

I Formation of Convention Committee

Nominations for the next Convention Chair will occur at the Bucks County Area Service Committee (BCASC) two months prior to the current Convention. The current Convention Committee may make their own nomination. The next Convention Chairperson will be elected by the BCASC immediately preceding the current convention. The first meeting to form the new committee will be held the last day of the convention immediately following the closing meeting. Nominations will be taken for all Administrative positions. Further nominations and voting will occur at the next Convention Committee meeting the second Sunday of the month following the convention. Incoming Committee Members and Outgoing Committee Members will overlap, concluding business from current convention before beginning planning for next convention. It is the intention that outgoing members provide guidance through the transition. Once all business from the previous convention is concluded outgoing members are relieved of their responsibility.

All nominees for positions must be present for nominations, qualifications and elections. Clean time requirements cannot be waived. A description of all committee positions, duties, and qualifications are documented in this policy. The committee that is elected will hold their positions until the convention is completed and all financial reports are submitted to the BCASC.

It is important to understand that a complete financial report must be submitted by the Chairperson, and Treasurer. Any member of the Administrative Committee may not hold more than one position, and that position for more than two consecutive terms. Any elected member of the committee that misses two consecutive meetings without an excused absence will forfeit their position. Nomination and elections of a vacant position will be held at the following convention committee meeting.

All Convention Committee meetings should take place at a regularly scheduled time and place. It is suggested that the committee meets the second Sunday of the month. It is also suggested that the Convention Sub-committees also meet the second Sunday of the month prior to Convention Committee Meeting. The purpose of these meetings is to gather and share information regarding the planning and carrying out of the convention. An effort should be made to encourage participation from all members of the committee.

Voting privileges are extended to any member of the Bucks County Area of Narcotics Anonymous. The Chairperson may only vote in the event of a tie. It is encouraged that members who participate in the convention committee also participate in one of the Convention Sub-Committees. Convention Committee Quorum is set at 20 members, including Administrative Committee.

All Administrative Positions Must Be Filled Prior To Decision To Hold a Convention.

II Convention Committee Members and Qualifications

BCACNA Administrative Committee	
Position	Clean Time (Years)
Chairperson	5
Co-Chairperson	5
Secretary	2
Treasurer	5 (including a source of income)
Co-Treasurer	5 (including a source of income)
Hotel Liaison	3
Fund Raising (Event Coordinator)	4 (including a source of income)
Merchandise Chair	3 (including a source of income)
Registration Chair	3 (including a source of income)
Convention Information Chair	2
Arts and Graphics Chair	2
Hospitality Chair	2
Security Chair	2
Program Chair	4
Policy Chair	3

All Members of the Administrative Committee must have an NA sponsor and an NA home group, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA, and some prior Convention Committee experience would be helpful. All positions that handle money must have a source of income.

Removal from Office: In circumstances other than absence, removal from office will require a two-thirds majority vote of the administrative committee to decide if the motion is in order. If the motion is found to be in order, it will be presented to the convention committee voting members requiring a two-thirds majority.

III Convention Committee Member Duties

Chairperson:

Leadership qualities and administrative skills

Organizes convention committee meetings. Stays informed of the activities of each subcommittee, attends each event, and provides help when needed.

Helps resolve personality conflicts.

Provides guidance and support to the subcommittees. Only major issues need to be brought to the Convention Committee meetings.

Prepares the agenda for Convention Committee and Administrative Committee meetings.

Votes only to break a tie.

Attends all BCASC meetings and reports Convention Committee status.

Convention Committee status reports to the BCASC should include: updated Convention Committee Treasurer's report, financials, past and up-coming events, open positions, and area participation

Responsible to submit a complete financial report to the BCASC at the conclusion of the convention.

Is one of the signers on the checking account

Keep a Timeline of all activities along with suggestions to improve future conventions

Co-Chairperson:

Leadership qualities and administrative

Acts as a chairperson for any sub-committee if the chairperson or co-chairperson is unavailable.

