

# **STATEMENT OF PURPOSE & POLICY OF THE MRSCNA CONVENTION SUBCOMMITTEE**

*Revised 4/15/2023*

The purpose of the Convention Subcommittee is twofold, to provide a celebration of recovery by creating an environment for such, and secondly, to generate funds to support the services of the Mountaineer Regional Service Committee Narcotics Anonymous (MRSCNA)

A convention will be held each Spring and Fall on dates chosen by the Convention Committee and approved by the RSC. Both are subject to the availability of the Cedar Lakes Conference Center.

## **MEMBERS:**

Membership is open to the fellowship of the Mountaineer Region.

## **VOTING:**

All MRSCNA members present are eligible to vote.

## **MEETINGS:**

The Convention Subcommittee shall hold meetings in conjunction with Regional quarterly meetings. The date, place and time of any additional meetings to be held outside of the RSC meeting shall e-mailed to the RSC Secretary 4 weeks in advance. This will allow them time to send out an announcement.

## **START UP FUND:**

The Convention Subcommittee has a budgeted amount per convention. Expenses are subject to RSC approval.

## **EXPENSES PER CONVENTION:**

Merchandise & supplies: garments, mugs, bags, sign making materials, etc.

Refreshments, storage & supplies: coffee, tea, hot chocolate, sugar, sweetener, creamer, wipes, stirrs, equipment, as needed, etc.

Registration supplies: fliers, programs, lanyards, badge holders, badges, markers, stickers, basic texts for clean time countdown etc.

Audio supplies

Indigent packages: \$2250 limit per convention. Up to 5 Holt room packages for Main Speakers

Speaker travel expenses to convention: \$500 limit per speaker, per convention.

## **OFFICERS DUTIES**

**CHAIRPERSON:**

The Chairperson arranges an agenda for and presides over the meetings and approves the minutes then sends them to the RSC secretary. They are also responsible for the correspondence, maintaining committee files, archives, contacting speakers, and coordinating duties of the other committee members. Work closely with facilities in securing a contract and work closely with the Regional Treasurer in all monetary matters. A Chairperson must be capable of conducting a business meeting with a firm yet understanding hand. For this reason, it is suggested that he/she have a minimum of 4 years continuous abstinence from all drugs The Chairperson serves a 2 year term.

**VICE CHAIR:**

The Vice Chair will prepare the agenda for the conventions including all topic discussions and activities, should solicit topics for the topic discussions from the general fellowship. The vice chair will schedule members, with at least one-year clean time, to chair topic discussion meeting during the convention. The vice chair will ensure set up of all topic discussion meetings during the convention. In the absence of the Chair, shall perform the duties of the Chairperson. It is suggested that the Vice Chair have a minimum of three (3) year continuous abstinence from all drugs. This position is a 4 year commitment, the first 2 years as Vice Chair and the second 2 years as Chairperson.

**SECRETARY:**

The Secretary takes the minutes of the Convention Subcommittee meetings and sends them to the Convention Chair for approval. The Chair then forwards them to the RSC Secretary for the minutes.

**MERCHANDISE CHAIRPERSON:**

The Merchandise Chairperson shall be responsible for purchasing all merchandise to be sold at the convention and will work closely with the Regional Treasurer in purchasing merchandise. The prices will remain the same for now. To simplify, the prices on plus sized sweatshirts & hooded sweatshirts will be averaged out. Merchandise Chair works directly with vendors on behalf of MRSCNA. It is suggested that the Merchandise Chairperson have a minimum of 3 years abstinence from all drugs.

**MERCHANDISE VICE CHAIR:**

The Merchandise Vice Chair is to assist the Merchandise Chair in all related duties. It is suggested that the Merchandise Vice Chair have a minimum of 2 years continuous abstinence from all drugs.

**REFRESHMENT CHAIRPERSON:**

The Refreshment Chairperson is responsible for the coffee pots and supplies, picking them from storage before the convention, returning them there afterwards, purchasing and maintaining all refreshments for and during the conventions. Keeping a complete inventory of supplies on hand and determining what was used to have that information for future reference. It is suggested that the Refreshment Chairperson have a minimum of 1 year continuous abstinence from all drugs.

**REFRESHMENT VICE CHAIR:**

The Refreshment Vice Chair is to assist the Refreshment Chair in all related duties. It is suggested that the Refreshment Vice Chair have a minimum of 6 months abstinence from all drugs.

**REGISTRATION CHAIRPERSON:**

The Registration Chairperson shall be responsible for the following:

Preparing registration material and setting up the registration area at the facility no later than 10:00 am on the first day of the convention. Dispensing registration materials, answering questions, Purchasing basic texts for the clean time countdown and/or giving directions. Posting and

collecting daily registration fees. It is suggested that the Registration Chairperson have a minimum of 3 years continuous abstinence from all drugs.

**REGISTRATION VICE CHAIR:**

The Registration Vice Chair shall be responsible for working in conjunction with the Registration Chair in any related duties. Shall maintain clean time list and announcements at the registration desk to provide totals to the Chair/Vice Chair. It is suggested that the Registration Vice Chair have a minimum of 2 years continuous abstinence from all drugs.

