

SEAZNAC

GUIDELINES AND TIMELINES

SOUTHEASTERN ARIZONA

NARCOTICS ANONYMOUS

CONVENTION

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SOUTH EASTERN ARIZONA NARCOTICS ANONYMOUS CONVENTION

Definition – Purpose – Functions

DEFINITION:

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

PURPOSE:

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:

- Hold elections for SEAZNAC Committee
- Facilitate monthly SEAZNAC meeting's
- Record and distribute minutes to Committee and ASC
- Maintain a P.O. Box for SEAZNAC
- Distributes proceeds from event to ASC annually
- Maintain a bank account for SEAZNAC retaining \$7,500 seed money

SEAZNAC COMMITTEE MEMBERS

Administrative Committee and Subcommittee Chairpersons

All Committee members should remain ever mindful of the SEAZNAC timeline as outlined in this document

ADMINISTRATIVE COMMITTEE:

1. Chairperson
2. Vice Chairperson
3. Secretary/Archivist
4. Treasurer
5. Vice Treasurer

SUBCOMMITTEE CHAIRPERSONS:

1. Registration
2. Information & Welcoming
3. Program & Marathon
4. Event & Entertainment
5. Merchandise
6. Arts & Graphics
7. Hotel & Hospitality
8. Prison Liaison

ELECTION PROCEDURES

- The SEAZNAC Chair and Treasurer will be nominated and elected at the ASC
- Nominees must be present to accept nomination, submit a statement of willingness, and answer questions
- Elections for all other positions will be conducted within one month following the ASC
- Flyers and hall rental to be arranged by the outgoing Vice Chair
- All elected positions will have a term of one year
- Flyers will be available two months prior to nominations at ASC
- All members willing to serve during the upcoming SEAZNAC year, shall have voting rights regarding SEAZNAC elections

Qualifications for all Administrative Committee Members and Subcommittee Chairpersons

1. Worked the 12 Steps of Narcotics Anonymous
2. Has a working knowledge of the 12 Traditions and 12 Concepts of Narcotics Anonymous
3. Active participation in meetings of Narcotics Anonymous
4. Has willingness, time, and commitment necessary
5. Shall not hold any Administrative or Subcommittee Chair position at ASC
6. Has experience in preparing a budget

Requirements for all Administrative Committee Members and Subcommittee Chairpersons

1. Attend all regular SEAZNAC meetings (see voting and attendance requirements) or send a representative
2. Meets one half hour prior to the meeting to review agenda and discuss committee items
3. Provide a final report and pass on archives for the incoming committee
4. Sign a "Loss and Recovery" document
5. Attend the Transition Workshop for incoming SEAZNAC committee members

ADMINISTRATIVE COMMITTEE MEMBERS Position Requirements and Duties

CHAIRPERSON

A. Requirements

1. Minimum five (5) years clean
2. Has served two (2) years on a convention committee as an Administrative Member or Subcommittee Chairperson
3. Recommended previous year of service as Vice Chair, Subcommittee Chair or Administrative member of SEAZNAC
4. Administrative and Management skills and abilities
5. Contract negotiation experience
6. Will attend ASC monthly meetings and submit SEAZNAC report with minutes
7. Holds no other service position at the Area level

B. Duties

1. Co-signer on the SEAZNAC bank account
2. Presides over regular SEAZNAC meetings remaining fair and impartial, being mindful of discussion time, and helping to resolve all conflicts
3. Conducts SEAZNAC elections within 30 days following Chair elections
4. Coordinates and reviews all SEAZNAC budgets with SUB Chairs and SEAZNAC Treasurer
5. Reviews site location contact with Hotel & Hospitality Chairperson(s) and assists to facilitate the space and needs of Subcommittees
6. Signer for all contracts after review and approval by the SEAZNAC Committee
7. Coordinates with the ARSC BOD regarding all insurance related issues and obtain rider if necessary for Convention and Events
8. Deliver final Chair report, SEAZNAC financial report, and proceed check to ASC (Financial report for closing out the books)
9. Oversees SEAZNAC inventory
10. Will update and present all suggested Guideline changes to ASC Committee for approval
11. Will ensure any Guideline changes are approved at ASC
12. Calls special meetings as needed
13. Chairs the Convention

VICE CHAIRPERSON

A. Requirements

1. Minimum four (4) years clean
2. Has served one (1) year on a convention committee as an Administrative Member or Subcommittee Chairperson
3. Administrative and Management skills and abilities
4. Willingness to serve the following year as Chairperson

B. Duties

1. Performs Chairperson duties when Chairperson is unavailable
2. Assists the Chairperson in responsibilities
3. Co-signer on the SEAZNAC bank account
4. Treasurer's financial reports, ledger, and reviews monthly
5. Ensures each Subcommittee has a Vice Chairperson within 60 days of their placement
6. Coordinates all SEAZNAC budgets with Subcommittee Chairs and SEAZNAC Treasurer
7. Responsible for one of the P.O. Box keys

SECRETARY & ARCHIVIST

A. Requirements

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

B. Duties

1. Newly elected Administrative Secretary is to pass on a copy of last year's convention budget and individual Subcommittee budgets to Chairperson and all voting members
2. Meeting agenda shall include: Opening Readings, Timeline Review, All Reports Due, Old Business, New Business (IDR), Date/Time/Location for next meeting
3. Tabled items are to be added to the following months agenda under Old Business
4. Minutes will include each Subcommittee report and each Administrative Committee person's report for review in one document emailed to contact list within 10 days
5. Minutes with revisions will be emailed to ASC secretary prior to the following ASC meeting
6. Maintains a current contact list with names, positions, phone numbers, email addresses, and mailing addresses of Administrative Committee members, Subcommittee Chairs, and Vice Chairs
7. Logs attendance record of voting members for voting purposes at each SEAZNAC meeting
8. Keeps a copy of minutes on an external storage device and hardcopy for Archives
9. Turns over archives to the Chair for the final report
10. Will establish Administrative Committee budget
11. Will update and present all suggested Guideline changes, if needed, to SEAZNAC Committee and give to Chairperson to take to ASC for approval two months prior to convention

