



ARIZONA REGIONAL SERVICE COMMITTEE

ARCNA ADDENDUM

July 20, 2014

TABLE OF CONTENTS

DEFINITION4

PURPOSE4

FUNCTIONS4

ARCNA COMMITTEE MEMBERS4

 ADMINISTRATIVE COMMITTEE AND SUB-COMMITTEE CHAIRPERSONS (COMMITTEE MEMBERS)4

ADMINISTRATIVE COMMITTEE4

SUB-COMMITTEE CHAIRPERSONS4

ELECTION PROCEDURES4

 QUALIFICATIONS FOR ALL ADMINISTRATIVE COMMITTEE MEMBERS AND SUB-COMMITTEE
 CHAIRPERSONS5

ADMINISTRATIVE COMMITTEE MEMBERS5

 POSITION REQUIREMENTS AND DUTIES5

 Chairperson5

 Vice-Chairperson6

 Secretary.....6

 Treasurer6

 Vice Treasurer.....8

SUB-COMMITTEE CHAIRPERSONS8

 POSITION DUTIES8

 General Duties:8

ARTS & GRAPHICS.....8

 Chair.....9

 Vice Chair.....9

 Secretary.....9

MERCHANDISE.....10

 Chair.....10

 Vice Chair.....11

 Secretary.....11

 General Committee Items/Specific Event Responsibilities.....11

 Pre-Convention11

 On Site.....11

FUNDRAISING / ENTERTAINMENT11

 Chair.....11

 Vice Chair.....12

 Secretary.....12

PROGRAM COMMITTEE13

 Chair.....13

 Vice Chair.....13

 Secretary.....13

 Committee Formulation:14

 Main Speaker and Workshop Speaker Selection Suggestions:14

 Meeting Leader Selection Suggestions:15

 Program planning:15

 Program Scheduling Suggestions15

 Main meetings (Friday, Saturday, Sunday morning)15

 Narathon Meetings.....16

 Narathon Meeting Coordinator.....16

NAR-ANON – COOPERATION, NOT AFFILIATION16

REGISTRATION COMMITTEE16

 Chair.....17

 Vice Chair.....17

 Secretary.....17

 Convention Information Coordinator19

HOST COMMITTEE19

 Chair.....19

Vice Chair	19
Secretary.....	20
Host Committee has multiple functions:	20
Welcoming Committee Responsibilities	20
Hug Guidelines	20
ARCNA OPERATIONAL GUIDELINES	22
CONSENSUS-BASED DECISION MAKING PROCESS (CBDM)	22
VOTING MEMBERS.....	24
NEW BUSINESS REQUESTS	24
REMOVAL OR SUSPENSION OF AN ARCNA VOTING MEMBER.....	24
SPECIAL ELECTION.....	24
COMMITTEE PROCESSES	24
FUND FLOW	25
AMENDMENT OR DELETION TO GUIDELINES.....	25
CONVENTION EVENT PROCEDURES	25
Thursday	25
Friday	25
Saturday	25
Sunday	25
MONEY HANDLING.....	26
ARCNA CONVENTION TIMELINE	26
ADDITIONAL IDEAS	33
STATEMENT OF RESPONSIBILITY	34
EVENT INSURANCE GUIDELINES	35
ARSC, INC. INSURANCE REQUEST FORM	36
CHECK REQUEST FORM.....	37
EXPENSE REPORT FORM.....	38
ARIZONA REGIONAL IDEA AND REQUEST FORM.....	39
MERCHANDISE HAND-OFF CHECKLIST	40
KEY HOLDER ASSIGNMENT FORM.....	41
SAMPLE – MERCHANDISE AND EVENT COMMITTEES FINAL REPORTS	42
Fictitious Merchandise Committee Final Report.....	42
Fictitious Event Committee Final Report	42

DEFINITION

This body shall be known as "ARIZONA REGIONAL CONVENTION of NARCOTICS ANONYMOUS", a Sub-Committee of the Arizona Region Service Committee, hereinafter referred to as ARCNA.

PURPOSE

The purpose of the ARCNA is to stimulate growth for the local fellowship and encourage unity with an annual celebration of recovery in Narcotics Anonymous.

FUNCTIONS

- Facilitate monthly ARCNA meetings.
- Hold elections for ARCNA Committee.
- Record and distribute minutes of all ARCNA meetings to all Committee members and the ARIZONA REGIONAL SERVICE COMMITTEE (ARSC)
- Maintain a mailing address
- Maintain the bank account for ARCNA
- Any proposed guideline changes shall be presented and approved by the ARSC prior to implementation.

ARCNA COMMITTEE MEMBERS

ADMINISTRATIVE COMMITTEE AND SUB-COMMITTEE CHAIRPERSONS (COMMITTEE MEMBERS)

It is this Committee's responsibility to meet regularly to discuss the progress and performance of ARCNA Sub-Committees, the ARCNA Budget, and all other matters directly affecting and/or pertinent to the Convention. All ARCNA Sub-Committees and the ARCNA Administrative Committee should remain ever mindful of the ARCNA timeline as outlined in this document. The monthly ARCNA Committee meeting shall be held within the local area of the convention facility.

The Administrative Committee and Sub-Committee Chairperson positions (Committee Members) are identified as follows.

ADMINISTRATIVE COMMITTEE

Chairperson
Vice Chairperson
Secretary / Archivist
Treasurer
Vice Treasurer

SUB-COMMITTEE CHAIRPERSONS

Registration
Convention Information & Welcoming Committee
Programming & Marathon
Fundraising & Entertainment
Merchandise
Arts & Graphics
Host Committee

ELECTION PROCEDURES

The ARCNA Chair, Vice Chair, Treasurer, and Vice Treasurer will be elected by the ARSC in May.

- At the January ARSC meeting, nominations will be accepted for the; ARCNA Chair, ARCNA Vice Chair, ARCNA Treasurer and Vice Treasurer. The nominations shall be solicited by the RCMs through their Areas, and will be accepted at the March ARSC meeting. The final election for these positions shall be held in May.
- The Convention nominees shall be present at the January or March ARSC meeting to accept the nomination, submit a statement of willingness, and answer questions
- Elections for the ARCNA Sub-Committee Chairs will be held in July by the incoming committee. Each elected position will have a term responsibility of one year.

- Flyers will be provided to announce elections at the May ARSC and posted on the regional website on the service/events calendar.
- All members of our fellowship willing to be of service to ARCNA shall have voting rights at the July Sub-Committee elections.

QUALIFICATIONS FOR ALL ADMINISTRATIVE COMMITTEE MEMBERS AND SUB-COMMITTEE CHAIRPERSONS

- An understanding of the Twelve Traditions of N.A., the Twelve Concepts of N.A. Service, and the Twelve Steps of N.A., through application.
- Understand the consensus based decision making process as outlined in the ARSC guild lines
- Active participation in meetings of Narcotics Anonymous
- Has willingness to give time and resources necessary
- A demonstrated stability in their local community
- Shall not hold another elected position at the ARSC
- Has experience in preparing a budget
- Requirements for all Administrative Committee Members and Sub-Committee Chairpersons
 - Attend all regular ARCNA meetings (see voting and attendance requirements)
 - Attend July meeting for the ARCNA Election as well as for the outgoing Chair, to pass on the archives and final report for the previous convention.
 - Sign a "Loss and Recovery" document.

ADMINISTRATIVE COMMITTEE MEMBERS

POSITION REQUIREMENTS AND DUTIES

Chairperson

A. Requirements

- Minimum five (5) years
- Previous year of service as Vice-chair of ARCNA, or shall have worked on the previous year's Convention Committee as Sub-Committee Chair or a member of the Administrative Committee
- Administrative and Management skills and abilities
- Will attend RSC bi-monthly and give the ARCNA report

B. Duties

- Manages Sub-Committee Hand off Checklists with ARSC Chair and BOD CEO
- Arranges agenda for regular ARCNA meetings.
- Presides over regular ARCNA meetings.
- Conducts the ARCNA Sub Committee Chair elections in July.
- Co-signer on the ARCNA bank account.
- Coordinates all ARCNA Sub Committee budgets with the ARCNA Treasurer.
- Provides oversight of all ARCNA expenders and budgets
- After the convention, Chair will deliver final ARCNA report including all financial records and proceeds to the next scheduled ARSC meeting.
- Delegate's major tasks to specific Sub-Committees as needed.
- Stays informed of the business and activities of each Sub-Committee.
- Provides help and attends Sub Committee meetings when and where needed.
- Reviews Sub-Committee reports, and ensures that Sub-Committees stay within their budgets.
- Ensures that each Sub-Committee has a Vice Chair within 90 days of the formation of the Sub-Committee.
- Helps resolve all conflicts within the Committee
- Calls special meetings.
- Deliver updated ARCNA information to the Regional Secretary.
- Arranges access to Regional storage locker with ARSC Chair or BOD President.
- Maintains ARCNA inventory during the convention until inventory is handed back to ARSC Chair or BOD President or CFO.
- Chairs the Convention.
- Prepares thank you letter to hotel
- Has have excellent communications skills

Vice-Chairperson

A. Requirements

- Minimum four (4) years clean.
- Shall have worked on the previous year's Convention Committee as Sub-Committee Chair or a member of the Administrative Committee
- Assists the Chairperson in his or her responsibilities
- Responsible for one of the convention P.O. Box Keys.
- Expected to commit to a 2 year comment; 1 year as vice chair and 1 year as chair

B. Duties

- Acts as Chairperson if Chairperson is unavailable will accept all responsibility of the chair
- Assists Chairperson with the ARCNA elections in July.
- Update and present all suggested Guideline changes to ARCNA Committee for approval by February convention committee meeting, then as an idea request to the region in March. The chair will submit the idea to region
- Coordinate and assures that deadlines are met by the Sub-Committees, and helps when needed.
- Assists Chair in creating budget proposals and monthly operating expense reports as needed
- Will review Treasurer's financial reports, ledger and journal monthly.
- Monitor Sub-Committees performance and their functions while offering guidance and support.
- Announces at the April and May ARCNA meetings the required attendance at the transition workshop held the second Sunday in July.
- Will assist Secretary with the mail distribution at the regular meeting.

