

**SAN FERNANDO VALLEY AREA CONVENTION SUB-COMMITTEE
GUIDELINES**

Updated **January 2016**

I. This body shall be known as the San Fernando Valley Area Convention Sub-Committee of Narcotics Anonymous, and operates as a subcommittee of the San Fernando Valley Area Service Committee.

II. Purpose

To coordinate and conduct an annual San Fernando Valley Area Convention by members of Narcotics Anonymous to bring our fellowship together in the celebration of recovery. Meetings, workshops, and other activities are scheduled to encourage unity and fellowship among our members. Because service committees of Narcotics Anonymous sponsor conventions, they shall 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.

IV. VOTING PRIVILEGES

- A. The first meeting of the new convention year and final elections (if necessary) will be the first Friday of the month (March) Following the Inventory meeting (February).
- B. Any member present at the first meeting of the convention year has full voting privileges.
- C. Any member joining after the first meeting of the new convention year must attend two consecutive meetings to obtain voting privileges. You are eligible to vote at your second consecutive meeting.
- D. Any member of the Convention Committee who is absent two consecutive meetings will be considered inactive for voting purposes at the roll call of the third meeting. They may regain their voting privileges by attending two consecutive meetings. Voting membership shall be determined by the sign-in sheet. It is each member's responsibility to sign-in on the sign-in sheet at each meeting.
- E. Should a member miss four (4) meetings throughout the convention year, they will be inactive for voting purposes for the remainder of the year. If an Executive Member or a Sub-Committee Chairperson misses four meetings throughout the convention year, based on the roll call sheet; they will be removed from their position.
- F. In order to have voting privileges, one must be present by the June convention committee meeting.
- G. To be a voting member of a sub-committee you must be a voting member of the Main Body.
- H. Convention Committee meetings are held on the first Friday of each month with the exception of if the first Friday falls on a holiday weekend. Two months prior to the convention except when Friday falls on a Holiday weekend, meetings will be called as needed.
- I. Only voting sub-committee members of the convention committee shall receive committee badges at the convention (determined by the roll call sheet). All committee badges will be distributed to sub-committee chairs. Any alteration to this policy will be determined by the unanimous decision of the Exec. Vice Chair, Exec. Secretary and Chairperson of a sub-committee. All other participants shall receive volunteer badges. Chairperson or Vice Chairperson shall distribute "All Access" badges.
- J. The Personal Self-Inventory Meeting will be conducted at the February meeting. If required may be continued at the March mtg. Each subcommittee chair will bring a sub-committee written inventory to the February meeting. takes place On-Site immediately following the close of the convention.
- K. Convention year ends after the elections meeting. Elections are held at the last Convention Committee meeting of the Convention year (February). The position of the Convention Committee

Chair shall be that of a nominee until elected by the SFVASC.

V. ELECTIONS

- A. Elections are held the last meeting of the convention year (February).
- B. The Chairperson will be elected by the SFVASC after the closing financial report has been given to the SFVASC.
- C. All Nominees must be present to be nominated and to accept the nomination.
- D. All nominees must meet guideline requirements.
- E. Anyone who steals or misappropriates N.A. funds, assets, or assists in that theft, is automatically ineligible for any Convention Committee position for five years.
- F. No two persons in the same household or immediate family/relationship shall have the authority to sign on the same bank account
- G. All Convention Committee experience will be recognized as prior experience.

VI. EXECUTIVE BODY

- A. The Executive Committee shall consist of a Chairperson, Vice-Chairperson, Treasurer, Vice Treasurer, Secretary and Hotel Liaisons. All Executive Body trusted servants must be active voting members in good standing. Executive body trusted servants' (with the exception of the newly nominated Chairperson and Treasurer) duties begin at the first Convention Committee meeting (March). The outgoing Chair shall work with the newly elected Treasurer until the finalization of the prior convention's Treasurer's report. Due to the nature of an executive position, a 24-hour attendance at the convention will be required; therefore, lodging will be provided in the host hotel in standard accommodations.

