

# Tejas Bluebonnet Regional Convention Committee Guidelines

## I. Purpose

The purpose of this committee 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 people who have had prior convention experience. The planning of a convention requires the combined efforts of many people. These people work as a committee that is made up of members from hosting zone's areas of the Tejas Bluebonnet Region (TBR). The committee functions as an ad hoc committee of the RSC to ensure continuity of effort and service. They will work closely with the Convention Advisory Committee (CAC).

## 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 CA Guidelines Sec 4. sub section m and n )

## V. Participation, Elections and Decisions

- A. Election participation requirements: Will be extended to each member in attendance at the formation of the committee. (The exception is the Convention Committee Facilitator who only votes in the event of a tie.) Any new member not present at the first meeting will be extended voting privileges at the second meeting they consecutively attend. This includes subcommittee meetings.
- 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

be present for nominations and elections. All elections will be held at the first meeting, after the committee is formed. If all positions are not filled the elections will remain open until all positions are filled.

- 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. Facilitator to be elected by the RSC during their August meeting, Co-Facilitator & Treasure 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 CAC, past members who have served on this committee or other committee members.

The CAC projects attendance figures before setting a budget. This is the most difficult area to budget because we can never really be sure of attendance until a few weeks prior to the convention (often not until the convention itself). A reasonable projection of participation is a figure between forty (40 %) and sixty (60%) percent above the pre-registration, depending on the efficiency of Fellowship communications. 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. Also included are costs for phone, postage and paper.

The Activities/Fundraiser/Entertainment Subcommittee sets a budget on the activities and entertainment at the convention. The petty cash budget is based on expected expenditures for fundraising activities. Rent and disc jockey costs are separate from petty cash as is merchandise to be sold or auctioned. As funds are needed for items such as fliers and mailings, a special written request must be made prior to execution of such. The Convention Information Subcommittee projects the cost of postage, printing, paper and phone charges.

The Merchandising Subcommittee projects the cost of each item to be sold at the convention and the projected amount of income of each. Also include cost of phone, postage and paper.

The Program Subcommittee projects the cost of speakers' travel, printing of programs, phone, postage and paper. **Note:** If speakers can be obtained from a pool of members who plan to attend the convention, they may waive the expense of travel.

The Serenity Keeper Subcommittee projects the cost of walkie –talkies to be used at the convention by subcommittee members.

The Hospitality Subcommittee projects the cost of coffee and snack items to be used at the onvention in the Hospitality Suite and at the facility being used. Also included in their budget is cost of printing, postage, phone and ribbons for the Convention Committee members.

The Arts and Graphics Subcommittee projects a monetary figure for artwork for fliers, programs, banner(s), literature, and other displays and graphics that will be used at the convention.

The Convention Information and Registration Subcommittees estimate the cost of mailing, paper, envelopes and other supplies needed to carry out their tasks.

## **Committee Structure**

### **A. Facilitator**

#### **1. Qualifications**

- a. Minimum of seven (7) years continuous clean time, demonstrates stability in the local community and administrative 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.
- f. Active participation in the Tejas Bluebonnet Region.
- g. Must be willing to serve one (1) year prior and one (1) year after on the CAC.

#### **2. Responsibilities and duties**

- a. Prepare agenda and send it to the recorder to be placed into the minutes.
- 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.
- c. Point of accountability to the hotel along with the facilitator of the CAC.
- d. Votes only in the event of a tie.
- e. Resolves personality conflicts.
- f. Works with the CAC to form a budget.
- g. Liaison to the CAC.
- h. Notifies committee members of sudden changes in meeting places and times.
- i. Co-signs on the Convention Committee bank account.
- j. Keeps Convention Committee in accordance with the Tradition, the Concepts and the purpose of the convention.
- k. 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.
- l. Makes a final report to include all subcommittee reports detailing successes and challenges.
- m. Required to be on-site during the convention.
- n. Required to attend all CAC budget meetings.

### **B. Co-facilitator**

#### **1. Qualifications**

- a. Minimum of seven (7) years continuous clean time, personable, and familiar with the functioning of a convention in order to coordinate the activities of the subcommittees.

- 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.
  - e. Ability to exercise patience, humility, tolerance and acceptance.
  - f. Active participation in the Tejas Bluebonnet Region.
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 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. Required to attend all CAC budget meetings.

### **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.
  - f. Active participation in the TBRCNA.
2. Responsibilities and duties
- a. Shall maintain, balance and reconcile bank account.
  - b. Keeps accurate records of all income and expenses to be presented at each Convention Committee Meeting upon request.
  - c. All reimbursements must be accompanied by the original receipt.
  - d. Three (3) bids are required for all vendor purchases.
  - e. 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.
  - f. Required to attend all CAC budget meetings.
  - g. Keeps accurate records of all income, expenses and budgets to be presented at each 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.
  - h. Prepares a final statement within sixty (60) days following the close of the convention.
  - i. Works with Facilitator, Co-facilitator, Recorder, and CAC to prepare a budget for the Convention Committee and its subcommittees.
  - j. Writes all checks and is responsible for collecting receipts from subcommittees for monies paid out.