Secretary

A. Requirements

- Minimum three (3) years clean.
- Ability to record accurate minutes finalize electronically.
- Access to the internet to send and receive reports
- Have general office or secretarial skills, and organizational abilities.

B. Duties

- Provide minutes and calendar items to ARSC Web Committee
- Email the minutes within ten (10) days of the meeting, and provide copies for the meeting to Administrative Committee members and Sub-Committee Chairs only – minutes will include each Sub-Committee report and each Administrative Committee person's report for review in one document and will send softcopy to the regional web committee.
- Maintains a current contact list with names, positions, phone numbers, emails, and mailing addresses of all Administrative Committee Members, Sub-Committee Chairs and Vice Chairs
- Maintains the attendance record of voting members for voting purposes at each ARCNA meeting
- All mail received will be opened at the regular Committee meeting, the Vice Chair may assist as needed in the process of mail distribution unless otherwise ordered by the Chair
- Keeps a copy of each Committee meeting's minutes for archives
 - Turns over archives to the Chair for the final report.

Treasurer

A. Requirements

- Minimum five (5) years clean
- Automatically becomes a BOD member for a one year term
- Has service experience with large scale Service Committees
- Shall be accessible to all Sub-Committee Chairs
- Shall attend all Fundraisers
- Shall become familiar and understand accounting software
- Keep accurate financial records, and have the ability to report them
- Responsible for obtaining and controlling distribution of all electronic financial equipment
 - Checks out hardware from BOD and maintains record of all temporary distribution, completes checklists confirming all hardware is accounted for when handing it back to ARSC

Chair or BOD Chair or Treasurer.

- Treasurer will maintain access to accounting software as approved by the Region maintains the chart of accounts and budget for ARCNA, tracks actual costs against budget and includes a budget to actuals report in the ARSC report, helps create and track annual cost trends.

B. Duties

- Backups of the accounting data will be sent to the BOD
- Responsible for all monies, including revenues from registration and banquet tickets, pays all bills, and advises the chairperson on cash supply, income flow and rate of expenditures
- Reviews Sub-Committee 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.
- Co-signer on ARCNA bank account
- Shall attend and submit accurate and current financial reports at all BOD meetings
- Maintains, and is responsible for the ARCNA bank account and insures that two signatures are on all checks
- Maintains accurate accounting and financial records
- Maintain items such as financial journals, ledgers, software, receipt books, coin wrappers, and a calculator with tape (need hard copies if used).
- Completes checklists confirming all items are accounted for when handing it back to ARSC Chair or BOD Chair or Treasurer.
 - These are items the treasurer should be accountable for, or the duty is shared with Registration and Merchandise; add Locker PO Box, and Printing, etc.)
- Responsible for all monies received
- Shall be available to assist all Sub-Committees with establishing budgets
- Compiles financial information from Sub-Committees and Administrative committee to assist in establishing the ARCNA budget
- Submits written report at ARCNA meetings to include the summary report worksheet
- Makes deposits within twenty-four (24) hours after monies received
- The Treasurer will be available to attend Sub-Committee meetings to assist and observe as needed or requested
- Will collect and count all monies received at Fundraising events, prior to and during the convention, and will issue receipts to all Sub-Committee Chairs
- The Treasurer's report will include prior month's financial activities along with an updated financial (profit and loss) report from the accounting records
- Will provide Chair with a final check and report detailing all financial activity through the Convention year by the second Sunday in July. This will include the Annual Summary Worksheet
- Turns over checkbook, endorsement stamp, and any unused checks and deposit slips to the ARCNA Chair at the July meeting, attends and reports out at the BOD July meeting.
- Participates in the regional audits of the convention financial records
- The Treasurer will utilize the ARSC, Inc., BOD Accounting Procedures and use information where applicable.
- Insures that no checks are issued without an approved idea request; a budgetary expenditure, and/or Check Request form
- Writes all checks and is responsible for collecting receipts for all checks paid out (all checks issued require two (2) signatures)
- Submits monthly Cash Account Summary report to BOD Treasurer for bank statement reconciliation and auditing purposes via email
- Backups of fiscals to BOD

Vice Treasurer

A. Requirements

- Minimum of four (4) years clean
- Expected to commit to a 2 year comment; 1 year as Vice Treasurer, and 1 year as Treasurer
- Bookkeeping and accounting experience to include current accounting software
- Service experience at Area and/or Regional levels
- Shall be able to keep accurate financial records, and have the ability to report them
- Will attend all Fundraisers

B. Duties

- Shall assume duties of Treasurer, when the Treasurer is unavailable
- Assists Treasurer at all times
- Participate with the ARCNA Treasure at the BOD
- Assist treasure in collecting and counting all monies received at fundraising events
- Reviews all records for accuracy
- Be available to attend all Sub-Committees as often as possible to assist and observe as requested or as needed

SUB-COMMITTEE CHAIRPERSONS

POSITION DUTIES

General Duties:

- Coordinate the formation of the Sub-Committee membership
- All Sub-Committee Chairs shall be available to consult with one another
- Careful consideration is to be given when scheduling monthly meetings
- Generate announcements of when Sub-Committee meetings are held
- The committees are closed to new members, after three to six meetings.
- Facilitate elections of Vice Chair and Secretary within 90 days of Sub-Committee formation
- Establish a budget and submit it to the ARCNA committee at September ARCNA meeting
- Manage all expenditures to stay within the Sub-Committee's budget
- Responsible for turning in all receipts for expenditures to treasurer
- Will hold sub-Committee meetings at the hotel during the Convention.
- Coordinate and cooperate with Arts and Graphics to produce any and all flyers and signs prior to and during the Convention and fulfill all needs of each Sub-Committee
- Ensure that all members of the Sub-Committee sign the Loss and Recovery Policy document and are turned into the BOD via BOD Liaison.
- Remain within ARCNA timelines for completing tasks.
- Manages and coordinates funds within their budget.
- Coordinate with the Merchandise Committee for all Fundraising or Convention Merchandise
- Ensures that a fair bid process for all Vendors.
 - Responsible for a minimum of three vendor bids for each job
 - Shall present findings at the Sub-Committee meeting
 - Shall present recommendations by Sub-Committee to the ARCNA Committee for approval
 - Submit all committee approved contracts to the via BOD Liaison for submittal to the BOD for review and signing
- The Sub-Committee Chairs shall present monthly oral and written reports that include:
 - An accurate account of the month's activities and correspondence.
 - Goals set and goals met.
 - Monthly financial transactions, checks and balances.

Care and consideration should be taken in electing your Vice Chair and Secretary. Individual leadership skills should be the focus in this process.

ARTS & GRAPHICS

Chair

A. Requirements:

- Five (5) years clean.
- Has 1 years on an Arts and Graphics Sub-Committee
- Maintain accurate financial records and accountability
- Has technical experience in graphics and printing
- Read and follow the Fellowship Intellectual Property Trust (FIPT) manual from NAWS

B. Duties

- Responsible for managing the design and production of all ARCNA artwork
 - Committee approved logos, flyers, banners, convention programs, pre-registration brochures, event tickets, directional signs, program signage, and a map of the Convention vicinity with a list of local points of interest format
- Coordinates timelines with other Sub-Committees when logos and artwork will be available
- Responsible for submitting final proof of all artwork for approval
 - Insuring that all registered trademarks are respected
 - Submits proof to the Sub-Committee that has requested it
 - Submits approved proofs to ARCNA committee
- Checks Printers' Proof for copyrights and errors
- Responsible to keep all printing costs to a minimum
- Obtains the P.O. Box number from the registration committee for inclusion on the pre-registration flyer and brochure forms.

Vice Chair

A. Requirements:

- Four (4) years clean.
- Has 1 years on Arts and Graphics
- Acquires working knowledge of chairs' responsibilities
- Maintain accurate financial records and accountability
- Has technical experience in graphics and printing
- Read and follow the Fellowship Intellectual Property Trust (FIPT) manual from NAWS

B. Duties

- Assumes responsibilities of chair when needed

Secretary

A. Requirements

- Minimum two (2) years clean.
- Ability to record accurate minutes electronically
- Access to the internet to send and receive reports
- Have general office or secretarial skills, and organizational abilities
- Have excellent communications skills

B. Duties

- Provide minutes and calendar items to ARCNA Secretary
- Maintains a current contact list with names, positions, phone numbers, emails, and mailing addresses of all committee members
- All mail received will be opened at the regular Committee meeting, the Sub-Committee Vice Chair may assist as needed in the process of mail distribution unless otherwise ordered by the Chair

Proposed Expenses

Banner
Miscellaneous
Volunteer ribbons
Badge components
Prize for logo

Shipping
Signs- direction & information
Flyers, copies, supplies
Printing
Logo development

Event tickets
Brochures
Convention programs

MERCHANDISE

Chair

A. Requirements:

- Five (5) years clean.
- Have 2 years' experience on a prior Merchandise committee
- Maintain accurate financial records and accountability
- All merchandise shall be N.A. related with logo
- Responsible for obtaining and controlling distribution of all electronic financial equipment and any inventory in storage to be sold at the convention
 - Checks out hardware and inventory from BOD, by signing receipt on the checklist, and maintains record of all temporary distribution, then returns equipment to BOD or ARSC representative by signing return on the checklist

