

# **LOUISIANA REGIONAL CONVENTION GUIDELINES**

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## **I STRUCTURE OF THE LOUISIANA REGIONAL CONVENTION CORPORATION**

1. The Louisiana Regional Convention Corporation (LRCC), as operated by the Board of Directors (BOD) is the entity responsible for holding the Louisiana Regional Convention. This entity shall operate in accordance with the By-Laws of the Corporation and have a fiduciary responsibility to the Louisiana Region of Narcotics Anonymous.
2. A Host Convention Committee (HCC) is created to achieve continuity and efficiency in connection with the holding of the Louisiana Regional Convention in a specific location within the Louisiana Region of Narcotics Anonymous.
3. The authority, responsibility and accountability for all financial transactions shall rest with the LRCC, Inc. All contracts, agreements, or other legal and/or financial obligations will be negotiated for and committed to by LRCC.
4. LRCC will obtain event insurance for the convention each year.
5. Members of the BOD will work closely with the HCC during the convention and assist where needed.
6. The BOD shall take charge of and ensure the deposit of all convention funds received by the HCC during the convention.

### **PURPOSE**

The LRCNA is held as a celebration of recovery with the goal of carrying the message of recovery. The LRCNA must make a profit to ensure the convention will be able to be held in future years.

### **ELECTION OF HOST CONVENTION COMMITTEE (HCC) MEMBERS**

The HCC officers (Chair, Vice-Chair, and Treasurer) will be elected at a special election arranged for by the Bid Committee leader and coordinated with the BOD after the upcoming convention has been awarded to them by the RSC. A member of the BOD will conduct the election of HCC officers (Chair, Vice-Chair, and Treasurer). All other members of the HCC may be elected at a general meeting of the HCC scheduled by the HCC Chair.

Positions within the Administrative Committee:

- A Chair,
- B Vice Chair
- C Hotel Liaison
- D Treasurer
- E Secretary

### **REMOVAL OF HCC MEMBERS:**

1. Any member of the HCC may resign their position by announcing their resignation at a HCC meeting, or by submitting a written resignation to the HCC Chairperson.
2. A resignation by the Chairperson, Vice-chairperson, or Treasurer is made to the LRCC Board of Directors in the same manner.
3. Any member of the HCC may be removed for cause by a two-thirds majority vote of the HCC. (Note: In a vote for removal, absent or non-voting members are considered votes against removal).

4. Removal of the Chairperson, Vice-chairperson, or Treasurer for cause requires a two-thirds majority vote of the LRCC Board of Directors. (Note: In a vote for removal, absent or non-voting Directors are considered votes against removal).
5. To vacate the Chair, Vice-Chair, or Treasurer position, the HCC minutes must reflect the votes resulting in removal, or the person must appear before the HCC in person to tender their resignation, or their resignation must be submitted in writing. In extreme circumstances, the resignation can be made to the HCC chair with a witness present.
6. If the Chair, Vice-Chair, or Treasurer position is vacated, on approval by the LRCC, the HCC will schedule an election and make announcements of that election at least 3 weeks in advance. The person elected will then appear before the LRCC board for confirmation.

## **QUALIFICATIONS FOR ADMINISTRATIVE COMMITTEE MEMBERS**

### **General Required Qualifications:**

- A Live within a reasonable distance of the planned convention site.
- B Active participation in the fellowship of Narcotics Anonymous.
- C A willingness to give time and resources necessary throughout the convention year, which extends until the final Convention Committee meeting. The Convention Chair, Vice-Chair, and Treasurer's duties include working with the BOD to manage and oversee the financial status of the convention. (These resources usually include, but are not limited to, adequate transportation and availability to attend the necessary meetings. Experience has shown that active participation sometimes requires time off from work and sacrifice of personal time).

### **Specific Recommended Qualifications:**

- A Chairperson & Vice Chair
  - 1 Five years clean in Narcotics Anonymous.
  - 2 Prior experience working on NA conventions.
  - 3 Two years' experience as an area or regional NA committee chair.
  - 4 Ability and willingness to give large amounts of personal time to the convention during normal business hours.
  
- B Treasurer:
  1. Five years clean in Narcotics Anonymous.
  2. Prior experience with NA conventions
  3. Experience as group or area treasurer
  4. Experience with bookkeeping and financial statements
  5. Ability to record and distribute accurate financial statements to the LRCC and BOD
  
- C Secretary:
  1. One year experience with area or regional service committees.
  2. Ability to record and distribute accurate minutes and other records to all parties.
  