TREASURER

A. Requirements

1. Minimum five (5) years clean
2. Has one (1) year Area, Region, and/or Convention Committee experience
3. Has experience with accounting procedures, software programs, and budgets

B. Duties

1. Train, and mentor Vice Treasurer through all processes, to prepare for acceptance of immediate assignment of duties at any time
2. Will attend a minimum of one (1) SEAZNAC event
3. Co-signer on SEAZNAC bank account
4. Maintains an accurate financial ledger
5. Establish a budget and submit it to the SEAZNAC committee per the timeline
6. Responsible for monies received, depositing them into the SEAZNAC account within 24 hours
7. Will collect, count, and issue a receipt for all monies received at all times with assistance from the Vice Treasurer or another Administrative person
8. The Treasurer will utilize the ASC Accounting Procedures where applicable
9. No checks will be issued without an approved motion, a budgetary expenditure, and/or Check Request Form
10. The treasurer will maintain detailed reporting (Excel spreadsheets) to account for financed transactions
11. Submits monthly Financial Report to ASC Treasurer for bank statement reconciliation and auditing purposes via email
12. Must be available to assist all Subcommittees with establishing budgets
13. Compiles financial information from Subcommittees and Administrative Committee to establish the SEAZNAC accumulative budget
14. Submits written report at SEAZNAC meetings to include a financial report
15. The Treasurer will be available to attend Subcommittee meetings to assist and observe as needed or requested
16. Before the end of each SEAZNAC meeting, will submit a recap of present day financial activities to include electronic transactions
17. Coordinates and facilitates set up of credit card readers and cash registers for Subcommittees
18. Turns over checkbook and all supplies to Chairperson at final committee meeting
19. Will provide Chairperson with a final financial report detailing all activity through the Convention year along with a final proceed check (withholding seed money)
20. Turns over all financial records and reports (paper/electronic) for audit by ASC Treasurer and Vice Treasurer, SEAZNAC Treasurer, and Vice Treasurer immediately after the final check is written

VICE TREASURER

A. Requirements

1. Minimum for (4) years clean
2. Has one (1) year Area, Region, and/or Convention Committee experience
3. Has experience with accounting procedures, software programs, and budgets
4. Willing to serve as the following year Convention Treasurer and fulfill all duties as assigned

B. Duties

1. Be available in all capacities to work with Treasurer and participate in training and mentorship
2. Willing and able to serve as the current years Treasurer if needed and fulfill all duties as assigned
3. Will be accessible to all Subcommittee Chairs as needed
4. Attend a minimum of one (1) SEAZNAC event

SUBCOMMITTEE CHAIRPERSONS General Position Requirements and Duties

A. Requirements

1. Four (4) years clean unless otherwise noted under specific position requirements
2. Has one (1) year convention committee experience
 - a. Preferably Subcommittee Chair has served on the prior committee as Vice Chair
3. Must provide electronic report 24 hours prior to next SEAZNAC meeting to Secretary/Archivist
4. Must be able to keep accurate financial records and have the ability to report them

B. Duties

1. Stays within timelines for completing tasks
2. Coordinates the formation of the Subcommittee membership, electing a Vice Chair with three (3) years clean, unless otherwise noted under specific position requirements
3. Shall be available for an audit at anytime
4. Generate announcements of when Committee meetings are held
 - a. Be consistent throughout the year with day/month, location, and time (ex: third Sunday at the coffee shop at 3pm)
 - b. Committee meetings are not to conflict with other Subcommittee meetings
5. Establish a budget and submit it to the SEAZNAC committee according to the timeline
 - a. Ensures all sales tax is paid at time of purchases
6. Manage all expenditures and income staying within the Subcommittee's budget
 - a. Turn in all receipts and invoices for expenditures to SEAZNAC Treasurer
 - b. Obtaining receipts for any income turned over to SEAZNAC Treasurer
7. Ensures there is a fair bid process for all vendors
 - a. Responsible for a minimum of three (3) written bids for each outside contractor
 - b. Present bids and other information at the monthly committee meeting with a recommendation for approval
8. Utilize Arts & Graphics to produce any and all flyers or signs prior to and during the Convention
9. Ensure all members of the Subcommittee sign the Loss and Recovery Policy document as applicable
10. Must present monthly electronic reports which include:
 - a. An accurate account of the month's meeting minutes, activities, and correspondence
 - b. Goals set and goals met from timeline
 - c. Monthly financial transactions, checks, and balances
 - d. Copies of any finalized contracts
11. Prepares final report for final meeting which includes:
 - a. Procedures
 - b. Contracts and referral sources
 - c. Contracts and agreements
 - d. Written inventory of all properties in Subcommittee's possession belonging to SEAZNAC

No person on any committee shall be part of the Program, Events, Special Guests, Caterer, or otherwise part of the convention in any formal, paid, or commissioned manner, other than to provide hosting functions to assist guests such as Ushers, Introduce Speakers, Provide Information, act as Liaison between guests and Hotel. This is to maintain a separation of duty and avoid conflict of interest.