B. Duties

- Obtain, provide and sell appropriate Narcotics Anonymous merchandise at the Convention site
- Insures that all merchandise will have the convention logo
- Coordinate the purchase of all merchandise for all Sub-Committees
- Assure that all vendor merchandise is appropriate for NA events
- Submit all invoices to the Convention Treasurer.
- The Chair shall prepare a budget that include a list of all items on the Merchandise check list and/or other items that are requested by other sub committees and not to increase by 10% of last year's ARCNA budget
- The merchandise list shall include itemized costs and receipt dates
- The ARCNA Committee is responsible for establishing the purchase and sales price of all merchandise sold at the Convention.
- All merchandise will be shipped directly to the Merchandise Chair, a minimum of four (4) weeks prior to events
- Conduct an inventory and inspection of all merchandise at the time of delivery. Confirm all merchandize is received by reviewing shipping documentation and confirm merchandize reconciles to amounts stated on documentation, make note of any merchandize not received and contact vendor.
- Consider arrangements for purchasing more merchandize after the convention if it sells out quickly and there is lots of interest
- Insures that adequate space is allocated for the handling and selling of merchandise at the events
- Manage all staffing requirements: monitoring, scheduling, training, equipment distributions and providing supplies, including how to use electronic finance devices and how to change prices in those devices.
- Insure that proper accountability for all ARCNA merchandise, equipment and merchandise funds
- Shall keep accurate and up-to-date inventory and financial records daily, subtracting merchandize sold from inventory records
- Maintains responsibility for securing Merchandise room at all times
- There will be only one merchandise room key made available
- Physical inventory and all electronic financial equipment will be recorded and signed off on the checklist and returned to the ARSC Chair and/or BOD representative at the end of the convention
- A final statement including beginning inventory, merchandize sold, and ending inventory, which shows the physical count, is to be provided to the ARCNA Treasurer within one (1) week after the close of Convention if not available by the end of the convention
- Inventory the merchandize after the event and set aside inventory to be used for next year's

fundraising and the remainder will be turned over to the region.

Vice Chair

- A. Requirements:
 - Four (4) years clean.
 - Has 1 years on previous Merchandise committee
 - Maintain accurate financial records and accountability
 - Provide accurate financial records and have the ability to report.
- B. Duties:
 - Assumes responsibilities of chair when needed

Secretary

- A. Requirements
 - Minimum two (2) years clean.
 - Ability to record accurate minutes via a word processor.
 - Access to the internet to send and receive reports
 - Have general office or secretarial skills, and organizational abilities
 - Have excellent communications skills
- B. Duties
 - Provide minutes and calendar items to ARCNA Secretary
 - Maintains a current contact list with names, positions, phone numbers, emails, and mailing addresses of all committee members
 - All mail received will be opened at the regular Committee meeting, the Sub-Committee Vice Chair may assist as needed in the process of mail distribution unless otherwise ordered by the Chair

General Committee Items/Specific Event Responsibilities

Pre-Convention

Mandatory training for Convention members working the Cash Registers and utilization electronic transaction equipment

On Site

- Inventory all merchandise at beginning of Convention and each night throughout the Convention
- Set up Merchandise room/area
- Tear down Merchandise room/area and re-inventory remaining merchandise at close of Convention
- Box and discuss arrangements to transport to storage remaining merchandise, sign off on checklist for inventory going back to storage with a BOD or ARSC representative
- If approved prior to Convention, coordinate with other Areas and Regions the selling of "Alternative Merchandise"

Proposed Expenses

Supplies (copies, shopping bags)

Merchandise

Miscellaneous

FUNDRAISING / ENTERTAINMENT

Chair

- A. Requirements:
 - Five (5) years clean.
 - Has served two (2) year on Fundraising/Entertainment Convention committee
 - Maintain accurate financial records and accountability
- B. Duties
 - Coordinate all Fundraising events.

- Schedules a minimum of three and a maximum of four prior to the Convention
- Coordinates all event dates with ARCNA time lines and communicates scheduling with ARCNA chair and regional web committee
- Consideration given to area and regional events when developing ARCNA Fundraising schedules
- Confirms ARCNA Treasurer counts of all monies received at Fundraising events
- Coordinates with Arts & Graphics committee for all artwork or flyers needed and submit to the Convention committee for approval
- Will obtain and/or distribute previous year's merchandise (or any merchandize in storage) for sales, auction and raffles
- Fundraising Items
 - Submit all Fundraising Merchandise items to Committee for approval.
 - Coordinate any selection(s) of approved Fundraising Merchandise with the Merchandise Committee for timely purchasing.
- Entertainment
 - Coordinate the Entertainment to be provided at the Convention and their procurement.
 - Select DJ for dance
 - Meets to coordinate space requirements and availability, with the Program and Host committees.

Vice Chair

- A. Requirements
 - Four (4) years clean.
 - Has served one (1) year on Fundraising/Entertainment Convention committee.
 - Provide accurate financial records and have the ability to report.
- B. Duties
 - Assumes responsibilities of chair when needed

Secretary

- A. Requirements
 - Minimum two (2) years clean.
 - Ability to record accurate minutes via a word processor.
 - Access to the internet to send and receive reports
 - Have general office or secretarial skills, and organizational abilities
 - Have excellent communications skills
- B. Duties
 - Provide minutes and calendar items to ARCNA Secretary
 - Maintains a current contact list with names, positions, phone numbers, emails, and mailing addresses of all committee members
 - All mail received will be opened at the regular Committee meeting, the Sub-Committee Vice Chair may assist as needed in the process of mail distribution unless otherwise ordered by the Chair

Proposed Expenses

Comedy show	Miscellaneous	Play
Lights and electrical	NA Unplugged (Open Mic)	Sports day
Dance floor	Golf tournament fees	Postage, copies, supplies
Hotel room rent	Karaoke	
Disc jockey	Games & Prizes	

PROGRAM COMMITTEE

Chair

- A. Requirements:
- Five (5) years clean.
 - Has served two (2) year on Program & Narathon committee
 - Maintain accurate financial records and accountability
- B. Duties
- Announce to the ARSC time, date and place where the Committee formation meeting is located as well as the cut-off date for membership
 - Communicates main speaker(s) lodging needs and meeting room needs with the Hospitality and Hotel Committee
 - Responsible to ensure that workshop speakers, Narathon meeting leaders, and readers are chosen
 - Leaders of main speaker meeting
 - Friday night – ARCNA Vice Chair
 - Saturday night - ARCNA Chair
 - Sunday morning – ARCNA Program Chair
 - The Program Sub-Committee is responsible for contacting vendors for the audio recording of Convention meetings.
 - Secure the hearing Impaired signers for main meetings
 - Ensures that all speakers and leaders are notified and confirmed prior to Convention
 - Coordinates out of town speaker transportation
 - Airfares
 - All transportation needs
 - Ensures all possible members assisting provide the Programming Committee with a valid Driver's License and Insurance information
 - Ensures there is a table at the Convention for Speaker Check In with Convention Information Committee
 - Develop and distribute all meeting formats
 - Ensures that special needs are met to include but not limited to, signers for the hearing impaired, wheelchair access to most areas, literature and assistance for the visually impaired
 - Makes announcements at appropriate times during Convention to include:
 - Smoking and use of E-cigs, including designated smoking areas
 - Meeting location changes
 - Press announcements
 - General Property requests

Vice Chair

- A. Requirements:
- Four (4) years clean.
 - Has served one (1) year on Program and/or Narathon committee
 - Maintain accurate financial records and accountability
- B. Duties
- Assumes responsibilities of chair when needed
 - During the Convention the Vice Chair will monitor the taping contractor
 - Assists Narathon coordinator

Secretary

- A. Requirements
- Minimum two (2) years clean.
 - Ability to record accurate minutes electronically.
 - Access to the internet to send and receive reports
 - Have general office or secretarial skills, and organizational abilities
 - Have excellent communications skills

B. Duties

- Provide minutes and calendar items to ARCNA Secretary
- Maintains a current contact list with names, positions, phone numbers, emails, and mailing addresses of all committee members
- All mail received will be opened at the regular Committee meeting, the Sub-Committee Vice Chair may assist as needed in the process of mail distribution unless otherwise ordered by the Chair

Committee Formulation:

The formation of the Committee will be open to the fellowship for 3 to 6 weeks; at that point the Committee is closed. Consistency of member participation is essential, being absent from this process can slow it down tremendously. Being absent from this Committee for two meetings in a row should be addressed by this Committee. The importance of speaker selection and Narathon coordination require that 2 or 3 years clean time is required to serve on the Committee.

Main Speaker and Workshop Speaker Selection Suggestions:

Selecting main speakers is evaluated by listening to speaker/workshop CD/Media. There are ways to obtain CD/Media by requesting CD/Media from other Areas, Regions, personally owned CD/Media, etc... This part of the Committee responsibility takes the longest. It is suggested that at the formulation of the Committee, CD/Media should be solicited immediately for review.

The basic qualification for meeting participation in the Program Committee of ARCNA is membership in Narcotics Anonymous. Potential speakers and other program participants shall be members of the Narcotics Anonymous fellowship, who base their recovery on their powerlessness over addiction and identify themselves as addicts and use the term clean.

- Final selection of Main Speakers shall be approved by the committee as a whole
- Ask the Main speakers to be available for the convention duration
- Speakers at the Main Speaker Meetings are required to have a minimum of ten years continuous clean time.
- Topic meeting and Workshop speakers shall have a minimum of three years continuous clean time.
- It is imperative when choosing Convention speakers to ensure that the diversity of our fellowship is accurately represented. Diversity can include; ethnicity, sexual orientation, age, geographic location, or occupation, to name a few.
- The main speakers should not be considered to return as main speakers for a period of five years.
- Workshop speakers should not be considered as workshop speakers for a period of three years.
- ARCNA Convention Committee Members are not to be considered to be main/workshop speakers, leaders or readers, etc.
- So as to use prudence and care not to give the appearance of favoritism it is recommended not to use sponsors or sponsees.

