

## Tejas Bluebonnet Regional Convention Committee Guidelines

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## **I. Purpose**

The purpose of this subcommittee is to plan, host and conduct the Tejas Bluebonnet Regional Convention (TBRCA). This celebration of recovery is about unity, fellowship, furthering our primary purpose and shall never be focused on generating funds. Since this convention is part of the Regional Service Committee (RSC), it shall never be in conflict with the Twelve Traditions, Concepts of Service, or spiritual Principles. In keeping with our Eleventh Concept of Service, this committee shall practice prudence with all assets.

## **II. General Planning**

Hosting a convention is a tremendous responsibility that requires significant planning, dedication and effort. Conventions can be complex and overpowering endeavors; therefore, effort should be made to select key members who have had prior convention experience. The planning of a convention requires the combined efforts of many members. These members work as a subcommittee within the Tejas Bluebonnet Region (TBR).

Each committee should try to recruit members from the hosting zone whenever possible. If no members are willing or do not have the required skills the committee may draw from the Tejas Bluebonnet Region's Area Service bodies.

Convention Committee meetings will be held virtually on a monthly basis using a hybrid method. The facilitator will be responsible for setting up and maintaining virtual meetings.

Subcommittee meetings will be held on a monthly basis using a hybrid method.

Zone 1, Tri-County, Southeast

Zone 2, Coastal Bend, Rio Grande Valley

Zone 3, Houston, Northside and Freedom

Zone 4, Esperanza and Hill Country

Zone 5, Central Texas and Brazos Valley

## **III. Selection Process**

Any member living in the geographical boundaries of the Tejas Bluebonnet Region that possess knowledge of the specific tasks outlined in this document may participate on the committee. The Facilitator, Co-facilitator and the Treasurer will be selected at the RSC per Tejas Bluebonnet Regional Service Committee Policy (TBRSCP). The remainder of the committee and the subcommittee facilitators will be selected by the Tejas Bluebonnet Region Convention Committee (TBRCC).

## **IV. Resignation and Removal Process**

The Facilitator, Co-facilitator and Treasurer may only be removed by the RSC unless they are in conflict with these guidelines. Any executive officer, be they administrative or a subcommittee facilitator, who has misappropriated NA funds during this term of office, or who is absent for two (2) consecutive meetings or three (3) total meetings without prior notice to the TBRCC Facilitator or the Co-facilitator will be considered as a resignation at roll call of the next regularly scheduled meeting. If this is the case of the Facilitator, Co-facilitator or the Treasurer, this will be considered a resignation, and a new individual will have to be elected at the next RSC. (more information on procedure of removal/resignation can be found in the Guidelines Sec 4. sub section m and n)

## V. Participation, Elections and Decisions

- A. Election participation requirements: Any member present can be included in the decision making process.
- B. Elections of trusted servants: All nominations are to be brought forward at the first and second meeting of the TBRCC. All nominees will qualify themselves at the time of nominations. You must attend (virtually or in person) for nominations and elections. All elections will be held at the first meeting, after the 2<sup>nd</sup> meeting following the convention. If all positions are not filled the elections will remain open until all positions are filled. Encourage members who are going to participate in the next year's convention to be active with the current convention committee for experience.
- C. Decision Making Process: Consensus based decision making (CBDM), is the process that will be used for the TBRCC (Please refer to the current TBRSCP).
- D. All contracts will be approved at the TBRCC meeting.
- E. Facilitator, Co-Facilitator & Treasurer to be elected by the RSC during their November meeting.

## VI. Budgets

The importance of making a budget for the TBRCC and its subcommittees needs to be emphasized. At this stage of planning, the Convention Committee and its subcommittees will list as many financial responsibilities as possible. Information for these may be obtained from the Archives and Contracts Subcommittee archives, past members who have served on this committee or other committee members. Annual budget meeting needs to occur during the first committee meeting following the convention.

