

## APPENDIX A

### GUIDELINES FOR THE RIO GRANDE REGIONAL CONVENTION OF NARCOTICS ANONYMOUS (RGRCCNA)

This annual event shall be known as the Rio Grande Regional Convention of Narcotics Anonymous (hereafter known as RGRCCNA). The Regional Convention Corporation (RCC) is the legal entity responsible to the Rio Grande Regional Service Committee (RSC or Region) for administering all aspects of the regional convention. The service body (RCC, administrative committee members and subcommittee chairs) report to the RSC.

The purpose of RGRCCNA conventions held by members of the Rio Grande Region of NA is to bring our fellowship together in a celebration of recovery from the disease of addiction. Reasons for holding RGRCCNA include helping addicts around the region to overcome isolation, to gain new information about recovery and service, to raise money, and, most importantly, to further our primary purpose. RGRCCNA is held annually.

All purchases, whether for RGRCCNA use or for resale of equipment, supplies, services, or other work products shall, whenever practical, utilize a process which employs written bid specifications, and which requires at least three bidders and results in a written contract. Seed money for RGRCCNA is \$5,000.00.

According to NA Intellectual Property Trust, the name "Narcotics Anonymous" and the symbols (NA with or without the double circles and/or the service symbol) can be used on flyers, merchandise, etc., but the registered trademark symbol ® must accompany them. The exterior of any mailing or correspondence, with or without a return address, uses only the RGRCCNA abbreviation or the service symbol, not the NA logo or the words "Narcotics Anonymous", to protect personal anonymity.

General requirements of the RGRCCNA administrative committee members and the subcommittee Chairs are:

- an active commitment to service
- a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service of Narcotics Anonymous
- the ability to exercise patience and tolerance
- active participation in the NA Fellowship
- experience with planning and working on conventions (being a committee chair is ideal)
- relapse of any administrative committee or subcommittee chairperson REQUIRES replacement
- Ability to maintain a culture of respect, communication, and trust throughout the planning process

The site for each annual convention is selected by the RCC at least two years prior to the event. Any area interested in hosting a convention should prepare a bid letter inviting the region to place a convention there (two years in advance) and present the letter to the RCC by the predetermined deadline date for that year in order to allow the RCC to thoroughly review and investigate the viability of the bid and make a recommendation to the RSC at the next possible Regional meeting. The RCC will consider all bids submitted by the predetermined deadline for that year. (two years prior to the convention).

The letter should be a statement of willingness to support a convention and should be approved by one of the RGRSC's area service committees. The bid letter should include the following:

Resources:

- Hotel
  - Meeting room capacities (facility must allow for 450-700 occupants, depending on location, in the ballroom for main speakers, have from two to four breakout rooms for 60 people in smaller rooms and up to 100 in larger rooms, theater-style seating for workshops)
  - Spaces for all necessary services and entertainment (merchandise, registration, marathon meeting room, banquet facilities, hospitality, etc.)
  - Sleeping room numbers (125-150 minimum in block, inclusive of 3+/- Wednesday, 7+/-Thursday, 65+/- Friday, 70+/- Saturday, and 5+/- Sunday - or similar breakdown may be a good starting point) and costs. To be determined by the Convention Committee.
  - Accessibility (access to rooms during the planning process, being available)
  - Technology (including adequate Wi-Fi to accommodate streaming and virtual interpretations)
  - Willingness to allow us to provide some of our own food and coffee service in hospitality
  - Dates available
  - Menu for banquet services including pricing and Vegan and gluten-free options
- Local members willing to serve
- Transportation services
- Confirmation that the Area Service Committee has approved the submission of the bid to the RCC by providing the minutes from the Area Service Committee meeting that the approval to submit a bid was voted on, which reflect the approval

The RCC will bring a recommendation to Region at the September Regional meeting at the latest, two years ahead of the convention (ex: in 2025 Areas are bidding for 2027). The site of the convention will be recommended by the RCC and ratified by the Region based on accessibility, availability of venues, costs, feasibility and needs of the fellowship.

If a bid is not received by the predetermined deadline for that year the RCC will select a location for the convention two years out. The RCC will prepare a letter of intent and will submit it to

the area service committee whose boundaries include or are closest to the desired location for consideration. If that Area decides they are not inclined to hold the convention in their Area or does not respond at all, the RCC may choose to go forward with that site selection only if they believe that they can adequately support and execute the convention without local support.

The RCC will strive to include NA members from all RSC member Areas to participate as subcommittee chairpersons, and administrative committee members.

At the beginning of the convention planning the RCC will host an initial planning meeting in late October or November, inviting all interested members from around the region to participate, and requesting their help with the subcommittees. The Administrative Committee and Subcommittee chairpersons will be elected at this meeting. All elected members of the convention committee will receive access to planning documents including guidelines, timelines, and documentation from previous conventions.

## OVERVIEW OF REGIONAL CONVENTION CORPORATION (RCC)

The Rio Grande Regional Convention Corporation (RCC) was created to achieve continuity and efficiency in creating and operating the convention. The Board of Directors of the RCC is the primary agent for hosting the Rio Grande Regional Convention.

The RCC is the “single point of accountability” for holding the annual regional convention on behalf of the RGRCA. The RCC is responsible for documenting the annual convention processes, thereby developing convention guidelines for ongoing approval by the RGRSC.

The RCC shall have the primary responsibility to plan, prepare and hold the convention for the Rio Grande Region of NA. The RCC shall supervise everything necessary to hold the Convention. RCC members will attend all monthly RCC meetings and all RGRCA committee meetings. The RCC will have the sole responsibility of the following duties:

- Mentor each subcommittee chairperson (in the event that no suitable subcommittee chair is available, an RCC member may serve as a subcommittee chair after there has been at least one meeting with no viable candidates)
- Financial Accountability – Develop and maintain the process and procedures to collect, disperse, and report all financial transactions of the convention. This includes maintaining a registration process and monitoring financial transactions. The RCC will submit a detailed financial accounting of the convention no later than 60 days after the convention closes. Any discrepancies in the accounting will be thoroughly investigated by the Chair of the RGRSC and reported to the RGRSC.
- Hotel – negotiate contract with the hotel and act as the single point of accountability to the hotel.
- Vendors – Develop and maintain a relationship that negotiates with vendors to provide merchandise and the audio recording of the convention speakers.
- Contracts – Negotiate and sign all contracts associated with the RGRCA.

- RCC Secretary gives access to the Google Drive folder for historic information.

The RCC is also responsible for investigating bids for viability, which includes sending RCC members to Areas where bids have been received from to ensure spaces are the size that has been described in the bid, that spaces can meet our technology needs, that there is adequate transportation for people visiting from far off locations, and that the overall convention needs can be met if the Bid is selected.

The remaining convention duties may be delegated in whole or in part to a convention committee comprised of members from throughout the region. Final acceptance of the division of duties will be approved by the RGRSC. Responsibilities that may be delegated in this way include, but are not limited to:

- Theme of the convention
- Logo and associated artwork
- Registration
- Support for on-site merchandise sales
- Hospitality
- Program
- Entertainment and Events
- Webmaster
- Decorating

## TREASURER

The RCC Treasurer shall attend all convention committee meetings. All convention-related purchases shall be made by the RCC Treasurer. The Treasurer shall collect any money from fundraising events and merchandise sales. If unable to attend an event generating income, they shall arrange for an RCC member to attend in their place.

### RCC Treasurer Procedures

1. Collection of Money
  - a. When the Treasurer receives money for any reason, the money should always be counted with at least one other individual.
  - b. The collected amount and relevant information shall be entered in the duplicate receipt book.
  - c. For merchandise and ticket sales: before distributing tickets or merchandise for sale to the general fellowship, a detailed list is to be prepared by the committee chair. Both the committee chair and the person receiving the merchandise to sell are to sign and date the document. The individual taking the merchandise will be responsible to either return the merchandise or turn in the equivalent cash.
  - d. When collecting money, a detailed receipt shall be prepared listing how much money was collected, and the number of items sold. The original copy shall be given

to the person turning in the money. Automatically generated electronic receipts will suffice for digital payments.

- e. Money handling is restricted to those addicts with 5 years clean time or longer. This includes utilizing Square to take credit card payments.
- f. Treasurer will train on cash handling and Square payments.
- g. All cash received should be deposited into the bank in a reasonable amount of time, and at a maximum of 5 days from receipt.

## 2. Cash Register Procedures

- a. a. Cash should be collected, counted and receipted from Registration and Merchandise moneybags periodically and daily during the convention when closing registration and merchandising. The money shall be counted by the Treasurer and one other trusted servant. A duplicate receipt will be created stating the time and date the money was collected, from what moneybag the money was collected and the amount collected signed by both parties. A copy of that receipt along with the cash shall be put inside a sealed envelope with the date, time, moneybag committee name, and amount listed on the outside of the sealed envelope.
- b. All money collected will be deposited in a timely manner into the RCC bank or hotel safety deposit box by the RCC Treasurer.

## 3. Debit Card Procedures

- a. The debit card number is not to be given out. Only the Treasurer and another designated RCC member are authorized to use the RCC Debit Card.
- b. Before any debit card or check payment is made, a paper or electronic invoice will be submitted to the Treasurer.

## 4. NTTC\* Procedures

- a. Before payment to any vendor or at the time of contracting for goods and services, check with the RCC Treasurer to see if we have a Non-Taxable Transaction Certificate. If no such certificate exists, the Treasurer can execute a new NTTC. To do so, the Vendor name, CRS number, address, phone & email should be provided to the Treasurer. If the vendor does not have a CRS number, they do not pay into NM Taxation and should not collect state tax. In Texas, there is an approval letter from the Secretary of State designating RGRCC, Inc as tax exempt.

## 5. Requesting Funds

- a. Funds must be requested from Treasurer, in writing, prior to purchase. For any funds to be released for any reason, they must be included in the current year convention budget, approved by the RCC OR a motion must be presented to the RCC requesting approval for use of funds for a stated purpose. All funds disbursed must provide a detailed receipt for all purchases using NA funds. Funds may be disbursed via check, CashApp, Venmo, Paypal. Items may be purchased directly by the Treasurer using the RCC bank account and utilizing any means as described above, be paid to the

RCC member or subcommittee member responsible for purchasing with receipts provided back to the Treasurer immediately upon procurement, or via reimbursement to a member when receipts are provided to the Treasurer. All requests for funding should be made in writing via email to [rgrccna.treasurer@gmail.com](mailto:rgrccna.treasurer@gmail.com) or via the RGRCCNA slack ([rgrccna.slack.com](https://rgrccna.slack.com)).

\*(NTTC). An approved NTTC will be created to submit to vendors prior to the issuance of payment. NTTC will be retrieved by Treasurer to avoid taxes in New Mexico. To get an NTTC, Treasurer will need name, address, and state tax ID for vendor. Subcommittee chair is responsible for getting the treasurer the Combined Reporting Systems (CRS) from the vendor. Similar documentation is available for Texas. See 4.a

## HOTEL LIAISON & ALTERNATE LIAISON

Traditionally, the RCC Hotel Liaison and Alternate Liaison are both members of the RCC and are responsible for hotel business. Alternate Liaison may be a service member of the hosting Area. The Hotel Liaison and Alternate are the hotel's only point of contact authorizing changes and/or expenses (to include any A/V equipment rented from an outside contractor and security for after-hour events). They work with hotel catering staff for the planning of all food and beverage items. They bring all menu selections to the committee for final approval. The Hotel Liaison shall sign BEOs. Alternate Liaison is being mentored to take over or is assisting the Hotel Liaison and is in a knowledgeable, supportive role.

## OVERVIEW OF FULL CONVENTION COMMITTEE

The convention committee will consist of an administrative committee and subcommittee chairs and coordinators. The committee is tasked with the planning and execution of the convention for the specified year. It is important that the committee be able to work together to accomplish this task. This is a Regional Convention and with that in mind all subcommittee meetings are expected to be available online using the platform that the convention uses. In order to cultivate a culture of respect and to ensure the best environment for this planning process there are a few things that are considered unacceptable and will result in anything from one-on-one discussion with the Chair or an RCC member to removal from the committee:

- Calling names or berating a fellow addict, vendor, or any member of the public or fellowship
- Any unwanted advances towards fellow addicts, vendors, or any member of the public or fellowship
- Any resignation during the process of planning the convention will be considered permanent

## OVERVIEW OF RGRANA ADMINISTRATIVE COMMITTEE

The RGRANA Administrative committee will consist of a Chair, Vice Chair, and Secretary. RCC members are eligible to serve as members of the Administrative committee. The RGRANA Administrative Committee (Chair, Vice Chair, and Secretary) shall attend every RGRANA meeting.

- The RCC President (or another RCC member) will attend each RSC meeting with a report on the convention progress. A written report must be submitted to the RSC including the Detail tab from the convention budget file.
- The RGRANA Administrative committee submits to the RCC for approval the proposed budgets for the Administrative committee, each RGRANA subcommittee and the convention in general.
- The budget template should be closely followed. See the budget template included in this document.
- Any and all outside services provided for the convention will have written contracts or invoices and shall be submitted to the RCC Treasurer.
- Either the RGRANA Chair or Vice Chair are required to attend all subcommittee meetings throughout the month and should act as a point of connection between subcommittees by being able to answer questions on the spot that one subcommittee may have about another subcommittee.
- The RGRANA Chair and Vice Chair can accomplish this by splitting up subcommittees to ensure one of them is present at every meeting
- The RGRANA Chair and Vice Chair are expected to know what is happening throughout all the subcommittees, this will help to ensure that things do not fall through the cracks and will ensure that subcommittees feel supported

## ADMINISTRATIVE CHAIR

The RGRANA Chair guides the planning of, oversees the execution of, and summarizes the final report(s) of RGRANA. This elected trusted servant is available to other RGRANA Administrative committee members and to subcommittees as a resource by sharing experience, strength and hope. Suggested clean time: 5 years and previous convention experience.

- Sets the agenda and shall preside over all general RGRANA meetings, including any RGRANA meetings held at the RSC.
- Facilitates all meetings of the convention committee using consensus (reference CBDM Basics literature from NAWs).
- Provides help, guidance and support to other members of the committee when needed
- Keeps activities within the principles of the 12 Traditions and in accord with the purpose of the convention
- Submits a written report at each RGRANA meeting

- Prepares administrative committee budget and monitors fund flow or overall budget with RCC Treasurer
- Completes a final written summary and final RGRCA report to the RSC with timeline updates
- Chairs the main meeting of the RGRCA - usually the Saturday night meeting
- Has access to and administrative rights to the RGRCA Facebook page and assigns roles as needed for promotion of the convention.
- This person is recommended to roll on to the RCC for a one-year term at the close of the convention with RCC approval
- The RGRCA Chair is expected to work with the Vice Chair to ensure that one of them is able to attend all subcommittee meetings during each month of planning the convention.

## ADMINISTRATIVE VICE CHAIR

The RGRCA Vice Chair works under the direction of the Chair, performing all duties necessary for successful completion of all RGRCA activities and events. This elected trusted servant is available to other RGRCA Administrative committee members and to subcommittees as a resource by sharing experience, strength and hope. Suggested clean time: 4 years and previous convention experience.

- Serves as Chair in the absence of the Chair and rolls into the chair position in the event that the Chair cannot fulfil their commitment, but does not roll onto the RCC at the end of the convention
- The Vice Chair will work with the Chair to ensure that all parts of RGRCA are progressing smoothly and effectively by ensuring that subcommittees are adhering to timelines
- Submits a written report at each RGRCA meeting.
- Assists Chair with final written summary and final RGRCA report to the RSC with timeline updates
- The RGRCA Vice Chair is expected to work with the Chair to ensure that one of them is able to attend all subcommittee meetings during each month of planning the convention.
- Provides support to the Chair as needed

## ADMINISTRATIVE SECRETARY

The RGRCA Secretary is responsible for producing, obtaining, and maintaining the written records of the proceedings of the RGRCA committee and collaboration meetings. This elected trusted servant functions as an information resource to all concerned with the RGRCA. The Secretary is responsible for ensuring Technology Committee is present to host all hybrid meetings with computer equipment, including setting up for committee meetings. Equipment for meetings includes a laptop, set of speakers, camera, microphone, projector, storage case,

HDMI cable, ethernet cables, and a power strip to be returned to RCC at the closeout meeting. Suggested clean time: 2 years.

- Keeps accurate minutes of each RGRCA general meeting and collaboration meetings and maintains the current (and past) RGRCA archives, may use AI and review as needed
- Distributes copies of the minutes to each RGRCA Administrative Committee member, to each Subcommittee Chair, to all RCC members and to the RSC no later than 10 days following a meeting, and/or maintains a copy in the RGRCA archives.
- Keeps on file all RGRCA committee, collaboration meetings, and subcommittee reports
- Maintains a roster of administrative committee and subcommittee chairpersons
- Promptly distribute any inquiry received concerning RGRCA information to the appropriate committee or service body
- Monitors and utilizes the convention secretary position email for all convention related communication: rgrca.secretary@gmail.com
- Manages all the Convention Google Drive - making sure reports are placed in appropriate folders, minutes are clear and saved in the drive, and the calendar is utilized for scheduling subcommittee, collaboration meetings, and committee meetings.
- Manage the calendar and ensure that there are no overlapping meetings- at least two hours between meetings

## GENERAL REQUIREMENTS & RESPONSIBILITIES OF SUBCOMMITTEES

Subcommittees will perform their functions in accordance with the Timelines provided to them by the RCC. At each meeting of the RGRCA committee, the chairperson of each subcommittee will submit and present a report to the committee on the status of the tasks listed on the month-by-month timeline, along with any obstacles to completion. The RGRCA Committee and all subcommittees shall conduct business and communicate using technology (ex: Google Drive, text, slack, and Zoom). Each subcommittee will need a device, necessary equipment, and adequate Wi-Fi to host Zoom hybrid meetings (consider speed of Wi-Fi for video conferencing).

All subcommittees will work in collaboration, during the collaboration meetings, to verify that the schedule includes all activities without interfering with each other. The Program Chair is responsible for scheduling and chairing each collaboration meeting.

## ENTERTAINMENT AND FUNDRAISING

Clean time requirement of 5 years for cash handling

General Duties:

- Chair or subcommittee designate attends every RGRCA Committee meeting with written report of subcommittee activities and status of timeline tasks.
- Makes ongoing notes of changes to be considered on Timelines/Guidelines for future convention committees. These notes will be turned in with the final report.

- Expected to attend the collaboration meeting with the other subcommittee chairs (**Hotel Liaison, Entertainment & Fundraising, Graphics & Merchandise, Registration, Program, Spanish Program, Hospitality, Technology, Volunteer Coordinator, and Webmaster**) for greater coordination and collaboration.
- Plans and executes various fundraising events throughout the region, and in collaboration with Area Activities Committees
- Distributes flyers and announcements of various events to the fellowship in a timely manner
- Collects revenues from events, and with the Treasurer, accounts for the funds at the end of each event
- Plans all entertainment for the convention
  - Suggestions: Comedian (ticketed event); Dance/DJ (free event); Game Room, Live Music, Coffee Bar, Karaoke, Silent Disco, and Bingo - these have all been successful and well-attended events.
- Brings entertainment plans to the RGRCA committee for final approval
- Is the liaison to all entertainers
- Is responsible for raising funds for the convention throughout the convention cycle, by creating events throughout the region and holding events onsite at the convention to bring in revenue

#### RELATIONSHIPS:

- Prepare a budget using prior year's dollar amounts (following template) and turn into the **RGRCA Chair** to be passed along to RCC for final approval either through email or alerting the chair it is in their drive folder and complete.
- After planning any activities to spark interest and encourage participation in the convention, coordinate with **Spanish Program, and Webmaster** for translating and posting of flyers. ALL FLYERS MUST BE APPROVED BY THE RGRCA PRIOR TO DISTRIBUTION.
- Communicate with RCC **Hotel Liaison** regarding any space, lighting, sound or other needs for the entertainment at the convention
- Work with the **RCC** to contract any performers
- Coordinate with **Program** for scheduling of events at the convention

## GRAPHICS & MERCHANDISE

Clean time requirement of 5 years for cash handling

#### General Duties:

- Chair or subcommittee designate attends every RGRCA Committee meeting with a written report of subcommittee activities and status of timeline tasks.
- Makes ongoing notes of changes to be considered on Timelines/Guidelines for future convention committees. These notes will be turned in with the final report.
- Expected to attend the collaboration meeting with the other subcommittee chairs (**Hotel Liaison, Entertainment & Fundraising, Graphics & Merchandise, Registration,**

**Program, Spanish Program, Hospitality, Technology, Volunteer Coordinator, and Webmaster)** for greater coordination and collaboration.

- Solicits graphic/theme entries from the fellowship in support of the theme of the convention in English and Spanish. Please note: artwork that is selected for finalists should be able to be shrunk down to appear on pens, flyers, magnets, or other convention items and still be legible. Small, delicate artwork is difficult to reproduce in this way.
- Brings the entries and recommendations to the RGRCA committee for final approval
- Is responsible for creating all flyers and posting them on world website, and various social media pages and groups after they have been approved and translated.
- Find a printer for all flyers, forms, signs, displays, tickets, programs and banner
- Be certain that for all NA logos that fall under the Fellowship Intellectual Property Trust are marked with the registered trademark ® symbol
- Make sure all approved artwork is in the form needed by printer
- Provide artwork in print ready form to other subcommittees as needed
- May choose items for pre-convention sales that are of a design that does not include the convention logo
- Attend fundraising events to sell pre-convention merchandise
- Study and choose items for sale at the convention, using previous sales data to plan for purchases.
  - T-Shirts, Women's V-neck Shirts, Tank Tops, 16oz (or larger) Coffee Mugs are a minimum. Other good sellers include hoodies, sweatpants, zippered bags, hats, teddy bears, keychains.
- Bring recommended item choices to the RGRCA committee for final approval
- Assemble a capable team to work at the Merchandise tables during the convention; anyone handling money has to have five years clean-time.
- Inventory items at the beginning and at the end of the convention
- Pre-Convention merchandise is sold throughout the Region at RSC and other convention fundraising events. Merchandise is created with artwork OTHER than the convention logo/artwork. Graphics & Merchandise may offer t-shirts, sweatshirts, hats etc. as Pre-Convention Merchandise. Order to sell out, not to have a lot! These items are considered first come, first serve - buy them while we have them!
- Ensure at the convention that we are not saving merchandise for people; merchandise is sold to the people with money in hand

#### RELATIONSHIPS:

- Prepare a budget (following template) and turn into the **RGRCA Chair** to be passed along to RCC for final approval Include projected income for merchandise.
- Provide top three design choices to the Convention Committee for final vote. Provide approved designs to **Webmaster, Registration, and Merchandising** as needed
- Work with **Webmaster, Program, and Registration** to gather information needed to design and print banner, posters, programs, tickets, flyers and directional posters
- Communicate with RCC **Hotel Liaison** regarding hotel guidelines for hanging banners and posters

- Communicate with RCC **Hotel Liaison** regarding space needs, table needs, security, and scheduling of Merchandise room.
- Coordinate operational hours with **Registration and Entertainment** then communicate them to **Program** for inclusion in the program grid Note: Hours should be standardized to match early birds and late arrivers. Open early, close late. Close during the main speakers.
- Work with the **RCC** for contracting vendors
- Work closely with the **Treasurer** for handling of inventory and cash

## REGISTRATION

Clean time requirement of 5 years for cash handling

General Duties:

- Chair or subcommittee designate attends every RGRCA Committee meeting with written report of subcommittee activities and status of timeline tasks.
- Expected to attend the collaboration meeting with the other subcommittee chairs (**Hotel Liaison, Entertainment & Fundraising, Graphics & Merchandise, Registration, Program, Spanish Program, Hospitality, Technology, Volunteer Coordinator, and Webmaster**) for greater coordination and collaboration.
- Selects items for preregistration sales and for the registration packets
  - Preregistration items that have sold well include Travel Coffee Mugs, Blankets, Bags/Totes. Consider minimum order quantities when choosing these items. They will be available for purchase from the date registration opens until early bird registration ends (approx. 5-6 weeks prior to convention date). You will order the number of items sold ONLY. Items will be picked up onsite at the convention.
  - Preregistration items are available for sale from early registration kick off through early registration (generally 6 weeks before convention opening). Any extra items (from minimum order requirements) may be sold onsite.
- Works with the regional web servant/treasurer to obtain access to online reports for preregistrations, for posting of any information on the Webmaster, and for scheduling email blasts that drive people in the database to the Webmaster for pre-registration
- Coordinates operational hours with Program and communicates them to Convention Information for inclusion in the program grid.
- Assembles a capable team (a minimum of 7 to 10) to work at the Registration table during, trained using Square, 4 people with devices and Square accounts. Anyone handling money has to have five years clean-time.
  - Hours need to begin 2 hours prior to the first event on opening day (usually Thursday) and close 2 hours after the conclusion of the events on each day. Close during main speakers. Final close on Saturday 1 hour before the banquet begins.
- If requested to do so, prepare statistical data for presentation at the main speaker meeting.

- Miles driven, total clean time in attendance, etc.

#### RELATIONSHIPS:

- Prepare a budget (following template) and turn into the **RGRCA Chair** to be passed along to RCC for final approval
- Work with **Graphics & Merchandise** to develop a convention flyer and registration form using information from **Program, RCC Hotel Liaison, Merchandise, Spanish Program, Convention Information, and Entertainment**. Give it to Convention Secretary for distribution. ALL FLYERS MUST BE APPROVED BY THE RGRCA PRIOR TO DISTRIBUTION.
- Work with the **Treasurer** and **RCC** to clarify procedures for handling registrations, money, and record-keeping system
- Coordinate with **Graphics & Merchandising** for printing tickets to prepare registration packets
- Coordinate with RCC **Hotel Liaison** regarding deadlines for banquet and breakfast numbers.
  - You will print the EXACT number of meal tickets available. Generally offer beef, chicken, fish, and vegetarian options for the banquet.

#### PROGRAM

Clean time requirement of 5 years

##### General Duties:

- Chair or subcommittee designate attends every RGRCA Committee meeting with a written report of subcommittee activities and status of timeline tasks.
- Makes ongoing notes of changes to be considered on Timelines/Guidelines for future convention committees. These notes will be turned in with the final report.
- Expected to chair, host, and attend the collaboration meeting with the other subcommittee chairs (**Hotel Liaison, Entertainment & Fundraising, Graphics & Merchandise, Registration, Program, Spanish Program, Hospitality, Technology, Volunteer Coordinator, and Webmaster**) for greater coordination and collaboration.
- Attend all Spanish Program Subcommittee meetings.
- Plans all workshops/panels and meetings at the convention, in keeping with the theme of the convention and our spiritual principles.
- Attempts a balance of workshops sensitive to the needs of the fellowship
- Selects all speakers, chairpersons and readers, striving to include members from throughout the region, country and world, if applicable.
  - Previous committees have selected workshop/panel speakers from the pool of registered attendees
- Bring final selection of main speakers to the convention committee for approval
- Make all travel arrangements for main speakers
- Inform Hotel Liaison of speaker room requests and special accommodations including arranging for delivery of speaker gifts to the front desk on Wednesday before the convention

- Schedule all events to take place during the convention in collaboration with **Entertainment & Fundraising** and **Spanish Program**
- Prepare a written program for the convention - **Graphics & Merchandise** will formalize the printed program and get it translated into Spanish with the help of the **Spanish Program** Committee
- Prepare formats for all meetings and workshops
- Arrange for the audio recording of speakers (if not already under contract with vendor, provide three vendor bids to submit)
- Creates a Gone but not Forgotten slideshow presentation with music to remember those members we have lost.
- Obtain release forms from all speakers who will be recorded
- Oversee all program activities during the convention

#### RELATIONSHIPS:

- Prepare a budget (following template) and turn into **RGRCA Chair** to be passed along to RCC for final approval
- Provide final draft of program with speakers, times, and topics to **Spanish Program** for translation and **Graphics and Merchandise** for printing the program
- Coordinate with **Merchandise and Registration** to ensure hours of operation are on the schedule correctly
- Communicate with **RCC Hotel Liaison** to define space and needs in the facility, to include AV and sound equipment or the use of an outside sound company, as well as to coordinate lodging for main speakers
- Cooperate with **Entertainment and RCC Hotel Liaison** to schedule and coordinate events
- Work with the **RCC** to contract for taping of speakers and workshop
- Determine gifts and included amenities for Main Speakers (convention merchandise will come from your budget as well if you elect to provide these items to speakers)

### SPANISH PROGRAM

Clean time requirement of 5 years

#### General Duties:

- Chair or subcommittee designate attends every RGRCA Committee meeting with a written report of subcommittee activities and status of timeline tasks.
- Make ongoing notes of changes to be considered on Timelines/Guidelines for future convention committees. These notes will be turned in with the final report.
- Expected to attend the collaboration meeting with the other subcommittee chairs (**Hotel Liaison, Entertainment & Fundraising, Graphics & Merchandise, Registration, Program, Spanish Program, Hospitality, Technology, Volunteer Coordinator, and Webmaster**) for greater coordination and collaboration.
- Attend all Program Subcommittee meetings

- Along with the Program Subcommittee, plans all Spanish workshops and meetings at the convention, in keeping with the theme of the convention and our spiritual principles.
- Translate any new sections of the registration form and/ or the program and flyers
- Attempts a balance of workshops sensitive to the needs of the fellowship
- Selects all Spanish speakers, chairpersons and readers, striving to include members from throughout the region, country and world, if applicable
  - Previous committees have had success selecting workshop/panel speakers from the pool of registered attendees
- Bring final selection of Spanish main speaker to convention committee for approval
- Make all travel arrangements for Spanish main speaker
- Inform Hotel Liaison of speaker room needs and special accommodations to include arranging for delivery of speaker gifts to the front desk on Wednesday before the convention
- Review and select Spanish interpreters and ASL interpreters for main meetings and possibly for workshops
- Determine the type of interpretation needed to support Bi/Trilingual meetings.
- Coordinate needs with Technology Committee and Programs Committee to ensure a well-balanced event.
- Prepare and coordinate formats for Spanish meetings and workshops with Programs Committee
- Selects and contracts (with RCC) onsite ASL and Spanish Interpretation for appropriate activities (main speakers, a track of workshops in ASL and a track of Spanish/bilingual workshops). Check with local fellowship for preferred interpreters (ASL/Spanish).

#### RELATIONSHIPS:

- Prepare a budget (following template) and turn into **RGRCNA Chair** to be passed along to RCC for final approval
- Coordinate with **Program** to get the program translated
- Translate the registration flyer, as well as all other flyers
- Communicate with RCC **Hotel Liaison** to define space and needs in the facility, as well as to coordinate lodging for main speakers
- Work with the **RCC** to contract ASL and Spanish interpreters
- Work with **Technology** to ensure all technological needs are met at the convention

#### HOSPITALITY

Clean time requirement of 2 years (Donations or cash handling must be coordinated with the Treasurer if less than 5 years clean time)

#### General Duties:

- Chair or subcommittee designate attends every RGRCNA Committee meeting with a written report of subcommittee activities and status of timeline tasks.
- Makes ongoing notes of changes to be considered on Timelines/Guidelines for future convention committee. These notes will be turned in with the final report.

- Expected to attend the collaboration meeting with the other subcommittee chairs (**Hotel Liaison, Entertainment & Fundraising, Graphics & Merchandise, Registration, Program, Spanish Program, Hospitality, Technology, Volunteer Coordinator, and Webmaster**) for greater coordination and collaboration.
- Coordinates with Treasurer to purchase food items prior to the start of the convention (usually the day before or the day of arrival)
- Coordinates operational hours with Program and communicate them to Convention Information for inclusion in the program grid
- Plans and operates hospitality room(s) during the convention
  - May reach out to local groups, other areas or groups to host time slots in the hospitality room, and provide meals, snacks, etc.
  - Keeps track of on-line sign up on the web for groups hosting meals and snacks during the convention
  - Groups are expected to bring meals and food items that are already prepared, will serve the items, and clean up afterwards

#### RELATIONSHIPS:

- Prepare a budget (following template) and turn into **RGRCNA Chair** to be passed along to RCC for final approval

### TECHNOLOGY

Clean time requirement of 3 years

#### General Duties:

- Chair or subcommittee designate attends every RGRCNA Committee meeting with a written report of subcommittee activities and status of timeline tasks.
- Make ongoing notes of changes to be considered on Timelines/Guidelines for future convention committees. These notes will be turned in with the final report.
- Assembles a team of volunteers (minimum of five) with virtual experience to host on-line meetings during the convention.
- Responsible for Regional and RCC Zoom accounts during the convention for any on-line or hybrid meetings and using portable hotspots if needed.
- Create a FAQ sheet with a QR code with Zoom instructions that makes it easy to access
- Keeps an inventory of technical equipment used throughout the convention, labels items, and makes sure it is returned to storage at the close of the convention.
- Expected to attend the collaboration meeting with the other subcommittee chairs (**Hotel Liaison, Entertainment & Fundraising, Graphics & Merchandise, Registration, Program, Spanish Program, Hospitality, Technology, Volunteer Coordinator, and Webmaster**) for greater coordination and collaboration.
- Work with **Webmaster** to update the website and ensure that the convention program and FAQ pages are available on the website
- Responsible for helping to set up and run the Gone But Not Forgotten slide show.

- Works closely with **Spanish Program** to ensure that interpretation runs smoothly at convention, this means attending some of the **Spanish Program** meetings and doing trial runs with interpreters.

#### RELATIONSHIPS:

- Prepare a budget (following template) and turn into **RGRCA Chair** to be passed along to RCC for final approval
- Reminds the **RCC Treasurer** to increase the zoom account for a large room meeting of 1,000 people.
- Works with **all committees** to designate appropriate technological needs are met and tests the equipment prior to use.
- Coordinates with RCC **Hotel Liaison** for any on-site technology needs such as wi-fi connections set up (to include any extra equipment that might be needed to be rented).
- Coordinates with **Webmaster** for any postings for the web page.
- Coordinates with **Graphics & Merchandise** to get posters and flyers with Zoom (or other) information for convention attendees to access those meetings. QR codes are also useful.

### VOLUNTEER COORDINATOR

Clean time requirement of 4 years

#### General Duties:

- Chair or subcommittee designate attends every RGRCA Committee meeting with a written report of subcommittee activities and status of timeline tasks.
- Makes ongoing notes of changes to be considered on Timelines/Guidelines for future convention committees. These notes will be turned in with the final report.
- Expected to attend the collaboration meeting with the other subcommittee chairs (**Hotel Liaison, Entertainment & Fundraising, Graphics & Merchandise, Registration, Program, Spanish Program, Hospitality, Technology, Volunteer Coordinator, and Webmaster**) for greater coordination and collaboration.
- Compiles an ongoing list of volunteers willing to help out other subcommittees as needed (such as hotels, hospitality, programs, interpretation, etc.).
- Assigns walkie talkies to key subcommittee members in order to provide ongoing communication among subcommittees during the convention and keeps the equipment charged using a centralized location
- Inform NA members about RGRCA through registration flyers, meeting announcements and web postings
- Contact treatment centers and other agencies that serve addicts to inform them of the convention
- Contacts NAWS, through [www.na.org](http://www.na.org) and the WSZF through [www.wszf.org](http://www.wszf.org) for posting on the calendar, with the dates and location of the convention as soon as they are available

- Prepares Press Announcement for non-NA people attending the convention, taking it to the committee for final approval prior to printing
- Arranges volunteers to set up (including banners) and packing up with returning items to storage and coordinates these needs with the **Hotel Liaison**

#### RELATIONSHIPS:

- Prepare a budget (following template) and turn into **RGRCA Chair** to be passed along to RCC for final approval
- Keep in contact with **Program, RCC Hotel Liaison and Graphics & Merchandise** to have the most accurate, up-to- date information regarding the convention
- Obtain artwork for flyers from **Graphics & Merchandise**
- Inform **Registration** of projected numbers of attendees from any area residential treatment centers if known
- Prepare Press Announcement

### WEBMASTER

Clean time requirement of 5 years for monetary transactions (If less than 5 years, restrict access from Square store. Treasurer can create Square store)

#### General Duties:

- Chair or subcommittee designate attends every RGRCA Committee meeting with a written report of subcommittee activities and status of timeline tasks.
- Makes ongoing notes of changes to be considered on Timelines/Guidelines for future convention committees. These notes will be turned in with the final report.
- Expected to attend the combined collaboration meeting with the other subcommittee chairs (**Hotel Liaison, Entertainment & Fundraising, Graphics & Merchandise, Registration, Program, Spanish Program, Hospitality, Technology, Volunteer Coordinator, and Webmaster**) for greater coordination and collaboration.
- Develops links and post flyers (that have been translated) for all of convention needs – such as registration, entertainment, hospitality, programing, interpretation, merchandise, convention information, and administrative committee.
- Inform NA members about RGRCA through web postings and links to other Areas
- Maintains RGRCA Website including links/codes to registration, pre-registration merchandise, hotel registration, and Square reports.
- Has access to and administrative rights to RGRCA Facebook page to post and promote the convention.

#### RELATIONSHIPS:

- Prepare a budget (following template) and turn in to **RGRCA Chair** to be passed along to RCC for final approval
- Keep in contact with **Program, RCC Hotel Liaison and Graphics & Merchandise** to have the most accurate, up-to- date information regarding the convention
- Obtain artwork for flyers from **Graphics & Merchandise**

- Collaborate with **Registration** to post registration items.
- Works closely with **RGRSC webmaster** and **Area webmasters**
- Work with **all subcommittees** in regards to needs for posting on social media and the website
- Communicate with all other committees regarding Webmaster needs and give regular reports from
- Keep in contact with **Spanish Program** to translate website

Living Document