 - D. Arranges merchandise delivery 30 days prior to Convention date.

- E. Arranges inventory of all merchandise prior to and after Convention, and provides written report to the Executive Committee.
- F. Secure merchandise room every night.
- G. Coordinates a money drop policy with Treasurer,

Program Chair

- 1. Coordinates subcommittee meetings.
- 2. Communicates and provides reports to GLAACNA.
- 3. Coordinates reader, leader and Speaker selection.
- 4. Must submit expenditures to GLAACNA, when appropriate, for approval.
- 5. Personally contact all selected speakers.
- 6. Confirms travel arrangements.
- 7. Determines special needs (i.e., smoking, non-smoking, physically impaired)
- 8. Coordinates duties of subcommittee members.
- 9. Maintains regular communication with Executive Committee.
- 10. Arrange for interpreters.
- 11. Plans and coordinates room arrangements.

Operations Chair

- 1. Coordinates subcommittee meeting.
- 2. Communicates and provides reports to GLAACNA.
- 3. Coordinates and suggests duties of subcommittee member, which include but not limited to:
 - A. Provides support to all other subcommittees.
 - B. Submits expenditures to GLAACNA for approval.
 - C. Suggests room arrangements (i.e., Meeting, Merchandise, Entertainment, Executive Committee and Hospitality, etc.)
 - D. Work in conjunction with Negotiation Committee.
 - E. Provides liaisons for all subcommittees.
 - F. One of the major liaisons between site facilities and Convention Committee.
 - G. Coordinates work schedule so that the Operation Committee is available at all times during the Convention.

Arts & Graphics Chair

- 1. Coordinates subcommittee meetings.
- 2. Communicates and provides reports to GLAACNA.
- 3. Responsible for artwork and logo.

4. Responsible for all printed material pertaining to convention (i.e., tickets, signs, flyers, registration forms, banner, program on site signs, etc.) with exception of the Convention Programs.
5. Responsible for setting and implementing deadlines for artwork and logo.

Functions of Subcommittees

Registration

Pre-Convention

1. Process all Registration for the Convention.
2. Responsible for content of Registration Packet.
3. Mandatory training for the committee member whom will work cash registers to be coordinated within 15 days prior to convention.

On-Site

1. Only registration committee voting members shall operate cash register on site.
2. Registration badges and all paid events tickets (i.e., banquet, entertainment, etc.) are to be numbered and distributed among registers **as needed** by Registration Chairperson and Vice Chairperson only.
3. All accountable tickets and badges will be kept in Treasurer's room.
4. Only the Chairperson and the Vice Chairperson of Registration are allowed to sign out accountable tickets and badges from Treasurer or Chairperson.

Operations

Pre-Convention

1. Subcommittee liaisons report back to Operation Committee to coordinate needs and activities of all Sub-Committees.
2. Assist and directs loading and unloading of truck.
3. Notify Arts & Graphics of signs needed (Notification, directional, crowd control, etc.)

On-Site

1. Responsible for set-up and clean-up of meeting rooms.
2. Responsible for set-up and clean-up of Entertainment events.
3. Responsible for crowd control.
4. Responsible for Security.
5. Responsible for coordination for volunteers.
6. Assists in placement of signs.

7. Responsible for hanging banner.
8. Assists all Subcommittees as needed (i.e., room, needs, power, equipment, special needs, etc.)
9. Work in conjunction with Hotel and Convention Center Staff to assure that all major and minor details are met.
10. Assists and directs loading and unloading of truck.

Program Committee

Qualifications

1. Program Committee shall be comprised of active voting members of the GLAACNA with two (2) years' convention experience, four (4) years clean time and working knowledge of the Twelve Steps and Twelve Tradition of Narcotics Anonymous. All outside convention committee experience will be recognized as prior convention committee experience.
2. Program Committee members must maintain active voting status on Convention Committee. Program Committee members must attend all Program Committee meetings, missing no more than two (2) throughout the convention year. If more than two (2) meetings are missed during the Convention year, the member is no longer a member of the Program Committee and can no longer attend Program Committee meetings.
3. Program Committee becomes a closed committee after the second meeting of the Convention year, with the exception of attendance by the Operation Liaison, and the Chair and/or Vice Chair for input only.

Duties of Program Committee Members

Pre-Convention

1. Set number meetings
2. Prepare schedule of meetings
3. Prepare necessary flyers for Program Committee (speaker tapes, English and Spanish).
4. Prepare Leader and Reader meeting flyer by fourth meeting of the New Convention year.
5. Program must be completed 90 days prior to convention date, including notification of speakers and leaders, and ready to go to print.
6. Notify Arts & Graphics of signs needed (i.e., workshops, meetings, etc.)
7. Solicit bids from taping company. (Three required)
8. Solicit bids from Travel Agencies. (Three required)

5. Main speaker shall get a complimentary airfare, and if needed lodging and complete Convention Registration Package. Alternate main speaker shall receive a complete registration package. No other Convention participants (i.e., non-main speakers, leaders or readers) will get airfare, lodging or a free convention package.
6. Main meeting is defined as Friday Night Opening Speaker, Saturday Noon Speaker, Saturday Night Speaker and Sunday Morning Speaker. Program committee is responsible for defining any additional main speaker in the event the convention is more than (3) three days.
7. Speakers for the Men's and Women's meeting will receive one night lodging and one full registration package per person.

Workshop Speaker Selection

1. Workshop Speaker must be an active member of Narcotics Anonymous with a minimum of (4) four years of clean time and a working knowledge of the Twelve Steps and Twelve Tradition; carrying a message of recovery.
2. Workshop speakers are selected by group conscience in the closed Program Committee meetings.
- 3.

Hospitality

Pre-Convention

1. Plan and coordinate Hospitality Room for the GLAACNA.
2. Enlist volunteers and set-up sheets distributed though-out Greater Los Angeles Area.
3. Call the volunteers and set-up slots convenient to the volunteers (2) two hours or more at a time, possibly (4) hour slot.

On-Site

1. Set-up the Hospitality Room on site.
2. Oversee the room throughout the Convention.
3. Clean the room throughout and at the conclusion of the Convention.
4. If there are no duties on-site in the Hospitality Room, report to the Vice Chairperson of the Convention Committee.

6. Coordinate alternative store room with other regions and / or Areas.
7. All Merchandise sales are final. No refunds or exchanges. This disclaimer should be included in all printed convention material.
8. All remaining merchandise should only be sold at NA Alternative stores and other NA Activities for sale by GLAACNA.

Entertainment and Fundraising

Pre-Convention

1. Conduct monthly business meeting and additional meetings as required.
2. Establish types of entertainment to be provided.
3. Actively seek out and procure entertainment and vendors.
4. Coordinate and staff on-site entertainment and activities.
5. Coordinates all fundraising activities.
6. Responsible for attaining entertainment contracts, if needed.

On-Site

1. Responsible for accommodating entertainments back stage preparations, tickets taking and being stationed at door during dance and paid events.
2. Minimum two Subcommittee members should be present at each entertainment function.
3. Works in conjunction with Operations.
4. If there are no duties on-site regarding entertainments, report to Vice Chairperson or Chairperson of Operations for duties.