**AUDIO CHAIRPERSON:**

The Audio Chairperson shall be responsible for operating, maintaining and making approved purchases, all audio equipment and supplies, recording convention speakers and the distribution of those recordings. It is suggested that the Audio Chairperson have a minimum of 2 years abstinence from all drugs.

**AUDIO SERVANT #1:**

The Audio Servant #1 shall be responsible for working in conjunction with the Audio Chair in any related duties. It is suggested that the Audio Servant #1 have a minimum of 1 year continuous abstinence from all drugs.

**AUDIO SERVANT #2:**

The Audio Servant #2 shall be responsible for working in conjunction with the Audio Chair in any related duties. It is suggested that the Audio Servant #2 have a minimum of one 1 year continuous abstinence from all drugs.

**ELECTION OF SERVANTS**

The Chairperson shall be approved by the Mountaineer Regional Service Committee per Regional policy. All other trusted servants shall be elected within the convention subcommittee meeting. Voting will take place at the July subcommittee meeting and new officers begin their work at the July subcommittee meeting.

**SPEAKERS FOR CONVENTION**

1. Should have at least one Mountaineer Regional speaker.
2. Must have 5 years continuous abstinence.
3. Speakers at the convention will be reimbursed for travel expenses. If traveling by car, reimbursement will be at a rate of \$.60/mile round trip. Travel expenses are not to exceed \$500.00 per speaker per convention. Speakers will apply for reimbursement to the convention chair or vice chair only.
4. Each speaker will be offered a single Holt Lodge lodging/meal plan to be paid for by the convention subcommittee. Speakers are responsible for securing a roommate for lodging at Cedar Lakes to cover the additional costs.
5. The convention subcommittee will offer each speaker a convention t-shirt, coffee mug, and copy of their speaker CD.
6. Should submit speaker resume prior to convention subcommittee. Resumes are held for two years from date of submission.
7. Resumes for the spring speakers are reviewed by the October and January subcommittee meeting. Voting to take place at the January subcommittee meeting.
8. Resumes for the fall speakers are reviewed by the April and July subcommittee meeting. Voting to take place at the July & Jan. subcommittee meetings. An Officer of the convention committee is ineligible to speak. The RSC Treasurer is not a Convention Officer

9. Speakers are not to be invited to speak more than once every eight (8) years.
10. Speakers must sign a speaker release form before being recorded. (and recordings distributed)

### **TOPIC DISCUSSIONS**

There is a one-year clean time requirement to chair a topic discussion meeting.

### **REGISTRATION**

Registration fee will be established within the convention subcommittee. A Newcomer Donation can will be placed at the registration table with a QR code on it for e-donations. A basket is never to be passed at any convention.

### **OFFICERS ADDITIONAL DUTIES**

Officers within the Convention Subcommittee are designated as follows:

Chairperson, Vice Chair, Merchandise Chair & Vice Chair, Registration Chair & Vice Chair, Refreshment Chair & Vice Chair and Audio Chair, Audio Servant #1, and Audio Servant #2.

All officers should:

- Attend each quarterly subcommittee meeting and other additional scheduled full subcommittee meetings and present a written report regarding the status of their positions.
- Subcommittee chairs work directly with the public representing MRSCNA and should behave in a professional manner.
- Subcommittee Chairs are responsible for submitting all speakers resumes collected to the Convention Chair by the end of the convention.

### **CHAIRPERSON:**

January:

- Vote on spring speakers.
- Submit money motion for spring: registration, merchandise, refreshments, audio, newcomer packages.
- Vote on artwork for spring.
- Call speakers to confirm for spring.
- Vote on name for fall. The fall convention is to be named True Colors with appropriate number after, i.e., True Colors 14 was fall 2000.
- Request artwork for fall

April:

- Take nominations for subcommittee officers.
- Take nominations for fall speakers.
- Request artwork for fall.
- Sign contract for fall.
- Reserve seventeen (17) rooms for fall.
- Assign room reservations with Cedar Lakes for spring.

July:

- Vote on committee officers.
- Vote on fall speakers.
- Submit money motion for fall: registration, merchandise, refreshments, audio, newcomer packages.
- Vote on artwork for fall.
- Call speakers to confirm to for fall.
- Vote on name for spring.
- Request artwork for spring

October:

- Request artwork for spring.
- Sign contract for spring.
- Reserve seventeen 17 rooms for spring.
- Take nominations for spring speakers.
- Assign room reservations with Cedar Lakes for fall.

**At the Convention:**

Act as liaison between the subcommittee and the host facility. Assist all subcommittee officers as needed in the performance of their duties. Chair the Friday & Saturday night speaker meetings in the Assembly Hall and the Sunday speaker meeting. Confirm DJ and speakers. Coordinate with the MRSCNA treasurer to be accountable for money collected.

**VICE CHAIRPERSON**

January:

- Report on fall convention (pros and cons).
- Vote on topic discussion meetings for spring.
- Vote on and contact the DJ for spring dance.
- Set up program format for spring, send to the chair for review and approval and submit to the web servant.