SUBCOMMITTEE CHAIRPERSONS Specific Position Requirements and Duties

ARTS & GRAPHICS

A. Chairperson Requirements

1. Has technical experience in graphics, printing, Photoshop, and Illustrator software

B. Duties

1. Coordinates timeline with other Subcommittees when logos and artwork will be available
2. Create camera-ready art which incorporates the Convention logo for all printed materials
3. Responsible for the design and production of all registration forms, ID badges, and event tickets – printing of all flyers and signs for all Committees
4. Responsible for Convention Banner display
5. Design and produce Convention Program with information supplied by the Subcommittees

Proposed Expenses

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

EVENTS & ENTERTAINMENT

A. Duties

1. Create calendar of premier events – minimum of three (3), maximum of four (4) – prior to the convention ending two (2) months prior to the convention event
 - a. Event ideas which have been used in the past: dances, disc jockey, band, NA Unplugged, member participation games, outdoor sporting activities, hiking, recovery plays, comedy show, karaoke, talent shows, concerts, golf tournaments, art shows, campouts, sports days NA family fun days, picnics, open mic night, pancake breakfasts, and spaghetti dinner speaker events
2. Cooperate with ASC and RSC Activities Subcommittees to invite participation and not be in conflict with events
3. Confirms and coordinates approved entertainment to be provided at the convention
4. Coordinates any merchandise with the Merchandise Subcommittee for timely purchasing
5. The Events & Entertainment Chair meets to coordinate space, riser (stage) requirements, and availability with Program and Hotel & Hospitality Chairpersons
6. Will obtain and/or distribute previous year’s merchandise for sales, auctions, and raffles

Proposed Expenses and Ideas (Refer to prior year budget for additional assistance)

Venue Rental Cost	Convention Entertainment
Event Food & Refreshments	Lights and Electrical (See H&H Subcommittee)
Games & Prizes	

HOTEL & HOSPITALITY

A. Chairperson Requirements

1. Has served two (2) years on a convention subcommittee as Chairperson, 1 year as Vice Chairperson of Hotels, or in a Convention Administrative Committee capacity
2. Due to the amount of work involved for the Hotel and Hospitality subcommittee, it is suggested to have one Chair for Hotel, one Chair for Hospitality, and one Vice Chair to assist both. The

committee should work closely together, but also separately in order to facilitate the needs of the Fellowship and the chosen Hotel venue

B. Hotel Committee Structure & Duties

1. Establish Hospitality Subcommittee
2. Determine convention location, selecting from a number of hotels, narrowing to three (3) by using criteria as follows:
 - a. Hotel Room Rate
 - b. Hotel Room Block and Amenities
 - c. Banquet and Coffee Costs
 - d. Meeting Space
3. Negotiates contract with hotel and SEAZNAC Chairperson
This contract should address:
 - a. Banquet, Workshops, Main Event Space
 - b. Registration, Marathon Mtg, Merchandise, Hospitality, Information, Taping space
 - c. Coffee Plan/Restrictions for Hospitality
 - d. Audio/Visual (Microphones, Projector, Lighting, Electrical)
 - e. Space Needs – i.e. Set-Up/Breakdown Times
 - f. Parking Situation/Costs
 - g. Site Restrictions & Policies
 - h. Internet/WIFI Access
 - i. Podiums/Risers (May Need Stage Rental)
 - j. Tables – Registration, Information, Taping, Merchandise, etc (rounds/banquets)
 - k. Chairs (May Need Rental Depending on Facility)
 - l. Security
 - m. Act as Liaison Between Subcommittees and Hotel in all Negotiations
4. Facilitates the needs of the convention and helps organize space
 - a. Acting liaison between the SEAZNAC Committee and the hotel staff ensuring positive, professional relations with the hotel
 - b. Arrange for the SEAZNAC Committee to meet at the hotel monthly as soon as the hotel is selected
 - c. Locate and identify secured rooms for the Merchandise Subcommittee, Registration Subcommittee, and any outside vendors as required, along with meeting space for the Administrative Committee before and during the convention
 - d. Coordinate the convention banquet arrangements in a timely manner
 - e. Monitors hotel room block daily and relays the information to the convention Chairperson and SEAZNAC Committee

The Hotel & Hospitality Subcommittee Chairperson(s) must become familiar with the details of convention contracts to avoid unforeseen expenses such as gratuity, taxes, and miscellaneous fees. Also the discussion of coffee must be clear and in place.

The Hotel Subcommittee Chairperson in coordination with the SEAZNAC Chairperson shall be the only committee representative authorized to have contact with the hotel staff for the convention. The Hotel & Hospitality Chairperson(s) and the SEAZNAC Chairperson are the only people authorized to negotiate agreements with SEAZNAC Administrative Committee approval. Both persons must be in consensus.

Proposed Expenses – Outlined in B3 Above

C. Hospitality Committee Structure & Duties

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

Purposed Expenses for Hospitality Room

Cups, Plastic Ware, Plates, etc

Food, Beverages, Condiments

Games

INFORMATION & WELCOMING

A. Chairperson Requirements

1. Three (3) years clean

B. Convention Information Duties

1. 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
2. Develop a plan to provide an information table at the convention which includes:
 - a. Current convention information
 - b. Hotel maps, restaurant information, and facility amenities
 - c. NA local meeting schedules
 - d. NA information pamphlets (IP's)
 - e. NA event flyers from the Area and surrounding Areas and Regions
 - f. Area information about hosting city, entertainment such as restaurants, shopping, and local sightseeing opportunities
 - g. Area public transportation information should be available
3. Schedule volunteers to staff Convention Information table during hours of operation in alignment with the Convention Registration hours of operation
4. Create a welcoming squad

