

**STATEMENT OF PURPOSE & POLICY OF THE
MOUNTAINEER REGIONAL SERVICE CONVENTION SUBCOMMITTEE**
Revised 04/10/2010

The purpose of the Mountaineer Regional Service Convention Subcommittee is twofold. The primary purpose is to provide a celebration of recovery by creating an environment for such and secondly, to generate funds to support the services of the Mountaineer Regional Service Committee.

MEMBERS:

Membership is open to the fellowship of the Mountaineer Region.

VOTING:

All MRSCNA members present are eligible to vote.

MEETINGS:

The Convention Subcommittee shall hold meetings in conjunction with Regional quarterly meetings. Any additional meetings held outside of the Regional Subcommittee day shall be reported to the Regional Vice-Chair, in writing, four (4) weeks in advance. This will allow him/her to notify RCMs/ASRs in ample time.

START UP FUND:

The Convention Subcommittee has a standing amount of \$5000.00. All expenses must first be approved through the Regional Service Committee and/or a majority of the RCMs/ASRs.

EXPENSES:

- Secretary copies/Committee minutes
- Convention merchandise/Ts, Sweats, Mugs, CD`s, Photos, etc.
- Convention refreshments/Coffee, Tea, Pop, Supplies, etc.
- Registration supplies/Copies, Packages, Flyers, etc.
- Convention packages at the Mountaineer Motel to be upgraded at personal expense to Convention Chair, Vice-Chair, RSC Treasurer, Refreshment Chair and Vice-Chair, Registration Chair and Vice-Chair, Merchandise Chair and Vice-Chair, Audio Chair as needed and requested.
- Indigent packages/ \$500 limit per convention.
- Three speaker packages per convention.
- Speaker travel expenses to spring and fall convention/ \$800 limit per convention.
- DJ for Dance.
- Photographer for group photo.

OFFICERS

CHAIRPERSON:

The Chairperson arranges an agenda for and presides over the meetings. He/she is also responsible for the correspondence, maintaining committee files, archives, contacting speakers, and coordinating duties of the other committee members. Work closely with facilities in securing a contract and work closely with the Regional Treasurer in all monetary matters. A Chairperson must be capable of conducting a business meeting with a firm, yet understanding hand. For this reason, it is suggested that he/she have a minimum of four (4) years continuous abstinence from all drugs.

VICE-CHAIR:

The Vice-Chair will prepare the agenda for the conventions including all topic discussions and activities, should solicit topics for the topic discussions from the general fellowship. In the absence of the Chair, shall perform the duties of the Chairperson. It is suggested that the Vice-Chair have a minimum of three (3) year continuous abstinence from all drugs. This position is a two year commitment, the first year as Vice-Chair and the second year as Chairperson.

SECRETARY:

The Secretary takes notes of significant business to give to Chair/Vice-Chair.

MERCHANDISE CHAIRPERSON:

The Merchandise Chairperson shall be responsible for purchasing all merchandise to be sold at the convention and will work closely with the Regional Treasurer in purchasing merchandise. Merchandise Chair will be working directly with the public representing Narcotics Anonymous. It is suggested that the Merchandise Chairperson have a minimum of three (3) years abstinence from all drugs.

MERCHANDISE VICE-CHAIR:

The Merchandise Vice-Chair is to assist the Merchandise Chair in all related duties. It is suggested that the Merchandise Vice-Chair have a minimum of two (2) years continuous abstinence from all drugs. He/she will be responsible for producing and duplicating all speaker CD`s.

REFRESHMENT CHAIRPERSON:

The Refreshment Chairperson is responsible for the coffee pots and supplies, purchasing and maintaining all refreshments for and during the conventions. It is suggested that the Refreshment Chairperson have a minimum of one (1) year continuous abstinence from all drugs.

REFRESHMENT VICE-CHAIR:

The Refreshment Vice-Chair is to assist the Refreshment Chair in all related duties. It is suggested that the Refreshment Vice-Chair have a minimum of six (6) months abstinence from all drugs.

REGISTRATION CHAIRPERSON:

The Registration Chairperson shall be responsible for preparing registration material and setting up the registration area at the facility no later than 10.00 am on the first day of the convention. This registration area shall be responsible for dispensing registration materials, answering questions and/or giving directions. Shall be responsible for posting and collecting daily registration fees. It is suggested that the Registration Chairperson have a minimum of three (3) years continuous abstinence from all drugs.

