

Southern Utah Area Convention of Narcotics Anonymous (SUACNA) Guidelines

REVISED 12/04/2022

PURPOSE

Conventions are held by members of Narcotics Anonymous to bring our membership together in the celebration of recovery. Meetings, workshops, and other activities are scheduled to encourage unity and fellowship among our members. Because conventions are sponsored by service committees of Narcotics Anonymous, they should always conform to NA Principles and Traditions and reflect on our primary purpose. SUACNA is designed to encourage unity and celebration within our particular Area and Region.

PLANNING COMMITTEE

The planning of a convention requires the combined efforts of many people. Hosting a convention is a tremendous responsibility that requires significant planning, dedication and effort. Conventions can be complex and overpowering endeavors; therefore, effort should be made to select key people who have had prior convention experience, if possible. These people work as a committee, which might be made up of representatives from groups sponsoring the convention. In this Area where an annual convention formulated, the Convention Committee is a subcommittee of Narcotics Anonymous of Southern Utah AXC. This is done to ensure continuity of effort. Although some members change from year to year, enough experienced convention planners usually remain to ensure an effective planning process.

CONVENTION COMMITTEE MEETINGS

All Convention Committee meetings should take place at a regularly scheduled time and place. The purpose of these meetings is to gather and share information regarding the planning and carrying out of the convention. Effort should be made to encourage support and participation from all members. Care should also be exercised during the planning process to involve as many groups and individuals as possible. Even at this early stage, it is necessary to elect a chairperson to preside over the Convention Committee meetings and activities. Elections of officers should be based upon qualifications and experience. A description of Executive Committee members and duties is presented in these guidelines.

Voting Member Requirements

Any member of NA who participates on a regular basis (two of the last three meetings, including current meeting) at the Convention Committee meetings is considered a voting member. Also, Executive Members, Subcommittee Chairs, and Newly Elected Officials and/or members from any subcommittee are voting members.

Subcommittee voting privileges are determined by the chairperson of the subcommittee. All subcommittees hold separate meetings prior to Convention Committee meetings

Meeting Format Guidelines

The subcommittee chairpersons submit reports, guidelines, annual timelines and budgets. The Budget, Guidelines and annual Timeline should be completed by the first convention planning meeting after the Subcommittee Chair is elected. All executive and subcommittee chairs are required to attend all convention planning meetings. Missing two consecutive meetings without a report or communications with committee Co-Chair of that committee if they meet the requirements, or the position will be deemed open. Convention Committee meetings are scheduled monthly. It is advisable to schedule 2 to 3 hours to conduct Convention Committee business. An agenda or format should be prepared prior to meetings. Convention Committees use the agenda below:

- I. OPENING: Begin with moment of silence asking for all members to reflect on their involvement, thinking about who they serve and why. Follow with the Serenity Prayer, The Twelve Traditions, The Twelve Concepts and The SUACNA Purpose.
- II. Executive Committee reports (review progress to date and relay recent info)
- III. Treasurer's report (update on expenses and new balance)
- IV. Subcommittee reports
- V. Old Business
- VI. BREAK
- VII. Open Forum
- VIII. New Business
- IX. Closing Prayer

CONVENTION COMMITTEE

The Convention Committee is generally made up of members who were involved in the preliminary planning process. However, membership in the Convention Committee should be open to all members of the fellowship. The Convention Committee consists of an Executive committee, subcommittee chairpersons, and attending members.

Requirements

Requirements and qualifications for the Executive Committee and Subcommittee Chairpersons are as follows: (Minimum of years clean)

- I. Chairperson Three years clean
- II. Co-Chairperson Two years clean
- III. Secretary Two years clean
- IV. Co-Secretary One year clean
- V. Treasurer Three years clean
- VI. Co-Treasurer Three years clean

- VII. Subcommittee ChairsOne year clean
- VIII. Subcommittee Chairs (money holding) Two years clean
 - a. Money holding chairs suggested not to waive clean time.
 - Working knowledge of the Twelve Steps and Twelve Traditions of NA.
 - Willingness to give the time and resources.
 - Active participation in Narcotics Anonymous.
 - Convention Committee will use the Twelve Concepts when considering voting members into the committee.

Positions

The Executive Committee and Subcommittee Chair positions are identified as follows:

- I. Executive Committee:
 - a. Chairperson
 - b. Co-Chairperson
 - c. Secretary
 - d. Co-Secretary
 - e. Treasurer
 - f. Co-Treasurer
- II. Subcommittee Chairperson
 - a. Arts & Graphics
 - b. Entertainment & Fundraising
 - c. Hotels & Hospitality
 - d. Programming
 - e. Registration
 - f. Convention Information
 - g. Blood, Sweat & Tears
 - h. Merchandise

Responsibilities

- I. At the closing business meeting an audit with the Treasurer will be completed before the start of the next SUACNA.
- II. The last convention meeting will be held within 3 weeks of the convention ending.
- III. The Executive and Subcommittee, Co-Chair and Subcommittee Chairs will hold their position until there is a newly elected member.
- IV. Subcommittee Chairs will pass along all subcommittee records to the next year's Convention Chair with a final report at the last Convention meeting.

EXECUTIVE COMMITTEE

The Executive Committee executes the conscience of the overall committee. They do not directly involve themselves in the daily workings of the subcommittees, unless required, except for Co-Chair who serves as a liaison and/or a Subcommittee Chair of an open position. Just as

the Executive Committee does not involve itself in the daily workings of the subcommittees (unless required), the Executive body of the Area should not involve itself in the day to day workings of Subcommittee. Members of the Executive Committee may discuss the performance of Subcommittees, as well as the convention budget and other matters that affect the convention as a whole. The Executive Committee schedules meetings of the committee. The Executive Committee (especially chairperson) reports to the Area at their regularly scheduled meetings. The Area should be given as much information as possible.

SUACNA CHAIRPERSON RESPONSIBILITIES

1. Three years clean time.
2. Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
3. Will help to resolve personality conflict.
4. Keeps informed of the activities of the Subcommittees, and offers to help when needed.
5. Helps prepare a budget for the Administrative Committee functions.
6. Allow the Subcommittees to perform their tasks while giving guidance and support. Only major issues need to be brought to the Convention Committee meeting. Subcommittees should be allowed to make their own decisions with offers of trust and encouragement.
7. Votes only to break a tie.
8. Executes judgement without giving personal opinions.
9. The Southern Utah Area Convention is a Subcommittee of Narcotics Anonymous of Southern Utah Area, the Chair of the convention should not sit on the Executive Board of the same Area, to avoid spiritual conflict.
10. Chairs the Convention Committee meetings as well as over sees the convention.
11. Chair attends all Convention Committee meetings and if unable to attend, notifies the Co-Chair and sends a written report.
12. Brings final report to Area at first Area meeting after final convention meeting.
13. Attends SUACNA meetings in their entirety.
14. Chair will be an approved signer on the SUACNA Subcommittee bank account.

SUACNA CO-CHAIR RESPONSIBILITIES

1. Two years clean time.
2. Working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts.
3. Will act as Chair when the Chairperson is not available.
4. Works closely with Chairperson to delegate responsibilities to Subcommittee Chairpersons.
5. Will serve as liaison between Subcommittees and Executive Body.
6. Co-Chair attends all Convention and Subcommittee meetings if possible. If unable to attend notifies the Chair and sends a written report.
7. Co-Chair will be an approved signer on the SUACNA Bank Account

SUACNA SECRETARY RESPONSIBILITIES

1. Minimum of two (2) years clean time.
2. Keeps accurate minutes of each meeting.
3. Types and distributes copies of the minutes to each Executive member, Subcommittee Chairs and Co-Chairs, no later than 10 (ten) days following each meeting.
4. Keeps copies of all minutes during term of office and have available at all meetings.
5. Keeps accurate on-going roll call.
6. Maintains contact list of all active committee members.
7. May be a Co-Signer on the SUACNA bank account, when needed.
8. Distributes agenda for meetings.
9. In absence of Chair and Co-Chair, presides over meeting until Chair can be elected.
10. Maintains active minutes.

SUACNA CO-SECRETARY RESPONSIBILITIES

1. Minimum on one (1) year clean time, unless needed to be a signer on the SUACNA Bank account.
2. Assists Secretary in completion of duties and responsibilities as stated above.
3. Performs all duties and has all responsibilities of Secretary in their absence.

SUACNA TREASURER RESPONSIBILITIES

1. Three (3) years clean time – should not be waived.
2. Suggested previous treasurer experience at Area or Region level.
3. Some convention experience – One (1) year on any Subcommittee as member (any capacity)
4. Assists subcommittees with budgets
5. Co-Signer on the SUACNA checking account.
6. Prepares monthly financial reports to be submitted at monthly planning meetings of the Convention Committee. These reports will cover a time period of “meeting to meeting”.
7. Responsible for all monies received (i.e. registrations, merchandise, activities, etc.).
8. Treasurer will be available during Convention.
9. The Treasurer should have administrative access to all online financial access accounts.

SUACNA CO-TREASURER RESPONSIBILITIES

1. Three (3) years clean time – should not be waived
2. Previous convention experience (one year on any Subcommittee, any capacity).
3. Previous Treasurer Experience in Narcotics Anonymous.
4. Assists Treasurer in all duties during planning year and at Convention.
5. Co-Treasurer will be an approved signer on the SUACNA bank account.

FINANCIAL ACCOUNTABILITY & PROCEDEURES

Requirements

It is a requirement for all Committee members to review and understand the financial policies and procedures when requesting, purchasing, and handling money or goods of monetary value.

Funds and/or Merchandise

As stated in the Twelve Concepts, a single point of accountability should be clearly defined. In keeping with this concept, the following procedures should be followed when funds or merchandise are involved.

1. Checks are made payable to vendors whenever possible.
2. Checks may not be signed in advance or written payable to "Cash".
3. All checks written out require 2 signatures from the following: Treasurer, Chairperson Co-Chair or Co-Treasurer.
4. Written pre-numbered, carbon receipts for any cash/checks and merchandise received. The nature of the exchange will be clearly defined in the written record.
5. Deposits are made to SUACNA checking account within five (5) working days.
6. Submit committee budgets by latest 3rd convention meeting or within 30 days of election, whatever is later.
7. When requesting use of debit card or checks, please give the Treasurer at least 48 hours' notice to respect their time and make accommodations.

Financial Obligation to Narcotics Anonymous of Southern Utah (N.A.S.U.)

SUACNA will be self-supporting with the purpose to help further carry the message of recovery. Money collected will be used to fund the convention. SUACNA will use their group conscience to motion to move remaining funds through to N.A.S.U. at the end of each convention year, while also maintaining their own funds in the SUACNA account.

Authorized signers for the ASC subcommittee account titles "SUACNA" are as follows: ASC Treasurer, SUACNA Chair, SUACNA Co-Chair, SUACNA Treasurer, SUACNA Co-Treasurer.

SUBCOMMITTEES

ARTS AND GRAPHICS

Qualifications and Clean time requirements.

1. Previous convention or other NA service experience.
2. Chair of Arts and Graphics: clean time of two (2) years
3. Co-chair: clean time of one (1) year
4. Secretary: clean time of six months

Purpose: The Arts and Graphics Subcommittee is usually comprised of members who are creative and energetic. Arts and Graphics is responsible for developing and proposing designs for convention items. One month after the convention theme has been selected Arts and Graphics should submit these designs to the Convention Committee for consideration. Convention items include, but are not limited to banners, programs, flyers, signs and merchandise. Use of the convention "theme" in these designs is encouraged. The NA logo that may appear in these designs is the property of the fellowship of Narcotics Anonymous. Careful consideration should be exercised to ensure that the use of the NA logo and symbol is in good taste and in keeping with our Twelve Traditions. Any NA service board or committee created through our 9th Tradition may use the NA logo and symbol.

Duties:

1. Solicit fellow addicts to serve as members of the subcommittee and find one who would be willing to serve as co-chairperson
2. Prepare and submit to the Convention Committee a calendar of dates, times, and locations for when subcommittee meetings will take place
3. Prepare and submit reports of activities of subcommittee at Convention Committee Meetings.
4. Develop artwork to be placed on merchandise from all committees that can be sold prior to the convention as well as at the convention. Ideas should be solicited from within the fellowship, but may be accepted from outside the fellowship as well.
5. Proposal of a variety of designs is suggested as well as an explanation of costs and services required
6. Once the Convention Committee has made design selections, a budget should be submitted requesting funds for materials, supplies, services and other expenses. It is also helpful to develop priorities for when artwork is to be produced.
7. It has been the experience of the past Convention Committees that it is cost effective to have the artist provide camera ready color separated artwork prior to printing. It is also strongly suggested by the World Service Office that all artwork used by the Convention Committee legally become the property of the convention. Therefore, the artist should be required to sign a statement relinquishing all rights to said artwork
8. All work accepted by the full planning committee for the design of logo/shirts will become the property of the SUACNA.
9. All other Convention Committee members are welcome to submit ideas for logos & merchandise through the Arts & Graphics committee at the full planning meeting.
10. Registration will be purchased for the member who's logo and/or theme was selected for Convention
11. All logo/theme submittals must be turned into Art and Graphics by the first day of the convention at 6:00 PM
12. Design and production of SUACNA Banner and Program Itinerary.

Policies:

1. Logos for all convention related merchandise needs to be approved by the Convention Committee, keeping in mind all Traditions.

ENTERTAINMENT AND FUNDRAISING

Qualifications and Clean time requirements.

1. Previous convention or other NA service experience.
2. Chair of Entertainment and Fundraising: clean time of two (2) years
3. Co-chair: clean time of two (2) years
4. Treasurer: clean time of two (2) years
5. Secretary: clean time of six months

Purpose: The purpose of the Fundraising/Entertainment committee is to generate interest and support for the SUACNA Convention from within the fellowship, In addition to raising funds. Fundraising activities should help motivate attendance at SUACNA by increasing awareness of how conventions, like meetings, help us as members in our personal recovery.

Duties:

1. Chair and Co-Chair will attend monthly SUACNA meetings whenever possible.
2. Invite fellow addicts to serve as members of the subcommittee (2 years to handle money), and find someone willing to serve as co-chair (same qualifications as chair, 2 years clean).
3. Hold subcommittee meetings. Chair should try to hold these subcommittee meetings on the same day and time each month to encourage participation from the fellowship.
4. Prepare and submit written reports of activities of the subcommittee at Convention Committee meetings.
5. Present a budget to the convention treasurer, subject to committee approval.
6. Be in charge of all fundraising and entertainment, when planning activities; it is suggested that this committee work closely with all other Convention Committees to successfully complete its project.
7. In that same vain, when planning activities, it is suggested that this committee also work closely with the BST, Area Entertainment Chair, and Region 51 activities.
8. All events shall be approved by the Entertainment and Fundraising committee, and planned far enough in advance to provide the fellowship with adequate information. (Flyers, etc.)
9. A list of all expenses must be presented for approval before each event. After the Convention Committee has approved the event and the expenses, the Treasurer will issue the Fundraising Chairperson a check for the amount approved. Expenses will include: change, refreshments, decorations, rent, etc.
10. Treasurer shall keep updated and ongoing count of ALL monies coming in and going out (to include donations).

11. Chair, Co-chair and Treasurer shall count money immediately following each event with SUACNA treasurer or co-treasurer.
12. Attend events and be responsible to deliver all money raised to the Convention Treasurer within 72 hours after the event.
13. Be in charge of planning and carrying out all entertainment events at the convention. When applicable, obtain at least 3 bids for each entertainment contract.
14. Contracts need to be previewed and approved by the Convention Committee before being signed.
15. All money raised at the Convention events must be delivered to the Convention Treasurer immediately after the event.
16. Inventory and turn in all left-over items to storage.
17. Prepare a final report for the Convention Committee. This report shall be presented at the final Convention Committee meeting and should include budgets, expenditures, receipts and income.

HOTELS AND HOSPITALITY

Qualifications and Clean time requirements.

1. Previous convention or other NA service experience.
2. Chair of Hotels and Hospitality: clean time of two (2) years
3. Co-chair: clean time of two (2) years
4. Secretary: clean time of one (1) year

Purpose: To secure adequate facilities for the Convention and act as liaison between the Convention Committee and the hosting hotel. In addition, the Hotels & Hospitality Committee will coordinate all subcommittee requirements with the hotel staff.

Duties:

1. Solicit fellow addicts to serve as members of this Subcommittee.
2. Present at least three blind bids (unknown to the other hotels) with the Hotels and Hospitality Committee's own recommendations (to be discussed and voted upon in one of the first three executive committee meetings).
3. Meet with, and negotiate the details of the contract with hotel management as soon after hotel selection by the executive committee as possible. This contract should be brought to the executive committee for final approval.
4. Work with Convention Information Committee to arrange for adequate space for a table to be set up (preferably next to Registration).
5. Work with Entertainment & Fundraising Committee to provide adequate space for dancing, DJ access and requirements, banquet decorating, etc. needed during the convention. All details conveyed to the hotel prior to the convention.

6. Work with Merchandising Committee to secure adequate space for merchandise sales. This space should be large enough to accommodate the merchandising committee and any vendors scheduled to attend.
7. Work with Program Committee to address all room requirements for workshops, marathon meetings, entertainment, etc. This should be discussed and details of requirements are conveyed to the hotel at least three weeks prior to the Convention.
8. Work with Registration Committee to arrange adequate space for registration tables. Note: the importance of this Subcommittees cooperation with the other Subcommittees cannot be stressed enough. Communication is key! For the sake of clarity, any problems having to do with the convention site, such as equipment or room setups, are the responsibility of the Hotels & Hospitality subcommittee; other subcommittees should respect their authority in this area.
9. Arrange for Hospitality room where members can congregate and fellowship. It is the H& H committee's responsibility to keep refreshments in this room.
10. Oversee the distribution of coffee (If the Convention Committee chooses to provide coffee). It should be made clear to both the hotel and the full committee that only the H& H Chair, Co-Chair, or designated coffee person has the authority to make coffee.
11. This Committee is responsible for the collection of banquet and brunch tickets. Care should be taken so the Convention Committee does not have to pay for overages (meals served but not paid for). The H&H Chair should go over the final banquet bill with the Treasurer before it is paid.
12. Arrange several site tours. One so the full committee can see the variety of sleeping room and meeting rooms. Two or three more will be necessary with select committees to discuss room arrangements for the convention. Note: it is helpful to have sketches of seating and table arrangements with you when you make final preparations with the hotel.
13. Arrange for a staff meeting approximately 30 days before the convention start date. This meeting is so the hotel managers can meet face to face with Committee members. All Executive Committee and Subcommittee Chairs need to attend this final meeting.
14. Prepare monthly report for the full committee meeting.
15. Prepare a final report with as much detail as possible for your timetable during the planning stages of the convention. Include any suggestions for future H&H Chairpersons so that they may benefit from them. This report should be presented at the final convention meeting.

PROGRAMMING

Qualifications and Clean time requirements.

1. Previous convention or other NA service experience.
2. Chair of Programming: clean time of two (2) years
3. Co-chair: clean time of one (1) year
4. Secretary: clean time of six months

Purpose: The purpose of the Program Subcommittee is to plan all the workshops, meetings, and select main speakers and workshop speakers and Chairpersons. A successful convention centers on the thoroughness and creativity of the Program Subcommittee to attain an atmosphere of recovery and fun. Be careful not to set up the program to allow large spans of time with nothing to do. It must work hand in-hand with the other committees.

Duties:

1. Chair or subcommittee designate attends every SUACNA Committee with written report of subcommittee activities.
2. Preparation of proposed budget with knowledge and use of approved forms for income and expenditures are due to SUACNA meeting in November.
3. Requests disbursements and/or brings in revenues on the approved financial forms and accompanied by all receipts as required.
4. Proposal of subcommittee timelines and deadlines are due to the SUACNA meeting in November.
5. All reports to be written and submitted to the SUACNA meeting each month.
6. Questions on process and procedures are referred to the SUACNA administrative committee and the Convention Guidelines Handbook of Narcotics Anonymous.
7. Plans all workshops and meetings at the convention, keeping within the theme of the convention and keeping with our spiritual principles.
8. Attempts a balance of workshops for newcomers, service-oriented members, and spiritual discussions.
9. Schedules the workshops so they do no overlap and allowing for ease of attendance choice, if following a series of related topics.
10. Formulates a list of topics (gathered by a subcommittee approved method) first and then, matches speakers to the topics.
11. Selects all speakers, chairpersons and (if they desire) all readers involving addicts from all areas.
12. Main speakers should be chosen as soon as possible.
13. There should be at least three main speakers. Friday night opening speaker will be from local area; Saturday banquet and Sunday spiritual speakers are at the Programming committee's discretion.
14. SUACNA will be responsible for providing the Friday, Saturday, & Sunday main speakers with travel, lodging, and a full convention registration package.
15. Air travel for the main speakers (if from out-of-state) is arranged to get the lowest fares possible.
16. Prepares the written program for printing.
17. Arranges for the taping of speakers and gets all speakers to sign release forms. (The eighth tradition allows us to hire a special worker to tape for us. We may, or may not, retain all rights to the tapes produced, depending upon the decision of the SUACNA

committee, the Program subcommittee, and the arrangements with the person/ company doing the taping.)

18. Chairs are selected for all marathon meetings.
19. Marathon meetings will run from 3:00 PM the first day of the convention until 9:00 AM on the morning of the final day, except during main speaker workshops. Add the clarity statement to readings.
20. Taping and all other outside services will have written contracts with receipts for the SUACNA Treasurer.
21. The final program will be submitted to the SUACNA committee at the April SUACNA meeting.
22. The programming committee to provide Basic Texts and bed sheets and/or pillowcases for newcomers.
23. Programming committee is responsible for the lodging expenses for main speakers on Friday and Saturday, as well as Thursday or Sunday (If needed).

Speakers Guidelines:

1. The main speakers shall be members of Narcotics Anonymous with a minimum of five (5) years clean time at-the time of nomination.
2. The banquet and closing meeting speakers shall not be a NASU Resident.
3. None of the main speakers shall have previously been a main speaker at a Southern Utah Area Convention (SUACNA) within the last 5 years.
4. To be considered as a main speaker at SUACNA, the person may not have been a main speaker at any other convention in the State of Utah or Region 51 during the last 2 years.
5. A registration packet, lodging and banquet ticket will be given to the main speakers (not the workshop speakers).
6. SUACNA's three-day convention will have one (1) opening speaker on Friday night. Friday Night speaker should be from the NASU area. All main speakers have at least five (5) years clean.
7. Tapes submitted for consideration, as speakers at SUACNA must be no older than five years from the deadline date in January.
8. SUACNA workshop speakers shall be members of Narcotics Anonymous with a minimum of three (3) years clean time at the nomination.

Relationships: This is a Southern Utah convention, and care is taken to involve members from all over Southern Utah and Nevada. Speaker or workshop participants reflects their experience of recovery in Narcotics Anonymous and are members who base their recovery on powerlessness over addiction, identify themselves as addicts, and attend NA meetings to sustain their recovery. These qualifications assure that NA members will get an NA convention. The best speakers for conventions are those who address recovery as if their lives depend on it, as well as the lives of their listeners.

General Info:

1. The readings for Friday, Saturday, and Sunday will be traditional NA readings: Who, What, Why, Twelve Steps, Twelve Traditions, We Do Recover, and JFT (closing).
2. Friday Night Meeting is to be chaired by SUACNA Programming Committee Chair with readings being members of the Programming Committee or their designees.
3. Saturday Main Speaker: Chaired by SUACNA Chair with readers being as follows
 - a. Hotel & Hospitality Chair
 - b. Merchandise Chair
 - c. SUACNA Treasurer
 - d. SUACNA Secretary
 - e. Plus, one other person
 - f. Clean time countdown: Chair of SUACNA
4. Sunday Spiritual: Chaired by SUACNA Co-Chair with readers as follows.
 - a. Entertainment & Fundraising chair
 - b. Convention Information
 - c. Programming Chair
 - d. Registration Chair
 - e. Plus, one other person

REGISTRATION

Qualifications and Clean time requirements.

1. Previous convention or other NA service experience.
2. Chair of Registration: clean time of two (2) years
3. Co-chair: clean time of two (2) years
4. Secretary: clean time of six months

Purpose: To organize and implement a system of accounting for total registration/banquet/brunch sales, receive pre-registrations and mail conformations, account for all the monies received, and be able to provide current information on above items at all times.

Duties:

1. Solicit fellow addicts to serve as members of the subcommittee (2 years needed to handle money). Find one willing to serve as co-chair (same two-year clean time requirement as chair).
2. Prepare and submit written reports of activities of subcommittee at Convention Committee meetings.
3. Chair should have a key to the PO Box.
4. Construct a registration flyer with:
 - a. Date of convention
 - b. Time convention starts
 - c. Hotel information with phone numbers and prices

- d. Contact names and numbers for registration information
- e. Contact names and numbers for hotel information (H&H Chair and number)
- f. Logo supplied by Arts & Graphics
- g. PO Box number to mail registrations to and who to make payment to.
5. Maintain communication with other subcommittees such as: Entertainment & Fundraising, Hotels & Hospitalities, and Programming regarding what information they may want included on the flyer.
6. Submit flyer to full Convention Committee for approval before printing.
7. Be available at all fundraising events to take pre-registrations. The proceeds from these events should be turned over to the treasurer within 48 hours.
8. Mail/E-mail preregistration forms to everyone not in town or the surrounding areas.
9. Select and order items to be included in the registration packets. Arts & Graphics should supply the art work.
10. Print banquet and brunch tickets
11. Print conformation cards and mail/email at least 30 days prior to the convention
12. Keep records of all preregistrations with the necessary information: name, address, phone, banquet, brunch, and additional donations. The co-chair should receive an updated list at each committee meeting. (Make copies of pre-registration forms for back up).
13. Make a detailed report at each committee meeting of total preregistered, banquet, brunch, and additional donations.
14. Assemble packets prior to the convention period.
15. For all preregistrations, conformation should be mailed/emailed upon receipt, with a reminder thirty days prior to the convention.
16. Purchase supplies necessary for registration desk.
17. Keep registration desk open until 10:00 PM on Saturday. Registration will be closed during all main meetings.
18. Save all relevant registration material and information for the following year's committee.
19. Registration chair and/or co-chair will attend the convention close out meeting.
20. Monitor and maintain all registrations via PayPal through SUACNA's email account.
21. Set Registration and Preregistration prices.

CONVENTION INFORMATION

Qualifications and Clean time requirements.

1. Previous convention or other NA service experience.
2. Chair of Convention Information: clean time of two (2) years
3. Co-chair: clean time of one (1) year
4. Secretary: clean time of six months

Purpose: To organize and implement a system of providing information to fellow addicts through such means as literature and other methods, and fielding and informing any non-members who demonstrate an interest in the Convention.

Duties:

1. Hold a monthly Subcommittee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
2. Must present a budget to the Treasurer of all estimated Subcommittee costs within thirty days of being elected.
3. Be in charge of informing all surrounding N.A. communities of upcoming convention and upcoming fundraising events.
4. Be in charge of informing N.A. Way and N.A. Times, as well as any other related publications of upcoming convention and fundraising events.
5. Be responsible for supplying Convention information to Webmasters for Narcotics Anonymous of Southern Utah Area, Region 51 and World Service web sites.
6. Be in charge of informing all area Hospitals and Institutions of upcoming convention and fundraising events.
7. Make information about number of attendees from any Hospitals or Institutions available to the Registration Subcommittee,
8. Make press packets available at the Convention Information Table during the convention, in coordination with the N.A.S.U. Public Information subcommittee.
9. Always remember Attraction rather than Promotion. Prepare and maintain an Information Pamphlet display during the convention.
10. A written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.
11. Cochair:
 - a. acts as the Chairperson in the absence of the Chairperson. When acting as the Chairperson, a written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.
 - b. Must attend Subcommittee meetings monthly.
 - c. Works in conjunction with the Chairperson to fulfill all duties pertaining to that committee. Completes other duties as directed by the Convention Committee or the Convention Information Chairperson.
12. Secretary:
 - a. keeps accurate minutes of each CI Meeting.
 - b. keeps copies of all minutes during term of office and distributes copies of minutes to Chair, Co-chair and committee members.

BLOOD, SWEAT, AND TEARS

Qualifications and Clean time requirements.

1. Chair of Blood, Sweat and Tears: clean time of one (1) year
2. Co-chair: clean time of one (1) year
3. Secretary: clean time of six months
4. Volunteer Coordinator: clean time of one (1) years

Purpose: The purpose of Blood, Sweat & Tears (BST) is to help SUACNA run smoothly by doing needed service work. Also, to be there to assist other committees involved in SUACNA when needed. The committee will consist of a Chairperson, a Cochair person, and a Secretary. The committee members will work together on planning subcommittee meetings, recruiting fellow addicts to participate with Blood, Sweat & Tears, and announce up-coming meetings and events

Duties:

1. Chair or Cochair of Blood Sweat & Tears needs to be at all SUACNA planning meetings and an assigned member at any other subcommittee meetings needed involved with SUACNA.
2. A Blood, Sweat & Tears meeting shall be held at least once a month or as needed to encourage participation and keep fellow addicts updated.
3. Blood, Sweat & Tears will be a helping hand to Fundraising and any other committee who asks for assistance.
4. At the convention we are to take care of various tasks, including but not limited to: keeping the coffee full, taking out garbage, knowing the schedule and directing fellow addicts, keeping areas clean and tidy, empty cigarette ash trays, and any other needed responsibilities.
5. Chair:
 - a. Will help resolve personality conflict.
 - b. Keeps informed of events and other subcommittee business involved with SUACNA.
 - c. Votes only to break a tie.
 - d. Executes judgment without giving personal opinions.
 - e. Chairs the Blood, Sweat & Tears meetings and attends SUACNA planning meetings, and if unable to attend, notifies the cochair and sends a written report.
 - f. Manages and collects list of SUACNA subcommittee shadow needs 1 month before convention.
 - g. Have ready and available lists to calculate clean time countdown.
6. Cochair
 - a. Will act as Chair when the Chairperson is not available.
 - b. Works closely with Chairperson to delegate responsibilities.
 - c. Attends all BST and SUACNA planning meetings, and if unable to attend notifies
 - d. the Chair.
7. Volunteer Coordinator/T-Shirt Distributor
 - a. Create a volunteer signup sheet for each convention event.
 - b. Manage volunteer signups for each different events' needs, based on convention itinerary.
 - c. Help Chair and Cochair organize volunteers as needed before and during convention events.
 - d. Distribute BST volunteer shirts before and during convention.

8. Secretary
 - a. Keeps accurate minutes of each BST meeting.
 - b. Types and distributes copies of the minutes to each BST committee members and the SUACNA Chair, no later than 10 days following each meeting.
 - c. Keeps copies of all minutes during term of office and have available at all meetings.
 - d. Maintains contact list of all active committee members.
 - e. May substitute for Chair or Co-Chair.

MERCHANDISE

Qualifications and Clean time requirements.

1. Previous convention or other NA service experience.
2. Chair of Merchandise: clean time of two (2) years
3. Co-chair: clean time of two (2) years
4. Secretary: clean time of ninety (90) days
5. Some knowledge of pricing and merchandising techniques

Purpose: The Merchandise subcommittee assists with the financial success of the convention by generating revenue through the sale of commemorative convention merchandise. The convention is a celebration of recovery meant to unify the fellowship and carry the message. Proper planning is important Be conservative with ordering merchandise; it is better to sell out than to have a lot of merchandise left over.

Duties:

1. Solicit fellow addicts to serve as members of the subcommittee and find one who would be willing to serve as cochair person.
2. Prepare and submit to the Convention Committee a calendar of dates, times, and locations for when subcommittee meetings will take place.
3. Prepare and submit reports of activities of subcommittee at Convention Committee meetings.
4. Solicit sealed bids from possible vendors for T-shirts, sweatshirts, etc. Previous vendors and possible new vendors should be asked to submit bids. A minimum of 3 bids are needed.
5. Work with Arts and Graphics to develop artwork to be placed on merchandise that can be sold at the convention. Ideas should be solicited from within the fellowship, but may be accepted from outside the fellowship as well.
6. Work with Treasurer to create a budget as well as a system for keeping track of sales and where the sales were generated from.
7. Come up with a list of affordable items to be made available for both preconvention and convention sales.
8. Merchandise committee is responsible for creating artwork and/or design for preconvention merchandise to be sold at events prior to the convention.

Convention Duties:

1. Work with Hotels & Hospitality to arrange a room large enough for merchandise that accommodates entrances and exits as well as can be secured with locks (if the location permits it). This subcommittee must make every effort to secure merchandise.
2. Set hours for the merchandise room to be open. Include signs stating this information if possible.
3. Arrange with Hotels & Hospitality to have a space available for other areas/regions and NA service committees to sale their merchandise on Sunday only, no earlier than 10:00 AM Prior approval needs to have been obtained from the Merchandise Committee.
4. A schedule needs to be arranged with the Treasurer for the pick-up of money. Arrange to have lock boxes as well. Always do a two person count and initials on deposits. Suggested counters are the SUACNA Treasurer and the chair of Merchandising.
5. Always abide by SUACNA guidelines regarding money.
6. Keep an updated inventory of merchandise and present the inventory to Convention Committee on a monthly basis.
7. Any money raised by the Merchandise subcommittee needs to deliver all money raised to the Convention Treasurer within 72 hours after the event.

Policies:

1. Logos for all convention related merchandise needs to be approved by the Convention Committee, keeping in mind all Traditions.
2. The registered trademark symbol needs to appear on any convention material containing the NA logo or symbol.
3. When selecting clothing items to apply the graphics to for sales purposes, ensure that the quality of the item versus the cost is considered.
4. In order to vote in Merchandise subcommittee meetings; you need to have attended 2 of the 3 previous meetings.
5. SUACNA will only deal with World Service Office approved jewelry vendors.