C. Welcoming Duties

1. Schedule all volunteer squad members – volunteers must have a minimum of thirty (30) days clean at the start of the convention
2. Ensure all members and visitors are greeted at the main hotel entrances (placement is crucial)
3. Create T-shirts for the squad members to be included in the SEAZNAC budget
4. Act as ushers at main speaker meetings
5. 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

MERCHANDISE

A. Duties

1. Submit proposed budget
 - a. Include items to be sold preconvention and convention, their purchase price, and projected profit – SEAZNAC Committee approves all retail pricing
 - b. Submit budget to SEAZNAC Committee for approval
 - c. Preconvention merchandise shall not have convention logo
 - d. Merchandise shall be appropriate, without outside issues, and contain registered trademark

2. Coordinates with other Groups, Areas, and Regions in regard to selling merchandise during ‘Alternative Merchandise’ Sunday morning time slot
 - a. Alternative Merchandise is described as: a Narcotics Anonymous service body selling merchandise that directly benefits NA as a whole
 - b. There are to be no independent merchants or vendors at ‘Alternative Merchandise’ Sunday morning
 3. Must keep accurate and up-to-date inventory records at all times
 - a. All merchandise will be shipped directly to the Merchandise Chairperson
 - b. Conduct an inventory and inspection of all merchandise at the time of delivery
 - c. A final inventory statement and financial report is to be provided to the SEAZNAC Treasurer prior to the final committee meeting
 4. Will have a Merchandise Committee representative attend all SEAZNAC events
 5. Obtain permission from each Narcotics Anonymous Group, Area, and Regional, event specifically to sell pre-convention SEAZNAC merchandise
- B. Specific Subcommittee Responsibilities
1. Pre-convention:
 - a. To ensure adequate space is allocated for the handling and selling of merchandise at the convention
 - b. The Merchandise Chairperson needs to work closely with the Hotel & Hospitality Subcommittee
 - c. Mandatory training for Merchandise Subcommittee members who are working the credit card readers and cash registers.
 2. On Site:
 - a. Set up Merchandise room/area
 - b. Inventory all merchandise at beginning of the convention and throughout the convention
 - c. The Merchandise room shall be secure at all times
 - d. Tear down Merchandise room/area and re-inventory remaining merchandise at close of the convention
 - e. Pack, box and arrange transport to storage locker for all remaining merchandise

Proposed Expenses

Pre-convention Merchandise Merchandise Signage Copies	Supplies – copies, shopping bags, register tape, scotch tape, double sided tape, receipts, hangers, thumb tacks, sharpies, pens, poster board
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PROGRAM & MARATHON

- A. Chairperson Requirements
 1. Has served two (2) years on a Convention Program Subcommittee
- B. Duties
 1. Ensures each committee member has three (3) years clean time
 2. Ensures the importance of speaker selection and marathon coordination
 3. Considers travel costs for Main Speakers in order to minimize expenses
 4. Responsible for obtaining taping contractor and monitoring during convention
 5. Coordinates Main Speakers transportation to the convention as requested/needed
 6. Responsible to ensure Main Speakers, Workshop Speakers, and Marathon Meeting Leaders and Readers are chosen, notified, and confirmed
 7. In the event of a Speaker, Workshop Leader, or Marathon Meeting Chairperson cancellation or no-show, a pool of members should be on stand-by from which to select replacements

8. Coordinate speaker check-in with Convention Registration ensuring written instructions are provided
9. Develop and distribute all Meeting Formats and Meeting Leader written instructions
10. Coordinates seating arrangements with Hotel & Hospitality, drawing from statistics of previous conventions
11. Timeframe for outline for main meetings, workshops, banquet, and breakfast is to be considered, also drawing from outline of previous conventions
12. Develops a plan to ensure any special needs and accommodation requests are met with SEAZNAC Committee approval including hearing impaired and translations

The Program Subcommittee is responsible for planning the program for the entire Convention and will need to coordinate and cooperate with the Subcommittee Chairs to accomplish this task

Committee Formation

- A. This committee will be open to the fellowship for six (6) weeks then the committee is closed
- B. Being absent for two (2) meetings in a row should be addressed by this committee
- C. Immediately solicit cd's from Members, Areas, and Regions
- D. Select Main Speakers by evaluating and listening to speaker cd's, workshop cd's, and other media

Speaker, Leader, & Reader Selection

- A. Speakers and other participants shall be active members of Narcotics Anonymous carrying a clear NA message
- B. Main Speakers are required to have a minimum of ten (10) years continuous clean time
- C. Workshop Speakers and Leaders are required to have a minimum of three (3) years continuous clean time
- D. Meeting Readers are required to have a minimum of six (6) months continuous clean time
- E. Speakers will represent fellowship diversity including age, race, sexual identity, creed, religion, or lack of religion, etc
- F. Main Speakers will not be considered to return again as Main Speakers for a period of five (5) years
- G. Workshop Speakers will not be considered again as Workshop Speakers for a period of three (3) years
- H. Current SEAZNAC Administrative Committee members, Subcommittee Chairs/Vice Chairs, and all Program Subcommittee members are not to be considered as Main Speakers, Workshop Speakers, or any other SEAZNAC events, in order to avoid a conflict of interest.

