

Tejas Bluebonnet Regional Convention Committee Guidelines

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 people who have had prior convention experience. The planning of a convention requires the combined efforts of many members people. These members people work as a subcommittee that is made up of subcommittee members and from hosting zones areas of the within 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).

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.

Map for boundaries

Zone 1, Tri-County, Southeast

Zone 2, Esperanza and Hill Country

Zone 3, Houston, Northside and Freedom

Zone 4, Coastal Bend, Rio Grande Valley

Zone 5, Central Texas and Brazos Valley

- ~~a. CAC will advise on all merchandise, merchandise designs, and all merchandise contracts.~~
- ~~b. CAC will advise on all entertainment contracts.~~
- ~~c. CAC will advise on all content of arts and graphics.~~
- ~~d. CAC will advise on registration procedures.~~

- e. ~~CAC will advise on all aspects of hospitality.~~
- f. ~~CAC will advise on public relations opportunities.~~

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: Any member present can be included in the decision making process. ~~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~~ **attend(virtually or in person)** for nominations and elections. All elections will be held at the first meeting, **after the 2nd meeting following the convention. committee is formed.** If all positions are not filled the elections will remain open until all positions are filled. **Add verbiage to include local members in committee positions**
- 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 CAC, past members who have served on this committee or other committee members. Add budget meeting occurrence and needs

The A&C (Archives and Contracts) subcommittee 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. A CAC member will be provided with a walkie talkie during convention weekend in order to be accessed for help if needed.

The Activities/Fundraiser/Entertainment Subcommittee sets a budget on the activities and entertainment for at the convention. This could be comedians, bands, DJ's etc. The petty cash budget is based on expected expenditures for event support 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 other 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 chairs members.

The Hospitality Subcommittee projects the cost of coffee and snack items to be used at the

convention 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), **signage, banquet centerpiece, 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.

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.

½ room night for 2 nights (equaling 1 room night) will be paid for all those required to be on site, if needed.

Contracts

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.
- ~~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 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 ~~along with the facilitator of the CAC.~~
- d. Votes only in the event of a tie.
- e. Resolves personality conflicts.
- f. Works with the Archive & Contracts subcommittee ~~CAC~~ to form a budget.
- ~~g. Liaison to the CAC.~~
- h. Notifies convention committee members of sudden changes in meeting places and times.
- i. Co-signs on the Convention Committee bank account.
- j. Keeps the Convention Committee in accordance with the Traditions, 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.~~
- ~~o. The Facilitator will include in their report at each RSC where they are at in relation to Proposed Timeline.~~
- p. 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 ~~personable~~, ability to work well with others and should be familiar with the functioning of a convention in order to be involved with ~~coordinate~~ 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.
 - ~~e. 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 & **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. Required to attend all CAC budget meetings.~~
- h. Coordinate, update and sends out e-blast to members regarding current convention information.**
- i. Coordinates with RSC IT Facilitator to ensure the convention website is up to date with current convention information.**
- j. 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).**
- 3. 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.
 - ~~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 **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.
- 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. 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 date 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.~~
 - k. 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.
 - l. 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.
 - m. 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.
 - n. 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.**
 - o. **All checks received must have a phone number, driver's license number.**
 - p. **Maintains and distributes sales tax exemption form to only be used for TBRCA purchases - hotel, merchandise, and other vendors. Sales tax exemption number should be given only by the treasurer or facilitator to approved vendors.**
 - q. **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** ~~CAE~~ 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 band or disc jockey for the dances and activities at the convention and pre-convention events.** fundraisers.
 - b. All receipts and proceeds must be turned in **within 14 days promptly** to the TBRCC Treasurer.
 - ~~c. If event support 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.~~

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 ~~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 TBRENA or **TBRCNA committee**, ~~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 **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. ~~Tapes~~ **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** ~~tapes~~ 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 ~~taped~~ **recorded** ~~must~~ ~~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 form they **will not** be **recorded** ~~taped~~.
 - 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. ~~The leaders change hourly and occasionally the format of the meetings change from participation to topic discussion to speaker.~~

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. **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.
 - 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. **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.**
 - g. No person should be turned away. A number of indigent packets **for newcomers and those who cannot afford to register should be made available and distributed at the registration table.** ~~who cannot afford to register.~~
 - h. Coordinates **volunteers to work at the registration table throughout the convention in shifts.** ~~are required to sit at the registration table.~~ A suggested shift for a team to work is two (2) hours.
 - i. A member of the Registration Subcommittee will attend all group and area fundraisers to facilitate convention registrations **and raise awareness for the convention.**
 - j. **Attendance is Required to be on site at the convention at least three (3) hours prior to**

the convention for set up.