- D Hotel Liaison:
  1. Five years clean in Narcotics Anonymous.
  2. Two years experience as an area or regional NA committee chair or vice-chair.
  3. Experience dealing with hotels and/or meeting venues or other businesses.
  4. Ability and willingness to give large amounts of personal time to the convention during normal business hours

All positions require meeting general qualifications. Past convention and business experience should be *strongly considered* in all positions.

## DUTIES AND RESPONSIBILITIES

### CHAIRPERSON

1. Presides at all HCC meetings.
2. Prepared agenda for meetings
3. Notifies committee members of changes in meeting places and/or times.
4. Co-signer on the HCC bank account.
5. Votes at HCC meetings when appropriate.
6. Ensures convention activities are in accordance with the Twelve Traditions, Twelve Concepts and purposes of Convention.
7. Ensures a thorough discussion for group conscience on issues before the HCC for a vote.
8. The Chair is the only person who can speak for the HCC.
9. Attends BOD meetings and is responsible to the LRCC BOD.
10. Submits closing report to BOD after the convention, detailing Convention's activities, financial status, and areas for improvement. This, along with the information obtained from the closing reports of the other HCC members, will be forwarded by the BOD to the Louisiana Region at the next RSC meeting.

### VICE-CHAIRPERSON

1. In the absence of the chairperson, presides at HCC meetings.
2. Co-signer on the HCC bank account.
3. Is a voting member at HCC meetings.
4. Along with Chair, ensures that convention activities are in accordance with the Twelve Traditions, Twelve Concepts and purpose of Convention.
5. Coordinates Fundraisers for the LRCNA. In this role, the Vice-chair will coordinate pre-convention fundraisers across the region and assist when possible in the planning, proposing, arranging, and monitoring of these events. He or she should immediately get in touch with those areas and service bodies across the region who typically hold fundraisers for the convention to let them know they are the contact person for the convention and to find out what they expect to need for their upcoming fundraiser. Most will ask for seed money up front **in return for donating all profits from the event to the HCC**. This information should be used to ensure enough money is in the subcommittee's budget to cover the expected requests. Since the HCC will directly benefit from these fundraisers, it also may be wise to help promote these events in whatever way is possible.
6. A "Convention Package," is sometimes given away or raffled off during fundraisers for the convention. This must be approved by the HCC in advance, and the contents of the package also must be approved. A Convention Package may be registration alone, or registration and some form of merchandise. This decision must take into account what the overall budget for the convention is.

The following are fundraisers that have been held in the past for the LRCNA and the seed money they have requested:

- |                                 |                |          |            |
|---------------------------------|----------------|----------|------------|
| 1. Greater Baton Rouge Fish Fry | Roy M.         | August   | None       |
| 2. Lake Charles Halloween Bash  |                | October  | \$300.00   |
| 3. Pre-Christmas Night of Fun   | Robert Freeman | December | \$1,200.00 |

4. HCC		January	None
5. Bayou Valentine's Function	Jerry Smith	February	\$400.00
6. Northshore Mardis Gras Ball	Melissa R HCC	February	None
7. Acadiana Pajama Jam	Lori Curtis	March	\$400.00

## TREASURER

1. Is responsible to the BOD for all financial transactions associated with the convention.
2. Co-signer on the HCC checking account.
3. Chairs budget meetings with HCC as needed and monitors funds in regard to budgets.
4. Monitors expenditures and income of all sub-committees as well as any expenses or income of the Convention. Assists the HCC in considering proposed expenditures for convention materials and events, both pre-convention and on-site and how it will impact the budget.
5. Reconciles bank statement each month.
6. Keeps accounting sheets as specified by the BOD and sends monthly reports to the BOD as well as making reports to the HCC. (HCC Report of expenses to include Check #, amount of check, to whom paid and what budget the income or expenditure is tied to. Report also includes present balance overall and budget balances for individual committees).
7. Sets policies for HCC and subcommittees regarding how income and expenses will be reported and accounted for.
8. Reimburses committee members for approved expenses when policies have been followed.
9. During and/or immediately after the convention, the Treasurer coordinates with Chair regarding who will go with BOD member(s), to make deposits.
10. Responsible for ensuring that all persons collecting money (or charging credit cards) are trained in that function. Training is not to be done on site at the convention.

NOTE: LRCC provides two credit card machines for the HCC to be able to accept credit cards in purchasing of merchandise and registration. Typically, the Merchandise and Registration chairpersons maintain possession of one machine each. Most cards will be charged via a "swipe" of the card, or "chip" reader. If these methods fail, the credit card # can be keyed in manually, but ONLY if the card is present.

Although the Treasurer has the authority to propose specific guidelines for the collection, counting, and turning in of fees and donations, the following are the minimum requirements during the convention.

- a. One person at Registration, one person at Merchandising, and one person at Hospitality, will be responsible for taking in, counting, and turning over fees and donations collected.
- b. Fees and donations will be collected from these three locations when a "substantial" amount has accumulated. (Note: Substantial generally refers to bulk rather than value. i.e. \$100.00 may not be substantial at Registration when it is five \$20 bills but may be substantial in Hospitality when it is all \$1 bills).
- c. Fees and donations will be collected from these locations by the HCC Treasurer (or their designee) and a Director of the LRCC together.
- d. After collection, the Treasurer (or their designee) and the Board member will go to a locked room to count the funds together and immediately deposit them into the hotel safe or other location designated for that purpose.

- e. At the close of the convention, the Treasurer (or their designee) and a Board member, will retrieve the funds from the hotel safe or other designated location, verify the amount, and deposit all funds in the night deposit of the bank. (Note: The HCC Treasurer will arrange for bags or envelopes as called for by the bank to facilitate this deposit).

## **SECRETARY**

1. The Secretary is responsible for accurately recording the discussions, considerations, and decisions of the HCC in minutes. The secretary acts as an information liaison within the HCC and between it and other interested parties by ensuring that minutes are distributed to all subcommittee chairs, the LRCC, and any other interested parties. One of the first things for the Secretary to do is obtain a PO Box for the HCC. The Secretary also is usually the one responsible for checking the PO box at least once per month.
2. The Secretary acts as the HCC's media contact person during the convention and creates a "press statement" for the convention. (For example: Narcotics Anonymous offers freedom from active addiction, and rightfully draws the attention of media because of that. But because our public relations policy is based on attraction rather than promotion; and we need always maintain personal anonymity at the level of press radio and films, we ask that any members of the press see one of the convention committee members for assistance. We also ask that no photos or social media posts that would threaten a members' anonymity be made)
3. Minutes may be distributed electronically or by mail but should be available within two weeks of an HCC meeting.
4. Maintains archives of minutes, reports, and other materials submitted to the HCC.
5. Assists the Chair in creating an agenda for meetings.

## **HOTEL LIAISON**

1. This person acts as the communication link between the hotel and the HCC. After familiarizing themselves with the contract for the convention, the Hotel Liaison ensures that the HCC knows what is available at the hotel, determines what the needs of the subcommittees are, and communicates approved needs to the hotel in accordance with the requirements of the contract. (For example, if the HCC is required to sell 100 banquet tickets, that is the starting point. If registration begins to go over that number, the Hotel Liaison notifies the hotel more meals are needed, finds out what the maximum limit is, and communicates this to the HCC, all in accordance with the requirements of the contract).
2. If there is a banquet, the HCC decides what the meal will be and how many meals will be purchased, but the Hotel Liaison communicates this information to the hotel.
3. The Hotel Liaison arranges for HCC members to tour the hotel at least twice (usually in January and again in March) to assist them in planning how they will carry out their own tasks. The Hotel Liaison will provide a floor plan of the available space at the hotel as soon as possible.
4. The Hotel Liaison ensures that room set-up requirements are submitted to the hotel as required by the contract
5. The Hotel Liaison monitors the needs of subcommittees during the convention and works to ensure those needs are met when authorized by the HCC.
6. The budget for Hotel Liaison includes: Hotel charges for a banquet, meeting rooms, set-up, tables, etc.
7. The Hotel Liaison will monitor and control the replenishment of coffee by the hotel to not exceed the amounts agreed to by the HCC.

## HOST CONVENTION COMMITTEE MEETINGS

**Scheduling of meetings:** HCC meetings are held on a regular date and time decided on by the HCC, but not in conflict with LRCC board meetings. Until this schedule is set, the chairperson of the HCC sets the date and time for the meeting(s). Meetings are typically held once per month until 4-8 weeks from the date of the convention. During that period, the HCC may choose to meet more frequently to ensure all arrangements for the convention are set.

### **Meeting and voting procedures:**

1. HCC meetings are run in accordance with Robert's Rules of Order and the Chairperson is responsible for the agenda.
2. Subcommittee chairpersons are expected to "explore" issues and concerns within their subcommittee meetings, with their subcommittee members, and bring recommendations for action to the HCC meeting.
3. All Subcommittee chairpersons, the HCC Chair or Vice-Chair (unless they are "chairing" the meeting), Secretary, Treasurer, and Hotel Liaison have voting rights at HCC meetings. (Note: Any member of NA can be a part of any and all subcommittees and exercise their vote within each and every one of those subcommittees. The input of any and all members of NA is welcomed at the HCC meeting, but granting subcommittee members who already had the opportunity to vote within the subcommittee an additional vote at the HCC meeting, or NA members who have not been involved in the discussions at the subcommittee level, a vote at the HCC meeting, is not appropriate).
4. Although the HCC follows Robert's Rules of Order, it should be noted that votes are how "group conscience" is expressed. In other words, voting members are to remember that they are voting for what they believe will be best for the convention and for NA as a whole rather than for their own personal preference.

The following is a suggested meeting format for HCC meetings:

- a. Open with Serenity Prayer and reading of the Twelve Traditions and Twelve Concepts of Service.
- b. Roll Call by the Secretary to establish attendance.
- c. Review, amendment if needed, and approval of minutes from last meeting.
- d. Chairperson's Report
- e. Vice-chair's Report
- f. Treasurer's Report
- g. Secretary's Report
- h. Hotel Liaison Report
- i. Subcommittee Reports (Program; Merchandising; Registration; Entertainment/Fundraising; Arts & Graphics; Hospitality; Serenity Keepers)
- j. Old Business
- k. New Business
- l. Close with Serenity prayer

## SUBCOMMITTEES

### Qualifications for Subcommittee Chairs:

1. Subcommittee Chairs should have a minimum of 1 year clean in Narcotics Anonymous. During nominations & elections, it should be kept in mind that the Merchandise and Registration chairs will be handling large sums of money at the convention.
2. Experience with NA service work.
3. Willingness and ability to serve.

### Duties and Responsibilities of all Subcommittee Chairs:

7. Maintain accurate records of the committee's activities, recommendations, and decisions.
8. Ensure that only those persons authorized by the HCC handle convention funds and merchandise.
9. Subcommittee Chairs should stay at the hotel during the convention and be available to address any concerns and/or problems that arise.

## ARTS & GRAPHICS

1. The Arts & Graphics subcommittee is responsible for the design and production of any and all artwork, flyers, banners, signage, and the printed program for the convention after it has been approved by the HCC. (Production of specific items can be delegated to the entity that will be using that item but the artwork is the responsibility of the Arts & Graphics subcommittee).
2. Designs should include the theme for the convention after it has been approved by the HCC.
3. Artwork can be created by a professional artist who may or may not be a member of the fellowship. All artwork of this type must be accompanied by a signed artist release prior to final approval. (See appendix for a sample artist release form). The Louisiana Regional Convention Corporation will have complete ownership rights of all artwork.
4. From World Service Office Convention Guidelines, Page 13: "The NA logo which will be in use on flyers, t-shirts, mugs, etc. is the property of the fellowship of Narcotics Anonymous. Our World Service Office holds the trademark on our logo and symbol. Special and serious care needs to be maintained in order to assure that the use of the NA logo is in good taste and in keeping with our Twelve Traditions."
5. Banners produced should not exceed 4 x 8 feet in size.
6. Multiple designs will likely be used on pre-convention items. It is suggested that at least 2 unique designs be retained for convention items.
7. At the completion of the convention, a written summary of the subcommittee's functioning and recommendations for future changes should be submitted to the Chair of the HCC.

## MERCHANDISING

1. This subcommittee is responsible for recommending, purchasing, transporting, and selling pre-convention and convention merchandise. The items and their sale price must be approved by the HCC. Prices cannot be changed other than by a vote of the HCC.
2. Pre-convention merchandise sales generate both interest and needed funds for the HCC but this merchandise should NOT be for sale until the prior year's convention's closing day

- (Sunday). This is to prevent any interference with the sale of merchandise by the previous year's HCC.
3. The Merchandise subcommittee should submit a final proposal/recommendation for convention merchandise by the March HCC meeting. (Note: Outside vendors are arranged for only by the BOD).
  4. Subcommittee members will be handling merchandise and cash more than most other subcommittee members and will follow guidelines established by the Treasurer/HCC for record keeping, receipts, and accounting for merchandise and cash.
  5. The merchandise room at the convention should be a lockable space.
  6. The merchandise room should be set up to allow a smooth flow of persons coming in, buying merchandise, and exiting the room.
  7. The merchandise room will NOT be open during main speaker meetings.
  8. Note: The merchandise room will likely include a Jewelry vendor and a taper. Their needs will need to be considered when setting up the room.
  9. At the close of the convention the Merchandising chair will turn in an inventory listing of all unsold merchandise along with the records and receipts required by the Treasurer/HCC to account for all merchandise sales.
    - a. The committee will box/package all unsold merchandise for transfer to next year's HCC.
  10. The Merchandise committee also will submit a written summary to the HCC chair at the close of the convention of its activities and recommendations for future conventions.

## **PROGRAM**

1. The Program subcommittee plans all of the workshops and speaker meetings at the convention.
2. Costs to be considered in choosing speakers include: Travel, Registration, Banquet, and lodging.
3. The basic qualifications for workshop speakers are membership in Narcotics Anonymous and 2 year clean.
4. The basic qualifications for a main speaker are membership in Narcotics Anonymous and 5 years clean. (Note: Members of the HCC, the BOD, and their relatives, are not eligible to be main speakers).
5. All speakers should be chosen with their ability to carry the message of Narcotics Anonymous in mind.
6. The Program subcommittee should decide on a process for choosing speakers and then follow that process. For example, after collecting recordings of potential main speakers, some subcommittees make a rating sheet to judge submissions on several dimensions (For example: NA message, entertainment, inspirational value). This allows easy identification of who the members consider the top candidates to be.
7. At least 3 candidates for each main speaker will be proposed by the subcommittee and approved by the HCC, ranked in order of preference. If one of the top choices are not available for some reason, the next highest ranked choice will be substituted.
8. The Program subcommittee must get approval from the HCC on the number of speakers, who the speakers will be, and the workshop topics.
9. The Program subcommittee recommends speakers to the HCC far enough in advance to allow for making travel reservations (airline tickets) at least 3 months in advance. (Reservations become much more expensive as the dates for the convention get closer).
10. After the proposed program content (including topics, titles, and main speakers) has been approved by the HCC, the Program subcommittee submits this information to Arts & Graphics for creation of the convention program.

11. The convention typically involves 3 main speaker meetings (Friday night, Saturday night, and Sunday morning). The transportation, registration, lodging, (and banquet if there is one) for all three speakers comes from the Program Committee's budget. (While there may be "free" rooms from the hotel, these do not reduce the cost of getting speakers).
12. It is helpful to have a Program member assigned to each speaker to assist them as needed in getting to the hotel, answering questions, and extending the HCC's hospitality.
13. The Program subcommittee creates a process to ensure all workshop speakers are present, and to have substitutes ready if needed.
14. The Program subcommittee is responsible for ensuring at the convention that meetings and workshops take place at the scheduled time and that they are held in accordance with the Traditions of Narcotics Anonymous.
15. *The Program subcommittee will include a statement in the readings for every meeting/workshop to the effect of, "No drugs, paraphernalia, or firearms are allowed."*
16. At the close of the convention, the Program Subcommittee will provide a detailed account of workshops and speakers (If there were any substitutions, problems, etc.), and a rational estimate of attendees at these meetings. Finally, this report should include any suggestions for improving the functioning of this subcommittee in the future.

### **Factors To Be Considered with the Convention Program:**

The convention's opening meeting is the Friday night speaker meeting. The HCC Vice-chair usually chairs this meeting and readings are typically done by members from across the Region. The Saturday night speaker meeting is chaired by the HCC chair with officers and subcommittee chairs doing the readings. The closing meeting is the Sunday speaker meeting, again chaired by the HCC chair with readings done by members from across the region.

Saturday Night Schedule: After the banquet (if there is one) when people are seated for the speaker meeting, subcommittee chairs and others making significant contributions may be recognized by being asked to stand briefly for applause. Announcements may be made at this time as well. The Roll Call of the States and Clean Time Countdown are usually done before the meeting is opened.

#### Roll Call of the States:

In order to recognize attendance by members from other states and by members from areas within the Louisiana Region, a Roll Call of the States is usually part of the Saturday night program. It is recommended that the list of states (and countries if there are attendees from outside the US) be created by reviewing the registration records for the convention. Additionally, the states with the smallest number of members attending should be called first, states with larger numbers of members later, and Louisiana should be called last. After Louisiana is called, the areas that make up the region should be called, again, beginning with the area with the least number of members attending and ending with the area with the largest number of members attending.

#### Clean Time Countdown:

Again, using information from registration records for the convention, the clean time countdown should begin with the greatest number of years known. For example, if the longest clean time in registration records is 40 years, the countdown should begin with, "Anyone with more than 40 years?" and then go down one year at a time beginning with 40 years. After 2 years, however, 18 months, then 1 year, then 11 months, 10 months, and so on should be called until reaching 1 month. At that point, each day should be called, i.e. 30 days, 29 days, 28 days, etc., until 1 day clean.

If there is a “swap” planned, where the members with the most and the least clean time at a table are to get gifts, immediately following the clean time countdown is a convenient time to do this. Sometimes this is done before the Roll Call of the States by simply asking those seated at the tables to find out on their own who the person with the most and least clean time are and then exchange the items.

If the HCC has decided to give away NA literature to newcomers at the convention, the clean time countdown is usually how the newcomers are identified and they are typically given the literature immediately on completion of the countdown.

Meeting is opened by the HCC chair

Readings are done by officers and subcommittee chairs

Speaker is introduced

Speaker

Meeting is closed.

### **Entertainment:**

Remember that the meeting space will be quite crowded following the speaker meeting. Clearing the room to allow for it to be “re-set” (table removal, chair removal, dance floor installation), is often time consuming and problematic. Entertainment and a set up that allows the entertainment to begin after a short break without having to clear the room reduces problems and makes for a smoother flow of activities.

## **REGISTRATION**

1. The “Pre-convention” registration fee of no less than \$20.00 is offered only on Sunday morning, the closing day of the preceding convention. Thereafter, the registration fee will be no less than \$35.00.
2. The Registration subcommittee is responsible for recommending what will be in attendee’s registration packets, keeping records of who has registered for the convention, and who has purchased banquet tickets if there is a banquet.
3. Deciding what information will be collected when members register for the convention and creating a form for that will be the first task of the Registration subcommittee. The basic information that should be collected is: First name, clean time, state and country of residence, area if they are Louisiana residents, and e-mail address.
  - i. Additional information on the flyer should include: “Makes checks payable to LRCNA; Incentive, if any, for pre-registration; Cut-off for pre-registration price (if there is one); Return mailing address; Hotel name, address, room rate, contact information, and cut-off date for room block; Names and contact information for HCC members chosen for this purpose (Normally this is the chair and Registration chair); and a line for requesting any special services needed (i.e. handicapped access info, signing for deaf members, etc.) Note: Once the HCC has been notified of a special need, they will then decide how to meet it.
4. The Registration form will usually be combined with a flyer for the convention, produced by the Arts & Graphics subcommittee. Registration subcommittee should ensure that the registration information is correct before the flyers are produced and distributed.
5. Pre-registration flyers can be sent to the email list of prior attendees. This list will be provided to the Registration subcommittee by the Board of Directors.
6. At the prior year’s convention, the Registration subcommittee will be allowed to sell pre-registrations beginning Sunday morning.

7. The Registration subcommittee recommends the number of registration packets to be produced based on a projection of how many paying attendees there will be (often based on the number of paying attendees in the prior year)
  - a. The subcommittee recommends items to be included in the registration packet along with prices for those items after getting at least two and preferably three bids for each of the items.
  - b. The subcommittee also recommends how many free “newcomer packets” will be produced. Paid and newcomer packets will contain the same materials. Newcomer packets are typically given to persons currently in treatment. The HCC will decide who else, if anyone, is eligible for a free Newcomer packet.
8. Registration subcommittee members will be handling large amounts of cash and should be chosen carefully as well as trained in procedures to ensure proper records are maintained regarding that cash.
9. A schedule is made to ensure an adequate number of Registration subcommittee members are “on duty” during the convention to handle the influx of members registering and picking up packets.
10. At the close of the convention, the Registration subcommittee will submit a report that includes the number of paid registrants on Friday, the number of newcomer packets given out on Friday, the number of banquet tickets sold on Friday, the number of paid registrants, newcomer packets, and banquet tickets on Saturday, and email addresses for all registrants. This report should also include the money collected for each of these functions, and any recommendations for improvements in the process for the next year’s convention.

## **HOSPITALITY**

1. The Hospitality subcommittee is responsible for operating a “Hospitality Room,” where convention attendees can gather to fellowship, relax, drink coffee, and obtain basic foods during the convention (i.e., fruits, materials for peanut butter and jelly sandwiches, cookies, muffins, donuts, etc...). Given that members are going to be handling some funds and materials purchased by the HCC, they should have a minimum of 1 year clean.
2. The first task of this subcommittee is to plan what foods to stock in consideration of both the expected number of attendees and the budget. This plan, including what foods and the projected cost of them, must be approved by the HCC and should be presented at least 60 days prior to the convention.
3. The subcommittee should then develop a list of subcommittee members that will be “on duty” in the Hospitality Room during the convention to ensure the room is kept stocked, clean, and available for convention attendees.
4. The hours of the Hospitality Room will be recommended by the subcommittee and approved by the HCC at least 30 days prior to the convention. The Hospitality Room will be closed during main speaker meetings though.
5. Although the Hospitality Room is usually a regular hotel room converted for this purpose, no one is allowed to sleep in this room.
6. A “Donation” can should be placed in the Hospitality Room for donations.
7. Signs for the Hospitality Room can be proposed by the subcommittee, but the Arts & Graphics subcommittee is responsible for producing them after HCC approval.
8. At the close of the convention, the Hospitality Chairperson will make a written report estimating the number of visitors to the Hospitality Room, what was purchased, how much money was spent, how much money was collected in donations, and recommendations for changes to be made in the next convention.

## **SERENITY KEEPERS (Hugs Committee)**

1. This subcommittee is responsible for greeting convention attendees, being hosts and hostesses, and helping to maintain an atmosphere of recovery at the convention.
2. This subcommittee does NOT act as the NA police. However, subcommittee members should be alert for inappropriate behavior and notify the appropriate persons of that behavior. Additionally, for events where tickets are collected or name badges are checked, members of this subcommittee typically perform those tasks.
3. The subcommittee chair will develop a schedule with a minimum number of “greeters” on duty at specific times. This schedule will be approved by the HCC.
4. This subcommittee may propose a design, with Arts and Graphics assistance, for t-shirts for its members if this is within their budget. (Note: Subcommittee t-shirts should not be given out until the convention, when members report for their shift).
5. This subcommittee often purchases stickers of some sort to put on attendee’s badge showing they have been “greeted.” Stickers should not be contrary to recovery, and the cost must be within the subcommittee’s budget.
6. At the close of the convention the Serenity Keepers chairperson will prepare a written report on how the subcommittee carried out their tasks, any unusual situations that arose and how they were handled, and recommendations for changes by the next years’ HCC.

## **ENTERTAINMENT**

1. This subcommittee is responsible for coordinating all entertainment functions at the convention. At a minimum, entertainment at the convention usually consists of entertainment functions Friday and Saturday evening after the main speaker meetings. If there is to be a raffle or auction at the convention, these too are the responsibility of this subcommittee.
2. The subcommittee needs to propose specific entertainment events for the convention to the HCC that are within the budget for the subcommittee. These events and their cost must be approved by the HCC. This means contacting entertainment providers, making sure they are available for the date and time in mind, and getting a contract proposal from them.
3. Once events have been approved by the HCC, contracts must be presented to the LRCC Board of Directors for approval and signature.
4. At the close of the convention the subcommittee chair will make a written report detailing funds spent and generated by each activity and any recommendations for change at next year’s convention.

### **Other Issues to be addressed by the HCC:**

1. The overall budget for the convention as well as budgets for each subcommittee of the HCC, are set by the LRCC Board of Directors. These budgets (the amount of money authorized in advance to be spent) are set by considering what has been spent by past committees and the expected attendance for the convention given its location as well as other relevant factors.
  - a. It is important to remember that each budget represents a guess. It is a guess of what can be spent without endangering the financial wellbeing of the convention and the Region. The more that subcommittees can fulfill their purpose without spending money, the more financially successful the convention is likely to be overall. When subcommittees do not stay within the budgets given, they endanger the convention financially.

- b. Because each budget is a guess, there will be times that a subcommittee has more money budgeted than what they need, and times when a subcommittee does not have enough money budgeted to meet their need. When a subcommittee finds they will not need to spend all the money budgeted for them, they should notify the HCC at the first opportunity. When a subcommittee finds they do not have enough money budgeted, there are a couple of things they need to do.
  - i. First: Go to the subcommittees who have more money in their budget than they need and ask if they are willing to allow your subcommittee to use their excess funds.
  - ii. If they are agreeable, go to the HCC and make a motion to have those funds transferred to your budget. You will have to explain why the funds are needed, and the HCC will have to approve the transfer
  - iii. If no subcommittees have excess funds, or they are not willing to release those funds from their budgets, then the subcommittee needing more funds makes a motion at the HCC to have their budget increased by itself. This decision should not be made without considering the risk it brings to the success of the convention. If the HCC agrees that the increase is a genuine need, then they should consider whether there is anyway the HCC can raise this extra money to offset the increased expense. If the HCC agrees the additional spending is needed, with or without a way to offset the spending, the HCC Chair (or a designee) must make a motion with the LRCC Board to have the convention's overall budget increased. The Chair will need to explain why it is needed and what actions were considered by the HCC as an alternative as well as ways to offset the additional expense.
2. The next year's convention will be allowed to sell pre-convention merchandise at the close of the current convention. The end of the final speaker meeting on Sunday is considered the close of the convention. The next year's convention MAY be allowed to begin selling pre-convention merchandise earlier on Sunday if the merchandise committee has sold all of its merchandise (but not during the speaker meeting).
3. The next year's convention committee will be allowed to sell pre-registrations at the current convention beginning Sunday morning (but not during the speaker meeting).
4. There are usually persons not associated with the current or next year's HCC who want to sell merchandise at the convention. Providing these persons represent an NA service committee as opposed to a private interest, and it does NOT interfere with the sale of merchandise by the current or next year's HCC, this may be allowed on Sunday at the close of the convention, or prior to the close of the convention if the current HCC has sold all of its merchandise, with the approval of the HCC Chair.
5. A general checklist/timeline of significant tasks to be completed is:
  - a. After Chair, Vice-Chair, and Treasurer have been elected, set a date and time for elections of sub-committee chairs.
  - b. Treasurer should immediately begin drafting policies regarding the handling of money, receipts, and reimbursements. (Contact with current Treasurer is strongly recommended).
  - c. After confirmation, Chair, Vice-Chair, and Treasurer are given signature authority for bank account.
  - d. Credit card machines are provided by the board. It is recommended that Registration and Merchandise Chairs are responsible for these.

- e. One of the first major tasks for the HCC is to decide on a theme for the convention. Once chosen, the theme will likely guide artwork for a great deal of merchandise.
- f. Arts & Graphics and Registration submit a pre-convention registration flyer for approval and distribute it once approved.
- g. All HCC members should visit hotel and see the available spaces to help them in deciding how to use the available rooms, creating the program schedule, setting up registration and merchandise, etc., by January.
- h. Program subcommittee recommends main speakers and workshop titles. These should be approved no later than February. Once approved, arrangements are made for speaker's travel and accommodations.
- i. Entertainment for the convention should be approved no later than February. Once approved, proposed contracts are forwarded to the BOD for review and approval.
- j. Contents of the Registration packets should be approved no later than March.
- k. A draft of the printed program should be proposed for approval by Arts and Graphics no later than March.
- l. A banner for the convention should be presented to the HCC for approval no later than March.
- m. If there is a banquet, a preliminary number is given to the hotel at least 30 days prior to the convention. A final number is given to the hotel 72 hours before the convention. (Refer to hotel contract to ensure a different timeline is not required).

**Amending these Guidelines:**

These guidelines will be reviewed every year after receiving the closing report of the outgoing HCC. Amendments can be made by the LRCC BOD at any time with a majority vote.

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Approved by Louisiana Regional Convention Corporation October 15, 2017