- k. 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:
  - 1) Prior Convention Committee approval is obtained.
  - 2) A signed and dated voucher or promissory note is provided by the party indicating the purpose of the expenditure and the projected date when receipts can be provided and/or monies returned to the Treasurer.
- l. Works with Facilitator, Co-facilitator, Recorder, and CAC 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.
- m. 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.
- n. Receives written requests for unexpected expenditures not included in subcommittee's budget or prior to subcommittee's budgets being approved by the Convention Committee. These requests will be paid upon approval of the Convention Committee.
- o. Responsible for all monies, including revenues from Registration and fundraising activities, pays all bills, and advises the Facilitator on cash supply, income flow and rate of expenditure.

#### **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.
  - b. Assist the Facilitator in the overall coordination.
  - c. Maintains a list of names, 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 CAC 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.

- d. Willingness to give the time, energy and resources necessary.
- 2. Responsibilities and duties
  - a. Select the band or disc jockey for the dances and activities at the convention and convention fundraisers.
  - b. All receipts and proceeds must be turned in promptly to the TBRCC Treasurer.
  - c. If fundraising is necessary, it becomes the responsibility of this subcommittee.
  - d. Although entertainment for the convention is part of this subcommittee, a separate budget for entertainment is required. With many functions set up in advance, it becomes easy to forecast a monthly budget.

#### **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 written 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, the TBRCNA CAC. 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 ten (10) years clean.
  - f. No members of TBRCNA shall be main or workshop speakers.
  - g. Workshop speakers shall have a minimum of five (5) years clean time.
  - h. Tapes 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. In the event of a no-show speaker, the Program subcommittee shall have a back-up list of speakers to choose from.
  - j. All speakers prior to being taped should 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 from the ***will not*** be taped.
  - k. The subcommittee should incorporate a balance of speakers to reflect the diversity of our fellowship.
  - l. The subcommittee should use chairpersons and workshop speakers from different geographic areas and regions of Texas.
  - m. It may offer to reimburse travel and lodging expenses of main convention speakers, subject to final approval of the Convention Committee.
  - n. Each main speaker will receive a full registration packet.
  - o. Marathon meetings generally begin the afternoon of the opening day of the convention and continue until the morning of the final day. The leaders change hourly and

occasionally the format of the meetings change from participation to topic discussion to speaker.

- p. All tapes of prospective speakers should be submitted to the Program Subcommittee no later than ninety (90) days before the convention.
- q. Main speakers will be selected and contacted no later than sixty (60) days before the convention.

#### **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. 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.
- b. 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.
- c. The procedures for handling registration monies are per the Treasurer's guidelines.
- d. 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.
- e. 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.
- f. No person should be turned away. A number of indigent packets should be made for NA members who cannot afford to register.
- g. Volunteers are required to sit at the registration table. 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.
- i. Attendance is required at the convention site 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. If free registrations are given out at fundraisers, the subcommittee must keep accurate records of what is provided and to whom. A record system must be established to record all pre-registrants. A record of registrations,

banquets, clean time and area or state must be kept. A record of registrations of those individuals who are non-addicts must be kept also.

- k. One a month, then weekly beginning six (6) weeks prior to the convention, the Registration Facilitator shall apprise the CAC and RSC of the registration status.

#### **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 previous convention experience.
- d. Convention or Activities experience.
- e. Ability to keep composure when faced with difficult situations.

##### **2. Responsibilities and duties**

- a. Present the Convention committee with projected expense budget
- b. Responsible to help 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. Required to be on site during the convention, as well as the subcommittee's co-facilitator.
- f. Servant of All and Police of None.
- g. Will bring a written report to each Convention Committee Meeting.
- h. Will give a final report after the convention.
- i. Treat the convention guests with courtesy.
- j. Serenity Keepers are not the NA Police.
- k. Will provide two escorts when monies are transported from the convention areas to the convention treasurer.
- l. Help with events.
- m. Be part of the "Welcoming Committee." (Give hugs)
- n. Report inappropriate activities and assists in completing Accident/Incident Reports to the Serenity Keepers facilitator and the TBRCNA Facilitator.
- o. 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.
- p. Assist in crowd control for all scheduled activities if necessary, such as: dances, merchandise raffles, 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.
- q. Always have a manned post at the door of the Hospitality Suite to insure no drinks or food leave the room.

#### **I. Hospitality Facilitator**

##### **1. Qualifications**

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



- b. Working knowledge of the Twelve Steps, Traditions, Concepts of Service and familiarity with spiritual principles.
  - c. Must have previous convention experience.
  - d. Willing to give time, energy and resources necessary.
2. Responsibilities and duties
- a. Required to remain on site during the convention.
  - b. Must follow hotel's rules on food.
  - c. 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. Keep the hospitality suite clean.
  - g. Responsible for removal of all foods and supplies from hospitality room after convention.

