

Appendix L - HOUSTON AREA CONVENTION COMMITTEE OF NARCOTICS ANONYMOUS (HACNA)

POLICIES & PROCEDURES

I. FORMATION

This body shall be known as the Houston Area Convention Committee of Narcotics Anonymous (HACNA). The Purpose of forming this body is to conduct the affairs of the Houston Area Convention of Narcotics Anonymous (HACNA). HACNA shall operate as a standing subcommittee of the Houston Area Service Committee of Narcotics Anonymous (HASCONA), as outlined in HASCONA policy.

II. PURPOSE

To coordinate, host and conduct HACNA bi-annually by members of Narcotics Anonymous to bring our membership together in the celebration of recovery and unity. Meetings, workshops, marathon meetings and other activities are scheduled to encourage our unity and fellowship among our members. Because services committees of Narcotics Anonymous sponsor conventions, they shall always conform to the N.A. principles and reflect our primary purpose: to carry the message to the addict who still suffers.

III. MEMBERSHIP

Any member of Narcotics Anonymous may participate on the HACNA Subcommittee.

IV. VOTING PRIVILEGES

- i. Any member present at the first meeting of the convention year has full voting privileges.
- ii. Any member joining after the first meeting of the HACNA subcommittee must attend two consecutive HACNA meetings to obtain voting privileges. A member becomes eligible to vote at their second consecutive meeting.
- iii. Any member of the HACNA Subcommittee who is absent two consecutive meetings will be considered inactive for voting purposes at the roll call of the second meeting. They may regain their voting privileges after attending two consecutive meetings. The sign-in sheet shall determine voting membership. It is each member's responsibility to sign in on the sign-in sheet at each meeting. Attendance is based on 1st sign-in and after the break sign-in. You will be considered absent if you are not there for both sign ins. Everyone should stay for the entire meeting.
- iv. Should a member miss four meetings – after their first meeting – throughout the year, they will be considered inactive for voting purposes for that Convention year. If an

Administrative Committee Member or a Subcommittee Facilitator misses four meetings throughout the year, based on the sign-in sheet, they will be asked to step down from their position.

- v. Traditionally, HACNA meetings are held on the second Sunday of each month except one month prior to the convention, and possibly in the form of Zoom meetings online, when they will be called as needed.
- vi. HACNA meetings will still take place on the second Sunday of each month after the convention until the next facilitator is elected and conducts their first meeting in January. Post-convention meeting will take place at the next HACNA meeting after the convention. At this meeting:
 - 1. All Subcommittee facilitators turn in final reports and make recommendations for the following year.
 - 2. The Treasurer and Co-Treasurer present the reconciled books
 - 3. The Merchandise Facilitator presents an itemized inventory
 - 4. Any Subcommittee Facilitators with excess inventory following the close of the convention present itemized inventories
- vii. HACNA closing meeting will be a brief post-event closing meeting the following week.
- viii. The first meeting of the new convention year will be held a month after the election of the new Facilitator. Elections for the convention committee will be held in January.
- ix. CNA will operate using consensus-based decision making (CBDM).

V. ELECTIONS

- i. Elections for the HACNA Facilitator will be held at the area service committee (ASC) meeting of HASCONA. Traditionally, the election of the HACNA Facilitator occurs eighteen months prior to the next convention.
- ii. Anyone who steals N.A. funds, assets or assists in that theft, misrepresents, or misappropriates the N.A. name for personal gain or for the gain of any associate, is automatically ineligible for any HACNA position for six (6) years. By group conscience, this clause is negotiable, determined by the circumstances of the individual in question and the decision rendered by the group.
- iii. No two persons in the same household or immediate family/relationship shall have the authority to sign on the same bank account.
- iv. By group conscience, this clause should always remain non-negotiable. Elections for the HACNA excluding the HACNA Facilitator will be held at the second meeting for the new convention year, as outlined in Section IV, letter H.

VI. ADMINISTRATIVE BODY

The Administrative Body shall consist of the following trusted servants, also referred to as Administrative Members: Facilitator, Co-Facilitator, Treasurer, Co- Treasurer and Recorder. All

Administrative Members must be active voting members in good standing. Their duties begin at the first HACNA meeting.

- i. Members of the ASC Administrative committee cannot hold position as an Administrative Member on the HACNA.
- ii. Due to the nature of Administrative Members' positions, 24-hour availability at the convention will be mandated.
- iii. Qualifications for Administrative Committee shall be:
 - a. Facilitator – Minimum (Min.) 7 years clean time, previous convention experience strongly recommended.
 - b. Co-Facilitator – Min. 7 years clean time.
 - c. Treasurer – Min. 5 years clean time.
 - d. Co-Treasurer – Min. 5 years clean time.
 - e. Recorder – Min. 2 years clean time.
- iv. Duties of Committee Officers:

A. Facilitator:

- i. Presides over all HACNA meetings.
- ii. Prepares an agenda.
- iii. Ensures that Committee members are informed of any sudden changes in meeting time/location.
- iv. Is a co-signer on the HACNA bank account.
- v. Can vote only in the case of a tie.
- vi. Is the primary point of accountability between HACNA and the Facilitator of the HH&T Subcommittee.
- vii. Shall attend all ASC meetings during the convention year and provide a written report to the ASC.
- viii. Shall supply a written updated progress report including financial and bank statements at each ASC upon request.
- ix. Shall receive and be knowledgeable to all contracts related to the HACNA.
- x. Shall be party to all decisions made.
- xi. Shall serve no more than one term within a ten-year period.
- xii. Submits written report to the HACNA committee along with oral report to HACNA Recorder for accuracy in minutes.

B. Co-Facilitator

- i. Will assume the responsibility of the Facilitator in the event of their absence.
- ii. Assists Facilitator in overall coordination.
- iii. Is a co-signer on the HACNA bank account.
- iv. Maintains direct contact with Subcommittee Facilitator.

- v. Shall be aware of all operational procedures of subcommittee requirements and deadlines and offer input when necessary.
- vi. Suggested that they attend all Subcommittee meetings, schedules permitting, and offer input whenever possible.
- vii. Will attend any meeting pertaining to the ASC in absence of the Facilitator or as needed.
- viii. Shall receive copies and be knowledgeable to all contracts related to HACNA.
- ix. Submits written report along with oral report to HACNA Recorder for accuracy in minutes.

C. Treasurer

- i. Will be responsible to open a Post Office Box that is geographically convenient and pick up all pre-registrations, correspondence and bank statements arranging for duplicate bank statements to be sent to convention PO box. (All checks will be recorded and deposited, and the registrations forwarded to the Registration Facilitator.)
- ii. Will keep a running tally of all monies related to all preregistrations for the banquet and breakfast and entertainment tickets and any pre-sale merchandise that is purchased.
- iii. Ensures that new signature cards are filled out with the appropriate signatures and returned to the bank. Signers on the accounts should consist of Administrative Members.
- iv. Shall give copies of contracts and invoices to appropriate Subcommittee Facilitators and Recorder.
- v. Will be responsible for issuing any checks that are required to help facilitate the convention.
- vi. Will keep accurate journal of checks that have been issued and be certain that they are categorized for the appropriate subcommittee, thus monitoring their individual budgets.
- vii. Will confirm that all checks written have the proper receipts and are accompanied by a check request filled out with the proper information.
- viii. Will provide the HACNA with a monthly cash flow statement accompanied with the current back statement.
- ix. Will present all financial invoices and contracts to the HACNA for their review, signature, and recommendations.
- x. Will coordinate all on-site duties pertaining to cash pickup, counting, depositing, and record keeping.
- xi. Will make all deposits under escort during the convention.
- xii. Will provide the HACNA with a final report detailing all financial activity throughout the year within 21 days of the close of convention.
- xiii. May not be a payee and signer of any other NA bank Account.

- xiv. Will utilize hand receipts throughout the year and during the convention for all money reimbursements.
- xv. During the convention, will count all monies with Facilitator or Co-Facilitator in the presence of Co-Treasurer.
- xvi. Prior to convention, either the Co-Treasurer or Treasurer must be present when a check drawn on the HACNA accounts is signed.
- xvii. During the convention, both the Co-Treasurer and Treasurer must be present when a check drawn on the HACNA accounts is signed. Cannot be a payee and signer on any other NA bank account.

D. Co-Treasurer

- i. Willingness to learn and follow all financial procedures required of HACNA Treasurer.
- ii. Learns to perform all Treasurer duties listed in HACNA Policy.
- iii. Assists HACNA Treasurer in their duties prior to and during the Convention.
- iv. Demonstrates ability to perform basic bookkeeping functions.
- v. Approves monthly Treasurer's Report prior to HACNA meetings.
- vi. Prior to convention, either the Co-Treasurer or Treasurer must be present when a check drawn on the HACNA accounts is signed.
- vii. During the convention, both the Co-Treasurer and Treasurer must be present when a check drawn on the HACNA accounts is signed.
- viii. During the convention, will count all monies with Facilitator or Co-Facilitator in the presence of the Treasurer.
- ix. May not be a payee and signer of any other NA bank Account.
- x. May make deposits under escort during the convention in lieu of Treasurer.
- xi. Needs to submit written and oral report to HACNA recorder.

E. Recorder

- i. Shall keep accurate recordings, make copies, and distribute them at all HACNA meetings.
- ii. Shall maintain recordings for the year.
- iii. Handles all correspondence as directed by the Facilitator.
- iv. Shall maintain an active voting member list.
- v. Makes a copy of the actual sign-in sheet and attaches it to the recordings.

VII. OPERATIONAL POLICIES

- i. Members of the HACNA Administrative Committee cannot hold an Administrative position on the ASC Administrative Committee.
- ii. All committee members are required to participate on a subcommittee and on site.
- iii. All contracts and invoices of any kind shall be given in duplicate to the Facilitator, Co-Facilitator, Recorder, and Treasurer.

- iv. No member of the Convention Committee, or any relations thereof, either business or personal, nor any person related to, either through blood or marriage, shall submit bids or secure contracts to provide services to be performed at or prior to HACNA
- v. It is suggested that in accordance with the spiritual principal of rotation, members periodically work on different committees to enrich their own experience and to strengthen the committee as a whole.
- vi. Registration packets to be assembled ten days prior to HACNA.
- vii. No cash payments will be made to any vendor, contractor, or committee member.
- viii. All HACNA Committee meetings will be non-smoking.

VIII. SUBCOMMITTEES (GENERAL)

- i. Qualifications for Subcommittee Facilitators shall be:
 - a. Registration – Min. 5-years clean time.
 - b. Entertainment – Min. 3-years clean time.
 - c. Hotel, Hospitality, & Transportation (H, H & T) – Min. 5-years clean time.
 - d. Programming – Min. 5-years clean time.
 - e. Merchandise – Min. 5-years clean time.
 - f. Arts & Graphics – Min. 3-years clean time.
 - g. Serenity Keepers – Min. 1-year clean time.
 - h. Decorations/Historical Perspectives – Min. 1-year clean time.
 - i. Fundraising – Min. 5 years clean time.
 - j. Policy – Min. 2-years clean time.
 - k. Web Servant – Min. 3-years clean time.
- ii. Duties of All Subcommittee Facilitators:
 1. To have a projected itemized budget by the fourth meeting of the Convention year.
 2. Three bids must be received in writing for monetary expenditures for products over five hundred dollars.
 3. Provide a written and final use and functional financial plan to all members of the Administrative Committee, 60 days prior to the convention.
 4. Submit a written report within 21 days after the convention, inventorying the strengths and weaknesses of their subcommittee; one copy to be put in archives and a second copy provided to the following convention's Subcommittee Facilitator for future use.
 5. Mandatory attendance in all on-site walkthroughs.
 6. Participate in additional HACNA meetings as directed by Facilitator.
 7. In the event of an emergency, the Subcommittee Facilitator is responsible to make arrangements with the Co-Facilitator or Subcommittee Representative to be present.
 8. Must read and be familiar with all contracts pertaining to their subcommittee.

9. Copy and distribute all contracts generated by their subcommittee to all members of the Administrative Committee.
10. To set on-site hourly work schedule for all subcommittee members. To be submitted to Convention Facilitator 30 days prior to the convention.
11. To determine signs and other on-site needs and submit to appropriate subcommittees 30 days prior to the convention.
12. Submit written report along with oral report to Recorder for accuracy in recordings.
13. Communication between Facilitator and Co-Facilitators is important for unity, continuity and to the common welfare of NA.
14. All money collected must be turned over to HACNA Treasurer at the event or by the next HACNA meeting.
15. Mandatory 24-Hour attendance and availability during the convention.

IX. SUBCOMMITTEES (SPECIFIC)

A. Registration Facilitator:

- i. Coordinates subcommittee meetings and communicates with Co- Facilitator.
- ii. communicates to HACNA Committee.
- iii. Processes all registrations, working in conjunction with the Treasurer to receive registrations in a timely manner.
- iv. Resolves any discrepancies between check amount and registration form.
- v. Has cash register training prior to the convention.
- vi. Coordinates a money drop policy with the Treasurer
- vii. Works in conjunction with the Treasurer in programming any cash registers and/or “Square” prior to the convention
- viii. If registers are not used, coordinates with the Treasurer prior to convention on appropriate money handling procedures to be used during convention.
- ix. Responsible for cash register training during the convention.
- x. If registers are not used, coordinates with the Treasurer prior to convention on appropriate training method for money handling procedures to be used during convention.
- xi. Keeps a running tally of registrations, banquet ticket sales, and any other ticket sales.
- xii. Pre-Convention Duties:
 1. Process all registrations for the convention.
 2. Responsible for putting together registration package.
 3. Receives all registration mail from Treasurer.
 4. Designs a registration flier, with a clearly written registration form attached. The cut-off date for pre-registration should appear on all registration forms.
 5. Ensures that fliers are produced and distributed throughout the fellowship as soon as possible. The ASC shall also be used as a resource for distribution of fliers. Other recipients are to include: All known fellowship websites, World Service Office News

Line, NA Way and other Regional Delegates (RD) and any other known interested groups or members.

6. The subcommittee shall select contents for the registration packet based on the approved budget. The budget set for the registration packet shall include any and all items that are associated with the packet; including envelopes, badges, tickets, small trinkets, ribbons and anything else the subcommittee wishes to put in the packet.
 7. Final preparation for the convention includes buying all supplies for the registration table, assembling packets, ordering
 8. banquet, and committee ribbons and having all records of pre-registration up to date 90 days prior to convention
 9. A member of the Registration Subcommittee should attend all group fundraisers to facilitate convention registrations. If free registrations are given out at fundraisers, the subcommittee
 10. must keep accurate records of what is provided and to whom.
 11. A record system must be established to record all pre-registrants.
- xiii. On-Site Duties:
1. All paid event tickets (banquet, entertainment, etc.) will be printed, accounted for on spreadsheet, and dispersed as needed.
 2. Responsible for the numbering and distribution of all Newcomer packets.
 3. Responsible for the cumulative clean time and state/country recognition to be given to Facilitator for clean time count down.
 4. No person should be turned away. Several indigent packets should be made for NA members who cannot afford to register.
 5. Attendance is required at the convention site starting Thursday evening, all day Friday, Saturday and Sunday for set up and closing.
 6. As each registration is received, a record shall be made indicating information about the registration and all monies received.
 7. Volunteers are required to sit at the registration table. A suggested shift for a team to work is two hours.

B. Entertainment Facilitator:

- i. Coordinates subcommittee meetings and communicates with Co- Facilitator.
 - ii. Communicates to HACNA Committee.
 - iii. Establishes types of entertainment to be provided 90 days before convention.
 - iv. Actively seeks out and procures entertainers and vendors.
 - v. Coordinates and staffs on-site entertainment and activities.
 - vi. Works in conjunction with Treasurer on all paid events.
 - vii. Works in conjunction with Programming and HH&T Subcommittee on suggestions and space/time allocations.
- viii. Pre-Convention Duties:

1. Coordinates all necessary power sources, lighting needs and audio equipment with hotel liaison.
- ix. On-Site Duties:
 1. Responsible for accommodating entertainers, backstage preparations, ticket taking and being stationed at door during dances and paid events.
 2. Minimum 2 subcommittee members should be present at each entertainment function.
 3. If there are no on-site duties regarding entertainment, report to Co- Facilitator or Facilitator for duties.

C. H, H & T Facilitator:

- i. Coordinates subcommittee meetings and communicates with Co- Facilitator.
- ii. Communicates to HACNA
- iii. Responsible for selecting the host hotel for the convention and ensuring that the hotel contract serves the best interests of HACNA.
- iv. Serves as the sole liaison between the selected convention hotel and the convention committee from the date the contract is signed until the final closing with the hotel at the end of the convention.
- v. Pre-Convention Duties:
 1. Attempts to project attendance figures to help determine the amount of appropriate meeting space for convention.
 2. Said figure need not be precise but should use criteria from previous conventions to help committee project a reasonable figure from which to work.
 3. Uses projected attendance figure to estimate how to best utilize space including: how much meeting space will be needed, how much space will be needed for receiving and entertainment and other programming needs as determined by the programming subcommittee, etc.
 4. Space utilization estimation is made in accordance with the determination of the lowest possible expense for rented space.
 5. Creates alternate plans of action if actual attendance exceeds or does not meet projected attendance figure. Creates alternate plans for unscheduled meeting rooms.
 6. Submits for approval catering proposals for the following: coffee, banquets, etc.
 7. Gives special care to the wording of any contractual proposals.
 8. Pays special attention to any open ended or additional charges.
 9. Cautiously works to ensure there are no unexpected costs incurred from any contractual obligations as well as ensuring no services are extended which are left unpaid.
 10. Makes clear that HACNA will only honor bills with specific signatures.
 11. Makes clear that final approval of any and all contracts is the responsibility of HACNA and not the H, H & T subcommittee.

12. Ensures that information regarding transportation to the hotel is included on the convention flyer.
 13. Ensures that convention attendees have all appropriate information regarding the location of local transit stations.
 14. Establishes volunteer or group sign-up sheet for Hospitality Room and coordinating those volunteer duties.
 15. Enlists volunteers by means of sign-up sheets distributed throughout the area.
 16. Calls the volunteers and sets up time slots convenient to the volunteers, two hours or more at a time.
- vi. On-Site Duties:
1. Opens and operates a hospitality area at the convention where the fellowship can gather.
 2. Responsible for staffing Hospitality Room for duration of convention and purchasing supplies for Hospitality Room if needed.
 3. Sets up the Hospitality Room on-site.
 4. Oversees the room throughout the Convention.
 5. Cleans the room at the conclusion of each night and the conclusion of the convention.
 6. Maintains the volunteer sign-up sheet and manages the Hospitality Room.

D. Programming Facilitator:

- i. Coordinates subcommittee meetings and communicates with Co-Facilitator.
 1. Co-Facilitator shall be elected with the following requirements:
 - a. 3 years clean time
 - b. Working knowledge of the 12 steps and 12 traditions.
 - c. A strong connection to the NA fellowship inside and outside of the state.
 - d. Fill in for program facilitator and give monthly report when the facilitator is absent.
 - e. Attend all programming subcommittee meetings and make the greatest effort to attend the HACNA committee meetings in the three months prior to the convention.
 - f. Facilitates programming meetings in the absence of the facilitator.
 - g. Helps facilitator communicate and organize with all speakers and workshop facilitators.
 - h. Co-facilitator will fill in pre-convention duties and onsite duties with facilitator or in their absence.
- ii. Communicates to HACNA.
- iii. Supervises all meeting Facilitator selections.
- iv. Submits expenditures to HACNA, when appropriate, for approval.

- v. Personally contacts all selected speakers and Facilitators of meetings prior to the convention and again by text message 10 days before the convention with topic, room location, day, date, and time.
- vi. Confirms room, registration, and travel arrangements for selected speakers
- vii. Determines special needs of convention (physically impaired, etc.)
- viii. Coordinates and submits contracts for hearing-impaired linguists as well as bilingual needs
- ix. Coordinates with all subcommittee Facilitators to create the convention's program.
- x. Selects a vendor to print the convention's program and provides three bids to the committee for selection.
- xi. Selects the audio recording vendor to record all workshops and main meeting events and provides three bids to the committee for selection.
 - 1. Programming subcommittee can elect to record the conversation itself if audio recording vendors do not offer a sufficient agreement.
 - 2. Programming facilitator must elect a Programming Recording Facilitator who oversees recording the convention with the following requirements:
 - a. 3 years clean time requirement.
 - b. Working knowledge of the 12 steps and 12 traditions.
 - c. Strong technical background with a laptop.
 - d. Appoint at least 3 members to help with recording at the convention.
 - e. Edit and submit final recordings within 14 days after the end of the convention.
 - f. Attend all programming sub-committee and HACNA meetings in the three months prior to the convention.
- xii. Meeting Facilitator Selections:
 - 1. Representatives from the groups within Narcotics Anonymous will be selected as Meeting Facilitators.
 - 2. Meeting Facilitators must have a minimum of 1-year clean time, be active members of Narcotics Anonymous with a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
 - 3. No member of the Convention Committee may be a workshop Facilitator or speaker at the Convention.
- xiii. Main Speaker Selection:
 - 1. Main speakers shall be active members of Narcotics Anonymous with a minimum of five years clean time and a working knowledge of the Twelve Steps and Twelve Traditions, carrying a message of recovery.
 - 2. All main speaker candidates must submit a recording created within the last five years to qualify as a main speaker.
 - 3. All main speakers will be decided by the programming subcommittee after all speaker submissions have been listened to and voting will be established by an evaluation sheet. Participants involved with programming who have listened to all audios will be eligible for voting.

4. No speaker shall be a member of the Convention Committee.
 5. No speaker shall repeat as a main speaker within five years.
 6. Main speakers and or alternative main speakers shall receive lodging and a complete convention registration package. A complete registration package consists of a registration bag and one banquet dinner (Not including a breakfast or entertainment ticket).
 7. Airfare or gas reimbursement will be provided to all main speakers. Programming shall have a budget for travel expenses and/or audio recording equipment. All expenses will be approved by the committee. Programming sub-committee shall make the greatest efforts in being prudent with NA funds when possible.
 - a. Gas reimbursement is the cost of gas from point A to point B submitted by receipt and doubled in reimbursement by the committee, paid out on arrival.
 8. Main meetings are defined as Friday night opening speaker meeting, Saturday midday speaker, Saturday night speaker, and Sunday morning speaker. No other convention participants will get lodging or a free convention package.
- xiv. Pre-Convention Duties:
1. Set number of meetings.
 2. Prepare schedule of meetings.
 3. Prepare necessary flyers for Programming Committee (speaker recordings, English and Spanish) by second HACNA meeting.
 4. Program must be completed ninety days prior to convention including notification of speakers, and Facilitators to go to print.
 5. Notify Arts & Graphics of signs needed
 6. Solicit bids from recording company (three required).
 7. Solicit bids from persons to do sign language (three required).
 8. Make arrangements that out-of-town speakers have necessary transportation to and from convention site with H, H & T Facilitator.
- xv. On-Site Duties
1. Ensure that main speakers have been walked through registration and walked through hotel registration.
 2. Ensure that main speakers are on Convention Main Account and that their lodging has been set for the duration of convention with Treasurer.
 3. Work in conjunction with Serenity Keepers in welcoming speakers.
 4. Start scheduled meetings on time.
 5. Work closely with the chosen taping company while on-site.
 6. Work closely with interpreters and linguist for main speakers.

E. Merchandise Facilitator:

- i. Coordinate subcommittee meetings and communicate with Co- Facilitator.
- ii. Communicate to HACNA.
- iii. Obtain, provide, and sell appropriate Narcotics Anonymous merchandise at convention site.

- iv. Submit all final contracts to Facilitator for approval, copies to be distributed to the administrative Committee.
- v. Promptly submit all invoices to convention Treasurer.
- vi. Pre-Convention Duties:
 1. Arrange merchandise delivery **90** days prior to convention date.
 2. Arrange inventory of all merchandise **30** days prior to convention and provide a written report to HACNA.
 3. Present a budget to HACNA to include a list of all items to be sold at the convention and their estimated costs.
 4. HACNA to approve for sale items suggest by Merchandise subcommittee.
 5. Present a timeline to ensure tasks are completed in a timely manner, to include timeframes for obtaining for sale items.
 6. Works closely with the Arts and Graphics Subcommittee for the design of merchandise prior to contracting with a vendor.
 7. Assures that the fellowship registered trademark is placed appropriately on all merchandise.
 8. Maintains a record of all merchandise purchased and sold and must keep that record up to date. Include this information in monthly reports to HACNA.
 9. Provide the Treasurer with the necessary financial reports, receipts and monies from each pre-convention event.
 10. Pre-convention merchandise sales help promote the event across the region. A member of this committee should be at attendance at all fundraisers and as many other NA events as possible to sell preconvention merchandise.
 11. Responsible in ensuring that convention merchandise is purchased from the approved vendors.
 12. Ensures that the convention merchandise is received and available for sale in a timely manner.
- vii. On-Site Duties:
 1. Secure Merchandise Room every night during the convention.
 2. Coordinate a money drop policy with the Treasurer.
 3. Responsible for cash register training prior to convention.
 4. Responsible for cash register during the convention.
 5. Ensure space to be used for the sale of merchandise is adequate in size and sufficient for smooth traffic flow. The space should have appropriate entrances and exits and suitably lockable. There should be enough electrical outlets to support cash registers, and that an adequate number of tables and drapes are requested from the hotel.
 6. Responsible for the sales of all current year merchandise.
 7. Responsible for the sale of merchandise at the convention.
 8. Ensure no HACNA merchandise is ever sold on a consignment basis.

F. Arts & Graphics Facilitator:

- i. Coordinate subcommittee meetings and communicate with Co- Facilitator.
- ii. Communicate to HACNA Committee.

- iii. Responsible for artwork and logo submitted to committee for approval.
- iv. Responsible for all printed art on matter pertaining to convention, (i.e., tickets signs, fliers, registration forms, banner, programs, signs, etc.)
- v. Responsible for setting and implementing deadlines for artwork and logo by third convention meeting of current year.
- vi. Must have a computer and availability to print.
- vii. Must be knowledgeable in graphic arts (i.e. Adobe Illustrator).
- viii. Knowledge of graphic formats acceptable to vendors.
- ix. Work with Programming, Registration, Convention Information, and Merchandise to ensure that these subcommittees have what they need.
- x. Work with all subcommittees to produce attractive and noticeable signage as requested.
- xi. Pre-Convention Duties:
 - 1. Coordinate subcommittee meetings.
 - 2. Communicate to HACNA Committee.
 - 3. Responsible for approving 3-5 samples of artwork to be brought to the Convention Committee for final selection of theme and logo.
 - 4. Responsible for seeing that final artwork and logo are camera ready and distributed to appropriate subcommittees by at least 5 months prior to convention.
 - 5. Responsible for all printed matter pertaining to convention (i.e. tickets, signs, fliers, registration forms, banner, program, on-site signs, etc.)
 - 6. All logos and designs become property of HACNA.
 - 7. Designs fliers, registration forms, the convention banner, signs and displays to be used at the convention.
 - 8. Arranges for printing of HACNA program, tickets for banquets, entertainment and so forth.
 - 9. All printed information from HACNA must be in keeping with our spiritual principles and be in good taste.
 - 10. All graphics or fonts used that are copied from another source must have release form or license to be used.
 - 11. All graphics used from within the fellowship of Narcotics Anonymous must have a release form from the individual(s) who designed the work before it is used and will become property of HACNA.
- xii. On-Site Duties:
 - 1. Responsible for last minute signs.
 - 2. Delivers signs to various rooms
 - 3. Works in conjunction with all subcommittees on-site.
 - 4. Responsible for handling signs.

G. Serenity Keepers Facilitator:

- i. Coordinate subcommittee meetings and communicate with Co- Facilitator.
- ii. Communicate to HACNA Committee.
- iii. Provide support to all other subcommittees.
- iv. On-Site Duties:

1. Provide liaisons for all subcommittees on-site as needed.
2. Be one of the major liaisons for on-site money drops and escorts (Facilitators Only)
3. Convention Facilitator to secure counting room if needed.
4. Coordinate work schedules so that the Serenity Keeper Committee is always available during the convention.
5. Greet all participants and helps to coordinate the flow of registrants picking up pre-registration packets and those needing to register.
6. Help maintain orderly conduct and act as on-site security during the convention.
7. Liaison with hotel security during the convention in case their services or needed.
8. Provide convention information while at the convention.

H. Decorations & Historical Perspectives Facilitator:

- i. Coordinate subcommittee meetings and communicate with Co- Facilitator.
- ii. Communicate to HACNA.
- iii. Provide support to all other subcommittees.
- iv. Gather information about the history of HACNA and design a method to present this history at the convention.
- v. Pre-Convention Duties:
 1. Organize a committee to help decorate fundraisers throughout the year.
 2. Take pictures at HACNA events in the months prior to the convention.
 3. Solicit pictures from HASCONA groups and members
 4. Arrange photographs into a slideshow to be shown during the banquet
 5. Coordinate with the Programming Facilitator in the event the subcommittee wants to have a slot at the convention to give a presentation on the history of HACNA
 6. Find members who have previously been involved with HACNA –in attendance or service – and ask if they will speak at the History presentation. Solicit these members for merchandise or fliers from previous conventions to be displayed at the convention
- vi. On-Site Duties:
 1. Set up table decorations and table favors for banquet.
 2. Organize volunteers to decorate ballroom and speaker podium for meetings.
 3. Present a slide show during the convention.
 4. Give a “History of HACNA” presentation.
 5. Display merchandise from previous HACNA conventions.

I. Fundraising Facilitator

- i. Coordinate subcommittee meetings and communicate with Co- Facilitator.
- ii. Communicate to HACNA Committee.
- iii. Design, coordinate, set-up and hold fundraising activities to raise money for the convention in the months leading up to the convention.
- iv. Pre-Convention Duties:

1. Coordinate and stay in communication with the HASCONA Activities Facilitator and Activities Facilitators from HASCONA groups, to provide any support that they feel they may need and to be available to have a HACNA table at their events.
2. Hold events throughout the months prior to the convention. Ask for experience from HASCONA members who have previously been involved with fundraising for HACNA. The fundraising subcommittee has a history of creating fun, imaginative activities throughout the year.
3. When brainstorming what events to hold, and where and how to hold them, some guidelines should be considered, including the following:
4. Fundraising activities at an NA meeting are not usually appropriate because they may detract from our primary purpose and can present an inaccurate impression of the NA message, especially in the eyes of the newcomer or the non-addict visitor.
 - a. In order to follow the guidance of our traditions, a fundraising event should be planned and held by and for Narcotics Anonymous members.
 - b. In order to conform to the ideals of the Seventh Tradition, donations from nonmembers should not be accepted.
 - c. Since there are often when we sponsor activities where there is a fixed charge for full participation, the term "donation" should not be associated with these types of fees. In this way, we are not confusing contributions with assessed charges for activities.
 - d. All aspects of the event should be consistent with our goal of encouraging recovery from addiction. We should avoid hosting events that might encourage gambling, appear to offer "something for nothing," or award prizes that are either not recovery-oriented or that otherwise may be seen as inappropriate.

J. Policy Facilitator:

- i. Coordinate subcommittee meetings and communicate with Co- Facilitator.
- ii. Communicate to HACNA.
- iii. Pre-Convention Duties:
 1. Suggest new Policy or modifications to existing Policy for the Convention Committee to consider.
 2. Implement and expedite revisions and updating of existing policy.
 3. Research proposals for policy changes and report recommendations.
 4. The following will assist HACNA Roberts Rules of Order, CBDM and Narcotics Anonymous Service Structure as needed.

K. Web Servant:

- i. Knowledge of website building skills.
- ii. Update convention info on website with new dates once HACNA signs a contract with the hotel
- iii. Maintain website contract.
- iv. Maintain email list for flyer distribution and mails copies of flyers as requested.
- v. Maintain HACNA email inbox.
- vi. Coordinate with ASC Web Master to ensure functionality of the HACNA website.