Meeting Format Premise

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

SEAZNAC is only as good as the Program. The Program sets the mood of the Convention. By allowing a loving Higher Power to work through our Group Conscience we can best serve Narcotics Anonymous as a whole, for the Greater Good of all Members

MARATHON

A. Marathon Meeting Coordinator Requirements

1. Three (3) years clean
2. Member of the Program Subcommittee

B. Duties

1. Scheduling and coordinating Marathon Meeting volunteers for the convention
2. Must be able to keep accurate master schedule and contact records for meetings
3. This includes but is not limited to:
 - a. Recruiting volunteers to be responsible for fifty (50) minute time slots to chair meetings
 - b. Ensuring meeting leaders have a minimum of six (6) months clean
 - c. Providing meeting formats for Marathon Meeting Leaders
 - d. Monitoring room for cleanliness and report any damage
 - e. Maintaining and adhering to the meeting schedule to include meeting leader name, contact info, topic, and times for the full 48 hours of the convention
 - f. Coordinate with Arts & Graphics creating two (2) schedules on posters to be displayed, 1) outside of Marathon Meeting room, 2) at the Convention Information area
 - g. Encourage Home Group participation

Proposed Expenses

Taping Contractor

Easels

Main Speaker Accommodations

Special Needs or Services

Postage/Copies

REGISTRATION

A. Chairperson Requirements

1. Ability to maintain registration database (Excel/Word Doc/PDF)

B. Duties

1. Request posting on the World Service Office website on their upcoming conventions page
2. The Registration Subcommittee is responsible for obtaining a Post Office Box
3. Distributes all correspondence to appropriate subcommittee chairpersons
4. Coordinate the registration packet merchandise and submit to SEAZNAC
5. Coordinate with Arts & Graphics to print registration materials
6. Distribute flyer/registration forms to local Groups, outlying Areas, and Regions
7. Coordinate with ASC webmaster to post online registration form
8. Coordinate with Hotel & Hospitality for registration table/booth at the convention
9. Shall make deposits within 24 hours after monies are received
10. Coordinates with Registration Treasurer to open mail, record transactions, and prepare deposits
11. Ensures all committee members who handle money have two (2) years clean time and have signed a Loss & Recovery Statement of Responsibility
12. Any incentive giveaways must be approved
13. Registration Subcommittee shall follow the Convention Timeline
14. The Registration Subcommittee should be represented at Area and Regional functions, events, and fundraisers to allow as many members an opportunity to register
15. Registration Chairperson will maintain a database
16. Provide monthly balance sheet to SEAZNAC Treasurer
17. Forward mailing list and database to the next year's Registration Chairperson

Registration - Other Duties and Responsibilities During the Convention

Volunteers are needed to staff cash and credit card machines and distribute registration packets

The location for handling registrations at the convention should have sufficient:

1. Room for Operations
2. Tables
3. Electrical Power
4. Security
5. Crowd Control

Onsite convention registration hours normally run from 12pm Friday thru 10pm Friday and from 9am Saturday thru 10pm Saturday. 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.

The Data Collected for the Saturday Night Meeting Announcements Includes

1. Total registered guests & number of packets distributed to Newcomers
2. Accumulative Clean Time of all Registered and Newcomer Attendees
3. Miles Traveled of all Registered and Newcomer Attendees
4. A running total of ticket sales for the Convention Events should be maintained

Proposed Expenses

Postage	Registration Envelopes
Copies	Mailing Envelopes
Office Supplies	Registration Packet Contents-Name Tags/Memento's
P.O. Box Rental	

H&I TASK

A. Chairperson Requirements

1. Ability to collaborate with correctional facilities and law enforcement

B. Duties

1. Coordinate with the SEAZNA H&I Subcommittee to obtain a list of H&I facilities with contact names and numbers
2. Maintain detailed records of H&I attendees logging participating facilities along with direct contact personnel
3. Make initial contact by phone or other correspondence nine (9) months prior to convention
4. Formulate a cover letter containing Narcotics Anonymous and SEAZNAC information, along with dates for the convention
 - a. Email or mail letter to institutions seven (7) months prior to convention
5. A second letter is drafted with specific information regarding day, time, and logistics for conference call
 - a. Email or mail letter to institutions five (5) months prior to convention
6. Secure a 'plug-in' for communication within ninety (90) days of convention
7. Perform an equipment test 30 minutes prior to the speaker meeting making sure all lines are in working order and ready to initiate conference call

Proposed Expenses

Envelopes/Stamps	Conference Equipment	10 Line Conference Call Provider
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NAR ANON – COOPERATION, NOT AFFILIATION

Due to the growth in Narcotics Anonymous and the need for recovery with family members, the fellowship of Nar Anon often holds meetings and workshops at NA Conventions. Nar Anon is an autonomous fellowship providing its members with information and schedules of their events.

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 are allowed to 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".

*Thank you for your service! You are welcome, wanted, and needed.
This is a big responsibility and we encourage you to work
as a team while progressing as an individual member of Narcotics Anonymous.
Everyone's experience, strength, and hope is valued on this committee.*

CONSENSUS BASED DECISION MAKING PROCESS (CBDM)

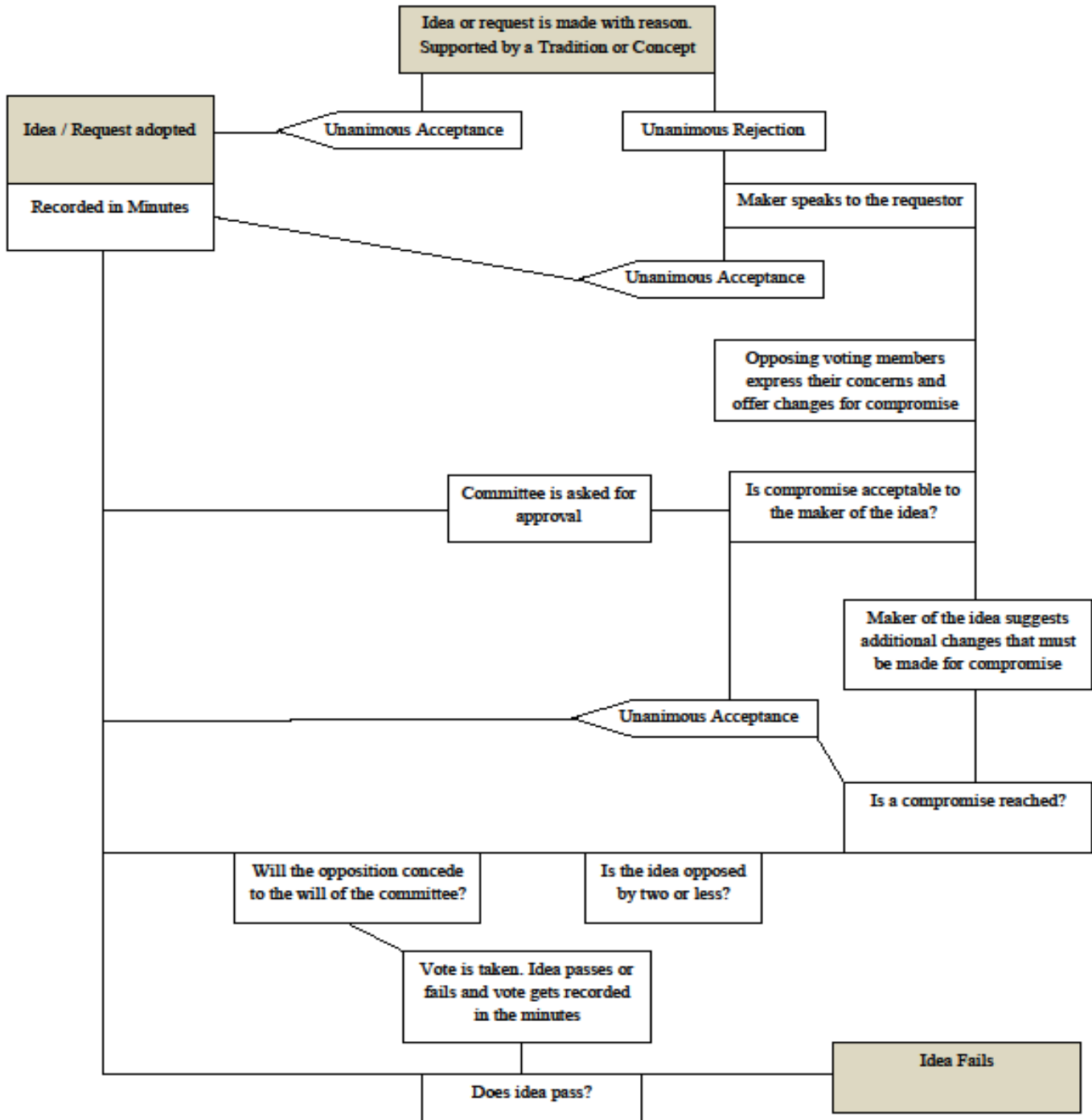
All Committee Idea Requests (except elections) will first be considered using consensus-based decisions for the committee's purposes. The process for consensus-based decision making allows for points of view to be heard and fairly considered within the committee.

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.

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.

In matters where the dissenters cannot assent to the majority, a decision will be reached by using a two-third (2/3) majority.

See CBDM Chart on the Next Page (16)



VOTING MEMBERS

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

NEW BUSINESS – IDEA REQUESTS

1. Will be presented to the Secretary in written form
2. 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
3. Any member of NA may request time before the beginning of a SEAZNAC regular meeting and will be addressed before Old Business

REMOVAL OR SUSPENSION OF A VOTING MEMBER

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

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.

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

1. The SEAZNAC Treasurer, Vice Treasurer, Chair, and Vice Chair are known as the Collection Team during the convention

2. 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
3. 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
4. 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
5. There will be a receipt issued each time money is picked up or turned over
6. 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
7. 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
8. ASC Administrative Committee members may be used as volunteers for the Collection Team

CONVENTION EVENT PROCEDURES

Thursday

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

Friday

1. Vice Chair ensures convention supplies are on site and available prior to on-site committee meeting
2. Coordinate with the hotel Banquet Manager – acquisition of secured facilities, convention/meeting rooms, and keys for distribution
3. Monitor the room block
4. SEAZNAC Subcommittees will meet at 9am as needed
5. SEAZNAC Committee will meet at 10am
6. Locate electrical power and set up
7. Program credit card phone swipers if not already complete
8. Coordinate banquet orders with the Banquet Manager to assure proper set up
9. All Subcommittee Chairs will inventory and set up their areas of operation
10. All signage shall be located and posted prior to the start of the convention
11. Final vendor financial obligation may be concluded with payment

Saturday

1. Monitor the room block
2. Coordinate with the hotel Banquet Manager
3. Final vendor financial obligation may be concluded with payment

Sunday

1. Monitor the room block
2. All support supplies and merchandise will be inventoried, packaged, and returned to the Area storage locker, following closing of the convention
3. 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
4. Request and review the hotel invoice for final billing
5. Final billing may be reviewed and concluded with payment by Hotel Chair, Treasurer, and Chairperson
6. Final vendor financial obligation may be concluded with payment if not already completed
7. All necessary clean up

Addendum A

1.