- k. 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.
- ~~A record of registrations of those individuals who are non-addicts must be kept also.~~

- l. Once a month, then weekly beginning six (6) weeks prior to the convention, the Registration Facilitator shall ~~advise CAC and RSC the registration status.~~ 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.**

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 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. ~~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. Helps with events. Provides assistance in checking tickets for banquet and 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, **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.
- q. 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. ~~Financially secure and~~ Skilled at managing finances **and financial software.**

~~f. Regional, Area or Group Service Representative experience. Sales/business minded experience helpful~~

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. ~~except at Special Order of Business meetings if not pertaining to their position.~~
- 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~~^{ing} 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. 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.~~
- k. Responsible for ensuring that convention merchandise is purchased from the approved vendors.
- l. 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.**
- m. 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.
- ~~n. Arrange for the rental of a minimum of two (2) cash registers if not already available, with delivery 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.~~
- o. 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.**
 - p. 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.**
 - q. 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.
 - r. Provide the Treasurer with the necessary financial reports, receipts and monies from each pre-convention event.
 - s. Set operating hours for merchandise room. Suggested to avoid main event times.
 - t. 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.
 - ~~u. On site to set up merchandise room at earliest availability of the room as allowed by the hotel.~~
 - v. Required to be in attendance during the entire convention.
 - ~~w. Adhere to operating hours established.~~
 - x. Responsible for the sales of all current year merchandise.
 - ~~y. 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~~ **approved vendor list** 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 first serve basis.~~
 - jj. Must deliver all monies raised from pre-convention sales of merchandise to the Treasurer with seventy-two (72) hours and daily during the convention.
 - kk. Must give a report of all left over merchandise at the first regular Convention

Committee Meeting following the convention.

- II. 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.

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 STAFF GUIDELINES **Move to addendum**

- Volunteers must check in with the Merchandise Facilitator or Co-facilitator at the 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.~~
- **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 ~~and the CAC.~~

- b. All logos and designs become property of TBRCNA. **Copyright**
- 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**
- j. 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. **Move to reg**

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. **The local Convention and Visitors Information Bureau may be able to help.**

- f. Will handle volunteers for all of the subcommittees at the convention and stay in communication with the subcommittee facilitator.
- g. Create awareness for the convention through creative use social media, events, merchandise, flyers, etc. and contact local treatment centers. 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.**

K. Contracts and Archives

Qualifications

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

Responsibilities and Duties

- a. Negotiate all Hotel contracts
- 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. (list out signers position)
- 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.

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 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

VII 1. Convention Rotation

~~Zone 1, Tri-County, Southeast~~

~~Zone 2, Houston, Northside~~

~~Zone 3, Coastal Bend, Rio Grande~~

~~Valley~~

~~Zone 4, Esperanza and Hill Country~~

~~Zone 5, Central Texas and Brazos Valley~~

(Appendixes) Add forms and volunteer guidelines

Alternative Merch

Release for Speakers

Release for graphics

Sign out sheet for radios

Merchandise Inventory

Registration Inventory

Budget Sheet

NEXT STEPS:

1. Add legend for changes/comments/discussion.
2. Send out to RSC for comments/input
3. Discuss at next RSC
4. Vote in?
5. Reformat
6. Final draft

Transition from current Convention Committee/CAC as it stands to new structure as Standing Convention Committee.

1. Vote for TBRCNA 2024 Facilitator, Co-Facilitator, and Treasurer in November 2022 at RSC.
2. The rest of the Standing Committee will be voted on at the second meeting after the previous TBRCNA (60 days after the previous convention).

Updated 2/24/2018