Attends subcommittee meetings, as needed, in order to insure they receive the necessary guidance

Reports to the BCASC meetings in the event the chairperson is unavailable to attend.
Is a signer on the checking account.

Along with the Hotel Liaison and through the duration of the convention, is physically present to respond to and deal with any hotel issues that arise.

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Secretary:

Service experience, access to a computer, and good typing and administrative skills

Takes accurate minutes of all sub-committee meetings and collects subcommittee reports.

Distributes minutes to committee members and area secretary. Minutes should be distributed no later than two (2) weeks after convention committee meetings. Maintains a contact list of committee members for committee use.

After the convention, the Secretary will provide the BCASC with a complete set of meeting minutes for the archive file.

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Treasurer:

Custodian of Bucks County Area Convention Committee (BCACC) Funds.

Co-signer of the BCACC account. The signatures required for the account and checks are any two of the five signatures which are the Convention Treasurer, Convention, Co-Treasurer, Convention Co-Chairperson, Area Chairperson and Area treasurer. BCACC Treasurer and co-Treasurer cannot be co-signers on the same check.

Works within the Administrative Committee to establish a budget for the convention

Writes all checks and is responsible for collecting receipts to account for all subcommittee expenses. Checks will not be written without a check requisition request form (See Attachment 1) and no checks may be pre-signed.

Treasurer is to collect all deposit slips and/or funds from all sub-committee chairs at each committee meeting and is responsible for matching slips with bank statements.

Responsible for all money, pays all bills, and advises chairperson on cash supply, income flow, and rate of expenditures.

Reviews subcommittees reports for deviations from the financial plan not mentioned in the original budget so that an accurate budget can be maintained. This information is included in the Treasurer's report.

Responsible for preparing and submitting updated financial reports at each convention meeting and to submit a complete financial report to the Chairperson at the conclusion of the convention

All requests for reimbursements must be accompanied by receipts and purchase orders.

The Treasurer will use a triple carbon receipt book during the convention to be turned in as part of the final report. During the convention the Treasurer and Co-Treasurer will be responsible for collecting all money from subcommittees on an hourly basis and giving each subcommittee a receipt for the money collected. The money collected will be deposited immediately in the Hotel safe, lock box, or the bank. BCACNA will provide the Treasurer a hotel room with a safe for the entire length of the convention. The Treasurer will pay the Hotel bill by check at the conclusion of the convention. Within 24-hours following the convention, all monies must be deposited in the convention committee bank account.

A quarterly review of all financial records will be made by the BCASC and a written report will be submitted to the BSASC meeting.

Keep a Timeline of all activities along with suggestions to improve future conventions

Co- Treasurer:

The duties and requirements for the position are the same as the Treasurer. Convention Treasurer and co-Treasurer cannot be co-signers on the same check.

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Hotel Liaison:

Acts as liaison between the convention committee and the hotel.

Works with the Registration Subcommittee to project attendance figures to determine amount of meeting space, hotel rooms, banquet and breakfasts which will be needed.

Submit for approval any catering proposals such as coffee, banquet, brunch, breakfast.

Establish an arrangement so that only the Chairperson, Co-Chairperson, or Hotel Liaison will have authority to sign for services during the convention, except for coffee

Have all contracts reviewed by an attorney and signed by the BCASC Chairperson.

During convention will be responsible to maintain communication with the hotel

Keep a Timeline of all activities along with suggestions to improve future conventions

Event Coordinator:

Responsible for organizing a committee for support. Subcommittee plans and carries out all pre-convention and convention activities (see attachment 2).

Will deposit all funds in the convention account or turn over to the Convention Treasurer by the next working day. A deposit slip must be given to the Convention Treasurer at the next convention meeting.

Responsible for all entertainment events prior to and at the convention that have been approved by the Convention Committee (see attachment 2).