*Negotiations NOT related to the convention site shall be conducted by the Current Chair, Vice-Chair, Treasurer. Contract review includes but not limited to:

- a) Review, negotiate and present contracts to the SFVACNA for approval.
- b) Shall provide copies of all contracts of accelerate communication for current year's convention.
- c) Continue to review alternate locations for upcoming conventions.
- d) Submit written report along with oral report to Secretary for accuracy in minutes.
- e) Any purchases handled by the executive body must have a simple majority of the executive committee.

B. Qualifications for Executive Committee at time of elections shall be:

- 1. Chairperson – Minimum of 7 years clean time, 4 years Convention Committee Service.
- 2. Vice Chairperson – Minimum of 7 years clean time, 4 years Convention Committee Service.
- 3. Treasurer – Minimum 7 years clean time, 4 years Convention Committee Service.
- 4. Vice Treasurer – Minimum 7 years clean time, 4 years Convention Committee Service.
- 5. Secretary – Minimum 4 years clean time, 2 year Convention Committee Service.
- 6. Hotel Liaisons – Minimum of 7 years clean time, 4 years Convention Committee Service.

C. Duties of Committee Officers

1. Chairperson

- A. Presides over all Convention Committee meetings.
- B. Assists Secretary in the preparation of the monthly agenda.
- C. Insures that Committee members are informed of any sudden changes in meeting time/location.
- D. Is a co-signer on the Convention Committee bank account.
- E. May attend any Sub-Committee meetings, for input only.
- F. Is the secondary contact between the Convention Committee and the convention site administrator.
- G. Shall attend all SFVASC meetings and give a monthly report.
- H. Shall receive and be knowledgeable to all contracts related to the SFVACCNA.
- I. Shall be party to all decisions made by the Executive Committee.
- J. Has voting privileges for tie-breaking purposes only.
- K. Shall serve no more than Two terms within a six (6) year period.
- L. Shall be a liaison between SFVASC and the main body.
- M. Shall organize and maintain archives.
- N. Review all contracts originated on behalf of the San Fernando Valley Area Convention Sub-Committee.
- O. Review, negotiate and present contracts to the San Fernando Valley Convention Sub-Committee prior to final approval.
- P. Will assist with the responsibilities of the treasurer in the event of their absence or illness.

2. Vice Chairperson

- A. Assumes the responsibility of the Chairperson in the event of their absence.
- B. Assists Chairperson in overall coordination.
- C. Is a co-signer on the Convention Committee bank account.
- D. Maintains direct contact with Sub-Committee Chairs.
- E. Shall be aware of all operational procedures of Sub-Committee requirements and deadlines, and offer input when necessary.
- F. May attend any Sub-Committee meetings for Input only.
- G. Shall attend any meeting pertaining to the SFVASC in absence of the Chairperson or as needed.
- H. Shall receive and be knowledgeable to all contracts related to SFVACCNA.
- I. Shall act as Parliamentarian and assures monthly meetings follow Roberts Rules of Order.
- J. Assist Chair with organization or archives.
- K. Shall verify merchandise beginning and ending inventory count.
- L. Assist with the responsibilities of the treasurer in the event of their absence or illness

3. Treasurer

- A. Responsible to maintain bank account.
- C. Responsible to keep accurate journal of checks that have been issued and be certain that all checks are categorized for the appropriate sub-committee, thus monitoring their individual budgets.
- D. Responsible for issuing any checks that are required to help facilitate the convention.
- E. Responsible to keep a running tally of all pre-registrations, banquet, entertainment tickets, and any pre-sale merchandise purchased.
- F. Responsible to keep records of all income and expenditures.
- G. Shall provide the SFVASC with a monthly report and the Executive Committee a copy of the bank statement.
- H. Shall coordinate all on-site duties pertaining to cash pick-up, counting, depositing and record keeping.
- I. Shall review and clarify all invoices with sub-committee chairs prior to closing report submission.
- J. Will provide the Convention Committee and the SFVASC with a final report detailing all financial activity throughout the year within 90 days of the close of the convention and will attend SFVASC

meetings as needed.