Workshop and Topic meetings are held to fulfill the need for our fellowship to obtain information on specific topics related to NA recovery and services. A topic meeting, speaker or workshop Chairperson at the convention shares her/his personal experiences of recovery in Narcotics Anonymous, as it relates to the topic of the meeting or workshop. Workshops are focused on our recovery process. They cover the 12 Steps and Traditions, Service work, Sub-Committees or specific issues such as relationships, recovery & relapse, etc... The meetings can be set up as speaker meetings, with assigned topics, panel discussions, member interaction or a mix.

The importance of careful consideration in the selection of readers/leaders is to meet the clean time requirements and the representation of the Region as a whole. Clean time requirements may be changed by the Committee provided the change is approved by the Convention committee prior to the Convention.

Meeting Leader Selection Suggestions:

- Leaders shall have at least three years clean.
- Readers shall have a minimum of 6 months continuous clean time.

Main speakers will be provided travel arrangements, hotel rooms and full registration packets, for the Convention, as well as pick-up and return to the airport. It is a tradition for the Committee to provide a small gift to the main speakers. These financial considerations should be taken into account when preparing the Program Sub-Committee budget, in order to insure that the Program Sub-Committee has adequate funds for securing speakers. The Program Sub-Committee is encouraged to consider the geographic location of potential main speakers in order to minimize travel expenses.

Program planning:

The Program Sub-Committee is responsible for planning the program for the entire Convention. This includes, but is not limited to, the selection of all speakers, chairpersons and readers for the meetings, Marathon meeting chairpersons, the ARCNA schedule, and all workshops.

Adhering to the printed Convention program and schedule is an important part of the Program Sub-Committee responsibilities. To minimize the chances for speakers or leaders not showing up for their meetings it is important that the Program Sub-Committee maintain contact with speakers and leaders as the Convention draws near; and that speakers and leaders are informed to check in at the Registration table.

- There will be a designated place at the Registration table for the program participants to check-in. Speaker/Leader instructions should also be available at the Registration table. In the event of a no-show, a pool of members should be available from which to select replacements.

Setting up time frames for Main Meetings, Workshops, Banquet, and Breakfast are as follows:

Program Scheduling Suggestions

In setting up time frames for Workshops and the Main Speaker Meetings, it is important for the Committee to look at the number of days they are working with, such as:

- The time Registration begins on Friday
- Time the kick-off meeting will begin and what entertainment follows
- The time of the banquet, speaker, and entertainment events in succession.
- The time of breakfast and the speaker meeting that follows
- The time the Gratitude meeting will begin and end

Since the Convention begins on Friday at noon and ends on Sunday afternoon, most Workshops will be on Saturday. Most Workshops start at 1:00 pm on Friday and end at 5:00 pm, and start at 8:30 am on Saturday and end at 4:30 pm. When setting time for Workshops the Committee will schedule more than one Workshop at a time. In setting up seating arrangements for Workshops, items needed are:

- Podium
- Head table
- Microphone

The Hotel & Hospitality Committee Chair will assist with these matters. The head table will seat the Leader and Speakers if you choose to seat the Leader in front. You can choose whether or not to seat all the readers at the head table or have the readers line up to read and return to their seats after reading. Chairs are set up theater style to accommodate the estimated size of the meeting.

Main meetings (Friday, Saturday, Sunday morning)

Kick-Off Speaker meetings will need a podium, head table and microphone. If there is no stage in the hall, the Hotel & Hospitality Committee Chair will need to be consulted to arrange for risers. If you use one, the head table will seat the Speaker, Leader, and the Readers. You can choose whether or not to seat all the readers at the head table or have the readers line up to read and return to their seats after reading.

Banquet dinner and Speaker Meeting and Breakfast Meetings will have the dining rounds placed in front of the theater-style seating for those attending the Banquet before the meeting. There may be Reserved Seating for the ARCNA Committee and Main Speakers.

The structuring of the format for each meeting is decided by each year's Committee. You may choose to use the formats of the previous Convention or revise them. Any revisions shall be approved by the Convention Committee as a whole.

The Convention is only as good as the Program. The Program sets the mood of the Convention. By allowing a loving Higher Power to work through our group conscience we can best serve Narcotics Anonymous as a whole.

Narathon Meetings

The Program Committee will appoint or elect a Narathon Meeting Coordinator.

Narathon Meeting Coordinator

A. Requirements:

- Four (4) years clean.
- Has prior experience on a Convention committee.
- Shall be able to keep accurate scheduling records, and have the ability to report them

B. Duties

- Scheduling, staffing and maintenance of the Narathon Meetings for the duration of the Convention.
- This includes but is not limited to:
 - Recruiting volunteers to be responsible for one-hour time slots who will chair meetings
 - Ensuring meeting leaders have a minimum of six months clean
 - Providing meeting formats for Narathon Meeting leaders
 - Develop Maintain and adhere to the meeting schedule

In the process of recruiting meeting leaders, the following methods may be found advantageous:

- Regional Website, Email fellowship distribution lists, distribution of flyers, local Area Newsletters, and home groups, etc. The use of phone numbers and email addresses may be used for contacts.
- Schedules shall be prepared to identify the meeting leaders, topics to include the birthday meetings and times for the full 48 hours of the Convention. The schedule shall be displayed on posters at identified locations within the Convention area, to include the area outside of the Marathon meeting.

Proposed Expenses

Miscellaneous
Travel
Tape purchase
Interpreters

Key tags
Easels
Postage, Copies, Supplies
Cakes

Main Speaker hotel room
rent
Main Speaker registration
packages

NAR-ANON – COOPERATION, NOT AFFILIATION

There is a need for recovery with family members; the fellowship of Nar Anon often holds meetings and workshops at NA Conventions. Nar Anon is an autonomous fellowship, not affiliated with Narcotics Anonymous and is financially responsible for its meeting space at Conventions. This is in keeping with the 12 Traditions and is done in the spirit of cooperation and not affiliation. Consideration should be given to Nar Anon upon request.

REGISTRATION COMMITTEE

Chair

A. Requirements:

- Five (5) years clean.
- Has served two (2) year on Registration Committee
- Maintain accurate financial records and accountability

B. Duties

- Notify the World Service Office of upcoming Convention.
- All correspondence other than Registration shall be delivered to the Secretary in a timely manner
- Work with Arts and Graphics to assure that all deadlines are met.
- Coordinate the development of the Registration packet merchandise and submit final committee decisions to the ARCNA Committee for approval
- Coordinate with Merchandise committee to obtain Convention Registration packet materials
- Coordinate distributions and mailings of printed registration materials
- Create a process to provide a Registration booth at the Convention
- Prior to the convention deposits shall be made within twenty-four (24) hours
- Credit card charges shall be batched weekly
- Ensures all committee members who handle money have two years of continuous clean time.
- Ensures all committee members who handle money have signed a Loss & Recovery Statement of Responsibility.
- Responsible for obtaining and controlling distribution of all electronic financial equipment
 - Checks out hardware from BOD, by signing receipt on the checklist, and maintains record of all temporary distribution, then returns equipment to BOD or ARSC representative by signing return on the checklist

Vice Chair

A. Requirements:

- Four (4) years clean.
- Has served one (1) year on Registration Committee
- Maintain accurate financial records and accountability

B. Duties

- Notify the World Service Office of upcoming Convention.
- Responsible for flyers announcing next year's convention and request for speaker CD's to be available during the convention.
- All correspondence other than Registration shall be delivered to the Secretary in a timely manner
- Work with Arts and Graphics to assure that all deadlines are met.
- Coordinate the development of the Registration packet merchandise and submit final committee decisions to the ARCNA Committee for approval
- Coordinate with Merchandise committee to obtain Convention Registration packet materials
- Coordinate distributions and mailings of printed registration materials
- Create a process to provide a Registration booth at the Convention
- Prior to the convention deposits shall be made within twenty-four (24) hours.
- Credit card charges shall be batched weekly
- Ensures all committee members who handle money have two years of continuous clean time.
- Ensures all committee members who handle money have signed a Loss & Recovery Statement of Responsibility.
- Assists Convention Information Coordinator

Secretary

A. Requirements

- Minimum two (2) years clean.
- Ability to record accurate minutes via a word processor.
- Access to the internet to send and receive reports
- Have general office or secretarial skills, and organizational abilities
- Have excellent communications skills

B. Duties

- Provide minutes and calendar items to ARCNA Secretary
- Maintains a current contact list with names, positions, phone numbers, emails, and mailing addresses of all committee members
- All mail received will be opened at the regular Committee meeting, the Sub-Committee Vice Chair may assist as needed in the process of mail distribution unless otherwise ordered by the Chair

The Registration Sub-Committee has two important pre-convention responsibilities; to advertise the Convention within the NA fellowship, and the processing of pre-convention and on-site Registrations.

- The Registration Sub-Committee will determine the contents of the Registration package, and obtain approval from the Committee. This shall also be coordinated with the Arts and Graphics Sub-Committee as well as Merchandise Sub-Committee to insure the best deal.
- The primary vehicles for advertising the Convention are the distribution of: request for workshop speakers and speaker CD's flyers, pre-registration flyers and the Registration brochure. Proceeds from pre-registrations, along with the ARCNA seed money are vitally important to maintain a healthy Convention cash flow. Any incentive giveaways shall be approved, in advance, by the ARCNA committee.
- The Registration brochure will be available to the fellowship in November and be distributed to all Areas of the Arizona Region and other appropriate recipients. The Registration form should be posted on the NA website for downloading. The Registration committee will be responsible for two Registration form mailings; one in January and the second in March and the pre-registration deadline will be April 15th.
- The Registration Sub-Committee is responsible to maintain a post office box at the same location as the Regional P.O. Box.
- The Registration Sub-Committee should take advantage of the opportunity to be present at Regional and Area functions as well as Fundraisers to allow members the opportunity to register. This raises the awareness of the Convention, as well.
- As Registration forms are received, the data will be recorded for tracking. The Registration Sub-Committee chairperson will be responsible for submitting detailed and accurate records of monies received and deposited into the ARCNA checking account. Forms for this purpose are available from the BOD Liaison. A credit card terminal will be obtained from the BOD. Liaison as well. Close cooperation between the Registration Sub-Committee chair and the ARCNA Committee Treasurer is essential in this critical area. Approximately 500 - 600 members will register for the Convention

This Sub-Committee also serves as a source of information for those inquires about ARCNA and should provide information to:

- Regional Website
- NA Help lines
- Treatment centers
- NA Web-Sites
- NA Way News Letter
- Regions throughout the US, Canada, and Mexico

Other Duties and Responsibilities at the Convention:

- Committee members will staff cash registers, credit card terminals, electronic financial equipment and for assembly and distribution of Registration packets.
- The location for handling Registrations at the Convention should have sufficient tables, power, security, and crowd control.
- Onsite Convention Registration hours normally run from noon Friday thru 10 PM on Friday, and from 9:00AM thru 10 PM on Saturday. The Registration table may need to stay open for extended hours on Saturday.
- Registration Table will be closed during Main Speaker Meetings.
- Cash registers, electronic financial equipment and other valuable equipment shall be secured at night.