- A. The A&C (Archives and Contracts) subcommittee projects attendance figures before setting a budget. With regards to banquet tickets, prudence and caution should be used when estimating the number of tickets because this is one important area where a committee can fall into the red.
- B. The Activities/Entertainment Subcommittee sets a budget on the activities and entertainment for the convention. This could be comedians, bands, DJ's etc.
- C. The Convention Information Subcommittee projects the cost of postage, printing, paper and other charges.
- D. The Merchandising Subcommittee projects the cost of each item to be sold at the convention and the projected amount of income of each.
- E. The Program Subcommittee projects the cost of speakers' travel, printing of programs.
- F. The Serenity Keeper Subcommittee projects the cost of walkie-talkies to be used at the convention by subcommittee chairs.
- G. The Hospitality Subcommittee projects the cost of coffee and snack items to be used at the convention in the Hospitality Suite at the facility being used.
- H. The Arts and Graphics Subcommittee projects a monetary figure for artwork for fliers, programs, banner(s), signage, banquet centerpiece, and other displays and graphics that will be used at the convention.
- I. The Convention Information and Registration Subcommittees estimate the cost of mailing, paper, envelopes and other supplies needed to carry out their tasks.

All Committee Facilitators should hold a monthly subcommittee meeting. The meeting should be scheduled each month, preferably at the same day and time, as to encourage participation from the fellowship.

All Committee Chairs as well as Facilitator and Co-Facilitator are required to be on site during convention weekend. Half room night for two nights (equaling one room night) will be paid for all those required to be on site, if needed.

## VII. Committee Structure

All executive and subcommittee facilitator positions shall be one year and no member may hold an executive or subcommittee facilitator position more than two consecutive years.

### A. Facilitator

#### 1. Qualifications

- a. Minimum of seven (7) years continuous clean time, demonstrates stability in the local community, and have administrative and leadership skills.
- b. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of Service and familiarity with spiritual principles.
- c. Must have previous convention experience.
- d. Willing to give time, energy and resources necessary.
- e. Ability to exercise patience, humility, tolerance and acceptance.

#### 2. Responsibilities and duties

- a. Prepare a meeting agenda and send it to the recorder to be sent to the convention committee.
- b. To facilitate the Convention Committee Meeting. Single point of accountability to the RSC and must attend all RSC meetings. Report must include financial status & timeline.
- c. Point of accountability to the hotel.
- d. Votes only in the event of a tie.
- e. Resolves personality conflicts.
- f. Works with the Archive & Contracts subcommittee to form a budget.
- g. Notifies convention committee members of sudden changes in meeting places and times.
- h. Co-signs on the Convention Committee bank account.
- i. Keeps the Convention Committee in accordance with the Traditions, the Concepts and the purpose of the convention.
- j. Allowed to make non-financial decisions on matters between meetings when time is not available to call a full meeting. All decisions must be reported in writing to the committee at the next Convention Committee meeting.
- k. Makes a final report to include all subcommittee reports detailing successes and challenges.
- l. Coordinates Treasury audit of previous convention in conjunction with the Co-Facilitator, Regional Treasurer, and TBRCNA Treasurer. Audit must be completed no later than 90 days after the convention.

### B. Co-facilitator

#### 1. Qualifications

- a. Minimum of seven (7) years continuous clean time, leadership skills, ability to work well with others and should be familiar with the functioning of a convention in order to be involved with the activities of the subcommittees. Working knowledge of Steps, Traditions, Concepts of Service and familiarity with spiritual principles.
- b. Must have previous convention experience.
- c. Willingness to give the time, energy and resources necessary.
- d. Ability to exercise patience, humility, tolerance and acceptance.

#### 2. Responsibilities and duties

- a. Will assume the responsibilities of the Facilitator in the event of his/her absence.
- b. Assist the Facilitator in overall coordination. Be one hundred percent (100%) familiar with all contracts and undertakings of the Facilitator position to step into if necessary.