- K. May attend any Sub-Committee meetings for input only.
- L. Responsible for holding keys to cash register(s)

4. Vice Treasurer

- A. Shall assume Treasurer's position if Treasurer steps down from his/her position and is contingent upon Convention Committee confirmation.
- B. Assists Treasurer in keeping records of all income and expenditures.
- C. Assists Treasurer in preparing a financial statement at the closing of the Convention.
- D. Assists Treasurer in preparing a written financial statement to be submitted to the SFVASC.
- E. Assists Treasurer with on-site cash pick-up, counting, depositing, and record keeping.
- F. May attend any Sub-Committee meetings for input only.
- G. Responsible for holding keys to cash register(s)

5. Secretary

- A. Shall record minutes at all Convention Committee meetings and email minutes, member list, and agenda at a minimum one week prior to monthly Convention Committee meeting.
- B. Shall maintain records and minutes for the year.
- C. Handles all correspondence as directed by the Chairperson.
- D. Shall maintain an active voting member list (Xerox copy of actual sign-in sheet and member list attached to the minutes).
- E. Shall coordinate with the Executive Committee on-site for distribution of Committee/Volunteer badges based on active member list.
- F. May attend any Sub-Committee meetings, for input only.
- G. Any Sub-Committee Secretary can stand in for the Executive Committee Secretary if he/she is sick or unable to attend the monthly meeting.

6. Hotel Liaisons

- A. Hotel Liaisons shall be the primary contacts between the convention site (Hotel) and the San Fernando Valley Area Convention Committee Sub-Committee (SFVACCNA).
- B. Liaisons shall enter into negotiations on-behalf of the SFVACCNA convention contracts; reviewing proposals for hotel facility and shall bind the SFVACCNA to contracts for future convention dates.
- C. Liaisons shall consider bid proposals from other venues, outside vendors or merchants. Liaisons shall act as the primary contact between outside vendors contracted for operational needs (i.e. audio visual, taping, etc) and merchants both prior to and during the convention.
- D. Liaisons shall be on site during the entire convention working directly with Hotel staff, outside vendors and any itinerant merchants.
- H. Liaisons shall work with the SFVACCNA program committee to assure designated space is made available for program functions. Liaisons shall work directly with hotel staff to assure the booked function space is made available and set up according to the function space schedule. Liaisons are responsible for submitting all details for function space utilization and set up according to term of contract. This work should be completed and submitted to the hotel no less than 30 days prior to the convention.
- I. Liaisons shall review the performance of the SFVACCNA throughout the planning of and during the convention to ensure that contractual obligations to the hotel or convention center are met. Specifically the liaisons shall be responsible to obtain any required insurance certificates and deliver them to the hotel in accordance with the terms of the contract.
- J. Liaisons shall review the hotel rooms booked bi-monthly throughout the hotel reservation sales period to ensure that the SFVACCNA performance is on pace to meet the term of the negotiated contract for room block bookings. The liaisons shall accomplish this through the receipt of written reports from the hotel and regular communication with the hotel's convention manager assigned to the SFVACCNA. The liaisons are responsible to report any discrepancies discovered as it relates to room block performance to the SFVACCNA in a timely manner so that any corrective action may be taken while minimizing potential financial exposure for not picking up the contracted rooms.
- K. Liaisons shall review final hotel billing with Chairperson, Vice Chairperson, Treasurer and Vice Treasurer and is responsible to sign off prior to final payment to the hotel.
- L. Liaisons may attend any sub-committee meeting for input only.

VII. OPERATIONAL POLICIES

- A. Convention Chairperson and Vice Chairperson shall serve for no more than two (2) consecutive terms within a six (6) year period. All other trusted servants may serve up to two (2) consecutive terms in any given position. Treasurer and Vice Treasurer are recommended to be a two (2) year commitment. Hotel Liaisons are recommended to be a two year commitment, plus terms are to be staggered.
- B. Members of the Area Board cannot hold a position on the Executive Convention Committee.
- C. All convention committee members are required to participate on a sub-committee and ON SITE at the Convention. Sub-committee selection must be completed by the June meeting.
- D. Sub-Committee Chairpersons will be elected at the last Convention Committee meeting of the current year. Duties shall start at the first Convention Committee meeting of the new convention year.
- E. Sub-Committees shall elect a Vice Chairperson by the end of the second meeting. Should no Vice Chairperson be elected from within the Sub-Committee within 90 days, the Convention Committee as a whole may elect a Vice Chairperson for that Sub-Committee.
- F. All contracts and invoices of any kind shall be sent to convention committee email, sfvconvention@nasfv.com.
- G. No member of the Convention Committee; or any relations thereof, or relationships that might be deemed a conflict of interest either business or personal; or any person related to, either through blood or marriage; shall submit bids or secure contracts to provide services to be performed at the San Fernando Valley Area Convention.
- H. All members of the main body must be a member of a sub-committee within 110 days from the start of the convention year.
- I. All sub-committee Chairpersons shall submit operational procedures to the Vice Chairperson. If no on-site duties, sub-committee Chairperson and Vice Chairperson shall report to the Main Body Vice Chairperson for assignment.
- J. The Convention Committee is responsible for a starting balance of \$10,000.00
- K. A sub-committee may use the same vendor for three (3) consecutive years without additional bids. The fourth year, three (3) financial bids are required for all Committees and for all purchases, rentals, etc. over \$100.00
- L. The Executive Committee will propose a budget for each sub-committee to be presented to the main body for approval.
- M. The Merchandise Committee upon setting up the merchandise room will do an inventory of the incoming merchandise along with the committee Vice Chairperson and a copy of said inventory given to Treasurer on or before the final day of the convention, after the closing of the Alternative Store a closing inventory will be taken by the Convention Committee Vice Chair and the Merchandise Committee. Merchandise Chair to provide final count to the Treasurer.
- N. Only voting members of the San Fernando Valley Convention Sub-Committee and members of the San Fernando Valley Area Service Committee who are authorized to handle money may checkout and sell left over merchandise at any other event. This must be pre-arranged through the Merchandise Chairperson.
- O. A quorum for conducting business shall be a minimum of half of the Convention Sub-Committee members eligible to vote at the time of the roll call. Once a quorum is established at roll call, business will be conducted for the remainder of the meeting.
- P. The Convention Committee monthly main meeting shall not exceed 2 hours. Any unfinished business will be

automatically tabled and agenzized to the following month.

- Q. The only authorized persons allowed to remove money from the cash registers are the Chair and Vice Chair of Merchandise and Registration.
- R. No less than two people in an area where money is being handled, this also includes the counting room.
- S. All trusted servants desiring to perform a money-handling service position shall have a minimum of 2 years clean, be apprised of the SFVASC Guidelines, and shall have completed and signed Addendum II, the "Trusted Servants Financial Services Acknowledgement" prior to performing such service. Money is defined as cash, checks, and credit cards.

VIII. SUB-COMMITTEES

A. Qualifications for Sub-Committee Chairpersons shall be:

1. **Registration** – Minimum 5 years clean time, 3 years Convention Committee service as a voting member.
2. **Entertainment** – Minimum 3 years clean time, 3 years Convention Committee Service as a voting member.
3. **Hospitality** – Minimum 2 years clean time, 2 years Convention Committee Service as a voting member.
4. **Program** – Minimum 5 years clean time, 3 years Convention Committee Service as a voting member.
5. **Operations** – Minimum 5 years clean time, 3 years Convention Committee Service as a voting member.
6. **Merchandise** – Minimum 5 years clean time, 3 years Convention Committee Service as a voting member.
7. **Arts & Graphics** – Minimum 3 years clean time, 3 years Convention Committee Service as a voting member.
8. **History & Archives**- Minimum 2 years clean time, 2 years Convention Committee Service as a voting member.

B. Qualifications for Sub-Committee Vice Chairpersons shall be:

1. **Registration** – Minimum 5 years clean time, 3 years Convention Committee Service as a voting member.
2. **Entertainment** – Minimum 3 years clean time, 3 year Convention Committee Service as a voting member.
3. **Hospitality** – Minimum 2 years clean time, 2 year Convention Committee Service as a voting member.
4. **Program** – Minimum 5 years clean time, 3 years Convention Committee Service as a Voting member.
5. **Operations** – Minimum 5 years clean time, 3 year Convention Committee Service as a voting member.
6. **Merchandise** – Minimum 5 years clean time, 3 years Convention Committee Service as a voting member.
7. **Arts & Graphics** – Minimum 3 years clean time, 3 year Convention Committee Service as a voting member.
8. **History & Archives**- Minimum 2 years clean time, 2 years Convention Committee Service as a voting member.

C. Qualifications of the Program Committee.

1. The Program Committee is a closed sub-committee in which only designated members may attend.
2. The Program Committee shall be comprised of active voting members of the SFVACNA with 2 years convention experience, 3 years clean time and a working knowledge of the Twelve Steps & Twelve Traditions of Narcotics Anonymous. All outside convention committee experience will be recognized as

prior convention committee experience.

3. Program Committee members must maintain active voting status on the convention committee. Program committee members must attend all Program Committee meetings, missing no more than four throughout the year. If more than four meetings are missed, you are no longer a member of the Program Committee and can no longer attend Program Committee meetings.
4. No member of the Program Committee; or any relations thereof, or parties of relationships that might be deemed a conflict of interest either business or personal; or any person related to, either through blood or marriage shall be a Speaker of any kind at any and all meetings held at the San Fernando Valley Area Convention.
5. Any waiver of these guidelines must be presented before the Main body for approval by a two-third (2/3) majority vote.

D. Duties of ALL Sub-Committee Chairpersons:

1. Three Bids must be received in writing for monetary expenditures for products exceeding \$100.00.
2. Mandatory attendance at all on-site walk-throughs.
3. Participates in Executive called meetings as needed and as directed by Chairperson.
4. In the event of an emergency, the Sub-Committee Chairperson is responsible to make arrangements with Sub-Committee Vice-Chairperson or Sub-Committee Representative to be present at the Main Body meeting.
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 set on-site hourly work schedule for all sub-committee members. To be submitted to the Convention Chairperson 30 days prior to the Convention. Does this happen?
8. To determine signs and other on-site needs, and submit to appropriate sub-committee 60 days prior to the convention. Does this happen?
9. Submit written report along with oral report to Secretary for accuracy in minutes.
10. REMEMBER communication between Chairperson and Vice-Chairperson is important for unity, continuity, and the common welfare of SFVACNA.
11. Due to the nature of a Chairperson position, a 24-hour attendance at the convention will be required; therefore, lodging will be provided in the host hotel in standard accommodations.

E. Duties of *Registration* Chairperson:

1. Coordinates sub-committee meetings.
2. Communicates to SFVACC.
3. Responsible for cash register training prior to convention
4. Works in conjunction with the Treasurer in programming registers prior to convention.
5. Coordinates duties of sub-committee, which include but are not limited to:
 - a. Processing all registrations.
 - b. Working in conjunction with the Treasurer to receive registrations in a timely manner and resolves any discrepancies between check amount and registration form.
 - c. Cash register training.
 - d. Coordinating a money drop policy with the Treasurer.
 - e. Responsible for keeping accurate record of money transferred to treasurer.

Functions of Registration Committee:

1. **Pre-Convention**
 - a. To process ALL Registration for the convention.
 - b. Responsible for mailing out registration confirmation forms.
 - c. Responsible for putting together registration package.
 - d. To receive all registration mail from Convention Treasurer.
 - e. Mandatory training for the committee members whom will work cash registrations.

2. On-Site

- a. Only Registration committee voting members shall operate cash registers on-site.
- b. Registration badges and all paid event tickets (i.e. banquet, entertainment, etc.) are to be counted and distributed among registers **as needed** by Registration Chairperson and Vice-Chairperson.
- c. All accountable tickets and badges will be kept in Treasurer's room. Only the Chairperson and Vice-Chairperson of Registration are allowed to sign out accountable tickets and badges from Treasurer or Chairperson.

F. Duties of *Entertainment* Chairperson:

- 1. Coordinates sub-committee meetings.
- 2. Communicates to the SFVACC.
- 3. Coordinates duties of sub-committee, which include but are not limited to:
 - a. Establishes types of entertainment to be provided.
 - b. Actively seek out and procure entertainers and vendors
 - c. Coordinate and staff on-site entertainment and activities
 - d. Works in conjunction with Treasurer on all paid events.
 - e. Works in conjunction with Program and Operations on suggestion and space allocation.

Functions of Entertainment Committee:

1. Pre-Convention.

- a. Conduct monthly business meetings and additional meetings as required.
- b. Establish types of entertainment to be provided, and provide this information to Arts and Graphics sub-committee by July convention committee meeting.
- c. Actively seek out and procure entertainers and vendors, and provide this information to Arts and Graphics sub-committee by August convention committee meeting.
- d. Coordinate and staff on-site entertainment and activities.
- e. Submit copies of all vendor contracts to convention committee chairperson.

2. On-Site.

- a. Responsible for accommodating entertainers, back stage preparations, ticket taking, and being stationed at door during paid events.
- b. Minimum 2 sub-committee members should be present at each entertainment function.
- c. Works in conjunction with Operations.
- d. If there are no on-site duties regarding entertainment, report to Vice-Chairperson or Chairperson of Operations for duties.

G. Duties of *Hospitality* Chairperson:

- 1. Coordinates sub-committee meetings
- 2. Communicates to SFVACC.
- 3. Coordinates duties of sub-committee, which include but are not limited to:
 - a. Responsible for staffing Hospitality Room for duration of convention.
 - b. Purchases supplies for Hospitality Room.
 - c. Establishes volunteer sign-up board and delegates volunteer duties.

Functions of Hospitality Committee:

1. Pre-convention.

- a. To plan, effect, and coordinate Hospitality Room for the SFVACNA.
- b. Enlisting volunteers by means of sign-up sheets distributed throughout the Southern California Region.
- c. Calling the volunteers and setting up time slots convenient to the volunteers, two hours or

more at a time or possibly a four 4 hour slot.

1. On-Site.

- a. Setting up the Hospitality Room on-site. Overseeing the room throughout the Convention. Cleaning the room at the conclusion of the Convention.
- b. If not needed in Hospitality Room, report to Vice Chairperson.

H. Duties of *Merchandise* Chairperson:

1. Coordinates sub-committee meetings.
2. Communicates to SFVACC.
3. Responsible for cash register training prior to convention.
4. Coordinates duties of sub-committee, which includes but are not limited to:
 - a. Obtain, provide and sell appropriate Narcotics Anonymous merchandise at convention site.
 - b. Submitting all final contracts to Chairperson for approval by SFVACC, copies to be distributed to Executive Body.
 - c. The merchandise chair shall instruct all vendors to send all invoices to P.O. Box
 - d. Arrange merchandise delivery 30 days prior to convention date.
 - e. Arrange inventory of all merchandise prior to convention and provide a written report to Executive Body.
 - f. Secure Merchandise Room every night.
 - g. Coordinating a money drop policy with the Treasurer.
 - h. Oversee merchandise inventory at beginning and end of convention.
4. Responsible for cash register training prior to convention.

Functions of Merchandise Committee:

1. Pre-Convention.

- a. Selects merchandise to be sold for convention year.
- b. Selects vendor through three bids submitted.
- c. Determine pricing of merchandise.
- d. Determine hours of operations.
- e. Mandatory training for Convention members working cash registers.
- f. Inventory all merchandise at prior to the convention.
- g. Make on-site inspection of merchandise selling facility at hotel or convention center to establish the needs of this committee during the convention.

2. On-Site

- a. Inventory all merchandise in merchandise room prior to opening convention.
- b. Setting up Merchandise Room.
- c. Tear down merchandise Room and re-inventory remaining merchandise at close of convention.
- d. Coordinate and communicate with other committees.
- e. If approved beforehand, helping other regions find space to set up to sell their merchandise at the Sunday Alternate Store.

I. Duties of *Program* Chairperson:

1. Coordinates sub-committee meetings.
2. Communicates to SFVACC.
3. Must attend Leader and Reader selection meeting.
4. Must submit expenditures to SFVACC when appropriate for approval.
5. Coordinates contacts for all selected speakers, leaders and readers.
 - a. Confirms travel arrangements

- b. Determines special needs (i.e. smoking/non-smoking, physically impaired, etc.)
- 6. Coordinates duties of sub-committee.

Functions of Program Committee:

1. Pre-Convention.

- a. Set number of meetings.
- b. Prepare schedule of meetings.
- c. Prepare necessary flyers for Program Committee (speaker tapes, English and Spanish) by second meeting.
- d. Prepare Leader and Reader meeting flyer by fourth meeting.
- e. Program must be completed sixty (60) days prior to convention including notification of speakers, leaders, and ready to go to print.
- f. Notify Arts & Graphics of signs needed (i.e. workshops, meetings, etc.) sixty (60) days prior to convention.
- g. Solicit bids from taping company. (3 required)
- h. Research reasonable cost and most efficient travel bids
- i. Make arrangements that out-of-town speakers have necessary transportation to and from convention site.
- j. Make arrangements for hearing impaired interpreter(s).

2. On-Site

- k. Insure that out-of-town speakers have necessary transportation to and from convention site.
- l. Works in conjunction with Program Chairperson in welcoming speakers.
- m. Start and monitor scheduled meetings and workshops.
- n. Work closely with the chosen taping company while on site.
- o. Setup table decorations and table favors for banquet.

A. Leader & Reader Selections

- a. Program members will determine the selection of Readers and Leaders.
- b. Leaders should have a minimum of two (2) years clean time. Readers should have a minimum of one (1) year clean time. Both must be active members of Narcotics Anonymous.
- c. No leader or reader may lead or read for two (2) years consecutive years.
- d. Program Committee Chairperson is responsible for notification of leaders and readers with the ability to delegate this responsibility to members of the program Committee.
- e. No member of the Convention Committee may lead or read at the convention.

B. Main Speaker Selection

- a. Main speakers shall be active members of Narcotics Anonymous with a minimum of five years clean time and a working knowledge of the Twelve Steps and Twelve Traditions; carrying a message of recovery.
- b. All main speaker candidates must submit a recording to qualify as a main speaker.
- c. No speaker shall be a member of the Convention Committee.
- d. No Main meeting speaker shall repeat within four (4) years, but may repeat as a workshop speaker after one (1) year from time of main speaker service.
- e. Main speakers shall get complimentary transportation, if needed, lodging, and a complete convention registration package.
- f. Main meetings are defined as Friday night opening speaker meeting, Saturday night main speaker meeting and Sunday morning speaker meeting. No other convention participants (i.e. speakers, readers or leaders) will get airfare, lodging, or a free convention package.

C. Workshop Speaker Selection

- a. Workshop speakers must be active members of Narcotics Anonymous with a minimum of three years clean time and a working knowledge of the Twelve Steps and Twelve Traditions;

- carrying a message of recovery.
- b. Workshop speakers are selected by group consensus in the closed Program Committee meetings. They are chosen through recorded submission and suggestions of other program convention Committee members.
- c. Cannot repeat in three (3) years as a workshop speaker, but may speak as a Main meeting speaker after one (1) year from time of workshop speaker service.

J. Duties of Operations Chairperson:

1. Coordinates sub-committee meetings.
2. Communicates to SFVACC.
3. Coordinates duties of sub-committee, which include but are not limited to:
 - a. Provides support to all other sub-committees.
 - b. Submits expenditures to SFVACC for approval.
 - c.)
 - d. Provide liaisons for all sub-committees.
 - e. Is one of the major liaisons between site facilities and Convention Committee.
 - f. Coordinates work schedules so that the Operations Committee is available at all times during the convention.
 - g. Make adequate seating arrangements for the impaired.
 - h. .
 - i. Select vendor for committee radios. (3 bids required)
 - j. Order sub-committee t-shirts.

Functions of Operations Committee

1. Pre-Convention

- a. Sub-committee liaisons report back to Operations Committee to coordinate needs and activities of all sub-committees.
- b. Meets on monthly basis.
- c. Assists and directs loading and unloading of truck(s).
- d. Notify Arts & Graphics of signs needed (notifications, directional, crowd control) sixty (60) days prior to convention.
- e. Pick up committee radios from vendor
- f. Pick up cash registers from vendor.
- g. Arrange for truck rental as needed (must have convention committee approval)

2. On-Site

- a. Assist with setup and cleanup of meeting rooms.
- b. Assist with setup and cleanup of entertainment events.
- c. Responsible for crowd control.
- d. Responsible for security.
- e. Responsible for coordination of volunteers.
- f. .
- g. Responsible for maintaining and signing in/out of walkie talkies.
- h. Assists in placement of signs and banners.
- i. Assists all sub-committees as needed (i.e. meeting room needs, power, equipment, special needs, etc.)
- j. Works in conjunction with hotel and convention center staff to assure that all major and minor details are met.
- k. Assists and directs loading and unloading of truck(s).
- l. Distribute Operations Committee t-shirts to subcommittee members and volunteers.
- m. Collect and return all committee radios to vendor
- n. Return all cash registers to vendor.

K. Duties of the Arts & Graphics Chairperson:

1. Coordinates monthly sub-committee meetings.

2. Communicates to SFVACC.
3. Responsible for artwork and logo.
4. Responsible for all printed matter pertaining to convention, (i.e. tickets, signs, fliers, registrations, forms, banner, program, on-site signs, etc.)
5. Responsible for setting and implementing deadlines for artwork and logo by third convention meeting of the current year.

Functions of Arts & Graphics Committee

1. Pre-Convention

- a. Coordinates sub-committee meetings
- b. Communicates to SFVACC
- c. Responsible for acquiring and submitting 3-5 samples of artwork to be brought to the Convention Committee for final selection of theme and logo by the May convention meeting.
- d. Responsible for seeing the final artwork and logo are camera ready and distributed to appropriate sub-committee by at least five months prior to convention.
- e. Responsible for all printed matter pertaining to convention, (i.e. badges, tickets, signs, fliers, registrations, forms, banner, program, on-site signs, etc.)

2. On-Site

- a. Responsible for last minute signs.
- b. Deliver signs to various rooms.
- c. Works in conjunction with all sub-committees on-site.

L. Duties and Functions of History & Archives Committee –

1. Pre-Convention

- a. Coordinates monthly sub-committee meetings
- b. Communicates to SFVACC
- c. Committee may contain a Chair, Vice Chair and volunteer members to facilitate the showing and presentation of viable memorabilia and artifacts related to this convention.
- d. Committee maintains responsibility of provisional items specific to the storage and presentation needs of this committee. Such items will be stored at the SFV convention committee storage unit until such a time when these materials are requested by this subcommittee for the purpose of inventory or actual convention activities.
- e. History and Archives will work solely with the Program committee for any opportunities for a live or recorded meeting held during the San Fernando Valley Area Convention.
- f. If items currently on loan to the subcommittee are desirable within budgetary constraints an offer of purchase could be made for such items from the owner.

2. On-Site

- a. Inventory all archived items
- b. In the event of less than 4 active members or volunteers to participate at the convention, volunteer convention committee members will be assigned to this committee for designated “breaks” at the convention. This will prevent burnout of committee members facilitating extended shifts and allow opportunity for sub-committee members to participate with other convention activities such as meetings or workshops.
- c. If multiples of items exist in inventory the H & A committee could opt to raffle off one of the multiples. No single donated item should be raffled off unless the donor specifically requests this option. The raffle numbers for this raffle would be called at the main meeting.