Addendum B

SEAZNAC Convention Timeline

Month	Key Events
<p>After Convention but Prior to Following Month</p>	<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. Discussion on dates and location for next SEAZNAC, based on Chairperson and Hotel Chair info and research <p><u>Prior to First Meeting</u></p> <ol style="list-style-type: none"> 1. Theme flyers – asking for submissions for next SEAZNAC theme – due in two months (Outgoing A&G)
<p>11 Months Prior to Convention</p>	<p><u>Outgoing Committee</u></p> <ol style="list-style-type: none"> 1. Provide final report and pass on archives and other materials for incoming committee to new Chairperson at ASC 2. Pass checkbook, endorsement stamp, deposit slips to incoming Treasurer at ASC <p><u>Incoming Chairperson and Treasurer Duties Prior to Next Meeting</u></p> <ol style="list-style-type: none"> 1. Review SEAZNAC Guidelines 2. Review the Timeline 3. Vice-Chair, Vice-Treasurer, and Subcommittee Chairperson Elections – <u>One (1) week following Administrative Elections at ASC</u> 4. All SEAZNAC Administrative and Subcommittee Chairs are to sign a ‘Loss and Recovery’ document at the time of being elected to position 5. Set SEAZNAC Committee meeting dates after elections <p><u>New SEAZNAC Committee and Subcommittee Duties prior to next meeting (mo. 11)</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 the Administrative Body (Outgoing Secretary & Incoming Secretary, Chairperson, Vice Chairperson & Treasurer to be present) 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. Facilitate elections of Sub Committee Vice Chair, Treasurer, and Secretary as needed – Due 10 to 9 months prior to convention (All Subcommittees)

Month	Key Events
11 Months Prior to Convention (Cont.)	<p><u>Prior to Next Meeting</u></p> <ol style="list-style-type: none"> 5. Call to fellowship for theme of convention (A&G) – Due 10 months prior to convention 6. Flyers soliciting speaker CD's for next convention (A&G for Programming) 7. New Administrative Secretary is to pass on a copy of last year's Convention budget and Individual Subcommittee budgets to Chairperson and all Voting Members 8. Walk-through of venue scheduled for one of next two committee meetings (Hotel Chair)
10 Months Prior to Convention	<p><u>Outgoing Committee</u></p> <ol style="list-style-type: none"> 1. Chair will deliver final Chair report, committee financial report & proceed check to ASC no later than 45 days after convention (Financial report for closing out ledgers) 2. Turns over all financial records and reports (paper and electronic) for audit by ASC Treasurer & Vice-Treasurer, SEAZNAC Treasurer & Vice-Treasurer immediately after the final check is written <p><u>At Meeting</u></p> <ol style="list-style-type: none"> 1. Treasurer submits master budget proposal outline for approval 2. Update SEAZNAC Webpage with Dates and Location of next SEAZNAC Convention (Arts & Graphics) 3. Discussion regarding the budget process, development and submission for Subcommittees (Treasurer) 4. Subcommittee Chairs, please schedule to meet with your Administrative Treasurer individually for assistance – budgets are to be final by next meeting 5. Discuss ideas for events based on initial report from the Events & Entertainment Subcommittee (E&E Chair) <p><u>Prior to Next Meeting</u></p> <ol style="list-style-type: none"> 1. Subcommittee Chairpersons to submit budget proposals by next meeting 2. Alternative Merchandise suggestions (Merchandise) 3. Registration packet ideas (Registration) 4. Event details (F&E)
9 Months Prior to Convention	<ol style="list-style-type: none"> 1. Subcommittee budgets reviewed, discussed and approvals are to be completed 2. Walk through of resort (if not completed last month) – (Hotel & Hospitality) 3. Choose convention Theme 4. Logo Flyers – asking for logo submissions to correspond with chosen theme (A&G) 5. Alternative Vendor Suggestions (Merchandise)

Month	Key Events
9 Months Prior to Convention (Cont.)	<ol style="list-style-type: none"> 6. Discuss meal options and any other extra events to be held at convention (H&H) 7. Discuss registration packet ideas (Registration) 8. Events presented – sites and cost (Spaghetti dinners, etc) (F&E) <p><u>Prior to Next Meeting</u></p> <ol style="list-style-type: none"> 1. Notify WSO about convention – date and location (Registration) 2. Call to fellowship for Logo/Artwork for chosen Theme (A&G) – vote at next meeting 3. Subcommittee Vice Chairs should be established
8 Months Prior to Convention	<ol style="list-style-type: none"> 1. Logo Artwork selected for convention 2. Pre-registration merchandise items selected – three (3) bids provided with presentation (Merchandise) 3. Pricing for all convention related costs (registration, pre-registration, meals, comedy show, dance, etc) discussed by committee based on budgets – to be decided at next meeting (All Subcommittees) 4. Events selected/confirmed - minimum three (3), maximum four(4). 5. Event items for auction/raffle, etc should be proposed now (E&E/Merchandise) <p><u>Prior to Next Meeting</u></p> <ol style="list-style-type: none"> 1. Submit all events to Regional Web servant for Regional Calendar (F&E) 2. All information compiled for preregistration flyers and provided to Arts & Graphics therefore flyer can be constructed and ready for approval at next SEAZNAC meeting (A&G/Registration/H&H/ Program/F&E) 3. All pricing suggestions brought to meeting by Registration, Hotel & Hospitality, Program, Events & Entertainment, and Merchandise Subcommittees
7 Months Prior to Convention	<ol style="list-style-type: none"> 1. Discuss any budget revisions or reviews that are needed 2. Final convention prices set – suggestions from Registration, Hotel & Hospitality, Program, Events & Entertainment, and Merchandise Subcommittees to be considered, reviewed and decided 3. Meals selected (Hotel & Hospitality) 4. Final selection of Registration Packet items – three (3) bids provided for all items at time of presentation (Registration) 5. Preregistration only merchandise items selected (Merchandise) 6. Convention entertainment and DJ options discussed with special consideration made to secure locally and minimize costs when possible (F&E) 7. Preregistration flyer reviewed and approved for print – three (3) bids for printing provided with presentation (A&G) 8. Merchandise presents ideas for their selections of clothing, promos, etc. final selections and bid approvals next month (Merchandise)