April:

- Confirm convention readiness.

July:

- Report on spring convention (pros and cons).
- Vote on topic discussion meetings for fall.

- Vote on and contact DJ for fall dance.
- Set up program format for fall, send to the chair for review and approval and submit to the web servant.

October:

- Confirm convention readiness.

**At the Convention:**

Chair the Welcome meeting, the Friday & Saturday night speaker meetings in the Dining Hall and the Clean Time Countdown, State Recognition, Unity Prayer event. Enlist topic discussion Chairs. Print and hang signs for topic discussion meetings on doors. Print and distribute format and front side of traditions for the topic discussion meetings. Print and distribute speaker meeting formats and readings. Ensure chairs are set up the meetings that they chair. Assist Chairpersons as needed. Coordinate with the MRSCNA treasurer to be accountable for money collected.

**MERCHANDISE CHAIR**

January:

- Report on fall convention including an itemized inventory and sales financial report.
- Inventory and report on left over merchandise & supplies.
- Present options for merchandise (i.e. quantities and costs.)
- Order merchandise for spring.
- Determine sales times for the program, subject to subcommittee approval.
- Submit money motions (merchandise & supplies.)
- Distribute leftover merchandise from the spring convention to all areas.

April.

- Enlist people to assist in merchandise room (MRSNCA or Convention officers only.)
- Confirm merchandise details for spring (i.e., shipping/pick-up, etc.)

July:

- Report on spring convention including an itemized inventory and sales financial report.
- Inventory and report on left over merchandise & supplies.
- Present options of merchandise (i.e., quantities and costs.)
- Order merchandise for fall.
- Determine sales times for the program, subject to subcommittee approval
- Submit money motions (merchandise & supplies.)
- Distribute leftover merchandise from the fall convention to all areas.

October:

- Enlist people to assist in merchandise room (MRSNCA or Convention officers only.)
- Confirm merchandise details (i.e., shipping/pick-up, etc.)

**At the Convention:**

Set up merchandise room. Make signs with prices. Receive money for change from Treasurer. Coordinate with the Chairperson and MRSCNA Treasurer for collection and accountability of money, using the Pay Anywhere app for all transactions. To sell all old merchandise at half-price.

Anything left after that should be divided among the Areas. Ensure only convention officers or regional officers be allowed to handle money in the merchandise room.

**REGISTRATION CHAIR:**

January:

- Report on fall convention including an itemized financial report.
- Inventory left over supplies from fall convention.
- Money motions (printing costs, supplies.)

April:

- Buy supplies, confirm readiness
- Print spring programs just before the convention to allow for last-minute changes.

July:

- Report on spring convention including financial report.
- Inventory left over supplies from spring convention.
- Money motions/printing costs, supplies.

October:

- Buy supplies, confirm readiness.
- Print fall programs just before the convention to allow for last-minute changes.

**At the Convention:**

Set up registration table with materials, clean time list, books to sign for clean time countdown, Newcomer Donation can with QR code, announcement sheet, and flyers. Set up stickers, markers, etc. Coordinate with the Chairperson and the MRSCNA Treasurer for the collection and accountability of funds using the Pay Anywhere app for all transactions. Give the Convention Vice Chair the Clean Time totals in time for that event. Ensure that an officer of the convention subcommittee or a regional officer always be present at the registration table. Submit leftover start-up funds and receipts to the MRSCNA treasurer.

**REFRESHMENT CHAIR:**

January:

- Report on inventory and submit list of supplies needed for spring.
- Make money motions for coffee, supplies, storage.

April:

- Buy supplies confirm readiness.
- Enlist people to assist with refreshment table and schedule times.

July:

- Report on inventory and submit list of supplies needed for fall.
- Make money motions: coffee, supplies, storage.

October:

- Buy supplies confirm readiness.
- Enlist people to assist with refreshment table and schedule times.

**At the Convention:**

Get the supplies from storage. Set up refreshment tables. Count the supplies from storage. Add the items purchased to determine a starting figure. Keep the coffee coming. Sunday after the Speaker Meeting count the remaining supplies to determine what was used. Clean off the tables, pack up the supplies and return them to storage. Submit leftover start-up funds and receipts to the MRSCNA treasurer.

**AUDIO CHAIR**

January:

- Report on fall convention, including equipment needs.
- Inventory left over supplies.
- Order supplies for spring.
- Money motions.

April:

- Confirm readiness.

July:

- Report on spring convention, including equipment needs.
- Inventory left over supplies.
- Order supplies for fall.
- Money motions.

October:

- Confirm readiness.

**At the Convention:**

Set up Audio room. Have all speakers sign a release form. Record all speakers Arrange for the distribution of those recordings. Produce all CDs.

**MISCELLANEOUS**

Vendors will be allowed to sell at the convention per a prior negotiated arrangement. Other Areas & Regions are welcome, after the approval of the Convention Subcommittee. We ask that you have a letter of approval to sell on your Area's or Region's letterhead.