Works with the Convention Treasurer to establish a budget and fund raising plan. The budget can be a rough estimate at the beginning of the planning and revised as the convention draws near. This should also include entertainment events at the convention.

Flyers for the events should be distributed at the ASC. It is suggested that Flyers are designed in conjunction with Arts & Graphics Committee

Keep a Timeline of all committee activities along with suggestions to improve future conventions

Merchandising:

Responsible for putting together a committee for support

Works with the Treasurer and Convention Committee to establish a budget. This budget must include pre-convention and convention merchandise. The budget can be a rough estimate at the beginning of the planning and revised as the convention draws near or as pre-convention merchandising needs change.

Works with Arts and Graphics Committee to design artwork for Merchandise

Works with Registration and Arts and Graphics to design and purchase items for registration packet including program and signs

Responsible for purchasing and ordering merchandise per Purchasing Policy (attachment 2). ***Three (3) competitive bids must be obtained. ***

As a guideline, based on previous experience, the initial order for pre-convention merchandise should not exceed a quantity of 100 (i.e., in total). When pre-convention merchandise inventory drops below 10%, reorder as needed.

Pricing for merchandise submitted to the Convention Committee for approval.

Must attend events to sell pre-convention merchandise.

Storage of all merchandise will be the responsibility of the Merchandising Chair. Inventory, Sales, and Returns will be documented and the appropriate form and/or receipt issued (See attachments).

All money will be deposited in the convention checking account or turned over to the Convention Treasurer by the next convention meeting.

Maintain a continuous inventory of items on hand and sold..

The guidelines for merchandise during convention:

Store hours at the convention should be as long as possible. All outside vendors should be reviewed by the Merchandise Subcommittee and approved by the Convention Committee. During the convention deposits will be picked up on a schedule established by the Treasurer. Receipts will be given for all funds collected.

Physical inventory will be the responsibility of the Merchandise Chair.

Spot inventory must be done on a daily basis (see attachment 3b).

Cash registers with captured tape receipts and/or other comparable technologies are mandatory. Either Chair or Co-Chair must be in store to oversee operation.

Only damaged merchandise can be discounted.

The guidelines for merchandise after the convention:

An inventory will be done by the Convention Chair and Merchandise Chair at the hotel.

Merchandise sales receipts are to be turned over to the Convention Treasurer, and a final merchandising report, containing the final inventory, will be submitted to the Convention Chair within one (1) week following the convention. Convention deposit slips will also be submitted at this time.

Convention merchandise pricing will remain in effect until 60 days after the convention at which point the merchandise may be offered at a discounted price. All money collected from sales will be deposited in the BCASC account.

Keep a Timeline of all committee activities along with suggestions to improve future conventions

Registration Chair:

Responsible for putting together a committee for support

Committee is responsible for obtaining a Post Office Box to be used during each convention.

Will coordinate with Arts/Graphic Committee to create convention registration forms
*Registration Forms should include email addresses which should be given to Convention Information for future communication.

The committee will be responsible for picking up all mail weekly at the P.O. Box and distributing to all other committees when needed.

All money received by registration will be turned over to the Convention Treasurer as soon as possible. Receipts will be issued by the Treasurer at the next convention committee meeting.

Maintain log records of registrations, banquet, brunch and event tickets sales. The quantities will be reported at each Committee Meetings. This log will also be kept current at the convention.

A three copy receipt book will be used by committee, receipt #1 mailed to registrant, #2 given to treasurer with each deposit slip at each convention meetings, #3 to be retained in the book for registration committee records.

The registration committee is responsible for preparing a complete registration packet including Program

Cash registers with captured tape receipts and/or other comparable technologies are mandatory for use at the convention.

Responsible for appointing and overseeing cashiers and registration volunteers during the convention.

During the convention, money and all second part receipts will be turned over to the Treasurer as per the agreed upon schedule.

The committee will inventory all packages at the close of registration

The Registration Chairperson will prepare a final report which will include a complete breakdown of all registrations, event tickets sold, and all items that were given away. In order to maintain accountability all serialized tickets and merchandise, must be returned along with the report to the Convention Chair prior to the next scheduled BCASC meeting.

Keep a Timeline of all committee activities along with suggestions to improve future conventions

Convention Information Chair:

Is responsible for putting together a committee for support

This committee is to inform the fellowship of our event by sending out flyers to The RSCs, RSOs, and the WSO which would include getting the information in the News line and NA Way, and On-line Web.

Maintains email database of attendees for future communication such as Thank you for attending note and registrations for future conventions.

Should also work closely with the other subcommittees.

The Chairperson of the committee should have their phone number on the flyer to provide information.

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Arts & Graphics Chair:

Is responsible for putting together a committee for support

This committee is responsible for design work for the convention, the logo for the convention, the convention merchandise, convention flyers, Convention Program all with the approval of the Convention Committee. Works with other committees to accomplish this.

This committee is also responsible for making the convention and directional posters used at the convention; in addition to making the banner or having the banner made for the convention.

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Hospitality Chair:

Is responsible for putting together a committee for support

Responsible for planning and operating the Hospitality room at the convention.

Works with registration committee to provide local transportation, tourist, dining and other information pertinent to the local community.

Responsible for setting up banquet room including clean time countdown gifts, center pieces, and all decoration needed.

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Security Chair:

Is responsible for putting together a committee for support

Keeps order in facilities where convention and dances are held.

Assists fund-raising at dances and during convention.

Responsible for collecting tickets at all events during the convention (i.e., brunch, banquet, dance, etc.).

Works with Hotel security to police convention attendees in the lobbies and hallways of the Hotel/Convention Center.

Will have walkie-talkies for communication purposes (see attachment 2).

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Program Chair:

Is responsible for putting together a committee for support

This Subcommittee Responsible for:

Selecting topics and times of all meetings including Marathon and Workshops.

Selecting Speakers and Chairperson for all meetings, except Marathon.

Traditionally, if they desire, it is suggested that the BCASC Chair chair the opening meeting, the BCACC Chair chair the banquet meeting, and the Program Chair chair the breakfast meeting.

Selecting readers for the main meetings mentioned above.

Organizes the clean time countdown.

Provides the Arts & Graphics Committee with Times, Topics, and Locations of all meetings for design of the program and signs

Procures a Taping Company for the convention

Keep a Timeline of all committee activities along with suggestions to improve future conventions

Policy Chair:

Is responsible for interpreting the policy and making sure it is followed

Provides any proposed policy changes for the Chair to bring to the BCASC

Compiling Timeline and Suggestions for Administrative Positions and sub-committees

IV. MOTIONS

Motions can be made by any Convention Committee Members (excluding Chair):

Only one second is required and recorded. If the motion is amended, only the original second can second the amended motion.

Motions from a Sub-Committee do not need a second if they represent the conscience of that committee.

Motions to amend this Policy shall be tabled and brought to the BCASC by the Convention Committee Chair for approval. A two-thirds majority vote shall be required to change, add, or delete information from this existing policy.

A ledger of all motions passed or failed will be maintained by the Convention Secretary.

Parliamentary Authority shall be in accordance to the BCASC Policy section XV. Chart of Motions. The BCASC Chair should maintain a copy of this policy.

V. Asset Allocation

All funds remaining in excess of ten thousand dollars (\$10,000) shall be dispersed at the discretion of the Bucks County Area.

The convention checking account shall remain open until all business is completed. At which point the Account will be handed over to the new Treasurer. If more than 2 months lapses from end of the convention without a new Treasurer all funds will be transferred to BCASC and the account closed until a new Treasurer is elected.

Convention merchandise shall remain the responsibility of the Convention Committee Merchandise Chair until a new merchandise chair is elected. If more than 2 months lapses from the end of the convention without a new Merchandise Chair all merchandise will be transferred to the BCASC Unity Committee until a new Merchandise Chair is elected.