- Data should be collected concerning number of Newcomer packets, Clean Time, Miles Traveled, total number of Registrations; listing each country, state, and Arizona Areas. A running total of ticket sales for Convention events should be maintained.

Convention Information Coordinator

A. Duties

- Provide an Information table at the Convention in close proximity to the registration table
- This shall include:
 - Current Convention information
 - Hours of operation should be in alignment with the Registration hours of operation
 - Volunteers will staff Information table
 - Regional meeting schedules will be provided
 - Provides space for other NA related fliers
 - Volunteers will be available to assist the Registration Committee as requested
 - Flyers with next year's convention information, request for workshop speakers and speaker CD's

Proposed Expenses

Credit card phone line
Postage
Copies
P.O. Box rental

Registration envelopes
Registration envelope
contents (Programs, name
tag, momento)

Electronic financial
equipment

HOST COMMITTEE

Chair

A. Requirements:

- Five (5) years clean.
- Has served two (2) year on Host Committee
- Maintain accurate financial records and accountability

B. Duties

- Review hotel contract with the Site Locator and continues in the negotiation to facilitate the needs of the Convention and its committees
- Acting liaison between the ARCNA committee and the hotel staff to meet the needs of the ARCNA committee and ensure positive, professional relations with the hotel
- Work closely with the Sub-Committees to insure that adequate meeting spaces are assigned
- Facilitate the preparation of each Sub-Committee space requirements and needs during the Convention.
- Locate and identify secured rooms for the Merchandise Committee, any outside Vendors as required and the Executive Committee
- Confirm all space needs and banquet orders by the April meeting.
- Organize and coordinate all volunteers to provide fellowship and refreshments for the Hospitality room.
- Coordinate the Convention banquet arrangements.
- Shall use the assistance of the Site Locator
- Monitors hotel room block daily and relays the information to the Convention Chair.

Vice Chair

A. Requirements:

- Four (4) years clean.
- Has served one (1) year on Host Committee
- Maintain accurate financial records and accountability

B. Duties

- Assumes responsibilities of chair when needed

- Responsible for Hospitality room
- Assists Welcoming Committee

Secretary

A. Requirements

- Minimum two (2) years clean.
- Ability to record accurate minutes via a word processor.
- Access to the internet to send and receive reports
- Have general office or secretarial skills, and organizational abilities
- Have excellent communications skills

B. Duties

- Provide minutes and calendar items to ARCNA Secretary
- Maintains a current contact list with names, positions, phone numbers, emails, and mailing addresses of all committee members
- All mail received will be opened at the regular Committee meeting, the Sub-Committee Vice Chair may assist as needed in the process of mail distribution unless otherwise ordered by the Chair

Host Committee has multiple functions:

- Serves as the host for the Convention.
- The Host Committee Chairperson and the Site Locator shall be the single point of accountability authorized to have contact with the various Convention facilities and hotels used for the Convention.
- The Site Locator is the only person authorized to negotiate agreements with hotels and convention facilities.
- Act as liaison between the ARCNA committee and the Site Locator to meet the needs of the ARCNA Sub-Committees.
- Upon establishment of the Host Committee, Committee, the Chairperson meets with the Site Locator to develop a working plan for the current year's Convention. This plan should address banquet, security, audio/visual, space needs, parking, smoking areas, various costs, etc.
- Provides volunteers to work in the Hospitality room and with Entertainment/Fundraising Committee.
- The Host Committee is responsible for the setting up of the Hospitality Room, where members can socialize.
- Prior to the Convention the Host committee will develop a plan for the purchase and collection of condiments, drinks, and snacks (see list of acceptable items). It is customary to plan to have cards, board games, etc. in the Hospitality room.
- The Host committee shall coordinate shifts for its volunteers so that responsible Committee members will be in the Hospitality room at all times.
- The Host Committee is responsible for preparing the banners to be hung Friday morning prior to the start of the Convention. The banners will be delivered to the hotel on Thursday evening prior to the Convention. Electronic projection of past convention banners may be used.

Welcoming Committee Responsibilities

- Hug Squad will include the responsibilities of:
- Welcoming all members or Convention visitors at main entrances
- Monitor main meeting entry, seating and ensures no seat saving
- May obtain T-Shirts as budget allows
- Situation reporting or de-escalation as necessary throughout crowded areas of convention

Hug Guidelines

There are some basic, unwritten rules about hugging that most people are intuitively aware of. When deciding to hug or not to hug a person, refer to the following hug guidelines:

- Always respect another person's space.
- Ask permission before hugging someone, unless you are already on intimate terms with the

person.

- Hug accordingly. Remember, there is a difference between a friendly hug and a passionate embrace. A hug between romantic partners is much different than a hug between two people who have just met.
- Never assume that it is okay to hug someone, even if you have hugged the person many times before
- Avoid hugging the person too tightly.

A good forward approach for hugging is to hold one's arms out at full extent and reach out toward the recipient. Showing that your arms are out is a great way of telling the person you want a hug non-verbally. It also gives them a perfect opening for them to move in. Just make sure, once again, to smile so that you look more like a hugger and less like a zombie who wants to eat their brains.

Proposed Expenses

Audio-Visual
Food, Beverages,
Condiments

Games
Postage, copies
Stage rental/Chairs

Hospitality hotel room rent
Sound
Lighting, Electrical, Labor

ARCNA OPERATIONAL GUIDELINES

This body operates on a consensus-based decision making process (see CBDM model):

As a spiritual body we try to reach all decisions by consensus; we believe that a loving God's will is expressed through our group conscience (2nd Tradition). In the event we cannot reach consensus, we utilize a simplified version printed in A Guide to Local Services in NA (pg. 113) to reach our decisions. One of the reasons we try to achieve consensus is it insures that we follow our 9th Concept, "All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision making process." By carefully discussing and respectfully listening to all points of view we try to make sure this occurs at the Committee meetings.

The reason all *Committee members are allowed to vote on many decisions follows the 7th Concept which states, "All members of a service body bear substantial responsibility for that body's decision and should be allowed to fully participate in its decision-making process."

*Committee members - ARCNA Convention committee members are described under "Who Votes". All Sub-Committees will operate within this same process.

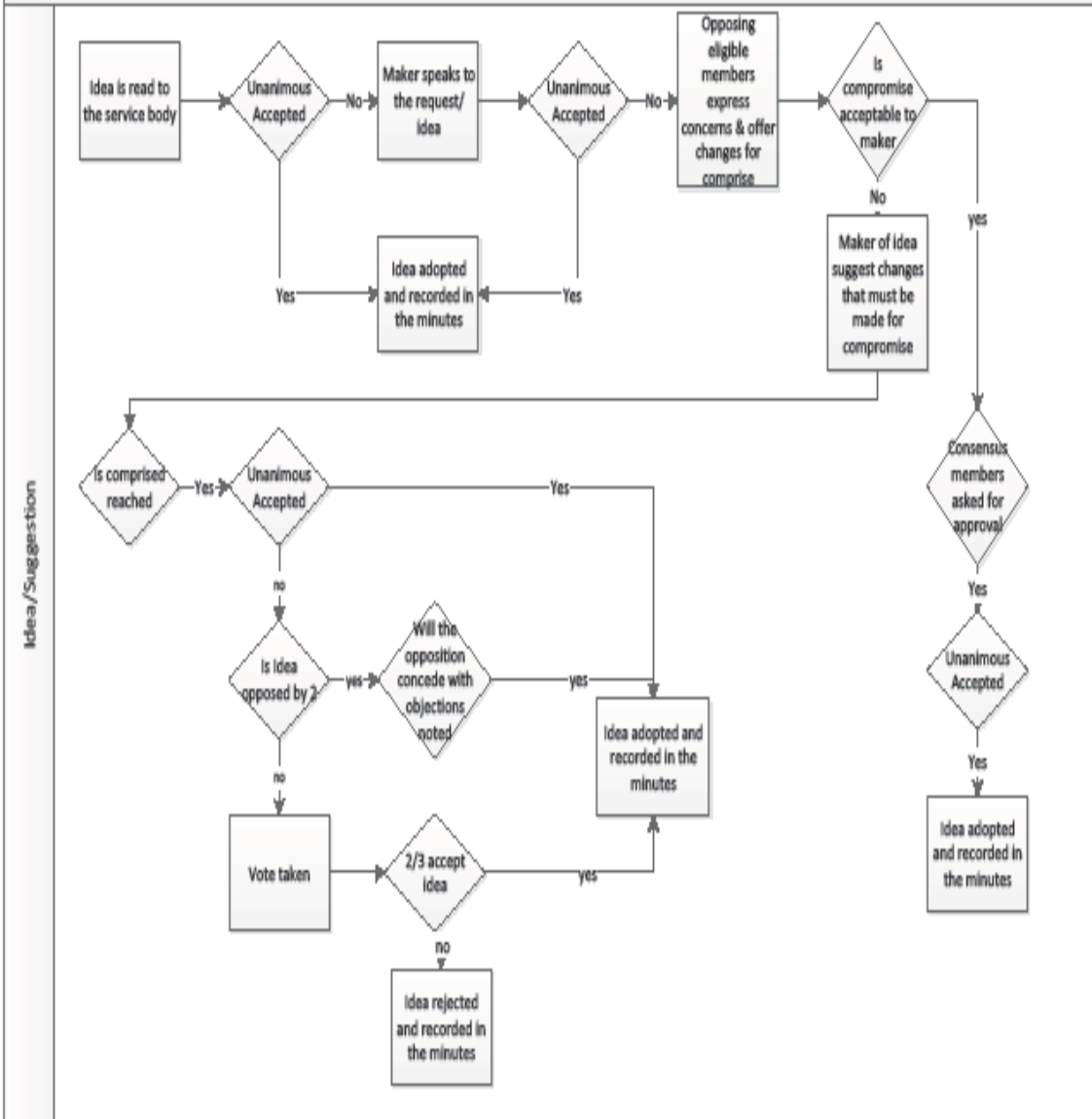
CONSENSUS-BASED DECISION MAKING PROCESS (CBDM)

All Committee Requests or Ideas (except elections) will first be considered using consensus based decisions for the Committee's purposes. The process for consensus-based decision making allows for points of view to be heard and fairly considered within the Committee. At this point the Chair can recognize non-voting members if needed. If at the end of discussion the Committee has not reached a decision, those dissented from the majority will be given the opportunity to state the reason for their dissent if they choose.

If their rationale does not persuade the majority to change their view, the dissenting member(s) may be asked if they can support the majority view, even though they themselves do not agree with it. In matters where the dissenters cannot assent to the majority, a decision will be reached using the voting procedures as outlined in A Guide to Local Service in NA (pg. 113).

CBDM Flowchart

Phase



VOTING MEMBERS

- Administrative Committee members.
- Sub-Committee Chairs.
- Vice Treasurer, and Sub-Committee Vice-Chairs can vote if Treasurer and Sub-Committee Chairs are not present.
- A 2/3 majority is necessary if a consensus by the Committee cannot be reached.
- BOD Site Locator may offer ideas or make requests, but does not have voting privileges.

NEW BUSINESS REQUESTS

- Will be presented to the Secretary in written form prior to Old Business.
- When an idea is being discussed in New Business and time in the ARCNA meeting ends, that subject will be brought up in Old Business at the next ARCNA meeting.
- Any member of NA may request time at the beginning of an ARCNA regular meeting and will be addressed at the end of New Business.

REMOVAL OR SUSPENSION OF AN ARCNA VOTING MEMBER

- Elected members of ARCNA can only be removed by the service body that elected them.
- Great care and consideration should be used during any matter before this body that involves suspending a ARCNA member
- Considerations for suspensions:
 - Not performing their duties in a timely and responsible manner
 - Missing two consecutive meetings without notification to the Chair
 - Missing two consecutive meetings without good cause, i.e. illness, family illness, death in the family, i.e., emergencies
 - Relapse / Using
 - Suspension due to theft:
- In the event ARCNA property and/or money is either lost or stolen and a member or members are shown to be responsible for the negligence, theft, or misappropriation of funds, the Chair will notify all available voting members and take action immediately upon notification. The Chair may choose to suspend any member or members. All property or monies will be retrieved and inventoried immediately
- The ARCNA Chair will immediately notify the ARSC Chair and the Board of Directors (BOD) President with information and facts available with a recommendation from the ARCNA Committee

SPECIAL ELECTION

- In the event that a voting member cannot complete their term:
- The duties shall be assumed by the ARCNA Vice Chair
- The ARCNA Chair may appoint an interim Sub-Committee Chair
- Except when the position is elected by the ARSC. This shall be done by the ARSC Chair
- Nominations shall begin immediately for any Committee member position other than those elected by the ARSC
- The elections for a vacant position shall be held at the next scheduled meeting

COMMITTEE PROCESSES

- Thirty days prior to the Convention, Administrative officers and Sub-Committee chairs shall give to the ARCNA Secretary a written report on procedures, contacts, contracts, agreements, and/or referral sources along with a written inventory of all properties in that Sub-Committee's possession.
- Any proposed changes, concerns, or questions to signed contracts shall be directed to the ARCNA Chair immediately
- The ARCNA meeting shall be held a minimum of once a month
- ARCNA merchandise left over from past Conventions will be available for future Fundraising and held in storage until needed
- The suggestion box shall be present at a regular ARCNA meeting. All suggestions collected shall be printed in those months' minutes
- The full ARCNA Committee should meet at the hotel three months into Convention year

- The Chair, Vice Chair, Treasurer, and Vice Treasurer will be available for an audit. All Sub-Committee chairs may be called upon to participate at any time
- All budgets will be submitted for approval at the August meeting
- All sales tax will be paid with purchases of merchandise
- Any Convention Committee Guideline amendments or deletions shall be approved by ARSC
- Access to the Regional locker will be coordinated with ARCNA chair
- After the July ARCNA meeting (elections) there will be a Transition Workshop for the incoming Committee. All members of the previous ARCNA Committee shall be present to answer questions and to offer their experience. This meeting is to be held from 12:00 pm to 4:00pm as pot luck. Any prospective Sub-Committee members should be encouraged to attend.

FUND FLOW

- After the Convention, all monies received in excess of the fixed starting seed money for the next year's Convention will be given to the ARSC Treasurer no later than the July regional meeting.

AMENDMENT OR DELETION TO GUIDELINES

- Discussion on whether to send an amendment or a deletion to the ARSC will be held in New Business.
- An amendment or deletion to the handbook will be decided by the ARSC

CONVENTION EVENT PROCEDURES

Thursday

- All banners shall be delivered to the hotel.
- Hotel walk-through for all present Committee members.
- Monitor the room block
- Secretary prepares contact list for all Administrative Committee Members, all Sub Committee Chairs and Vice Chairs for Friday meetings at 10am and 11am

Friday

- All Convention support supplies and equipment from Regional locker will be on site and available to all Sub-Committees, preferably prior to on-site Committee meeting. All supplies will be handed off from ARSC/BOD to ARCNA reps by completing a hand off checklist.
- Coordinate with the hotel: Banquet manager, the acquisition of secured facilities, conference rooms, and keys for distribution.
- Monitor the room block
- ARCNA Sub-Committees will meet at 10am
- ARCNA Committee will meet at 11am
- Locate phone jacks, electrical power, set-up and program credit card machines
- Prepare banners to be hung in the morning.
- Coordinate banquet orders with the banquet manager to assure proper setup.
- All Sub-Committee Chairs - inventory and setup their areas of operation.
- All signage shall be located and posted prior to the start of the Convention.
- Final vendor financial obligation may be concluded with payment.

Saturday

- Monitor the room block
- Final vendor financial obligation may be concluded with payment.

Sunday

- Monitor the room block.
- All support supplies, merchandise, and banners will be inventoried; packaged and returned to the Regional storage locker immediately.
- Review all vendor contractual obligations to receive percentages agreed upon. Final financial obligation may be concluded with payment
- Request and review the hotel bill for final billing. Final billing may be concluded with payment.

- All necessary clean up.

MONEY HANDLING

- The ARCNA Treasurer, Vice Treasurer, Chair, Vice Chair (to be known as the Collection Team during the Convention) count, agree and sign off on a tally sheet Friday, Saturday, and Sunday’s collected funds at ARCNA. This means that there will be three (3) separate bank bags with three people agreeing by signature to the daily intake of funds (Cash, Checks, and possible Credit Card receipts that they contain.)
- All monies collected will be done by two people (Collection Team). This can be coordinated by radio for collection and count - this will include the Merchandise and Registration tables, and the Entertainment events.
- Times of collection will be coordinated by the Sub-Committees and the Collection Team between the hours of operation as outlined in the schedule
- Night deposits will be made at local bank night drop or in hotel safe each night.
- BOD members may be used as volunteers for the collection team the list of BOD members can be obtained from the ARCNA Treasurer.

Proposed Executive Expenses

Equipment
On-Site Meeting Space

Bad check fees
Postage

Copies
Supplies

Thank you for your service! You are welcome, wanted and needed. This is a big responsibility and we welcome you to work as a team and also as an individual member of Narcotics Anonymous. Everyone’s experience, strength and hope are valued on this committee!