REGISTRATION VICE-CHAIR:

HUGS! HUGS! HUGS! The Registration Vice-Chair shall be responsible for working in conjunction with the Registration Chair in any related duties. Shall maintain clean time list and announcements at the registration desk. It is suggested that the Registration/Welcome Vice-Chair have a minimum of two (2) year continuous abstinence from all drugs.

AUDIO CHAIRPERSON:

The Audio Chairperson shall be responsible for operating, maintaining and a purchasing all equipment and supplies pertaining to the recording .reproducing and selling of convention speaker cds. It is suggested that the Audio Chairperson have a minimum of five (5) years abstinence from all drugs.

ELECTION OF SERVANTS

The Chairperson shall be approved by the Mountaineer Regional Service Committee per Regional policy. All other trusted servants shall be elected within the convention subcommittee meeting. Voting will take place at the July subcommittee meeting and new officers begin their work at the July subcommittee meeting.

SPEAKERS FOR CONVENTION

1. Must have at least one Mountaineer Regional speaker.
2. Must have five (5) years continuous abstinence.
3. Travel expenses and convention package paid for convention speakers – if by car, \$0.35 per mile round trip. Total not to exceed eight hundred dollars (\$800) for all speakers.
4. Should submit speaker resume prior to convention subcommittee. Resumes are held for two years from date of submission.
5. Resumes for the spring speakers are reviewed at the October and January subcommittee meeting. Voting to take place at the January subcommittee meeting.
6. Resumes for the fall speakers are reviewed at the April and July subcommittee meeting. Voting to take place at the July subcommittee meeting.
7. Officers of the convention subcommittee are ineligible to be a speaker. MRSCNA Treasurer is not a convention officer.
8. Speaker not to be invited to speak more than once every eight (8) years.
9. Speakers must sign a speaker release form before being recorded and CDs sold.

TOPIC DISCUSSIONS

There is a one year clean time requirement to chair a topic discussion.

REGISTRATION

Daily registration fees will be established within the convention subcommittee. A 7th Tradition can will be placed at the registration table. A basket is never to be passed at any convention.

CONVENTION SUBCOMMITTEE GENERAL GUIDELINES FOR COMMITTEE CHAIRS

Convention Chairs within the Convention Subcommittee of the Mountaineer Regional Service Committee of Narcotics Anonymous are designated as follows:

Subcommittee Chairperson
Merchandise Chairperson
Refreshment Chairperson

Vice-Chair/Program Chairperson
Registration Chairperson
Audio Chairperson

All chairpersons should attend each quarterly subcommittee meeting and other additional scheduled full subcommittee meetings and present a written report regarding the status of their particular positions.

SUBCOMMITTEE CHAIRPERSON:

January:

- Present nominations for speaker for spring.
- Vote on name for fall.
- The fall convention is to be named True Colors with appropriate number after, i.e. True Colors 14 in fall 2000.
- NA Way ad for fall.
- Contact speakers to confirm.
- Money motions: Fall flyers, registration, merchandise, refreshments.
- Arrange for books for clean-time countdown.
- Vote on and contact DJ for dance.

April:

- Take nominations for officers.
- Vote on artwork for fall.
- Sign contract for fall.
- Reserve eleven (11) rooms for fall.
- Take nominations for fall speakers
- Money motions.

July:

- Vote on officers.
- NA Way ad for spring.
- Nominate and vote on speakers for fall.
- Vote on name for spring.
- Arrange for books for clean-time countdown.
- Money motions: Spring flyers, registration, merchandise, and refreshments.
- Vote on and contact DJ for dance.

October:

- Vote on artwork for spring.
- Sign contract for spring.
- Reserve eleven (11) rooms for spring.
- Take nominations for spring speakers.

At the Convention:

Act as liaison between the Committee and the host facility. Assist all committee officers as needed in the performance of their duties. Chair the Saturday night speaker meeting. Chair of the Sunday speaker meeting is chosen by the Committee Chair. Coordinate with the MRSCNA treasurer to be accountable for money collected.

VICE-CHAIR/PROGRAM CHAIR

January:

- Report on fall convention (pros and cons).
- Set up program format for spring.
- Vote on topic discussion meetings.
- Print formats and programs for spring.
- Vote on and contact DJ for dance.

April:

- Proof fall flyer.
- Enlist people for topic discussions.

July:

- Report on spring convention (pros and cons).
- Set up program format for fall.
- Vote on Vote on topic discussion meetings.
- Print format and program for fall.

October:

- Proof spring flyer.
- Enlist people for topic discussion meetings.

At the Convention:

Chair Friday night speaker meeting. Enlist out of town topic discussion Chairs. Make signs for topic discussion meetings. Assist Chairpersons as needed. Coordinate with the MRSCNA treasurer to be accountable for money collected.

MERCHANDISE CHAIR

January:

- Report on fall convention.
- Inventory left over merchandise and determine price.
- Present options for merchandise/amounts and costs.
- Order merchandise for spring.
- Determine sales times for program.
- Contact photographer.
- Money motions/merchandise, photos, (to be paid at the convention).

April:

- Determine prices for merchandise.
- Enlist people to assist in merchandise room.

July:

- Report on spring convention.
- Inventory left over merchandise and determine prices.
- Present options of merchandise/amounts and costs.
- Order merchandise for fall.
- Determine sales times for program
- Contact photographer.

- Money motions /merchandise, photos, (to be paid at the convention).

October:

- Determine prices for merchandise.
- Enlist people to assist in merchandise room.

At the convention:

Set up merchandise room. Make signs with prices. Receive money for change from Treasurer. Coordinate with the Chairperson and MRSCNA Treasurer for collection and accountability of money. To sell any and all old merchandise for the rounded dollar above cost. Anything left after that should be divided among the Areas. Ensure only convention officers or Regional officers except Refreshment chair and vice chair be allowed to handle money in the merchandise room.

REGISTRATION CHAIR:

January:

- Report on fall convention.
- Inventory left over supplies from fall convention.
- Establish registration costs and dates for fall flyer.
- Have fall flyers printed, to include flyers per area per convention at least 90 days prior to the convention.
- Money motions/printing costs, supplies.

April:

- Buy supplies
- Recruit assistance and schedule time.
- Stock inventory of ten (10) Basic Texts.

July:

- Report on spring convention
- Inventory left over supplies from spring convention
- Establish registration costs and dates for spring flyer
- Have spring flyers printed, to include flyers per area per convention at least 90 days prior to the convention.
- Money motions/printing costs, supplies.

October:

- Buy supplies.
- Recruit assistance and schedule times.
- Stock inventory of ten (10) Basic Texts.

At the Convention:

Set up registration table with materials, clean time list, books to sign for clean time countdown, 7th Tradition can, announcement sheet, and flyers. Place directional signs on roads. Coordinate with the Chairperson and the MRSCNA Treasurer for the collection and accountability of funds.

To ensure that an officer of the convention subcommittee or a regional officer except Refreshment chair and vice chair be present at the registration table at all times.

REFRESHMENT CHAIR:

January:

- Report on inventory and submit list of supplies needed.
- Contact soda distributor, determine costs for spring.
- Money motions/coffee, pop, supplies.

April:

- Buy supplies.
- Enlist people to assist with refreshment table and schedule times.

July:

- Report on inventory and submit list of supplies needed.
- Money motions/coffee, pop, supplies.

October:

- Buy supplies.
- Enlist people to assist with refreshment table and schedule times.

At the Convention:

Set up refreshment tables. Arrange delivery with soda distributor in spring. Keeps coffee coming.

AUDIO CHAIR

January:

- Report on fall convention.
- Inventory left over supplies.
- Order supplies for spring.
- Determine sales times for program.
- Money motions

April:

- Determine prices for cds.
- Enlist people to assist in Audio room.

July:

- Report on spring convention.
- Inventory left over supplies.
- Order supplies for fall.
- Determine sales times for program
- Money motions .

October:

- Determine prices for cds.
- Enlist people to assist in Audio room.

At the convention:

Set up Audio room. Make signs with prices. Receive money for change from Treasurer. Coordinate with the Chairperson and MRSCNA Treasurer for collection and accountability of money. Have all speakers sign release form. Record all speakers. Reproduce all cds. Sell any and all cds. Ensure only convention officers or Regional officers except Refreshment chair and vice chair be allowed to handle money in the Audio room.

Vendors will not be allowed to sell at the fall convention.

To have a literature rack and literature at the convention, to be shared by PR.