- c. Works with and coordinates subcommittee responsibilities to ensure that deadlines & timelines are met.
- d. Attends as many subcommittee meetings as possible in an advisory/participating position.
- e. Co-signs on the Convention Committee bank account.
- f. Required to remain on site during the convention.
- g. Coordinate, update and sends out e-blast to members regarding current convention information.
- h. Coordinates with RSC IT Facilitator to ensure the convention website is up to date with current convention information.
- i. Works with Convention Information Facilitator to create and coordinate plans to generate enthusiasm among members at events throughout the fellowship. (I.e., Pre-registration tables/merchandise sales, social media, flyers).
- j. Participates in Treasury audit of previous convention in conjunction with the Facilitator, Regional Treasurer, and TBRCNA Treasurer. Audit must be completed no later than 90 days after the convention.

## C. Treasurer

### 1. Qualifications

- a. Minimum of five (5) years continuous clean time.
- b. Working knowledge of the Steps, Traditions, Concepts of Service and familiarity with spiritual principles.
- c. Possess either past treasurer experience above the group level or knowledge of accounting procedures.
- d. Willingness to give the time, energy and resources necessary.
- e. Ability to exercise patience, humility, tolerance and acceptance.

### 2. Responsibilities and duties

- a. Shall maintain, balance and reconcile bank account.
- b. All reimbursements must be accompanied by the original receipt.
- c. Three (3) bids are required for all vendor purchases.
- d. Prepares a detailed financial statement to be presented at each RSC meeting by the Facilitator. This statement will include the following: list of all checks written and voided, list of all income and deposits, list of all expenditures including to whom the payment was made and for what service.
- e. Keeps accurate records of all income, expenses and budgets to be presented at each Convention Committee Meeting. (i.e. Year-to-Date Budget.) This statement will include the following: list of all checks written and voided, list of all income and deposits, list of all expenditures including to whom the payment was made and for what service.
- f. Prepares a final statement within sixty (60) days following the close of the convention.
- g. Works with Facilitator, Co-facilitator, Recorder to prepare a budget for the Convention Committee and its subcommittees.
- h. Writes all checks and is responsible for collecting receipts from subcommittees for monies paid out. All requests for reimbursements must be accompanied by receipts, bill copies, purchase orders, etc. In such cases where pre-payment for deposit must be made, disbursement can be made directly to the requesting party, provided that prior Convention Committee approval is obtained.
- i. Works with Facilitator, Co-facilitator, Recorder to prepare a budget for the overall convention at the budget meeting. This budget is based on the recommendations of each subcommittee as to the monies they will need to carry out their tasks. When all of the financial needs of the

Convention Committee and its subcommittees are listed and totaled, the income should also be outlined and balanced against anticipated expenditures.

- j. Reviews subcommittee's reports for departures 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.
- k. Receives written requests for unexpected expenditures not included in subcommittee's budget or prior to the subcommittee's budgets being approved by the Convention Committee. These requests will be paid upon approval of the Convention Committee.
- l. Responsible for all monies (cash & credit card processing), including revenues from Registration and event support activities, pays all bills, and advises the Facilitator on cash supply, income flow and rate of expenditure. Responsible for securing a cash bank for merchandise, registration or any cash paying events.
- m. All checks received must have a phone number, driver's license number.
- n. Maintains and distributes sales tax exemption form to only be used for TBRCNA purchases - hotel, merchandise, and other vendors. Sales tax exemption number should be given only by the treasurer or facilitator to approved vendors.
- o. Must be present during the Treasury audit of previous convention in conjunction with the Facilitator, Regional Treasurer, and Co-Facilitator. Audit must be completed no later than 90 days after the convention.

#### D. Recorder

##### 1. Qualifications

- a. Minimum of two (2) years continuous clean time.
- b. Working knowledge of Steps, Traditions, Concepts of Service and familiarity with spiritual principles.
- c. Demonstrates good record keeping and typing skills.
- d. Willingness to give the time, energy and resources necessary.
- e. Ability to exercise patience, humility, tolerance and acceptance.

##### 2. Responsibilities and duties

- a. Keep minutes of all TBRCC meetings including subcommittee reports and stores in an electronic format for archival purposes. Must have access to word processing software and the ability to type or write quickly but all minutes must be typed by the next meeting. A voice recorder is recommended to ensure accuracy of minutes.
- b. Assists the Facilitator in the overall coordination.
- c. Maintains a list of names, addresses, email addresses and phone numbers of each committee member for the Convention Committee's use.
- d. Keeps extra sets of minutes for members who request a complete set.
- e. Following the convention, a complete set of minutes must be turned over to the RSC for the following Convention Committee's reference in addition to a set being turned over to the Contract & Negotiations committee for archival purposes.

#### E. Entertainment Facilitator

##### 1. Qualifications

- a. Minimum of five (5) years continuous clean time.
- b. Good working knowledge of the Steps, Traditions, Concepts of Service and familiarity with spiritual principles.

- c. Must have previous convention experience. Willingness to give the time, energy and resources necessary.
- d. Experience in event coordination is preferred.

2. Responsibilities and duties

- a. Selects and coordinates the entertainment and activities at the convention and pre-convention events.
- b. All receipts and proceeds must be turned in within 14 days to the TBRCC Treasurer.
- c. Provide a budget for all entertainment and activities planned for the convention.

F. Programming Facilitator

1. Qualifications

- a. Minimum of five (5) years continuous clean time.
- b. Working knowledge of Steps, Traditions, Concepts of Service and familiarity with spiritual principles.
- c. Must have previous convention experience.
- d. Willingness to give the time, energy and resources necessary.

2. Responsibilities and duties

- a. Must attend Convention Committee meetings.
- b. Will prepare a program of convention events, detailing the meetings, workshops and speakers.
- c. The Regional speaker meeting (traditionally on Friday night), shall be from the Tejas Bluebonnet Region.
- d. No main speaker shall be a member of the TBRCNA or TBRCNA committee. No relatives or spouses of the aforementioned should be main speakers.
- e. Speakers at main meetings (Friday and Saturday night and Sunday morning speakers), shall have a minimum of five (5) years clean.
- f. No members of TBRCNA shall be main or workshop speakers.
- g. Workshop speakers shall have a minimum of three (3) years clean time.
- h. Recordings are not required for workshop speakers, but great care must be taken to ensure that speakers carry a clear NA message and stay focused on workshop topics. They are not speakers sharing their stories unless it pertains to the workshop topic.
- i. All recordings of prospective speakers should be submitted to the Program Subcommittee no later than ninety (90) days before the convention.
- j. Main speakers should be selected and contacted no later than sixty (60) days before the convention.
- k. In the event of a no-show speaker, the Program subcommittee shall have a back-up list of speakers to choose from.
- l. All speakers prior to being recorded must sign a release form. This subcommittee should work closely with the Convention Information Subcommittee regarding release forms and the taping of speakers and workshops. If they refuse to sign a release form they ***will not*** be recorded.
- m. The subcommittee should incorporate a balance of speakers to reflect the diversity of our fellowship.
- n. Ensure H&I meetings are incorporated into the convention program to include a Behind the Walls Speaker (if possible) and TDCJ Orientation as facilitated by an approved TDCJ employee.
- o. The subcommittee should use chairpersons and workshop speakers from different geographic areas and regions of Texas.
- p. If it is within budget, we may offer to reimburse travel and lodging expenses of main convention

- speakers, subject to final approval of the Convention Committee.
- q. Each main speaker will receive a full registration packet.
- r. Marathon meetings generally begin the afternoon of the opening day of the convention and continue until the morning of the final day.

## G. Registration Facilitator

### 1. Qualifications

- a. Minimum of five (5) years clean time.
- b. Working knowledge of the Steps, Traditions, Concepts of Service, and familiarity with spiritual principles.
- c. Must have previous convention experience.
- d. Willingness to give the time, energy and resources necessary.

### 2. Responsibilities and duties

- a. Works with Arts & Graphics to ensure that fliers are produced and distributed throughout the fellowship as soon as possible. The RSC shall also be used as a resource for distribution of fliers to the Regional Committee Members (RCM) at the RSC. Other recipients are to include: All known fellowship websites, World Service Office News Line, NA Way and other Regional Delegates (RD) and any other known interested groups or members.
- b. The procedures for handling registration monies are per the Treasurer's guidelines.
- c. The subcommittee shall select contents for the registration packet based on the approved budget line item. The budget set for the registration packet shall include any and all items that are associated with the packet; including envelopes, badges, tickets, small trinkets, ribbons and anything else the subcommittee wishes to put in the packet. bids should be solicited from at least three (3) different vendors.
- d. Final preparation for the convention includes buying all supplies for the registration table, assembling packets, ordering banquet and committee ribbons and having all records of pre-registration up to date.
- e. Provide cash register training to all volunteers. Suggested to have at least two (2) training sessions at least 2 months out and having "item" programmed keys and enabled to process credit/debit cards.
- f. No person should be turned away. A number of packets for newcomers and those who cannot afford to register should be made available and distributed at the registration table.
- g. Coordinates volunteers to work at the registration table throughout the convention in shifts. A suggested shift for a team to work is two (2) hours.
- h. A member of the Registration Subcommittee will attend all group and area fundraisers to facilitate convention registrations and raise awareness for the convention.
- i. Required to be on site at the convention at least three (3) hours prior to the convention for set up.
- j. As each registration is received, a record shall be made indicating information about the registration and all monies received.

#### **Record should include:**

- If free registrations are given out at fundraisers, the subcommittee must keep accurate records of what is provided and to whom.
- All pre-registrants
- Registrations, banquets, clean time and area or state must be kept.
- k. Once a month, then weekly beginning six (6) weeks prior to the convention, the Registration Facilitator shall report to the convention committee pre-registration totals including banquet

ticket sales, entertainment sales, and merchandise sales. The Convention Facilitator will then report this information to the RSC at the quarterly meeting and via e-mail.

- I. To design a registration flier, this must be done well in advance in order to be available at the preceding TBRCNA. The registration form should be written with clarity, organization and ease of understanding in mind. All information that may be necessary must be considered and included on the registration form. The cut-off date for pre-registration should appear on all registration forms.
- m. Due to the handling of large amounts of money, it is required that anyone working with the cash drawer (or handling money), have at least five (5) years clean time.

#### H. Serenity Keepers Facilitator

##### 1. Qualifications

- a. Minimum of five (5) years continuous clean time.
- b. Working knowledge of the Steps, Traditions, Concepts of Service and familiarity with spiritual principles.
- c. Must have convention experience.
- d. Ability to keep composure when faced with difficult situations.

##### 2. Responsibilities and duties

- a. Present the Convention committee with projected expense budget
- b. Responsible for helping maintain the atmosphere of recovery in the hotel during the convention.
- c. Assist convention guests with directions to events, workshops and meetings.
- d. Each Serenity Keeper should have a hotel/convention center map to help direct the convention guests.
- e. Will bring a written report to each Convention Committee Meeting.
- f. Will give a final report after the convention.
- g. Treat the convention guests with courtesy.
- h. Serenity Keepers are not the NA Police.
- i. Will provide two escorts when monies are transported from the convention areas to the convention treasurer.
- j. Provides assistance in checking tickets for banquet and events.
- k. Be part of the "Welcoming Committee." (Give hugs)
- l. Report inappropriate activities and assists in completing Accident/Incident Reports to the Serenity Keepers facilitator and the TBRCNA Facilitator.
- m. In the event that the press or local TV comes to the convention, the serenity keepers will direct them to Convention Information and not grant them an interview.
- n. Assist in crowd control for all scheduled activities if necessary, such as: dances, merchandise raffles, elevators, auctions, and merchandise room. Planning ahead for traffic flow will greatly aid in keeping these events running smoothly. Communication with the hotel liaison will help identify possible trouble spots to aid in this planning.
- o. Always have a manned post at the door of the Hospitality Suite to ensure no drinks or food leave the room.

#### I. Hospitality Facilitator

##### 1. Qualifications

- a. Minimum five (5) years continuous clean time. Working knowledge of the Twelve Steps, Traditions, Concepts of Service and familiarity with spiritual principles.
- b. Must have previous convention experience.

c. Willing to give time, energy and resources necessary.

2. Responsibilities and duties

a. Required to remain on site during the convention.

b. Must follow the hotel's rules on food and adhere to convention contract.

c. The Hospitality Suite will be closed during main speaker meetings.

d. Coordinate groups and areas hosting time slots in the hospitality suite.

e. Coordinate time schedules in the hospitality suite with the serenity keepers.

f. Ensure the hospitality suite is kept clean and ensure committee provided supplies are continuously stocked (i.e., drinks, napkins, disposable flatware, ice, etc).

g. Responsible for removal of all foods and supplies from the hospitality room after convention.

h. Creates inventory of left over committee provided supplies and passes information and supplies to next convention committee.

J. Merchandising Facilitator

1. Qualifications

a. Minimum of five (5) years continuous clean time.

b. Working knowledge of the Steps, Traditions, Concepts of Service and familiarity with spiritual principles.

c. Must have previous convention experience. Sales/business minded experience helpful.

d. Willing to give time, energy and resources necessary.

e. Skilled at managing finances and financial software.

2. Responsibilities and duties

a. The sole point of merchandise accountability to safeguard the assets, monies and property of the convention.

b. Attend all Convention Committee Meetings and submit a written report of subcommittee activities, financial activities, and other pertinent information.

c. Present a budget to the Convention Committee and Treasurer to include a list of all items to be sold at the convention and their estimated costs at the budget meeting.

d. Convention Committee to approve for sale items suggested by the Merchandise subcommittee.

e. Present a timeline to ensure tasks are completed in a timely manner, to include timeframes for obtaining for sale items.

f. Works closely with the Arts and Graphics Subcommittee for the design of merchandise prior to contracting with a vendor.

g. Assures that the fellowship registered trademark is placed appropriately on all merchandise.

h. Works with Arts and Graphics Subcommittee in the development of signs: store hours, large pricing signs, traffic flow/directions, etc. Suggest using a "No food or drink" sign. Others may be: "No checks", "Check all merchandise prior to leaving merchandise store", "No refunds", "All sales are final (except for returns due to manufacturing defects)."

i. Responsible for submitting the contracts of all convention merchandise. A minimum of three (3) bids must be obtained for approval by the Convention Committee. To avoid conflicts of interest or personality, members working on the convention are not allowed to bid to provide vendor services.

j. Responsible for ensuring that convention merchandise is purchased from the approved vendors.

k. Ensures that the convention merchandise is received and available for sale in a timely manner. It is suggested that all merchandise be delivered two (2) weeks prior to the convention and a complete inventory is taken.

l. Ensures space to be used for the sale of merchandise is adequate in size and sufficient for smooth

- traffic flow. Their space should have appropriate entrances and exits and suitably lockable. There should be enough electrical outlets to support a minimum of two (2) cash registers, and that an adequate number of tables and drapes are requested from the hotel.
- m. Provide cash register training to all volunteers. Suggested to have at least two (2) training sessions at least two (2) months out and having “item” programmed keys and enabled to process credit/debit cards.
  - n. Ensures the room is available three (3) hours prior to start of the convention, and as late as possible on the last day of the convention, for sale of convention merchandise items and alternative merchandise sold by NA service bodies.
  - o. Maintains a record of all merchandise purchased and sold and must keep that record up to date. Include this information in monthly reports to the Convention Committee.
  - p. Provide the Treasurer with the necessary financial reports, receipts and monies from each pre-convention event.
  - q. Set operating hours for merchandise room. Suggested to avoid main event times.
  - r. Ensure that there is adequate staff to cover all operating hours and to straighten and restock merchandise. Suggested volunteer guidelines are at the end of this section.
  - s. Required to be in attendance during the entire convention.
  - t. Responsible for the sales of all current year merchandise.
  - u. Due to the handling of large amounts of money, it is required that anyone working with the cash drawer (or handling money), have at least five (5) years clean time.
  - v. Ensure merchandise is not sold on consignment.
  - w. Obtain updated approved vendor list from NAWA, Inc.
  - x. Coordinate outside vendor participation for convention weekend.
  - y. Vendor requirements:
    - Current registration with NAWA, Inc. as a vendor of NA merchandise.
    - Donation of greater than or equal to twenty-five percent (25%) of vendor’s gross weekend sales to current convention.
    - Any vendor agreement will be approved by the Convention Committee.
    - Respond to potential vendors in writing regarding approval/rejection status based on above criteria.
  - z. Make space arrangements for approved vendors (jeweler, etc.) who will be selling during the convention
  - aa. Must deliver all monies raised from pre-convention sales of merchandise to the Treasurer with seventy-two (72) hours and daily during the convention.
  - bb. Must give a report of all left over merchandise at the first regular Convention Committee Meeting following the convention.
  - cc. Present a final report at the final convention committee meeting that will consist of the subcommittee’s detailed yearly progress along with recommendations for the next year’s committee.
  - dd. Alternative Merchandise/Registration
    - Make arrangements for Alternative Merchandise room where other groups, areas and regions or service committees can sell merchandise or registrations on Sunday.
    - Suggest requesting advanced permission to sell in order to avoid an alternative merchandise set up “free for all.”
    - Request should be granted on a first come first serve basis.

#### MERCHANDISE VOLUNTEER GUIDELINES

- Volunteers must check in with the Merchandise Facilitator or Co-facilitator at the start of shift.

- All volunteers must be provided with, and wear, indicators (ribbons, badges or shirts).
- No holding or reserving merchandise.
- Volunteers to purchase all merchandise before or after shift.
- Non cash register volunteers must not accept any money.
- No food or drinks in the merchandise room.
- Keep all tables neatly stocked with all available colors and sizes.
- Be friendly and help people find what they need.
- Direct all complaints to Merchandise Facilitator
- Check out with facilitator/co-facilitator prior to leaving shift.
- Notify others if you spot shoplifting

#### K. Art and Graphics Facilitator

##### 1. Qualifications

- a. Minimum five (5) years continuous clean time.
- b. Working knowledge of Steps, Tradition, Concepts of Service and familiarity with spiritual principles.
- c. Willingness to give time, resources and energy necessary.
- d. Must have a computer and a printer
- e. Knowledge of, and should own, a graphics program (Adobe Illustrator, Corel, Adobe Photo Shop).
- f. Knowledge of graphic formats acceptable to vendors.

##### 2. Responsibilities and duties

- a. TBRCNA logo and theme need approval of the entire TBRCNA Committee.
- b. All logos and designs become property of TBRCNA.
- c. Designs fliers, registration forms, the convention banner, signs and displays to be used at the convention. Arranges for printing of TBRCNA program, tickets for banquets, entertainment and so forth.
- d. Works with Programming, Registration, Convention Information, and merchandise to ensure that these subcommittees have what they need.
- e. Works with all subcommittees to produce attractive and noticeable signage as requested.
- f. All printed information from TBRCNA must be in keeping with our spiritual principles and be in good taste.
- g. All graphics or fonts used that are copied from another source must have a release form or license in order to be used.
- h. All graphics used from within the fellowship of Narcotics Anonymous must have a release form from the individual(s) who designed the work before it is used and will become property of TBRCNA.
- i. Registered trademark symbol ® will appear wherever the NA logo or NA symbol is used at the 5 o'clock mark

#### L. Convention Information / Public Information Facilitator

##### 1. Qualifications

- a. Minimum five (5) years continuous clean time.
- b. Working knowledge of the Steps, Traditions, Concept of Service and familiarity with spiritual principles.
- c. Willingness to give time, resources and energy necessary.
- d. Should have experience in Public Information
- e. Must know the TBR Public Information contingency plan.
- f. Willingness to find solutions for complaints and problems.

## 2. Responsibilities and duties

- a. Have a press packet available for the press in case they show up (contingency plan).
- b. Have the volunteer power to man the CI/PI booth during the convention.
- c. Responsible to know where all convention events are located and be able to direct addicts to these events.
- d. Have a list of hospitals, twenty-four (24) hour drug stores, medical clinics, attorneys, restaurants, local attractions, taxi and shuttle services, ATM machines and services available at the hotel. Be able to direct people to these places and have phone numbers for each. Three lists of the preceding information, with maps, should be available for CI volunteers. The local Convention and Visitors Information Bureau may be able to help.
- e. Will handle volunteers for all of the subcommittees at the convention and stay in communication with the subcommittee facilitator.
- f. Create awareness for the convention through creative use social media, events, merchandise, flyers, etc. and contact local treatment centers.
- g. Use existing subcommittees to participate where needed.
- h. To provide the regional website with all current convention and graphics.
- i. Provide convention information to Narcotics Anonymous Service Bodies, NAWs (90 days prior), adjoining RSC's and ASC's.

## M. Contracts and Archives

### 1. Qualifications

- a. Minimum five (5) years continuous clean time.
- b. Working knowledge of the Steps, Traditions, Concept of Service and familiarity with spiritual principles.
- c. Willingness to give time, resources and energy necessary.
- d. Previous convention experience
- e. Organizational skills and negotiation skills
- f. Data mining, reviews past archives for patterns and anomalies of past conventions
- g. Experience in any of the following:
  - Hotel industry experience. (Management, Event Planning, Reservations, Banquets, etc.)
  - Regional or area convention executive committee experience. (Facilitator, Co-Facilitator, Treasurer and Recorder.)
  - Entertainment industry experience. (Booking Agent, Producer, Talent Buyer, etc.)
  - Hospitality industry experience. (Hotel, Catering, Travel Agent, Convention Center, etc.)
  - Legal experience. (Attorney, Paralegal, Contract Negotiator, etc.)

### 2. Responsibilities and duties (contracts)

- a. Negotiate all Hotel contracts including but not limited to room pricing, flat rate for 1-4 occupants, etc. based on RFP template (see appendix)
- b. Four (4) years prior to the date of the convention, research should begin to find a location, following the TBRNA policy rotation found in this document.
- c. All hotel/facility locations and contracts must be established three (3) years prior to the date of the convention.
- d. All hotel/facility contracts must be signed by one of the signers on the articles of incorporation (facilitator, co-facilitator, treasurer, recorder)
- e. To advise and help develop the TBRCC budget and attend the TBRCC budget meeting
- f. To advise on all contracts pertaining to TBRCC for a consensus before approval from TBRCC

3. Responsibilities and duties (archives)
  - a. Keep an archive of all Hotels: name, location, room rates, room nights and breakout/ballrooms, etc.
  - b. Record Food and Beverage (F&B) costs, including coffee.
  - c. Record AV costs.
  - d. Misc. costs: banner hanging, parking, electricity drops, internet/wifi, setup fees and and radios
  - e. Keep an archive of all convention: theme/slogan, dates, attendance, registrations, newcomer packets, treatment center participation, weather
  - f. Record Registration costs and beginning and ending dates: pre-registration, registration and onsite registration
  - g. Record all newcomer donations
  - h. Record all merchandise purchases/sales including cost, sales price, style, color, quantities, and designs (catalog artwork)
  - i. Record NA Literature and centerpiece gifts given away at banquet and to newcomers during countdown
  - j. Record hospitality suite costs including paper goods, drinks, ice, etc.
  - k. Record all entertainment costs to include compensation, travel, per diem, AV costs, lodging, etc.
  - l. Keep a list of all contracted vendors, ie. jeweler, RSO, printer, radio rental, promotional products

#### **VIII. Appendix: Forms**

- A. Alternative Merch
- B. Budget Sheet
- C. Merchandise Inventory
- D. Registration Inventory
- E. Release for graphics
- F. Release for speakers
- G. Sign out sheet for radios