ARCNA CONVENTION TIMELINE

Month	Events
July	<ul style="list-style-type: none"> • ARCNA Sub-Committee Chair Elections • Transition meeting - 12pm-4pm Potluck - (Per guidelines, mandatory for both outgoing and incoming Administrative Committee and Sub-Committee Chair members) All prospective Sub-Committee members should be encouraged to attend. • Review Archives • Pass on prior year's Archives and Final reports, which include Final Financial report and Sub-Committee materials, to the Region and incoming ARCNA Chair at the July ARSC meeting • BOD CFO reports on Convention Audit conducted in June by BOD Finance Committee • BOD CFO to transfer funds to ARCNA checking account • ARSC Chair and/or Treasurer passes on checkbook, endorsement stamp, deposit slips to incoming ARCNA Treasurer. • All ARCNA Administrative and Sub-Committee Chairs are to sign a 'Loss and Recovery' document • Discuss Sub-Committee successes and lessons learned • Review inventory documentation and discuss fundraising plans for using inventory in the Regional locker • Discuss the budget process and the timeline for budget development and submission (Treasurer) • Set ARCNA Committee meeting dates (at least through December) • Celebrate endings and beginnings with food and fellowship <p><u>Prior to August Meeting</u></p> <ul style="list-style-type: none"> • New Sub-Committee Chairs form committees, hold first meeting, prepare committee reports for August meeting. Facilitate elections of Vice Chair, Treasurer & Secretary as needed. Sub-Committee chairs read thru guidelines and check lists (see addendum) • All Administrative Committee and Sub-Committee Chairs need a copy of last year's budget (from outgoing Treasurer to incoming Treasurer) • Sub-Committee Chairs to submit proposals for budget by next ARCNA • Incoming Chair, Vice Chair and Treasurer meet to establish budget proposals, outline and suggestions • Registration Chair access to PO Box. Get key from ARCNA chair, it's at the same location as the regional PO BOX

<p>August</p>	<ul style="list-style-type: none"> • Walk through of resort in July or September (Host Chair). • Review ARCNA Guidelines • Review the Timeline • Discuss ideas about Fundraising events based on initial report from Entertainment & Fund Raising committee (Ent./Fund Chair) • Discuss the budget process and the coming timeline for budget development and submission (Treasurer). Edit any budget proposals submitted and schedule Sub-Committee meetings with Treasurer for assistance. Budgets due in September • Logo Flyers – asking for submissions with theme (Arts & Graphics) • Order Insurance rider through ARSCNA / BOD • Send Convention dates and location to NAWS by August <p><u>Prior to September Meeting</u></p> <ul style="list-style-type: none"> • Alternative Merchandise suggestions (Merchandise) • Registration packet ideas • Fundraising event detail
<p>September</p>	<ul style="list-style-type: none"> • Final approval of Sub-Committee budgets is completed • Walk through of resort (if not completed in August) – (Host Chair) • Choose convention Theme • Call to fellowship for Logo/Artwork for chosen Theme (Arts & Graphics) – Due by October meeting • Alternative Vendor Suggestions (Merchandise) • Discuss meal options & extra events to be held at convention (Host Chair) • Discuss Registration packet ideas (Registration Chair) • Fundraising events presented – sites available and cost (Spaghetti dinners, etc.) (Ent/Fund Chair) • Discuss Registration packet ideas (Registration Chair) • Request Insurance certificate from BOD
<p>October</p>	<ul style="list-style-type: none"> • Logo Artwork selected for convention • Final approval of any budgets not approved at September meeting. • Sub-Committee Vice Chairs should be established • Pre-registration merchandise item selected - 3 bids provided with presentation (Merchandise) • Fundraising Items proposed (Ent & Fund) • Pricing for all convention related costs (registration, pre-registration, meals, comedy show, dance, etc.) discussed by committee based on reviewed/approved budgets – to be decided at November meeting (Registration / Host / Ent & Fund / Program) • Regional Fundraising events selected/confirmed (Minimum 3, Maximum 4). Submit all events to Regional webmaster and calendar email account(s) to be included on Regional Calendar (Ent & Fund). • Materials needed for Pre-Registration provided to Arts & Graphics so the registration form can be constructed and ready for approval at next ARCNA meeting (Arts & Graphics / Registration / Host)

	<ul style="list-style-type: none"> • Registration chair request RD team to get current mailing list from NAWS
November	<ul style="list-style-type: none"> • Final convention prices set • Meals selected (Host) • Pre- Registration merchandise items selected • Pre-Registration form reviewed and approved for printing - (Arts & Graphics) • Merchandise presents ideas for their selections of clothing, promos, etc. (November through January) • Final selection of Registration Packet items - (Registration) • Convention entertainment & DJ options discussed (Ent & Fund). <p><u>Prior to December meeting</u></p> <ul style="list-style-type: none"> • Printing of Pre-Registration flyer to be completed and copies available for distribution at the Christmas Narathons and New Year's events (Arts & Graphics) • PDF of Pre- Registration flyer posted to ARCNA webpage (Arts & Graphics)
December	<ul style="list-style-type: none"> • Pre-Registration begins • Convention entertainment selected • Mailings for pre-registration flyers prepared for January mailing and available during holiday Narathons & New Year's events (Registration and Arts & Graphics)
January	<ul style="list-style-type: none"> • Main Speakers Selected • Mailings completed – Registration (mail to previous ARCNA attendees especially those that pre-registered; mail flyers to surrounding regions (So. & Central CA; NV; UT; NM; So CO; Sonora Mexico) • Merchandise presents final proposals for items to be sold at convention - 3 bids for all item provided with presentation • Send announcement letters with a pre-registration flyer to treatment centers, (NA Help lines, NA Websites, NA Way Newsletter, other surrounding regions) (Registration) • Distribute sign-up sheets to Areas of Region – begin reaching out for individuals & groups to lead Marathon meetings and sponsor Hospitality room (Host Committee) • Give 500 registration flyers to RD team for Zonal forum
February	<ul style="list-style-type: none"> • Main speakers confirmed • Sub-Committee guideline updates for approval. Please update the guidelines with your suggestions and turn them in so we can have them ready to submit to Region • Discuss convention program and its developments

	<p><u>Prior to March Meeting</u></p> <ul style="list-style-type: none"> • All information for printed program due to Arts & Graphics at the March meeting • Registration forms for 2nd mailings prepared for March mailing
<p>March</p>	<ul style="list-style-type: none"> • All information for printing programs submitted this month (workshops & speakers, marathon meetings, details of entertainment and other convention events, etc. – anything that needs to be in the program). This draft information will be given to Arts & Graphics to build the program for review & approval at April meeting. • Based on pre-registration and fundraising revenue – merchandise and registration packet ordering commences. Registration and Merchandise to work with Arts & Graphics to adapt logo artwork to all items. • Prepare flyers for ARCNA Sub-Committee Chair elections to be held at the same location as the transition meeting required by the ARCNA guidelines. (Arts & Graphics) • 2nd Registration Mailing • Statements of Willingness submitted to RCM for next year’s Chair, Vice-Chair, Treasurer, and Vice-Treasurer. All interested candidates SHALL be present at the Regional meeting to be available for questioning by the RCMs
<p>April</p>	<ul style="list-style-type: none"> • Pre-Registration deadline is the 15th of April • Resort tour – all Sub-Committees and their members invited. • All Sub-Committees discuss what is needed. (All Sub-Committees) • Submit their needs to: • Host Chair for Banquet Event Order (this includes room configurations for workshops, preliminary counts for meals & number of table rounds; easels; merchandise room tables and chairs, registration & convention information tables, chairs; placement of phone lines for credit card machines at registration & merchandise; needs for subcontractors/vendors (jewelry, comedian, taper) • Arts & Graphics for posters, signage, flyers, ball room signs, handouts, etc. • Reserve walkie-talkies for convention (if not provided by resort) • Check to see if each committee has appropriate support and coverage (Staffing for Registration, Merchandise, Convention Information, Host/Hospitality) • Program to be available for review and correction (Arts & Graphics) • Flyers are to be provided to announce elections at ARSC and Information table during the convention, and posted on the ARCNA website.(Arts & Graphics) • Written reports to Secretary (30 days prior to convention) – any procedures, contacts, contracts, agreements, referral sources and inventory of all properties. (All Sub-Committees and Administrative Officers)

**May
(Convention
Month)**

- Elections by ARSC for new Administrative Committee for next year's convention
- Chair, Vice Chair, Treasurer, Vice Treasurer, Secretary
- Outgoing Secretary turns over Archives to the outgoing Chair for June final report
- Site Locator – Looking at potential locations for next year
- Registration packets stuffed and ready
- Final Banquet Order submitted to hotel (Host chair)

Convention

- Prepare Logo Flyers – asking for submissions with theme (Arts & Graphics)
- Have flyers printed to hand out at convention. Flyers soliciting speaker CD's for next convention (Arts & Graphics / Programming)
- Day before convention – banners, hotel walk through, monitor room block.
- Sub-Committees schedule a Sub-Committee meeting at hotel on day of Convention at 10am – inventory and setup
- Administrative Committee schedule a meeting at hotel on day of Convention at 11am – signage, vendors, banners, keys, contacts, final banquet coordination, room block, assist Sub-Committees.

After Convention

- Checklist including lists of all physical inventory, equipment and supplies is completed and signed off on by all sub committees, thereby showing on paper that all items were returned to the ARSC/BOD to be stored and recorded
 - Registration
 - Merchandise
 - Equipment
 - Host committee
 - Banners
- All physical inventory, equipment, and supplies returned to storage at the end of the convention with the help of ARCNA/ARSC/BOD members
- Final contractual obligations
- Final hotel billing
- Clean up
- Financial Report on Inventory and merchandise sold completed within one week

June

- All convention financial records due by 2nd week in June. Finance committee performs audit by 3rd week of June
- Final convention recap meeting – Final Reports Due (June meeting are mandatory for closing out the current ARCNA and transition to the next ARCNA)
- Chair delivers their final report to ARSC (final financial report due in July region)
- Update ARCNA Webpage with announcement of location for ARCNA Sub-Committee elections in July (Arts & Graphics)
- Update ARCNA Webpage with Dates and Location of next ARCNA Convention (Arts & Graphics)
- Update NAWS for new convention NA ways

Prior to July Meeting

- Coordinate ARCNA bank account signers and PO Box access for incoming Administrative Committee
- Verify PO Box is current (Registration)
- Treasurer to provide Chair with final check and a report detailing all financial activity through the Convention year by 2nd Sunday in July. This will include the Annual Summary worksheet.
- Suggestion Box for all ARCNA meetings (willing member)
- Theme flyers – asking for submissions for next ARCNA theme (Arts & Graphics)
- Draft letter thanking the hotel for their hospitality and service to our fellowship

ADDITIONAL IDEAS

- Registration/Information: Planning & gathers mailing lists; distribute flyers at the current convention.
- Admin Committee and all Sub-Committee Chairs: Attend current convention. Contact counterparts of positions, gather information
- Liaison/Host Committee: may coordinate negotiate and signs off on final menu details of the contract i.e.: meals, with hotel.
- Programming: submits suggestions for recording company (three bids). Admin Committee meeting – month in which to have company selected?
- Programming: Hearing Impaired signers secured (three bids), month? Moved to duties
- December? – Main speaker suggestions for decision in January. OK
- Establish 'final reports' outline



STATEMENT OF RESPONSIBILITY

*** Secretary should maintain this record**

I, _____, a trusted servant of the fellowship of the Arizona Region of Narcotics Anonymous (NA) agree to use property and keep safe any money or other assets entrusted to me by the Fellowship of NA.

I agree to avoid mixing Fellowship money or property with my own money/property or the money/property of anyone else.

I agree to use Fellowship money or other assets only as directed by the Fellowship of NA.

I agree that if I misappropriate or misuse Fellowship money or other assets because of my personal negligence or dishonesty, that I will accept full responsibility for their replacement.

I agree that as a trusted servant I serve as a volunteer and will not be paid for my work. When I complete my term of service or if I am removed from service, I agree to promptly turn over any Fellowship money, assets, records or other Fellowship Property.

I have agreed to follow and adhere to the Arizona Regional Service Committee's Loss and Recovery Policy

Signed this _____ day of _____, 20_____

(Trusted Servant Print Name) (Trusted Servant Signature) Date

(Witness, ARSC) (Witness Signature) Date

Item Borrowed: _____

NA Function date(s) & location: _____

Date of Return: _____ Contact Info: _____

EVENT INSURANCE GUIDELINES

If your committee is planning a function, and you choose to, or are required to have liability insurance coverage, it is necessary that you complete an Application for Event Insurance.

(See sample next page)

This must be done 21 days (or more) prior to the actual event. Follow the instructions on the form and complete all spaces. Contact the Regional Insurance Liaison at the telephone number or mailing address on the application.

When the Insurance Contact receives the application, it will be checked to make sure it is in order before submission to the insurance company. It is from this information that the insurance company will determine the cost to provide coverage for the event. Your committee is responsible for payment of the binder premium. The premium invoice may not arrive until well after the event is over. Please budget for this cost before concluding your financial records.

If a Certificate of Insurance (proof of coverage) is required by the hotel, church or meeting hall where your event is being held, please indicate this on the Application for Event Insurance. Indicate the address where this certificate should be mailed. Typically, it is sent to the property owner or agent.

When the premium invoice arrives, please make payment to: The Arizona Regional Service Committee, Inc. Do not pay the insurance company directly. Please forward payment to the Board Treasurer for deposit into the Board checking account. A check payable to the insurance company will then be sent by the Board Treasurer. This is done so there is an "audit trail" for our Accounting records

ARSC, INC. INSURANCE REQUEST FORM

Currently with this insurance policy all group and business meetings as well as an activity are covered. Club houses are not covered by this insurance policy. Certificates of insurance are available to facilities will be provided upon request of that facility. There is no need to request a Certificate if the facility that you are using is not asking for one, once again the facilities are covered for the time that your meeting from start to finish. The information requested below is very important, the Certificate of Insurance cannot be ordered without answering all of the questions.

Information Needed For Certificates of Insurance is:

Name of the event: _____

Dates: _____ **to** _____

Time: Start; _____ **End** _____

The Sponsor: Region _____ **Area** _____ **Group** _____

LOCATION OF THE EVENT:

Name of the facility or park: _____

Address; Street, City, State, Zip Code _____

Contact Name of Facility: _____

Contact Person: _____

Contact Persons address if other than the place of the event:

Contact Phone Area Code/Number: _____

Contact Fax Number (Include Area Code): _____

Email Address: _____

PLEASE REQUEST YOUR CERTIFICATES 30 DAYS PRIOR TO THE EVENT.
THIS APPLICATION CAN BE REQUESTED AND SENT ELECTRONICAL.

John Q. Addict
INSURANCE LIASION
602-369-6969 OR YOUARECOVERED@COX.NET



CHECK REQUEST FORM

DATE _____

PERSON REQUESTING _____

SUB-COMMITTEE _____

PAYABLE TO: _____

AMOUNT \$ _____

REASON/DESCRIPTION (be very specific) _____

APPROVED BY: _____

TREASURER USE: ATTACH RECEIPTS CHECK # _____

DATE _____

MAILED _____ **GIVEN TO REQUESTOR** _____

OTHER _____



EXPENSE REPORT FORM

NAME: _____

DATE (S) OF TRAVEL: _____

DESTINATION: _____

PURPOSE: _____

AIRFARE \$ _____

HOTEL \$ _____

MEAL ALLOWANCE \$ _____

MILEAGE _____ MILES x \$.25 PER MILE = \$ _____

RENTAL CAR \$ _____

OTHER \$ _____

(provide explanation)

SUB-TOTAL \$ _____

LESS: MONEY ADVANCED \$ _____

TOTAL DUE: \$ _____

SIGNED: _____

DATE _____

PLEASE ATTACH YOUR RECEIPTS

ARIZONA REGIONAL IDEA AND REQUEST FORM

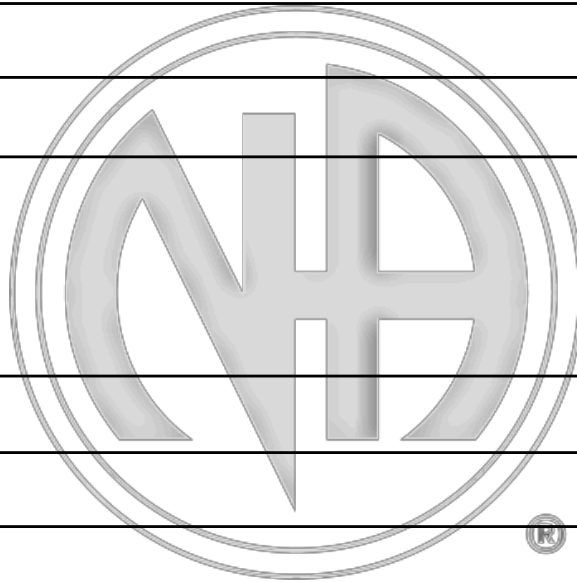
Consensus Log Number: ____ - ____ - _____

Date: _____

Maker: _____

IDEA and REQUEST:

Intent:



ARSC Action ____

Guideline Change ____

BOD Action ____

ARCNA
MERCHANDISE HAND-OFF CHECKLIST

Convention – Merchandise Handoff			Day 1-Initials		Day 4- Initials	
<u>Merchandise Equipment</u>			Provided	Received	Provided	Received
Item	Qty	Item Description	ARSC	ARCNA	ARCNA	ARSC
1	2	Cash Registers				
2	2	IPods				
3	2	PayPal Payment Cards				
4	1	Computer				
5	6	Signage				
6	1	Cash Register Cheat Sheet				
7		Other				
8		Other				
<u>Merchandise Supplies</u>						
9	12	Pencils, pens				
10	2	Calculators				
11	2	Tape				
12		Other				
13		Other				
14						
<u>Merchandise Inventory</u>						
15	1	Complete itemized inventory list				
16	12	Shirts				
17	5	Cups				
18	7	Hats				
19	8	Sweaters				
20	4	Jewelry				
21						

Day 1

ARCNA Registration Chair _____

Date: _____

ARSC/BOD Rep _____

Date: _____

Day 4

ARSC/BOD Rep _____

Date: _____

ARCNA Registration Chair _____

Date: _____



KEY HOLDER ASSIGNMENT FORM

- * There should be a name for each key available
- * Secretary should maintain this record
- * A new form should be issued following elections

Example:

POST OFFICE BOX KEYS: Total copies available - 2 ARSC - 1 ARCNA				
DATE OUT	DATE RETURNED	NAME	POSITION	POST OFFICE BOX NUMBER
6/10/12	6/11/12	Ann Addict	ARCNA merch	11223
7/11/12		Ima Addict	ARSC Chair	1351
7/18/12		Ura Addict	H&I Designee	33221

POST OFFICE BOX KEYS: Total copies available - ?

DATE OUT	DATE RETURNED	NAME	POSITION	POST OFFICE BOX NUMBER

STORAGE LOCKER KEY(S): Total copies available - ARSC, ARCNA, BOD?

DATE OUT	DATE RETURNED	NAME	POSITION	POST OFFICE BOX NUMBER

SAMPLE – MERCHANDISE AND EVENT COMMITTEES FINAL REPORTS

Fictitious Merchandise Committee Final Report

2002 Event

Paid to ABC Tee-Shirt Company 2/22/02
6 dozen (72) black short sleeve w/logo @ \$3.95 each
\$284.40 X-large 1
dozen
Large 2 dozen
Medium 2 dozen
Small 1 dozen
One-time set up charge 50.00
Subtotal \$334.40
8.10% Sales Tax \$ 27.09
Total Cost \$361.49

(cost of each shirt is: \$5.02)
Sold at event: 61 shirts @ \$12.00 each = \$732.00
Given for raffle: 1 shirt = \$0
Remaining inventory stored at Fred's house:
6 medium, 5 small = 10 shirts @ \$5.02 = \$50.22 Value

Fictitious Event Committee Final Report

Received check #456 on 2/1/02 \$500.00

Items purchased: (receipt attached)

3 3# cans of coffee
1 package of 6 cans Creamer
1 5# bag of sugar
1 case of 8 oz. Coffee Cups
1 package plastic spoons
1 package plastic forks
1 package napkins
1 6-roll package paper towels
2 bags of chips
1 container of dip
Assorted raw vegetables
Assorted fruit
2 bags mixed candy
4 dozen donuts
5 cases of assorted soft drinks
1 package small plastic plates

Total spent: \$253.45

Remaining cash: \$246.55 (given to Treasurer)

Remaining merchandise at end of event: (stored in Susie's garage)

1 can coffee $\frac{3}{4}$ full (to be donated to a meeting)
Partial case of 8 oz. Cups (to be donated to a meeting)
1 roll paper towels
1 $\frac{1}{2}$ cases assorted soft drink
Partial package of small plates (to be donated to a meeting) Donations
received: \$22.75

Approximate value of goods: