


SEAZNAC:
Southeastern Arizona
Narcotics Anonymous
Convention

Guidelines, Timelines and Templates

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Definition and Purpose Statement

Definition:

This body shall be known as “SOUTH EASTERN ARIZONA NARCOTICS ANONYMOUS CONVENTION”, hereinafter referred to as SEAZNAC

Purpose Statement:

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

Function:

The function of SEAZNAC includes the following:

- Carry the message of NA to all parts of our area
- Operate as a subcommittee of ASC
- Hold ASC elections for incoming SEAZNAC chairperson and treasurer
- Hold SEAZNAC subcommittee elections for all subcommittee chairpersons
- Facilitate monthly SEAZNAC meetings and record minutes of each meeting
- Report to ASC each month and provide an overview of the current month’s minutes
- Maintain a P.O. Box for SEAZNAC
- Perform financial duties responsibly and transparently regarding SEAZNAC bank account and money handling
- Facilitate an annual convention for SEAZNA
- Provide a post-convention financial report to ASC and documentation to support an annual audit of all expenses and revenue for SEAZNAC
- Provide a procedural and “Lessons Learned” transition to the incoming SEAZNAC committee and subcommittee members



Election Process

Election Process

The SEAZNAC chair and treasurer will be nominated and elected at the first ASC session following the convention each year. It is the responsibility of the SEAZNAC Chair to announce next year's elections at ASC the month prior to the convention.

Elections for remaining administrative committee positions and subcommittee chair positions will be conducted by the new SEAZNAC Chair within one month after being elected. The incoming chair is responsible for organizing the election of remaining administrative positions and subcommittee chairs:

- Any member of NA may vote
- All elected positions will serve a term of one year
- Nominees must be present to accept nomination, submit a verbal statement of willingness and answer questions
- Any position not filled during the designated election timeframe will remain open until a suitable person can be found to fill the position
- All nominees must meet the minimum guideline requirements for the service position they are running for or have the guidelines waved at voting time

NOTE: As a suggested guideline, most positions have a corresponding vice-chair. The expectation has been placed where the vice-chair learns how to do the duties of the chairperson, so they can move into the chair position the following year. This has proven to be very effective in making for a smooth transition from one year to the next. It is only a suggestion as anyone may run for election to any chair position if they meet the minimum qualifications for duty.



SEAZNAC Committee Structure

SEAZNAC Committee Structure

Administrative Committee:

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Vice Treasurer

Subcommittees:

- Registration
- Merchandise
- Programming
- Hotel
- Hospitality
- Events & Promotions
- Information & Welcoming
- Arts & Graphics
- H&I (Prison Liaison)



Administrative and Subcommittee General Qualifications and Requirements

Administrative and Subcommittee Chairpersons

General Qualifications

- Have completed the 12 Steps of Narcotics Anonymous with a sponsor
- Have a working knowledge of the 12 Traditions and 12 Concepts of Narcotics Anonymous
- Have an NA home group within the SEAZNA Area
- Have the willingness and resources to be of service for an entire year (Length of service term)
- May not hold any ASC service position to maintain impartiality during ASC voting

General Requirements

- Attend all regular SEAZNAC meetings or send a representative
- Meet minimum clean time requirement per position (Varies per position)
- Have at least 3 years clean time to be able to handle money and sign a "Loss and Recovery" document
- Have served on at least one convention committee (Some positions have a higher requirement)
- Have access to the Internet and an email address to receive information on a regular basis during the convention year
- Attend at least one Events & Promotions event during the year



Administrative Committee Requirements and Duties

Administrative Committee Positions:

Chairperson

Requirements

- Minimum five (5) years clean
- Has served two (2) years on a convention committee as an administrative member or subcommittee chairperson
- Recommended previous year of service as SEAZNAC vice chair
- Good administrative and management skills
- Good communication skills
- Good contract negotiation experience

Duties

- Conducts SEAZNAC subcommittee elections within 30 days following chair elections
- Attend ASC monthly meetings and submit SEAZNAC report with minutes
- Review and approve secretary's monthly agenda prior to sending out to all committee members
- Schedules and presides over monthly SEAZNAC meetings: remains fair and impartial, facilitates discussion time, helps to resolve any conflicts and facilitate any votes
- Coordinates the review of all SEAZNAC budgets with vice chair, treasurer and subcommittee chairs
- Co-signer on the SEAZNAC bank account
- Holder of the SEAZNAC debit card (Chair person's name will be on the card)
- Oversees all contract signings after review and approval by the SEAZNAC subcommittee chairperson then submits all contracts to ARSC Board of Directors (BOD) at the regional level for approval
- Coordinates all insurance related issues with the ARSC BOD and, if needed, obtain an insurance rider for convention and all events
- Deliver final chair report, SEAZNAC financial report, and all money to ASC
- Update and present all suggested guideline changes to ASC Committee for approval within one month after convention
- Calls special adhoc meetings as needed
- Chairs the convention and acts as a single point of contact for decision making tasks

Vice Chairperson

Requirements

- Minimum four (4) years clean
- Has served one (1) year on a convention committee as an administrative member or subcommittee chairperson
- Good administrative and management skills
- Good communication skills
- Willingness to serve the following year as chairperson

Duties

- Assist with chairperson duties and perform those duties if chairperson is unavailable
- Reviews all SEAZNAC budgets with subcommittee chairs and SEAZNAC treasurer
- Ensures each Subcommittee has a vice chairperson within 60 days of their placement
- Responsible for making sure the PO Box is checked each month
- Maintains SEAZNAC storage locker access and assists in providing items for use during promotional events and the convention

Secretary

Requirements

- Minimum three (3) years clean
- Record accurate minutes
- Proficient in MS Office: Word and Excel
- Internet capabilities with daily access to send and receive emails and attachments
- Has general office or secretarial skills, organizational abilities, scanning/copying

Duties

- Create and send meeting agenda each month prior to convention meeting
 - Send agenda to chair to review and approve
 - Meeting agenda will include: opening readings, timeline review, old business, new business, date/time/location for next meeting
- Keep and send meeting minutes to convention committee members within 10 days after each SEAZNAC monthly meeting
 - Minutes will include: administrative committee and subcommittee reports, attendance, issues log and bank balance
- Maintains a current contact list with names, positions, phone numbers, email, and mailing addresses of administrative committee members and subcommittee chairs
- Maintain all agendas, minutes and other documents in an electronic archive
- Support SEAZNAC chair in presenting, recording and preparing guideline changes for ASC IDR submission
- Provide archived copied of budgets, forms, guidelines or other documents needed to conduct business

Treasurer

Requirements

- Minimum five (5) years clean
- Has one (1) year Area or Region Convention Committee experience
- Recommended served as SEAZNAC vice treasurer the previous year
- Has experience with accounting procedures, software programs, and budgets
- Willing to sign a "Loss and Recovery" document

Duties

- Attends all monthly SEAZNAC meetings

- Co-signer on SEAZNAC bank account, maintains SEAZNAC bank account and acts as liaison with bank for all banking matters
- Deposits all money into SEAZNAC bank account in a timely manner (24 hours)
- Provides a detailed report during monthly meetings: either online access or from check registry
- Support the SEAZNAC subcommittee chairs to establish budgets
- Tracks budget expenditures throughout the year
- Coordinates and/or facilitates set up of credit card readers and cash registers (Unless other persons can do this)
- Provides a detailed final report to Chairperson and assists with final ASC convention report
- Works with ASC treasurer to provide an annual audit to the ARSC BOD
- Train and mentor vice treasurer to take on role of SEAZNAC Treasurer next year

Vice Treasurer

Requirements

- Minimum for (4) years clean
- Has one (1) year area or region service committee treasurer
- Has experience with accounting procedures, software programs, and budgets
- Willingness to serve as convention treasurer the following year
- Willing to sign a "Loss and Recovery" document

Duties

- Act as apprentice for current treasurer with the understanding that they will take over the following year
- Act as Treasurer in the case the current treasurer is unable
- Assist subcommittee chairs as needed



Subcommittee Chairperson Requirements and Duties

Subcommittee Chair Positions:

Registration

Requirements

- Minimum three (3) years clean
- Has served one (1) years on a convention committee
- Recommended previous year of service as SEAZNAC registration vice chair
- Ability to maintain registration database (Excel/Word Doc/PDF/Access)
- Coordinates electing a Vice Chair and the formation of the subcommittee members as needed
- Understands the registration process, expectations and can work with a monthly timeline set by the administrative committee
- Establish a budget and submit it to the SEAZNAC committee according to the timeline
- Manage all expenditures and income staying within approved subcommittee budget

Duties

- Request posting on the NAWS (Narcotics Anonymous World Service) website and AZ Regional Website
- Responsible for working with SEAZNAC vice chair to check the SEAZNAC P.O. Box
- Coordinate development of a registration packet
- Coordinate with Arts & Graphics to print registration materials and flyers and distribute to local groups, outlying areas, and regions
- Coordinate with ASC webmaster to post online registration form
- Take in registration money and work with treasurer to make deposits
- Setup "Square" device and website to do electronic transactions
- Submit all incentive giveaway requests for approval at monthly SEAZNAC meetings

- Coordinate representation at area and regional functions, events, and fundraisers to promote registering for SEAZNAC
- Maintain a registration database with names, addresses and other contact information for sending registration materials
- Coordinate with Hotel Chair for registration logistics at the convention
- Transition registration duties to vice chair so there is a seamless handoff

Merchandise

Requirements

- Minimum three (3) years clean
- Has served one (1) years on a convention committee
- Recommended previous year of service as SEAZNAC merchandise vice chair
- Coordinates electing a Vice Chair and the formation of the subcommittee members as needed
- Ability to establish relationships with vendors, obtain bids and negotiate contracts
- Has time to sell pre-convention merchandise at local and regional events
- Has an understanding of procurement process, inventory and tracking of revenue

Duties

- Attends each SEAZNAC monthly meeting and present monthly reports to include subcommittee minutes
- Schedule and facilitate monthly subcommittee meetings
- Establish and submit a budget to SEAZNAC committee according to the timeline
- Manage all expenditures and income staying within approved subcommittee budget
- Track inventory and provide detailed accounting for all merchandise purchased
- Provide invoices/receipts for expenditures and keep receipts from SEAZNAC treasurer for all income
- Coordinate representation at area and regional functions, events, and fundraisers to promote the sale of merchandise for SEAZNAC
- Receive all merchandise vendor shipments directly
- Provide a final financial report with inventory statement to SEAZNAC treasurer prior to the final committee meeting
- Utilize Arts & Graphics for all printing needs

Programming

Requirements

- Minimum three (3) years clean
- Has served one (1) years on a convention committee
- Recommended previous year of service as SEAZNAC programming vice chair

Duties

- Coordinates electing a Vice Chair and the formation of the subcommittee members as needed
- Responsible to ensure Main Speakers, Workshop Speakers, and Marathon Meeting Leaders and Readers are chosen, notified, and confirmed
- Arrange travel for Main Speakers (Attempt to minimize costs) including airfare and hotel arrangements
- Coordinates Main Speakers transportation to the convention as requested/needed
- Coordinate speaker check-in with convention registration
- Responsible for obtaining taping contractor and monitoring during convention
- Develop and distribute all meeting formats for each workshop, marathon meeting and main speaker meeting
- Create a program for main meetings, workshops, banquet and entertainment
- Develops a plan to ensure any special needs requests are met with SEAZNAC committee approval: handicap, hearing impaired and translations
- Create and follow a process for solicitation, review and selection of proposed main speakers
- Create and follow a process for selecting workshop topics and speakers to share

- Work with hotel chair to plan out the logistics of the main speaker meetings and workshop meetings
- Work with Arts & Graphics and Registration to produce a printed program and include in registration packets

Hotel

Requirements

- Minimum three (3) years clean
- Has served one (1) years on a convention committee
- Recommended previous year of service as SEAZNAC hotel vice chair
- Good contract negotiation skills
- Good organization skills to plan room requirements and scheduling
- Good issues resolution skills
- Can delegate tasks to others
- Good multi-tasking skills

Duties

- Coordinates electing a Vice Chair and the formation of the subcommittee members as needed
- Negotiates contract with hotel and SEAZNAC Chairperson for the following:
 - Hotel Room Rate
 - Hotel Room Block and Amenities
 - Meal and Coffee Costs
 - Banquet, Workshops, Main Event Space
 - Audio/Visual (Microphones, Projector, Lighting, Electrical)
 - Set-Up/Breakdown Times
 - Parking Situation/Costs
 - Site Restrictions & Policies
 - Internet/WIFI Access
 - Podiums/Risers (May Need Stage Rental)
 - Chairs (May Need Rental Depending on Facility)
 - Security
- Acting liaison between the SEAZNAC Committee and the hotel staff ensuring positive, professional relations with the hotel
- Arrange for the SEAZNAC Committee to meet at the hotel monthly as soon as the hotel is selected
- Locate and identify rooms/space for the Merchandise Subcommittee, Registration Subcommittee, Hospitality Subcommittee, Marathon Meetings and any outside vendors and tapers as required
- Monitors hotel room block daily/weekly and relays the information to the convention Chairperson and SEAZNAC Committee
- Works with Programming Subcommittee to ensure adequate meeting space for workshops and main speakers

NOTE: The Hotel Subcommittee Chairperson(s) must become familiar with the details of convention contracts to avoid unforeseen expenses such as gratuity, taxes, hospitality room cleaning and other miscellaneous fees.

Hospitality

Requirements

- Minimum three (3) years clean
- Has served one (1) years on a convention committee
- Recommended previous year of service as SEAZNAC hospitality vice chair
- Coordinates electing a Vice Chair and the formation of the subcommittee members as needed
- Good communicates skills

- Good scheduling skills

Duties

- Attend all SEAZNAC monthly meetings
- Create a budget for supplies needed
- Organize a schedule for home groups to sign up for hospitality room service
- Purchase snacks and drinks to serve in hospitality room during convention
- Monitor hospitality room to keep clean and food/beverage stocked
- Cover shifts where a home group has not signed up or did not show up
- Provide activities, such as board games, for people during the convention
- Setup at beginning of convention and breakdown and clean up when convention is over

Events & Entertainment

Requirements

- Minimum three (3) years clean
- Has served one (1) years on a convention committee
- Recommended previous year of service as SEAZNAC events & entertainment vice chair
- Coordinates electing a Vice Chair and the formation of the subcommittee members as needed
- Can plan and execute activities to promote SEAZNAC and raise funds
- Can plan entertainment for the convention
- Good contract negotiation skills
- Good feel for what the area wants for activities and entertainment

Duties

- Create a budget for all events and promotions
- Create calendar of 3 or 4 promotional events ending two (2) months prior to the convention event
 - Past event ideas include: dances with disc jockey, NA Unplugged, member participation games, outdoor sporting activities, hiking, recovery plays, comedy show, karaoke, talent shows, concerts, golf tournaments, art shows, campouts, sports days or NA family fun days, picnics, pancake breakfasts, and spaghetti dinner speaker events
- Coordinate with ASC and RSC activities subcommittees to avoid event calendar conflicts
- Coordinate approved entertainment to be provided at the convention
- Coordinate with registration subcommittee on entertainment tickets to be included in registration packets
- Coordinates any merchandise needs with the merchandise subcommittee
- Coordinate convention entertainment space, riser (stage) requirements, and availability with programming and hotel subcommittees

Information & Welcoming

Requirements

- Minimum three (3) years clean
- Has served one (1) years on a convention committee
- Recommended previous year of service as SEAZNAC information & welcoming vice chair

Duties

- Coordinates electing a Vice Chair and the formation of the subcommittee members as needed
- Contact all southeastern Arizona area treatment programs and halfway houses and provide a copy of the convention program schedule one (1) month prior to the convention
- Coordinate a book drive to collect Basic Texts from home groups to distribute at convention
- Develop a plan to provide an information table at the convention which includes:
 - Current convention information
 - Hotel maps, restaurant information, and facility amenities
 - NA local meeting schedules

- NA information pamphlets (IP's)
- NA event flyers from the area and surrounding areas and regions
- Area information about hosting city, entertainment such as restaurants, shopping, and local sightseeing opportunities
- Area public transportation information should be available
- Schedule volunteers to staff convention information table during hours of operation in alignment with the convention registration hours of operation
- Create a welcoming squad of members – volunteers must have a minimum of thirty (30) days clean at the start of the convention
- Create T-shirts for the squad members to be included in the SEAZNAC budget
- Subcommittee members will announce the convention information at the meetings they attend throughout the year informing members of upcoming events, convention information, and letting newcomers know of the newcomer convention packets

Arts & Graphics

Requirements

- Minimum three (3) years clean
- Has served one (1) years on a convention committee
- Recommended previous year of service as SEAZNAC arts & graphics vice chair
- Has technical experience in graphics, printing, Photoshop, and Illustrator software or other graphic software programs

Duties

- Coordinates timeline with other Subcommittees when logos and artwork will be available
- Create camera-ready art which incorporates the convention logo for all printed materials
- Responsible for the design and production of all registration forms, ID badges, and event tickets – printing of all flyers and signs for all committees
- Responsible for convention banner creation
- Design and produce convention program with information supplied by the subcommittees

Institution Liaison

Requirements

- Minimum three (3) years clean
- Has served one (1) years on a convention committee
- Recommended previous year of service as SEAZNAC H & I liaison vice chair
- Ability to collaborate with correctional facilities and law enforcement

Duties

- Coordinates electing a Vice Chair and the formation of the subcommittee members as needed
- Coordinate with the SEAZNA H&I Subcommittee to obtain a list of H&I facilities with contact names and numbers
- Maintain detailed records of H&I attendees logging participating facilities along with direct contact personnel
- Make initial contact by phone or other correspondence nine (9) months prior to convention
- Formulate a cover letter containing Narcotics Anonymous and SEAZNAC information, along with dates for the convention
- Email or mail letter to institutions seven (7) months prior to convention
- A second letter is drafted with specific information regarding day, time, and logistics for conference call
- Email or mail letter to institutions five (5) months prior to convention
- Secure a 'plug-in' for communication within ninety (90) days of convention

- Perform an equipment test 30, 60, 90 minutes or day prior prior to the speaker meeting making sure all lines are in working order and ready to initiate conference call



Duties to be Considered During the Convention

Duties to be Considered During Convention

Registration Convention Duties:

- Enough volunteers to staff cash registers, square and distribute registration packets
- Registration table location
- Work closely with the hotel subcommittee to ensure adequate space
- Enough tables
- Electrical power, cords and power strips
- Adequate WiFi access
- Security
- Crowd control
- Perform money drops with SEAZNAC treasurer during convention
- Hours of Operation include:
 - Friday - 12pm thru 10pm
 - Saturday - 9am thru 10pm
 - Registration committee will have the option to be closed during the Friday and Saturday evening Main Speaker Meetings. Cash registers, registration packets, and other valuable equipment must be secured at night and during Main Speaker Meetings.

Proposed Expenses

- Postage
- Registration Envelopes
- Copies/Flyers
- Mailing Envelopes
- Office Supplies
- Registration Packet Contents-Name Tags/Memento's

Merchandise Convention Duties:

- Work closely with the hotel subcommittee to ensure adequate space is allocated for the handling and selling of merchandise at the convention
- Mandatory training for merchandise subcommittee members who are working the credit card readers and cash registers.
- Set up Merchandise room/area prior to convention
- Act as liaison with outside vendor to assist in their setup and operation
- Perform money drops with SEAZNAC treasurer during convention
- Receive money from outside vendor as per contractual agreement
- Track inventory of all merchandise during the convention and at the end
- Ensure merchandise can be locked up when not open for business
- Tear down Merchandise room/area and re-inventory remaining merchandise at close of the convention including pack, box and arrange transport to storage locker for all remaining merchandise
- Hours of Operation include:
 - Friday - 12pm thru 10pm
 - Saturday - 9am thru 10pm
 - Sunday 8am - Noon
- Oversea alternate merchandise vendors and coordinate with hotel chair for tables

Proposed Expenses

Preconvention Merchandise:

- Tee-shirts
- Bandanas or other items selected by subcommittee

- Supplies –shopping bags, boxes and “Square” equipment (As needed)
- Convention Merchandise:
 - Tee-shirts
 - Coffee mugs or other items selected by subcommittee
- General office supplies - tape, double sided tape, receipts, hangers, thumb tacks, sharpies, pens, poster board

Programming Convention Duties:

Committee Formation

- This committee will be open to the fellowship for six (6) weeks then the committee is closed
- Being absent for two (2) meetings in a row should be addressed by this committee

Speaker, Leader, & Reader Selection

- Main speakers to consist of:
 - Friday Night Kick Off Speaker
 - Saturday Night Main Speaker
 - Sunday Morning Spiritual Speaker
 - Men's Main Speaker
 - Women's Main Speaker
 - Spanish Main Speaker
- Immediately solicit cd's from members, areas, and regions
- Select main speakers by evaluating and listening to speaker cd's, workshop cd's, and other media
- Speakers and other participants shall be active members of Narcotics Anonymous carrying a clear NA message
- Main speakers are required to have a minimum of ten (10) years continuous clean time
- Workshop speakers and leaders are required to have a minimum of three (3) years continuous clean time
- Meeting readers are required to have a minimum of six (6) months continuous clean time
- Main speakers will represent fellowship diversity including age, race, sexual identity, creed, religion, or lack of religion, etc
- Main speakers will not be considered to return again as Main Speakers for a period of five (5) years
- Workshop Speakers will not be considered again as Workshop Speakers for a period of three (3) years
- Current SEAZNAC administrative committee members and subcommittee members are not to be considered as main speakers, workshop speakers, or any other SEAZNAC convention position to avoid a conflict of interest.

Meeting Format Premise

- Workshop and topic meetings cover the 12 Steps and 12 Traditions, service work, and/or specific issues such as relationships, recovery & relapse, etc
- Meetings can be set up as speaker meetings with assigned topics, roundtable meetings, panel discussions, member interaction, or a mix
- The structuring of the format for each meeting and the program is decided by each year's SEAZNAC programming subcommittee
- Any revisions from the prior year's format must be approved at the SEAZNAC committee meeting

Hotel Convention Duties:

- Meet with hotel staff to ensure requirements for subcommittee space is in place
- Coordinate table setup for all subcommittees where needed
- Coordinate hospitality room, marathon room and Nar-Anon room setup with hotel staff
- Hang banners in main speaker room
- Coordinate room changes and breakdown/setup for programming and entertainment requirements

- Coordinate final payment for hotel with treasurer
- Coordinate signage placement for subcommittees

Proposed Expenses

- None

Hospitality Convention Duties:

- Set up the Hospitality room
- Organize and coordinate all volunteer shifts which includes coordinating with local Home Groups for time slots
- Provide access for responsible committee members to serve in the Hospitality room throughout the convention
- Develop a plan for the purchase and collection of condiments, drinks, and snacks
- Develop a plan to have cards, board games, etc available in the room
- Ensure care for the hotel space by monitoring beverages, food, etc
- Check and monitor room frequently throughout the convention for vandalism or damage

Proposed Expenses

- Cups, Plastic Ware, Plates, etc
- Food, Beverages, Condiments, ice
- Games

Events and Promotions Convention Duties:

- Coordinate hotel rooms for convention entertainment as needed
- Work with programming and hotel chairs to make sure appropriate seating, dance floor or other requirements are met (including main speaker room breakdown and set up)

Proposed Expenses

- Venue Rental Cost
- Convention Entertainment
- Event Food & Refreshments
- Lights and Electrical
- Games & Prizes

Arts and Graphics Convention Duties:

- Provide signage for all subcommittees
- Provide printing services during convention as needed

Proposed Expenses

- Volunteer Ribbons
- Directional & Info Signage
- Logo Development
- Badge Components
- Printing, Flyers, Copies
- Event Tickets
- Prize for Logo
- Registration Brochures
- Convention Programs
- Banner

Information and Welcoming Convention Duties:

- Ensure all convention guests and visitors are greeted at the main hotel entrances (placement is crucial)
- Distribute information as needed

- Work with registration and programming to help identify newcomers and hand out program formats

Collect data for the Saturday night main speaker meeting announcements. This data includes:

- Total registered guests
- Number of newcomer packets distributed
- Accumulative clean time of all registered attendees and newcomers
- Total miles traveled of all registered attendees and newcomers
- A list of all countries, states and areas within AZ

Proposed Expenses

- Tee-shirts
- NA Literature and IPs

Institution Liaison Convention Duties:

- Test communication link to prisons at least 30, 60, 90 minutes or one day prior to Sunday main speaker



SEAZNAC Operational Guidelines

SEAZNAC Operational Guidelines

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

As a spiritual body we try to reach all decisions by consensus; we believe a loving God's will is expressed through our group conscience (2nd Tradition). In the event we cannot reach consensus, a two-third (2/3) majority will be required. One of the reasons we try to receive consensus is it follows our 9th Concept "All elements of our service structure have the responsibility to carefully consider all view points in their decision-making process". The reason all committee members can vote on many decisions follow the 7th Concept "All members of a service body bear substantial responsibility for that body's decision and should be allowed to fully participate in its decision-making process".

CBDM (Consensus Based Decision Making)

1. All Committee Idea Requests (except elections) will first be considered using consensus-based decisions for the committee's purposes. The process for consensus-based decision making allows for points of view to be heard and fairly considered within the committee.
2. At this point the SEAZNAC Chair can recognize non-voting members if needed to obtain consensus. If at the end of discussion, the committee has not reached a decision, those dissented from the majority will be given the opportunity to state the reason for their dissent if they choose.
3. If their rationale does not persuade the majority to change their view, the dissenting member/s will be asked if they can support the majority view, even though they themselves do not agree with it.
4. In matters where the dissenters cannot assent to the majority, a decision will be reached by using a two-third (2/3) majority.

Voting Members

- Administrative Committee member excluding SEAZNAC Chairperson
- Subcommittee Chairs
- Subcommittee Vice Chair when their Subcommittee Chairperson is not present
- A two-thirds (2/3) majority is necessary if a consensus by the committee cannot be reached

New Business - IDR

- New business be presented to the secretary in written form
- When an idea is being discussed in new business and has failed to meet a consensus before the SEAZNAC meeting ends, that subject will be brought up in old business at the next SEAZNAC meeting
- Any member of NA may request time before the beginning of a SEAZNAC meeting and will be addressed before old business

Removal or Suspension of a Voting Member

- Elected members of SEAZNAC can only be removed by the service body whom elected them
- Great care and consideration should be used during any matter before this body that involves suspending a SEAZNAC member
- Considerations for suspension:
 - Not performing their duties in a timely and responsible manner
 - Missing two (2) consecutive meetings without notification to the chair
 - Missing two (2) consecutive meetings without good cause, i.e. illness, family illness/death
 - Emergencies
 - Relapse
 - Theft of convention money or property

Special Elections

In the event a voting member cannot complete their term:

- The duties shall be assumed by the Subcommittee Vice Chair or SEAZNAC Vice Chair
- The SEAZNAC Chair may appoint an interim Subcommittee Chair or SEAZNAC Administrative Committee member if necessary
- Nominations shall begin immediately for committee member positions other than those elected by the ASC
- The elections for a vacant position shall be held at the next scheduled meeting

Money Handling

- The SEAZNAC Treasurer, Vice Treasurer, Chair, and Vice Chair are known as the Collection Team during the convention
- Time of collection will be scheduled by the Treasurer and Vice Treasurer. The rest of the Collection Team will receive this schedule on Friday after the 10am meeting on the first day of the convention
- All scheduled pick-ups will be done by two (2) people on the Collection Team. This can be coordinated by radio for collection and count. This includes Merchandise, Registrations, Entertainment & Events, and 7th Tradition collections
- The two (2) people scheduled and Subcommittee representative will count and sign off on the tally sheet for each pick-up. There are to be three (3) signatures for each pick-up
- There will be a receipt issued each time money is picked up or turned over
- This means there will be three (3) bank bags available for each pick-up with three (3) people agreeing by signature to the daily intake of funds – cash and checks
- Night deposits will be made at local bank night drop or in the hotel safe as often as possible – no less than twice per day
- ASC Administrative Committee members may be used as volunteers for the Collection Team

Misappropriation of Funds

In the event a signer on the bank account is removed, suspended, or resigns they are to be immediately (within 24 hours) removed from said account/s.

In the event SEAZNAC property and/or money is either lost or stolen and a member or members are shown to be responsible for the negligence, theft, or misappropriation of funds, the Chairperson will notify all available voting members and take action immediately. The Chairperson may choose to put forth suspension of any member or members. All property or monies will be retrieved and inventoried immediately. The SEAZNAC Chair will immediately notify the ASC Chair with information and facts available along with a recommendation from the SEAZNAC Committee.



SEAZNAC Convention Event Procedures

SEAZNAC Convention Event Procedures

Thursday

- Hotel walk-through for all present committee members and a celebration dinner!
- Monitor the room block
- Secretary sends out text message contact list to all voting committee members
- Hotel Chair makes sure to announce Friday morning committee meeting room and time

Friday

- Vice Chair ensures convention supplies are on site and available prior to on-site committee meeting
- Coordinate with the hotel Banquet Manager – acquisition of secured facilities, convention/meeting rooms, and keys for distribution
- Monitor the room block
- SEAZNAC Subcommittees will meet at 9am as needed

- SEAZNAC Committee will meet at 10am
- Locate electrical power and set up
- Program credit card phone swipers if not already complete
- Coordinate banquet orders with the Banquet Manager to assure proper set up
- All Subcommittee Chairs will inventory and set up their areas of operation
- All signage shall be located and posted prior to the start of the convention
- Final vendor financial obligation may be concluded with payment

Saturday

- Monitor the room block
- Coordinate with the hotel Banquet Manager
- Final vendor financial obligation may be concluded with payment

Sunday

- Monitor the room block
- All support supplies and merchandise will be inventoried, packaged, and returned to the Area storage locker, following closing of the convention
- Review all vendor contractual obligations and receive percentages agreed upon from jewelry vender and other. Final financial obligation may be concluded with payment as well
- Request and review the hotel invoice for final billing
- Final billing may be reviewed and concluded with payment by Hotel Chair, Treasurer, and Chairperson
- Final vendor financial obligation may be concluded with payment if not already completed
- All necessary clean up



SEAZNAC Monthly Convention Meeting Timeline

SEAZNAC Monthly Convention Meeting Timeline

Month	Key Events
<p>11 Months Prior to Convention</p>	<p><u>Outgoing Committee</u></p> <ol style="list-style-type: none"> 1. Provide final report and transfer archives and other materials for incoming committee to new Chairperson at ASC 2. Transfer checkbook, endorsement stamp, deposit slips to incoming Treasurer at ASC 3. Chair will deliver committee financial report & present check to ASC <p><u>Incoming Chairperson and Treasurer Duties Prior to Next Meeting</u></p> <ol style="list-style-type: none"> 1. Review final report for clarity and questions 2. Receive checkbook, endorsement stamp, deposit slips from outgoing Treasurer at ASC 3. Review SEAZNAC Guidelines 4. Review the Timeline 5. Vice-Chair, Vice-Treasurer, and Subcommittee Chairperson Elections – One (1) week following Administrative Elections at ASC 6. All SEAZNAC Administrative and Subcommittee Chairs are to sign a 'Loss and Recovery' document at the time of being elected to position 7. Set SEAZNAC Committee meeting dates after elections <p><u>New SEAZNAC Committee and Subcommittee Duties after elected</u></p> <ol style="list-style-type: none"> 1. Incoming Chair, Vice Chair, and Treasurer meet to establish master budget proposal outline to submit next meeting 2. Coordinate SEAZNAC bank account signers for incoming Administrative Committee adding new Chairperson, Vice Chairperson, and Treasurer. Removing former members and transferring account to your new Secretary of

Month	Key Events
	<p>the Administrative Body (Outgoing Secretary & Incoming Secretary, Chairperson, Vice Chairperson & Treasurer to be present)</p> <ol style="list-style-type: none"> 3. Verify PO Box is current and coordinate SEAZNAC PO Box access (Registration & Vice Chairperson) 4. New Subcommittee Chairs form committees, hold first meeting, prepare committee reports for next meeting, begin facilitating elections of Sub Committee Vice Chair, Treasurer, and Secretary as needed 5. New Vice Chair is to send a copy of last year's Convention budget and Individual Subcommittee budgets to Chairperson and all Voting Members
10 Months Prior to Convention	<p><u>At Meeting</u></p> <ol style="list-style-type: none"> 1. Treasurer reviews master budget with subcommittee chairs and covers the process for creating budgets and submitting them for approval 2. Discuss and select a theme for convention and decide on process for soliciting the area for contest submissions for logos (Events & Promotions) <ol style="list-style-type: none"> a. Create logo flyers to hand out at ASC b. Try to leverage Halloween event or Thanksgiving Stuff-O-Rama 3. Discuss acquiring and reviewing of speaker CDs (Programming) 4. Review bids for hotel location and select (Hotel) <p><u>Prior to Next Meeting</u></p> <ol style="list-style-type: none"> 1. Subcommittee chairpersons to submit budget proposals for review by treasurer 2. Present ideas for pre-convention merchandise to sell (Merchandise) 3. Discuss registration packet ideas (Registration) 4. Review a list of proposed events (Events & Promotions)
9 Months Prior to Convention	<ol style="list-style-type: none"> 1. Subcommittee budgets reviewed, discussed and approved 2. Discuss scheduling of hotel walkthrough – select a date (Hotel) 3. Present bids for pre-convention merchandise and select items to be sold (Merchandise) 4. Discuss meal options and any other extra events to be held at convention (Hotel and Events & Promotions) 5. Present selected registration packets and cost (Registration) 6. Events presented – sites and cost approved (Pre-Convention Events) (Events & Promotions) <p><u>Prior to Next Meeting</u></p> <ol style="list-style-type: none"> 1. Notify WSO about convention – date and location (Registration) 2. Present logo contest winner to Art & Graphics for inclusion in convention materials – flyers, tee-shirts, website, etc. 3. Subcommittee Vice Chairs should be established
8 Months Prior to Convention	<ol style="list-style-type: none"> 1. Pricing for all known convention related costs (registration, pre-registration, meals, comedy show, dance, etc) discussed by committee based on budgets (All Subcommittees) 2. Event items for auction/raffle, etc should be proposed at this time (Events & Promotions /Merchandise) <p><u>Prior to Next Meeting</u></p> <ol style="list-style-type: none"> 1. Submit all events to Area/Region Web servant for regional calendar (Events & Promotions) 2. All information compiled for preregistration flyers provided to Arts & Graphics for prototyping prior to next SEAZNAC meeting (All subcommittees) 3. Final pricing for all registration flyer items due

Month	Key Events
7 Months Prior to Convention	<ol style="list-style-type: none"> 1. Discuss any budget revisions or reviews as needed 2. Final convention prices set – input from all subcommittees to be considered, reviewed and decided 3. Meals selected (Hotel) 4. Final selection of Registration Packet items – three (3) bids provided for all items at time of presentation (Registration) 5. Convention entertainment options discussed with special consideration made to secure locally and minimize costs when possible (Events & Promotions) 6. Preregistration flyer reviewed and approved for print – three (3) bids for printing provided with presentation (A&G) 7. Merchandise presents ideas for sale items at convention - clothing, promos, etc. (Merchandise) <p><u>Prior to Next Meeting</u></p> <ol style="list-style-type: none"> 1. Printing of preregistration flyer to be completed and copies available for distribution at events and the next ASC Meeting (A&G) 2. PDF of preregistration flyer posted to SEAZNAC webpage (A&G) 3. Final selection of convention merchandise (Merchandise)
6 Months Prior to Convention	<ol style="list-style-type: none"> 1. Pre-Registration begins! 2. Convention entertainment approved, and contract reviewed – three (3) bids provided at time of presentation for comedian(s) / DJ / other (Events & Promotions) 3. Merchandise presents bids for convention sale items and selects vendor. Order is placed at this time (Merchandise) 4. Discussion regarding current speaker selections and possibilities with support for sub- committee if needed. (Programming) <p><u>Prior to Next Meeting</u></p> <ol style="list-style-type: none"> 1. Sign contract and confirm entertainment (Events & Promotions) 2. Prepare preregistration flyer mailings in advance for next mailing. Ensure availability during ASC and Regional events as adhered to by consensus (Registration) 3. Email preregistration flyer using distribution list (Registration) 4. Select Main Speakers for approval next month (Programming)
5 Months Prior to Convention	<ol style="list-style-type: none"> 1. Welcoming & Information presents ideas for their selections of tee-shirts, etc. with three (3) bids (Welcoming & Information) 2. Merchandise presents pictures or samples of items to be sold at convention for review (Merchandise) <p><u>Prior to Next Meeting</u></p> <ol style="list-style-type: none"> 1. Mailings completed – Mail flyers to previous SEAZNAC attendees, ASC Areas, and surrounding Regions (Registration) 2. Send announcement letters with a preregistration flyer to treatment centers, NA Help lines, NA Websites, NA Way Newsletter (Registration) 3. Distribute sign-up sheets to Areas of our Region. Begin reaching out for individuals and groups to lead marathon meetings and sponsor hospitality room slots from around the region (Hospitality)
4 Months Prior to Convention	<ol style="list-style-type: none"> 1. Finalize merchandise selections if not already complete, sign final bids (Merchandise) 2. Finalize Welcoming & Information T-Shirts and informational hand outs (Welcoming & Information) 3. Discuss convention program and its developments (Programming)

Month	Key Events
	<p><u>Prior to Next Meeting</u></p> <ol style="list-style-type: none"> 1. Registration forms for 2nd mailing prepared for distribution next month (Registration) 2. Main Speakers confirmed (Programming) 3. Begin reviewing SEAZNAC guidelines for revisions.
3 Months Prior to Convention	<ol style="list-style-type: none"> 1. Draft program schedule submitted this month (workshops titles, speakers, marathon meetings, details of entertainment, and other convention events, etc – all items needing to be in the program schedule). This draft information will be submitted to A&G to build the program for review and approval at the next committee meeting (Program/A&G) 2. Registration packet ordering commences. (Registration) 3. Reminder to all subcommittees to be reviewing guidelines for revisions
2 Months Prior to Convention	<ol style="list-style-type: none"> 1. Preregistration deadline is 45 days prior to convention. Registration to provide meal numbers to hotel for banquets sold 2. Location tour – all subcommittees and their members invited 3. Subcommittees discuss location needs and submit list to Hotel for room configurations for workshops, number of table, easels, merchandise room tables and chairs, registration and convention information tables, placement of phone lines for credit card machines at registration and merchandise, needs for subcontractors and vendors for jewelry, comedian, taper, etc 4. Subcommittees discuss graphic needs and submit list to Arts & Graphics for posters, signage, flyers, ball room signs, handouts, etc <p><u>Prior to Next Meeting</u></p> <ol style="list-style-type: none"> 1. Prepare flyers for SEAZNAC Subcommittee chair and treasurer elections (A&G) 2. 2nd Registration Mailing 3. Check Walkie Talkies to ensure they are operational for event 4. Confirm each committee has appropriate support and coverage. If not, announce at ASC what needs still exist 5. Draft program to be available for review and correction (A&G)
1 Month Prior to Convention (Pre-Convention Month!)	<ol style="list-style-type: none"> 1. Final information for printed program schedule due to A&G at next meeting (Programming) 2. Registration packets stuffed and ready (Registration) 3. Final Banquet Order submitted to hotel (Hotel) 4. Flyers are to be distributed announcing upcoming elections at ASC for chairperson and treasurer. Distribute at ASC, information table during the convention and posted on the SEAZNA website (Arts & Graphics). <p><u>Prior to Next Meeting</u></p> <ol style="list-style-type: none"> 1. Hotel to prepare 3 bids for following year's convention hotel
Convention Month	<p><u>Meeting prior to Convention</u></p> <ol style="list-style-type: none"> 1. Review bids for hotels for next year's convention and make selection 2. Hotel subcommittee to notify hotel selected for next year that incoming chair and hotel committee will be contacting them <p><u>Convention</u></p> <ol style="list-style-type: none"> 1. Schedule additional convention meeting if needed 2. All subcommittees report status and needs to chair and secretary through the month until convention 3. See SEAZNAC Convention Event Procedure (Above)

Month	Key Events
After Convention but Prior (Within 2 weeks)	<p><u>Within One Week Following Convention</u></p> <ol style="list-style-type: none"> 1. Inventory all support supplies (All subcommittees) <p><u>Within Two Weeks Following Convention</u></p> <ol style="list-style-type: none"> 1. FINAL CONVENTION RECAP MEETING – Final Subcommittee Reports and inventoried supplies due to Chairperson 2. Outgoing Secretary turns over Archives to the outgoing Chair for final report 3. Outgoing Treasurer turns over checkbook and all supplies to Chairperson 4. Incoming Chair to contact hotel selected for next year and arrange a meeting after new Hotel Chair is elected

Guideline Templates:

Service Prayer and 12 Concepts of NA

Service Prayer

God, grant us the knowledge that we may act according to your divine precepts. Instil in us a sense of your purpose, make us servants of your will and grant us a bond of selflessness that this may truly be your work, not ours, so that no addict, anywhere, need die from the horrors of addiction.

Twelve Concepts of NA

1. To fulfil our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfil the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

Contract Checklist from Region

Contract Checklist

1. The Board only meets every two months on the third Sunday, so please plan accordingly.
2. Please submit contracts for review to the Board by two weeks prior to the next Board Meeting. The sooner you get the proposed contract to us, the smoother things will go for all of us.
3. The word "Contract" must be in the title on the first page. Some contracts may use the phrase 'Agreement' instead of 'Contract'. An agreement is different than a contract.
4. Use "The Arizona Regional Service Committee, Inc." in all contracts to be signed by the board. This is our legal name as defined by our incorporation paperwork that is on file with the Arizona Corporation Commission.
5. All available contact names, phone numbers and legal address' of service must be included in the contract.
6. Keep it simple, use plain language, avoid legalese wherever possible (the party of the first part etc....)
7. Are the dates and times correct and legible?
8. Are the dollar amounts correct?
9. Are the signature lines correct?
10. Detail all expected goods and services to be provided in the contract.
11. All payment terms should include a minimum of net 30-day terms.
12. Do not use personal Checks or Credit Cards for any expenses related to a contract that will be signed by the Board.
13. Verify that a multi- year contract has the following verbiage:
'If this contract is transferred, sold or assigned, we reserve the right to opt out within __ months of notification. Notification of the sale, assignment or transfer shall occur in writing within 10 business days.'
14. If mediation or arbitration are spelled out, language should be included giving us the right to choose the mediator. The State where mediation, arbitration or legal disputes must be resolved needs to be Arizona.
15. Full legal names of all parties (including company or corporate capacity) must be printed below the signature line of everyone signing the contract.
16. Should the contract need two or more signature lines for the board, request it. There will be one line for each Board Officer (if any other than the CEO) involved and one for the CEO of the Board.
 - a. Example: "THE ARIZONA REGIONAL SERVICE COMMITTEE INC." _____ Jane Doe, Chief Executive Officer, ___/___/___ Date
17. In the case of an event where the Board Site Location Chairperson is involved (ARCNA Convention for example) then the signatures required are Site Location Chairperson and the CEO of the Board.
18. If the contract you are signing has been duplicated prior to signing make sure that everything is legible and complete, much can be lost in the process of scanning a document. Always double check all dates, times and dollar amounts on the contract prior to signing.
19. Keep copies of all documents involved in the process, damage deposit receipts, checks and the final signed contract.
20. All board members need to read the contract and then give their approval to sign prior to the CEO signing the contract.
21. If you don't understand parts of the document don't sign it.
22. If you're not authorized to sign a contract, then don't sign the contract.

Financial Responsibility Form



Trusted Servants Financial Services Acknowledgement

I, _____, agree to assume the responsibility for any money-handling in my volunteer position within the Southeastern Arizona Area of Narcotics Anonymous (SEAZNA) and have three (3) years continuous clean-time.

It is my intent to accept full responsibility for the handling of cash, checks, charges or other revenue generating transactions within my volunteer services. I understand that it is a requirement of SEAZNA, under the guidance of Arizona Region Service Committee that I, as a Trusted Servant sign this acknowledgement prior to accepting such a position that performs duties related to money handling. I sign and agree to this acknowledgement of my own free will under no duress.

I understand that NA funds are not to be used for any form of personal use, and that to do so constitute misappropriation. I understand that should I be suspected of misappropriation of funds, I will surrender my service position pending investigation.

Should I be found to have misappropriated funds, I understand that the matter might be turned over to the local Law Enforcement Authorities, solely at the discretion of the body holding fiduciary responsibility.

Signed this, _____ day of _____, _____

Signature: _____

Printed Name: _____

Witness: _____

Phone: _____

IDR Form

N.A. Southeastern Arizona ASC Idea Request Form

Maker: _____

Date: _____

Idea Request: _____

Intent: _____

Consensus: _____ **No Consensus Quorum:** Y / N **Aye__Nay:__Abstain:__** Pass / Fail

ASC Action: _____ **Guideline Change:** _____ **Executive Committee Action:** _____ **Other:** _____

(Rev 7/08)

Addendum A: