

2024 Convention Policy

Policy And Guideline for the Treasure Coast Convention Of Narcotics Anonymous Planning Committee



2024 Convention Policy

Purpose:

The purpose of the TCCNA Sub-Committee is to plan and manage the Treasure Coast Area Convention. Conventions are held 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 among our members along with carrying the message. Because conventions are hosted by service committees of Narcotics Anonymous, they should always conform to the NA Traditions principles and reflect our primary purpose. The TCCNA Sub-Committee is a Sub-Committee of the Treasure Coast area and is accountable to this area.

Convention Committee Meetings:

1. All Convention Committee meetings should take place at a regularly scheduled time and place, following an orderly agenda. The purpose of these meetings is to gather and share information regarding the planning and carrying out of the convention. Effort should be made to encourage participation and support from all members. Care should also be exercised during the planning process to involve as many groups and individuals as possible.
2. Planning Committee meetings are held monthly or bi-monthly until (3) months prior to the convention, at which time they take place every two weeks; and at one (1) month prior to the convention, it will meet every week, if necessary.
3. An **Agenda** for planning committee will be as follows:
 - a. Opening: Beginning with a moment of silence followed by the Serenity Prayer, the Twelve Traditions, and the Concepts.
 - b. Roll Call
 - c. Read and approve minutes of last meeting.
 - d. Nominations (if open position exists)
 - e. Open Forum
 - f. Old Business
 - g. Treasurers report
 - h. Sub-committee Reports
 - i. New Business
 - j. Closing Prayer.
4. Only regular members will have a voice on the floor and vote at any TCCNA meeting. A regular member is any member that currently attended consecutive meetings. A voice on the floor and a vote will be granted at the beginning of their second consecutive meeting (this means that in order to have a voice on the floor and a vote you must have attended the previous regular meeting of the TCCNA Committee).

2024 Convention Policy

An **exception** to this policy may be made if you are a regular member and have a written or verbal acceptable reason for an absence prior to the start of the missed Committee meeting. Non-regular members may speak only at the discretion of the TCCNA Chairperson.

5. **Quorum** consists of one more than half (51%) of the regular voting Members and is required to hold a regular TCCNA Committee meeting. Quorum is required to hold a regular TCCNA Committee meeting. Quorum is required on all motions. A regular member that misses one TCCNA Committee meeting will be removed from Quorum count and be denied a voice on the floor and vote until two consecutive TCCNA Committee meetings have been attended unless an excused absence has been granted.
6. **Motions:**
 - a. Only regular members can make motions.
 - b. Motions should be presented in writing whenever possible. Motions dealing with an issue already on the floor will be recognized by the Chair and require a verbal second.
 - c. Procedural sequence pertaining to motions:
 - i. The maker of the motion speaks to its intent.
 - ii. Upon hearing the intent, the Floor will be open for discussion, consisting of two pros and two cons only.
 - iii. A simple majority is required to pass a motion, **except** motions that change TCCNA Policy Guideline. Motions that waive TCCNA Policy Guideline require a 2/3 majority. A motion to permanently change TCCNA Policy must be brought to area to be voted on by the groups.
 - iv. Abstentions are counted with the majority of voting members.
 - v. A Motion to Amend may be necessary and may be made only by the maker of the original motion.
 - vi. A Motion to Table may be entertained after hearing the pros and the cons.
 - vii. Tabled Motions will automatically be entered into old business at the next TCCNA Committee meeting.

Convention Committee Members:

The Convention Committee should be open to all members of the Fellowship. It consists of committee chairpersons and attending members. The committee chair positions are identified as follows.

1. Chair
2. Vice/Chair/Hotel Liaison
3. Secretary ----- Alternate Secretary

2024 Convention Policy

- 4. Treasurer ----- Alternate Treasurer
- 5. Programming ----- Alternate Programming
- 6. Merchandising ---- Alternate Merchandising
- 7. Registration ----- Alternate Registration
- 8. Fundraising ----- Alternate Fundraising
- 9. Hospitality ----- Alternate Hospitality
- 10. Website / IT ----- Alternate Website / IT

Election of Committee Chairpersons:

- 1. Convention Chair will be nominated by the previous year TCCNA Committee.
 - a. This nomination should be done at the final meeting of the current convention cycle, the “wrap up” meeting or meeting directly following convention.
 - b. The nominee should then be brought to the ASC (area service committee) in November when the area opens nominations for the position. This nominee will then be voted on by the NA groups in the area following the regular area policy for subcommittee chairs.
- 2. All committee chairs and alternates will be elected by the TCCNA Committee.
- 3. Nominations for TCCNA Committee positions, apart from the Chair are open at the first TCCNA Committee meeting of new cycle (the meeting after the “wrap up” meeting of the previous Committee) and remain an open Agenda item until all positions are filled.
- 4. Nomination and election procedures for Committee Chairs:
 - a. Nominations will be open at the first meeting of the new convention cycle and will be accepted from any previous TCCNA Committee member.
 - b. Nominations will be accepted by any committee member at all future committee meetings if positions chair positions are not filled.
 - c. Explanation of the position responsibilities and duties is read from the “TCCNA Committee Policy Guidelines”.
 - d. The position is announced, and nominations are taken.
 - e. Each nomination must be seconded.
 - f. Nominee(s) should state in person, or on paper, their qualifications for serving the Fellowship through the position in question. Qualifications should address the following at minimum:
 - i. Clean time of Nominee
 - ii. Past Fellowship experience
 - iii. Reasons Nominee has the desire to serve
 - g. Chair shall ask the Floor if there are any questions for the nominee.
 - h. After accepting nominations, the Chair will ask if there are any other nominations.
 - i. A motion is made to close the nominations and must be seconded.

2024 Convention Policy

- j. Nominee(s) should step outside the room and a vote by show of hands is to be taken by the Chair.
5. All TCCNA Committee members may succeed themselves in their positions, but it is recommended that no member serve more than two terms in the same position.
6. Nominees for the TCCNA position must be present to be voted upon but need not be present to be nominated. However, a written list of qualifications is required if the nominee is not present at the time of nomination.

Removal of a Committee Chairperson:

1. Removal of other Committee Chairpersons shall be dealt with as follows:
 - a. Voluntary:
 - i. A letter of resignation to be given to the TCCNA Chair prior to the next TCCNA meeting.
 - b. Involuntary:
 - i. Two consecutive meetings missed without reasonable explanation (reasonably to be determined by the TCCNA Committee) or prior notice given to any committee member.
 - ii. Relapse designates immediate removal from position.
 - c. Impeachment (needed in case of Concept violation or failure to perform duties or responsibilities).
 - i. Notice of intent to pursue an impeachment must be provided 7 days prior to next TCCNA meeting by TCCNA Chairperson.
 - ii. Motion must be presented at the TCCNA Committee meeting, along with due cause (intent).
 - iii. Respondent (person being impeached) is given time to respond.
 - iv. An Open Ballot is taken, and 2/3 majority is required for successful impeachment.
 - v. Details of this action will be reported to the next ASC meeting by the TCCNA Chair.

Qualifications, Responsibilities, and Duties of Committee Chairpersons

Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants (4th Concept for NA Service). Experience, dedication, enthusiasm and willingness to complete the required tasks are essential for those filling these positions. It is suggested nominees possess and demonstrate the following:

- A good knowledge of the Twelve Steps, Traditions, and Concepts.
- The willingness to work hard and motivate others.

2024 Convention Policy

- The ability to deal effectively with people outside the fellowship.
- Trustworthiness, especially where funds are concerned.
- Any members or volunteers handling TCCNA funds must have an abstinence requirement of (1) year.
- Willingness to give time and necessary resources.
- Ability to exercise patience and tolerance.
- Past or present participation in NA service structure.
- Willingness to include all NA members in planning and hosting the Convention by informing the local NA community of regularly scheduled committee meetings.
- Report progress of individual committees to the Convention Committee.

Chairperson

1. Responsibilities:

- a. Arranges and presides over the monthly TCCNA planning committee meeting.
- b. Cosigner with Vice Chair/Hotel Liaison on all contracts between the TCCNA Corporation and any hotels or venues chosen to host the Convention.
- c. Reviews and signs all contracts for TCCNA.
- d. Responsible for correspondence coming from the ASC.
- e. Votes at the TCCNA committee meeting only in the case of a tie.
- f. Enforces rules of decorum and discipline during TCCNA meetings.
- g. Clarifies questions regarding the TCCNA Policy Guidelines.
- h. Attempts to be fair and impartial.
- i. Must be able to work for the common good.
- j. Follow Roberts Rules of Order to conduct meetings.
- k. Co-signer on TCCNA bank account with Treasurer.
- l. Reviews the financial accuracy of expenditures.
- m. Assist Treasurer and Alt Treasurer during the convention in the accounting of funds.
- n. Assist Vice Chair/Hotel Liaison Day of the Convention with contract or event decisions.
- o. Attendance is required at a post-convention meeting to assist the Treasurer and Vice Chair/Hotel Liaison in closing out business with the hotel.
- p. Places principles above personalities.

2. Qualifications:

- a. A willingness and desire to serve.
- b. Service experience.
- c. Active for at least one year in the NA Service structure at the Area level and prior convention committee experience.
- d. Willingness, desire and ability to give the time and resources required by the position.
- e. Required three (3) years abstinence from all drugs.

2024 Convention Policy

- f. Ability to lead, communicate, and organize.

Vice Chairperson / Hotel Liaison

1. Responsibilities (Vice Chair)

- a. Will assume the responsibilities of the Chair in the event of his/her absences.
- b. Will become Chairperson by default in the event of resignation or impeachment of the Chairperson
- c. In the event of the absence or incapacitation of any TCCNA Committee Chair, if there is no suitable Alt Chair in place, the Vice Chair will assume the duties and responsibilities of that position until a suitable person is nominated and voted in.

2. Responsibilities (Hotel Liaison)

- a. Responsible for researching and locating venue options (ie. Hotel) for hosting the Convention.
- b. Present option(s) to Committee at a planning committee in timely fashion, so that the venue can be voted on and decided upon no less than (7) months prior to intended date of Convention. Until a formal vote is made at the ASC.
- c. Responsible for correspondence with the venue chosen by the committee.
- d. Co-signer with the Chair on all contracts between the TCCNA Corporation and any hotels or venues chosen to host the convention.
- e. Attendance required at the Convention site the meeting prior to convention to walk through Convention venue with Committee members and host venue/hotel staff.
- f. Attendance required at Convention to communicate with Venue staff any Convention needs or concerns.
- g. Attendance required at the post-convention meeting to assist the Chair and the Treasurer in closing out business with the hotel/center.

3. Qualifications:

- a. A willingness and desire to serve.
- b. Service experience.
- c. Active for at least one year in the NA service structure at the Area level.
- d. Willingness, desire, and ability to give the time and resources required by the position.
- e. Required three (3) year abstinence from all drugs.
- f. Ability to lead, communicate, and to organize.

Secretary/Alternate Secretary

1. Responsibilities (Secretary):

- a. Keeps an accurate record of each TCCNA Meeting.

2024 Convention Policy

- b. Prior to TCCNA Committee Planning Meetings, prepares and makes Agenda available to Committee members.
 - c. Prior to Committee Planning Meetings, prepares minutes from previous Committee meeting and makes available to Committee members.
 - d. Keeps the records of the TCCNA Committee.
 - e. Compiles and maintains the TCCNA files and archives.
 - f. Willingness to be available to assist other members during the Convention Cycle as deemed necessary by the TCCNA Committee.
- 2. Responsibilities (Alternate Secretary):**
- a. Assist Secretary in all duties and responsibilities.
 - b. Will assume responsibility of Secretary in the event of his/her absences.
 - c. Will become Secretary by default in the event of resignation or impeachment of the Secretary, unless abstinence qualification is not met, please see item (d) below.
- 3. Qualifications (Secretary & Alternate Secretary):**
- a. A willingness to serve.
 - b. Service experience.
 - c. Willingness, desire, and ability to give the time and resources required by the position.
 - d. Required two (2) year abstinence from all drugs. Note: Alternate may qualify without meeting abstinence requirement but may not serve as Secretary by default unless special circumstances exist, and policy is waived by Committee.
 - e. Ability to lead, communicate, and organize.

Treasurer/Alternate Treasurer

- 1. Responsibilities (Treasurer):**
- a. Co-signer with TCCNA Committee Chair on TCCNA Checking Account.
 - b. Point of accountability for TCCNA Checking Account funds and all debit card(s).
 - c. Reports contributions and expenses at every TCCNA Planning Committee Meeting.
 - d. Submits monthly written report of all TCCNA finances.
 - e. Maintains a committee designated Prudent Reserve of **\$8000** adequate to serve the TCCNA Committee in planning and hosting the Convention.
 - f. Keeps records of all income and expenditures.
 - g. All monies are channeled through the TCCNA Treasurer.
 - h. Pays all bills and Committee needs via check or debit card.
 - i. Treasurer/Alt Treasurer attendance is required during the Convention for the accounting of funds; Chair may also assist.
 - j. Attendance required at the post-convention meeting to assist the Chair and the Hotel Liaison in closing out business with hotel/venue.
 - k. Coordinates with all Subcommittee Chairs for the election of funds.

2024 Convention Policy

2. Responsibilities (Alternate Treasurer):

- a. Assist Treasure in all duties and responsibilities.
- b. Will assume responsibility of Treasurer in the event of his/her absences.
- c. Will become Treasurer by default in the event of resignation or impeachment of the Treasurer, unless abstinence qualification is not met, please see below.

3. Qualifications (Treasurer & Alt Treasurer):

- a. Willingness, desire, and ability to give the time and resources required by the position.
- b. Service experience.
- c. Active for at least one year in the NA service structure at the Area level.
- d. Required three (3) year abstinence from all drugs.
- e. Financially Prudent.
- f. Ability to lead, communicate, and to organize.

Programming Chair / Alternate Programming Chair

1. Responsibilities (Programming Chair)

- a. The selection of topics, Speakers, Chairpersons, and times of all meetings held at the convention, apart from the Marathon meetings.

Speaker guidelines

- 1. All speakers are to be members of Narcotics Anonymous.
- 2. The workshop speakers should have a minimum of (2) years' clean time, should not be a member of the TCCNA Committee.
- 3. The main speakers should have a minimum of (5) years' clean time, should not be resident of the Treasure Coast and should not have served as a main speaker for TCCNA within the last 5 years.
- 4. Lodging, registration, and a banquet ticket will be provided for the Banquet speaker.
- 5. Other main speakers will receive registration and banquet tickets. Lodging may be provided as well and will be decided upon by the Committee members on a convention-by-convention basis, depending upon funds available.
- 6. The convention may have up to (3) main speakers with a minimum of (1) main speaker.
- 7. Compact disc or audio files submitted for speaker consideration shall be no older than 3 years.
- b. Will submit (2) choices of speakers for each Banquet Speaker. These choices are to be presents to the TCCNA Committee for approval no less than (6) months prior to the Convention date,
- c. The final program will be submitted to TCCNA Committee no less than (3) months prior to the Convention date.

2024 Convention Policy

Responsibilities (Alternate Programming Chair)

- a. Assist Programming Chair in all duties and responsibilities.
- b. Will assume responsibility of Programming Chair in the event of his/her absences.
- c. Will become Programming Chair by default in the event of resignation or impeachment of the Programming Chair, unless abstinence qualification is not met, please see **item c** below.

Qualifications (Program Chair/Alternate Program Chair):

- a. Willingness, desire, and ability to give the time and resources required by the position.
- b. Service experience.
- c. Required three (3) year abstinence from all drugs. Note: Alternate may qualify without meeting abstinence requirement but may not serve as Program Chair by default unless special circumstances exist, and policy is waived by Committee.
- d. Ability to lead, communicate, and to organize.

Merchandising Chair / Alternate Merchandising Chair

1. Responsibilities (Merchandise Chair):

- a. Research selects and presents items to be sold at or before the Convention.
- b. Pricing for pre-convention T-Shirts should be presented to the TCCNA Committee no later than (12) months prior to the Convention.
- c. All other pricing, samples, and/or pictures of items to be considered should be presented to the TCCNA Committee no later than (6) months prior to the Convention.
- d. After items have been approved by the TCCNA Committee. The Merchandising Committee Chair shall submit to the TCCNA Committee a complete summary of information and recommendations regarding ordering, marketing, pricing, and shipping time frame. This information should be submitted to the Committee no later than (3) months prior to the Convention. TCCNA Committee will ultimately decide on order quantities and sale prices.
- e. A member of the Merchandising Committee must attend all TCCNA fundraising events and as many other events as possible across the region to sell pre-convention and previous convention merchandise.
- f. Keep an accurate account of merchandise along with sales of merchandise at said events and deliver this information to the TCCNA Committee at the monthly meeting.

2024 Convention Policy

- g. The Merchandising Committee will follow store hours established by the Committee for the Convention and will have volunteers to work the tables at all store hours.
 - h. Any volunteer handling money must have a minimum of (1) year clean time.
 - i. Attendance is required prior to the start of the Convention to organize inventory.
 - j. At the close of the Convention the Merchandising Committee will perform a close out inventory and packing.
- 2. Responsibilities (Alternate Merchandising Chair)**
- a. Assist Merchandise Chair in all duties and responsibilities.
 - b. Will assume responsibility of Merchandising Chair in the event of his/her absences.
 - c. Will become Merchandising Chair by default in the event of resignation or impeachment of the Merchandising Chair, unless abstinence qualification is not met, please see **item c** below.
- 3. Qualifications (Merchandising Chair/Alternate Merchandising Chair):**
- a. Willingness, desire, and ability to give the time and resources required by the position.
 - b. Service experience.
 - c. Required two (2) year abstinence from all drugs. Note: Alternate may qualify without meeting abstinence requirement but may not serve as Merchandising Chair by default unless special circumstance exist, and policy is waived by TCCNA Committee.
 - d. Ability to lead, communicate, and to organize.

Registration Chair/Alternate Registration Chair

- 1. Responsibilities (Registration Chair):**
- a. Create a theme and/or logo contest flyer and deliver to ASC to be distributed to area groups. Collect submissions and present them to TCCNA Committee for blind voting. This should be completed as quickly as possible. The ideal deadline will depend upon convention cycle-see blow.
 - i. Two-year Convention Cycle – theme and / or logo contest winner should be chosen no later than (16) months prior to convention.
 - ii. One -year Convention Cycle – theme and / or logo contest winner should be chosen no later than (8) months prior to Convention.
 - b. Create a Registration form. This form should be written with clarity, organization, and ease of understanding in mind. All information that could possibly be needed must be considered and included on the Registration Form. The cut-off date for pre-registration and price should be decided by the TCCNA Committee and should be included on the form. If the exact date and location of the

2024 Convention Policy

Convention and Banquet info is not yet available, two Registration forms may be needed. The TCCNA Committee will collectively decide how the information available should be presented on all registration forms. The ideal deadline will depend upon the convention cycle-see below.

- i. Two-year Convention Cycle – pre-registration form should be available no later than (12) months prior to the Convention.
 - ii. Registration form should be available no later than (8) months prior to the Convention.
- c. Once the Registration form(s) are approved by the TCCNA Committee, it is the responsibility of the Registration Chair to provide a copy to the ASC Website Chair and to ensure that flyers are produced and distributed throughout the fellowship as soon as possible. The ASC should be used for distribution to Area groups and to post flyers to the Area Website. Other recipients are to include: the RSC, all known fellowship Websites, WSO News Line, NA Way, and other Regional Delegates and any other known interested groups or members.
- d. The Registration Chair should request funds for the printing costs of flyers and forms and should save and submit receipts.
- e. A member of the Registration Committee is required to attend all TCCNA fundraisers and as many Activities Committee events as possible.
- f. Registration monies can be collected by any qualified member of the TCCNA Committee and turned into the Registration Chair at the monthly TCCNA Committee meeting.
- g. All registration monies are to be given to the Convention Treasurer at the monthly TCCNA Committee meeting.
- h. The Registration Chair should keep detailed records of prepaid registrations and should report on the number of registrations/banquets sold at the TCCNA Committee meetings.
- i. This committee is responsible for the Registration Packets. Registration Packets are all items associated with or given to members with their registration, i.e. badges, lanyards, bags and giveaways inside the bag.
- j. Using the previous Convention registration expenses and the committee members' experience as a guide the Registration Chair should be present (3) registrations packet options to the committee for approval. This should be done no later than (4) months prior to the Convention. Once approved, the Chair is responsible for ordering to ensure a timely delivery.
- k. The Registration Chair is responsible for purchasing all supplies for the Registration table, assembling all Registration Packets, and ordering Banquet ribbons, stickers and/or bracelets. Budget for these items should be requested by the Registration Chair at a TCCNA meeting no later than (2) months prior to the Convention.

2024 Convention Policy

- l. The Registration table must be manned by a qualified member or volunteer of the Registration Committee during all meeting hours of the Convention, except for the Banquet / Closing Speaker and Marathon meetings.
 - m. Attendance is required prior to the start of the Convention to set up the Registration table area.
 - n. The Registration Chair shall keep continually updated records on all registrations throughout the Convention. These records should include name, clean date, area and/or state and monies paid. All newcomers discounted or free registrations should also be recorded in detail. This record should also include any non-addict attendants.
 - o. No person shall be turned away.
 - p. The Registration Committee is also for the Convention Banner(s). Bids and design for the banner(s) should be presented to the TCCNA Committee no later than (4) months prior to the Convention. The budget for the banner will be separate from that of the registration packages.
- 2. Responsibilities (Alternate Registration Chair)**
- a. Assist Registration Chair in all duties and responsibilities.
 - b. Will assume responsibility of Registration Chair in the event of his/her absences.
 - c. Will become Registration Chair by default in the event of resignation or impeachment of the Registration Chair, unless abstinence qualification is not met, please see **item c** below.
- 3. Qualifications (Registration Chair/Alternate Registration Chair):**
- a. Willingness, desire, and ability to give the time and resources required by the position.
 - b. Service experience.
 - c. Required two (2) year abstinence from all drugs. Note: Alternate may qualify without meeting abstinence requirement but may not serve as Registration Chair by default unless special circumstance exist, and policy is waived by TCCNA Committee.
 - d. Ability to lead, communicate, and to organize.

Fundraising Chair / Alternate Fundraising Chair

- 1. Responsibilities (Fundraising Chair):**
- a. Plan and organize fundraising events to be held throughout the Convention cycle.
 - b. Event ideas should be presented to the TCCNA Committee with a proposed budget at least (2) months prior to the planned event.

2024 Convention Policy

- c. Design and distribute posters and/or flyers for events. ASC should be used to distribute them to groups and a copy should be given to the ASC Website Chair to be posted on Area Website. Posters and/or flyers should be distributed ideally (2) months prior to the event, never less than (1) month prior to the event.
- d. Appropriate use of language and lithography is crucial when designing flyers. These flyers are representations of N.A. No person or company promotional pictures or logos should be used; any names of performers, hotels, venues, are to include a disclaimer – it should be noted that NA is not affiliated with any outside enterprise on the flyer.
- e. The Fundraising Committee Chair should communicate and work with Activities Committee Chair to prevent overlap of events in any given month.
- f. Ideally fundraising events should be held at least every other month leading up to the Convention.
- g. Funds raised and receipts should be turned into the Convention Treasurer within (7) days after the event. A report detailing all monies spent and funds raised should be presented to the TCCNA Committee at the meeting directly following the event.
- h. Anyone handling money must have a minimum of (1) year clean time.

2. Responsibilities (Alternate Fundraising Chair):

- a. Assist Fundraising Chair in all duties and responsibilities.
- b. Will assume responsibility of Fundraising in the event of his/her absences.
- c. Will become Fundraising Chair by default in the event of resignation or impeachment of the Fundraising Chair, unless abstinence qualification is not met, please see **item c** below.

3. Qualifications (Fundraising Chair / Alternate Fundraising Chair):

- a. Willingness, desire, and ability to give the time and resources required by the position.
- b. Service experience.
- c. Required two (2) year abstinence from all drugs. Note: Alternate may qualify without meeting abstinence requirement but may not serve as Fundraising Chair by default unless special circumstance exists, and policy is waived by TCCNA Committee.
- d. Ability to lead, communicate, and to organize.

Hospitality Chair / Alternate Hospitality Chair

1. Responsibilities (Hospitality Chair):

- a. Provide and stock a hospitality room for the convention.
- b. Hospitality Room should be stocked with snacks, drinks, and fresh fruit.

2024 Convention Policy

- c. Hospitality Room hours should be decided by TCCNA Committee prior to the convention and posted at the Hospitality Room door.
- d. Work with the Hotel Liaison regarding what food and beverages are and are not to be provided.
- e. Using the last Convention Cycle expenditures, proposes a budget to the TCCNA Committee for approval no later than (1) month prior to the convention.
- f. Shop for store and deliver items to Convention site prior to Convention start.
- g. Display food and beverage items neatly and safely in room – plan for and procure coolers for drinks, baskets, and such for food items.
- h. NA literature and meeting schedules should also be available in the Hospitality Room.
- i. Games should be provided: cards, checkers, board games, etc.
- j. Hospitality Chairs are also providing Serenity Keepers/Greeters at the Convention.
- k. Volunteers should work in shifts so that there is a minimum of (2) Serenity Keepers/Greeters always working the Convention.
- l. A Serenity Keeper or Hospitality Committee member should be manning the Hospitality Room at all Hospitality Room hours.
- m. Serenity Keepers not manning the Hospitality Room should be available to welcome members with hugs and stickers throughout the convention and at the workshop room entrances. They should be available to answer questions and are the eyes of the Convention Committee; making sure smoking rules are followed and reporting any inappropriate behavior.

2. Responsibilities (Alternate Hospitality Chair):

- a. Assist Registration Chair in all duties and responsibilities.
- b. Will assume responsibility of Registration Chair in the event of his/her absences.
- c. Will become Registration Chair by default in the event of resignation or impeachment of the Registration Chair, unless abstinence qualification is not met, please see **item c** below.

3. Qualifications (Hospitality Chair / Alternate Hospitality Chair):

- a. The willingness, desire, and ability to give the time and resources required by the position.
- b. Service experience.
- c. Required one (1) year abstinence from all drugs. Note: Alternate may qualify without meeting abstinence requirement but may not serve as Hospitality Chair by default unless special circumstance exist, and policy is waived by TCCNA Committee.
- d. Ability to lead, communicate, and to organize.

Website – IT Chair / Alternate Website – IT Chair

1. Responsibilities (Website – IT Chair):

2024 Convention Policy

- a. Maintaining the domains name's registration.
- b. Maintaining the Convention Committee's Website.
 - i. Post current convention information to website, including registration form, fundraising events, any information regarding the convention.
 - ii. Forward on-line registration information to the registration chair.
 - iii. Work with the Convention Treasurer regarding online purchase (i.e., registrations, fundraising event monies, donations, etc.)
- c. Perform routine monthly website maintenance including full backup of the site.
- d. Maintain convention email address.
 - i. Check email box at least once a month, more often as the Convention nears. Respond or forward email to correct chairperson for reply.

2. Responsibilities (Alternate Website – IT Chair):

- a. Assist Website-IT Chair in all duties and responsibilities.
- b. Will assume responsibility of Website-IT in the event of his/her absences.
- c. Will become Website-IT Chair by default in the event of resignation or impeachment of the Website-IT Chair, unless abstinence qualification is not met, please see **item c** below.

3. Qualifications (Website-IT Chair / Alternate Website/IT Chair):

- a. The willingness, desire, and ability to give the time and resources required by the position.
- b. Service experience.
- c. Required one (1) year abstinence from all drugs. Note: Alternate may qualify without meeting abstinence requirement but may not serve as Website-IT Chair by default unless special circumstance exists, and policy is waived by TCCNA Committee.
- d. Ability to lead, communicate, and to organize.

Finances Prudent Reserve (\$8000) Accountability, prudence, and integrity are of the utmost importance when handling convention funds.

- 1. All monies collected from any event should be turned into the convention treasurer within 48 hours
- 2. One (1) year's clean time to handle any convention subcommittee funds.
- 3. Check requests must be submitted to the convention treasurer to obtain any funds.

2024 Convention Policy

- a. Convention chairperson or convention treasurer must sign all check requests.
 - b. Check requests should be completed at least one month prior to the date that the funds are needed.
4. Receipts are required for all transactions that involve convention funds.
 - a. Receipts and an event financial report are due at the next scheduled meeting.
 - b. Receipts and "returned cash" total should equal amount of check received.
 - c. The convention treasurer should give a receipt for all cash money received.
5. At the end of any fundraising event all money will be turned over to the convention treasurer. If the treasurer is not present, money will be turned over to the convention chairperson or convention vice-chairperson.
6. The convention treasurer will deposit all event money in the TCCNA bank account and notify the TCCNA Chairperson within 48 hours.
7. Petty Cash will be provided to the secretary and fundraising chairperson as determined by the convention committee. Receipts for reimbursement need to be submitted.
8. All money and checks received from registrations should be turned over to the convention treasurer within two weeks.
9. The convention Treasurer should deposit all registration checks within 48 hours, to avoid members having outstanding checks for long periods of time.
10. All money should be given to and counted by the convention treasurer before the beginning of the monthly convention committee meeting, to submit an updated treasurer report.
11. Each subcommittee chairperson is responsible for all payments, receipts, invoices, and correspondence for all financial transactions conducted by their subcommittee.
12. All money should be counted by at least two subcommittee members before being recorded.
13. During the convention, avoid having large amounts of cash.
 - a. The convention treasurer should make pickups every 2 hours.
 - b. At pickup, two subcommittee members should count money.
 - c. Money should be deposited in the TCCNA bank account or a hotel safe deposit box by the end of each day.
14. A budget is due at January ASC, detailing the use of the **\$8000** Prudent Reserve monies. TCCNA subcommittee will determine how to allocate any funds profited from the event over the prudent reserve monies at their subcommittee meeting. 50% of the overage will be donated directly to the Treasure Coast Area to be allocated as they see fit. The other 50% will be decided on by the committee, but will be kept within the Treasure Coast Area of NA (these can include but are not limited to: H&I, Activities, PR, Serenity in the Swamp, Fellowship Development and other as hoc or subcommittees.)