Month	Key Events
7 Months Prior to Convention (Cont.)	<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)
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 (F&E) 3. Merchandise seeks Administrative Committee consensus of selections for clothing, promo items, etc with review and approval of three (3) bids (Merchandise) 4. Discussion regarding current speaker selections and possibilities with support for sub-committee if needed. Main Speakers selected next month (Program) <p><u>Prior to Next Meeting</u></p> <ol style="list-style-type: none"> 1. Sign contract and confirm entertainment (F&E) 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 (Program)
5 Months Prior to Convention	<ol style="list-style-type: none"> 1. Information & Welcoming presents ideas for their selections of clothing, etc. with three (3) bids (final selections and bid approvals next month) 2. Merchandise presents samples of items to be sold at convention and has time to reconsider other bid for approval if needed <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 (H&H/Marathon)
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 Information & Welcoming T-Shirts and informational handouts (I&W) 3. Discuss convention program and its developments (Program/H&H)

Month	Key Events
4 Months Prior to Convention (Cont.)	<p><u>Prior to Next Meeting</u></p> <ol style="list-style-type: none"> 1. Final information for printed program schedule due to A&G at next meeting (All Subcommittees) 2. Registration forms for 2nd mailing prepared for distribution next month (Registration) 3. Main Speakers confirmed (Program) 4. Subcommittee guideline updates and changes. Please review the guidelines and prepare to make suggestions
3 Months Prior to Convention	<ol style="list-style-type: none"> 1. Final information for printing program schedules 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. Based on preregistration and event revenue – Merchandise and Registration packet ordering commences. Registration and Merchandise to work with A&G to adapt logo artwork to all items. (Merchandise/Registration/A&G) 3. Guideline updates reviewed/approved for Chair to turn into ASC (All Subcommittees)
2 Months Prior to Convention	<ol style="list-style-type: none"> 1. Preregistration deadline is 45 days prior to convention 2. Location tour – all subcommittees and their members invited 3. Subcommittees discuss location needs and submit list to Hotel Chair for banquet event order, including room configurations for workshops, preliminary counts for meals, number of table rounds, easels, merchandise room tables and chairs, registration and convention information tables, chairs, 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 elections (A&G) 2. 2nd Registration Mailing 3. Check Walkie Talkies to ensure they are operational for event 4. Check to see if each committee has appropriate support and coverage (Staffing for Registration, Merchandise, Convention Information, H&H, Program, and Marathon) 5. Program to be available for review and correction (A&G) 6. Take guideline suggestions to ASC for approval (Chairperson) 7. Flyers are to be provided announcing upcoming elections in two months at ASC for Chairperson and Treasurer and will be placed at: 1) ASC 2) Information table during the convention 3) Posted on the SEAZNA website (Arts & Graphics) 8. Flyers are to be provide announcing upcoming elections for Vice Chair, Vice Treasurer, and Subcommittee Chairperson. Election date TBD by the Chairperson and Treasurer. All interested parties are encouraged to attend ASC in two (2) months for more information. Flyers will be placed at: 1) ASC 2) Information table during the convention 3) Posted on the SEAZNA website (Arts & Graphics)

Month	Key Events
1 Month Prior to Convention (Pre-Convention Month!)	<ol style="list-style-type: none"> 1. Registration packets stuffed and ready (Registration) 2. Final Banquet Order submitted to hotel (Hotel Chair) 3. Written reports to Secretary (30 days prior to convention) – and procedures, contacts, contracts, agreements, referral sources, and inventory of all properties (All Subcommittees and Administrative Officers) <p><u>Prior to Next Meeting</u></p> <ol style="list-style-type: none"> 1. All merchandise will be shipped directly to the Merchandise Chair 2. Again – Flyers are to be provided announcing upcoming elections next month at ASC for Chairperson and Treasurer and will be place at: 1) ASC 2) Information table during the convention 3) Posted on the SEAZNA website (Arts & Graphics) 3. Again - Flyers are to be provide announcing upcoming elections for Vice Chair, Vice Treasurer, and Subcommittee Chairperson. Election date TBD by the Chairperson and Treasurer. All interested parties are encouraged to attend ASC in two (2) months for more information. Flyers will be placed at: 1) ASC 2) Information table during the convention 3) Posted on the SEAZNA website (Arts & Graphics) 4. Approved guideline changes from ASC to be amended and added in timeline if necessary (Chairperson & Secretary)
Convention Month	<p><u>Convention</u> – See Event Schedule</p> <p><u>ASC</u></p> <ol style="list-style-type: none"> 1. Chair delivers final report to ASC (final financial report due next month) 2. Statements of Willingness submitted to ASC for upcoming SEAZNAC Chair and Treasurer nominees 3. All interested candidates MUST be present at the ASC meeting to be available for questioning by GSR’s and interested members 4. New SEAZNAC Chairperson and Treasurer elected <p><u>Prior to Next Meeting</u></p> <ol style="list-style-type: none"> 1. SEAZNAC Chairperson and Hotel Chairperson are looking at potential locations for next year based on attendance numbers

Idea Request	Description	Date updated
#1 -		
#2 -		