**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.
  - d. Willing to give time, energy and resources necessary.
  - e. Financially secure and skilled at managing finances.
  - f. Regional, Area or Group Service Representative experience. Sales/business minded experience helpful
2. Responsibilities and duties
- a. The sole point of 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; except at Special Order of Business meetings if not pertaining to their position.
  - c. 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.
  - d. 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.
  - e. Convention Committee to approve for sale items suggest by Merchandise subcommittee.
  - f. Present a timeline to ensure tasks are completed in a timely manner, to include timeframes for obtaining for sale items.
  - g. Works closely with the Arts and Graphics Subcommittee for the design of merchandise prior to contracting with a vendor.
  - h. Assures that the fellowship registered trademark is placed appropriately on all merchandise.
  - i. 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)."
  - j. Responsible for the contracting 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.

- k. Pre-convention merchandise sales help promote the event across the region. A member of this committee should be at attendance at all fundraisers and as many other NA events as possible to sell pre-convention merchandise.
- l. Responsible in ensuring that convention merchandise is purchased from the approved vendors.
- m. 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.
- n. Ensures space to be used for the sale of merchandise is adequate in size and sufficient for smooth traffic flow. There 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.
- o. Arrange for the rental of a minimum of two (2) cash registers if not already available, with deliver at least two (2) days prior to the convention in order to allow for training. Suggest having "item" programmed keys and enabled to process credit/debit cards.
- p. Provide cash register training to all volunteers. Suggested to have at least two (2) training sessions.
- q. 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.
- r. 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.
- s. Provide the Treasurer with the necessary financial reports, receipts and monies from each pre-convention event.
- t. Set operating hours for merchandise room. Suggested to avoid main event times.
- u. 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.
- v. On site to set up merchandise room at earliest availability of the room as allowed by the hotel.
- w. Required to be in attendance during entire convention.
- x. Adhere to operating hours established.
- y. Responsible for the sales of all current year merchandise.
- z. Responsible for the operation of the "merchandise store" at the convention.
- aa. 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.
- bb. Ensure merchandise is not sold on consignment.
- cc. Obtain updated "Vendor Permission" log from NAWS, Inc.
- dd. Coordinate outside vendor participation for convention weekend.
- ee. Vendor requirements:
  - a. Current registration with NAWS, Inc. as a vendor of NA merchandise.
  - b. Donation of greater than or equal to twenty-five percent (25%) of vendor's gross weekend sales to current convention.
  - c. Any vendor agreement will be approved by the Convention Committee.

- ff. Respond to potential vendors in writing regarding approval/rejection status based on above criteria.
- gg. Make space arrangements for approved vendors (jeweler, etc.) who will be selling during the convention.
- hh. Make arrangements for Alternative Merchandise room where other areas and regions can sell merchandise 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 basis.
- ii. Must deliver all monies raised from pre-convention sales of merchandise to the Treasurer with seventy-two (72) hours and daily during the convention.
- jj. Must give a report of all left over merchandise at the first regular Convention Committee Meeting following the convention.
- kk. 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.

## **MERCHANDISE VOLUNTEER STAFF GUIDELINES**

- Volunteers must check in with Merchandise Facilitator or Co-facilitator at start of shift.
- All volunteers must be provided with, and wear, staff 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
- Refresh replacement on training and check out with Facilitator or Co-facilitator prior to leaving station.
- 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. TBCNA logo and theme need approval of the entire TBCNA Committee and the CAC.
  - b. All logos and designs become property of TBCNA.
  - c. Designs fliers, registration forms, the convention banner, signs and displays to be used at the convention.

- d. Arranges for printing of TBRCNA program, tickets for banquets, entertainment and so forth.
- e. Works with Programming, Registration, Convention Information, and merchandise to ensure that these subcommittees have what they need.
- f. Works with all subcommittees to produce attractive and noticeable signage as requested.
- g. All printed information from TBRCNA must be in keeping with our spiritual principles and be in good taste.
- h. All graphics or fonts used that are copied from another source must have release form or license in order to be used.
- i. 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.

**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. Required to be onsite during the convention
  - b. Have a press packet available for the press in case they show up (contingency plan).
  - c. Have the volunteer power to man the CI/PI booth during the convention.
  - d. Responsible to know where all convention events are located and be able to direct addicts to these events.
  - e. 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.
  - f. Will handle volunteers for all of the subcommittees at the convention and stay in communication with the subcommittee facilitator.

VII 1. Convention Rotation

Zone 1, Tri-County, Southeast

Zone 2, Houston, Northside

Zone 3, Coastal Bend and Rio Grande Valley

Zone 4, Esperanza and Hill Country

Zone 5, Central Texas and Brazos Valley

