POLICIES OF THE NEBRASKA REGIONAL SERVICE COMMITTEE OF NARCOTICS ANONYMOUS

(Revised October, 2017)

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POLICIES & GUIDELINES
OF THE
NEBRASKA REGIONAL SERVICE COMMITTEE OF NARCOTICS ANONYMOUS

PURPOSE

The purpose of a Nebraska Regional Service Committee (RSC) is to be accountable and supportive of its Areas and their primary purpose. By linking together the Areas and Groups, we can deal with their basic situations and needs, and thereby encourage growth in the fellowship.

DEFINITION

The Nebraska Regional Service Committee (RSC) is a Committee made up of the RCM's from the Nebraska Region. This Regional Service Committee is designed to provide service to its member Areas. The Nebraska Region serves three basic functions:

1. The primary function of the RSC is to unify the Areas within the Region
2. The secondary function of the RSC is to carry the message of recovery through Sub-Committee actions.
3. The third function of the RSC is to contribute to the growth of NA, both by initiating much of the work to be finalized at the World Service Conference, and by helping our World Services.

TWELVE TRADITIONS

1. **Our common welfare should come first; personal recovery depends on NA unity.**
2. **For our group purpose, there is but one ultimate authority, a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern.**
3. **The only requirement for membership is a desire to stop using.**
4. **Each group should be autonomous except in matters affecting other groups or NA as a whole.**
5. **Each group has but one primary purpose – to carry the message to the addict who still suffers.**
6. **An NA group ought never endorse, finance or lend the NA name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.**
7. **Every NA group ought to be fully self-supporting, declining outside contributions.**
8. **Narcotics Anonymous should remain forever non professional, but our service centers may employ special workers.**
9. **NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.**
10. **Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.**
11. **Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.**
12. **Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities**.

TWELVE CONCEPTS

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

PROCEDURES

The NRSC Conferences are held on the second Saturday of the following months: January, April, July, and October, unless otherwise scheduled by the NRSC. The RSC meeting, as well as all Standing Committee and Ad-Hoc Committee meetings, are non-smoking meetings with ten minute smoke breaks every hour. The NRSC will use Consensus Based Decision Making (CBDM), as a format to conduct business. (07/16)

MISCELLANEOUS

a. All reports from sub-committees, RCM's, RD's, and Administrative committee members should be submitted to the RSC Secretary, in writing, at the RSC meeting, to be included in the Minutes.
b. Only questions of clarification will be allowed during the RSC sub-committee, Area, and RD reports.
c. Areas must be registered with the WSO and the Nebraska Region, to have a vote at the RSC meeting. An Area receives voting rights at the second consecutive RSC attended, after stating its intentions to become part of the Nebraska Region.
d. P.O. Box mail key maintenance and pick up of Regional mail from the P.O. Box in Lincoln, Nebraska, will be done by Southeastern Area RCM, or person/persons delegated by the RCM. The P.O. Box needs to be checked at least once every two weeks.
e. A poll vote will be used on all votes that are not unanimous.
f. During the RSC Business meeting, there is to be no one selling any kind of non-eatable merchandise, from the beginning of General Assembly, to the end of the business meeting.
g. Any Area proposing to host Region, needs to have a place reserved when presented to NRSC.
h. The Nebraska Region will support and participate in a "Sponsorship Behind the Walls" project, managed by Plains States Zonal Forum (PSZF). Cost is $120/yr. (10/15)

I. AGENDA

Nebraska Regional Service Committee (RSC) meetings will follow this agenda:

A. Moment of Silence, followed by the Serenity Prayer

B. Reading of the 12 Traditions and 12 Concepts

C. Roll Call:

a. Chairperson
b. Vice Chairperson
c. Treasurer
d. Secretary
e. Regional Delegate
f. Alt. Regional Delegate
g. Regional Committee Members (RCM's) and Alternate RCM's

1. *Columbus Area*
2. *Central Area*
3. *Eastern Area*
4. *Elkhorn Valley Area*
5. *Fremont Area*
6. *Great Plains Area*
7. *Platte Valley Area*
8. *Southeastern Area*

h. Sub Committee Chairs

1. *Convention Sub Committee*
2. *Convention Sub Committee*
3. *General Assembly Sub Committee*
4. *Hospitals & Institutions Sub Committee*
5. *Outreach Sub Committee*
6. *Policy Sub Committee*
7. *Public Information Sub Committee*
8. *IT Sub Committee*
9. *Archives Sub Committee*

i. Visitors

D. Approval and corrections of last meetings Minutes

E. Reports:

a. Treasurer's Report
b. Area Reports

1. *Columbus Area*
2. *Central Area*
3. *Eastern Area*
4. *Elkhorn Area*
5. *Fremont Area*
6. *Great Plains Area*
7. *Platte Valley Area*
8. *Southeastern Area*

c. Regional Delegate & Alt. RD Report
d. Sub Committee Reports

1. *Conventions*
2. *General Assembly*
3. *Hospitals & Institutions*
4. *Outreach*
5. *Policy*
6. *Public Information*
7. *IT Committee*
8. *Archives*

F. Old Business

G. Open Floor – 15 minutes to be timed by the Vice Chairperson

H. New Business

I. Final Treasurer's Report

J. Review and closing: The Chair will outline the business covered in the meeting, reminding the RCM's of the items that are to be taken back to their Area/Groups, and reminding members of any Commitments made during the meeting.

K. Motion to Close

II. QUALIFICATIONS AND RESPONSIBILITIES OF ADMINISTRATIVE SERVANTS & DELEGATES

General Guidelines: Any one individual may only hold one elected Regional position at Region, at a time (07/05). Regional positions will be limited to two consecutive terms (10/04)

A. CHAIRPERSON

a. Qualifications:
   1. Three years clean
   2. Two year term
   3. Two year's NA service experience
   4. Working knowledge of the Twelve Traditions, Twelve Concepts, and the RSC Policies

b. Responsibilities:
   1. Conducts all business as stated in the Agenda, to provide better communication of items to be addressed;
   2. Co-Signer of the bank account.

B. VICE CHAIRPERSON

a. Qualifications:
   1. Two years clean
   2. Two year term
   3. One year NA service experience
   4. Working knowledge of the Twelve Traditions, Twelve Concepts and the RSC Policies

b. Responsibilities:
   1. Conducts business in the event Chair cannot attend the RSC meeting;
   2. Secures meeting place for the next RSC;
   3. Time keeper on Open Floor discussion;
   4. Co-signer on bank account
   5. Vice-Chair, or designee, is the facilitator of the General Assembly, keeps minutes of the Assembly, and reports them to the RSC (07-17).

C. SECRETARY

a. Qualifications:
   1. Two years clean;
   2. Two year term;
   3. One year NA service experience
   4. Working knowledge of the Twelve Traditions, Twelve Concepts and the RSC Policies

b. Responsibilities:
   1. Budget of $50 per quarter (07/17);
   2. Will send the RSC minutes to all trusted servants, Region sub-committee chairs, and those requesting;
   3. Regional minutes will not include flyers for any NA functions due to cost;
   4. Once a year, in April, all groups not represented by an Area, but who are registered with World, will be sent an invitation and schedule of tentative dates and locations of the RSC meetings for the year. If such groups would like to receive minutes, they will notify us by mail;
   5. Co-signer on the bank account;
   6. Keeps a record of the RSC officers' terms and notifies the RSC of any terms ending;
   7. Quarterly expense reports will be provided to the RSC Treasurer, with receipts (04/15)

D. TREASURER

a. Qualifications:
   1. Three years clean;
   2. Two year term;
   3. Two year NA service experience;
   4. Working knowledge of the Twelve Traditions, Twelve Concepts and the RSC Policies

a. Responsibilities:
   1. Co-signer on the bank account;
   2. Gives written reports of the expenses and income at each RSC meeting;
   3. Makes payments and deposits on behalf of the RSC;
   4. Gives an audit report at the end of the term;
   5. Budget of $100.00/year
   6. Quarterly expenses reports will be provided for the record, with receipts. (04/15 & 10/15)

E. VICE TREASURER (07/16)

a. Qualifications:
   1. Two years clean;
   2. Two year term;
   3. Two year's NA service experience
   4. Working knowledge of the Twelve Traditions, Twelve Concepts and the RSC Policies

b. Responsibilities:
   1. Will mentor under the current Treasurer, and learn all financial aspects of the position;
   2. With proper training, will conduct Treasurer responsibilities in absence of the Treasurer.

F. REGIONAL DELEGATE

a. Qualifications:
   1. Eight years clean (10/03)
   2. Two year term (10/04)
   3. Two year NA service experience
   4. Working knowledge of the Twelve Traditions, Twelve Concepts, and the RSC Policies

b. Responsibilities:
   1. Ability to communicate effectively;
   2. Willingness to travel as necessary;
   3. Represent the NRSC at the NAWS meeting;
   4. Hold Conference Agenda Report (CAR) workshops;
   5. Hold Conference Agenda Track (CAT) workshop 1x per cycle (07/12);
   6. Maintain effective communication with NAWS;
   7. Provide a written report at NRSC meetings;
   8. Provide copies of pertinent information when feasible (With regards to cost and efficiency), or on request;
   9. Sit in on a Regional Sub-Committee meeting;
   10. Attend ASC meeting at all Areas per term, or when asked by an Area;
   11. Will be reimbursed per trip, with receipts for gas (07/17);
   12. Attend a Worldwide Workshop or Multi-Zonal Workshop, within the continental United States, one a year, as budget allows (07/09 & 07/16);
   13. Continue as non-funded advisor to RD and Alt. RD (10/06);
   14. Quarterly expense reports will be provided to the Regional Treasurer, with receipts. (04/15)

G. ALTERNATE REGIONAL DELEGATE

a. Qualifications:
   1. Six years clean (10/03);
   2. Two year term, with the possibility of four years (10/04);
   3. Two year's NA service experience;
   4. Working knowledge of the twelve Traditions, Twelve Concepts, and the RSC Policies;

b. Responsibilities:
   1. Ability to communicate effectively;
   2. Willingness to travel as necessary;
   3. Attend General Assembly meeting;
   4. Attend NAWS meeting;
   5. Assume Regional Delegate position in the absence of the RD;
   6. Assist the RD as needed;
   7. Sit in on Regional Sub-Committee meetings
   8. Attend ASC meeting at all Areas per term, or when asked by an Area;
   9. Will be reimbursed per trip, with receipts for gas (07/17);
   10. Attend a Worldwide Workshop or Multi-Zonal Workshop, within the continental United States, once a year, as budget allows (07/09 & 07/16);
   11. Quarterly expense reports will be provided to the Regional Treasurer, with receipts (04/15)

III. QUALIFICATIONS AND RESPONSIBILITIES OF SUB-COMMITTEE SERVANTS

General Guidelines: For the smooth operation of the RSC, the Sub-Committee does much of the work involved in carrying our message on the Regional level.

1. Chairperson is elected by the RSC;
2. Chairpersons for the sub-committee will be two year terms, and clean time requirement of 18 months, with the exception of the Convention Chair, which will have a term from the time they are elected, thru the January RSC following the convention they are chairing (typically 2 years, 3 months). Clean time requirement for Convention Chair is 5 years. (04/17)
3. All other Sub-Committee member's positions are elected within the Sub-Committee;
4. Sub-Committees will furnish the RSC with their Guidelines for approval;
5. The RSC will host the Sub-Committee Learning Day annually.

A. PUBLIC INFORMATION (PI) CHAIR (10/02)

a. Qualifications:
   1. 18 months clean
   2. 1 year NA service experience
   3. Working knowledge of the twelve Traditions, Twelve Concepts, and the RSC Policies

b. Responsibilities:
   1. Responsible for the coordination of all Regional PI efforts;
   2. Maintains reports with surrounding PI committees;
   3. Assists Area PI committees, and the ASC's without PI committees;
   4. Conducts productive PI activities;
   5. Maintains reports with WSC PI committee;
   6. Budget of $200.00 quarterly, of which $50 is for printing of meeting lists. (10/15);
   7. Quarter expense reports will be provided to the Regional Treasurer, with receipts (04/15).

B. INFORMATION TECHNOLOGY (IT) CHAIR (01/10 & 10/10)

a. Qualifications:
   1. 18 months clean;
   2. Minimum 1 year of service (Area or Regions);
   3. Knowledge of Web page design;
   4. Working knowledge of the twelve Traditions, Twelve Concepts, and the RSC Policies

b. Responsibilities:
   1. Keep online meeting schedule up to date;
   2. Keep current events posted and removing old events, both in Region and outside the Region;
   3. Posting Regional business Minutes, Treasurers Reports, & Policy changes;
   4. Show up to all Regional business meetings;
   5. Web contact for NAWS (04/12).

C. HOSPITALS AND INSTITUTIONS (H&I) CHAIR

a. Qualifications:
   1. 18 months clean
   2. 1 year NA service experience
   3. Working knowledge of the twelve Traditions, Twelve Concepts, and the RSC Policies

b. Responsibilities:
   1. Responsible for the coordination and carrying out of H&I activities on a Regional basis;
   2. Assists communication between Area H&I meetings and committees;
   3. Maintains reports with WSC H&I committee;
   4. Budget of $450.00 per quarter (10/13);
   5. Regional H&I to host two Learning Days yearly, with a budget of $100.00 each for facility rent, $15.00 for copies of H&I handbook (10/09);
   6. Quarterly expense reports will be provided to the Regional Treasurer, with receipts (04/12).

D. POLICY CHAIR (04/04)

a. Qualifications: (07/09)
   1. 18 months clean;
   2. 1 year of service experience at the RSC level;
   3. Working knowledge of the Twelve Traditions, Twelve Concepts, and the RSC Policies;

b. Responsibilities:
   1. Chair will have a full understanding of Policies;
   2. Responsible for updating and printing of Regional Policies;
   3. Will print Regional Policies with changes, at least once per year (January Quarter);
   4. Will work in conjunction with Secretary and Chairperson of the RSC to assure accuracy of Policy;
   5. Budget $50.00 per year unless full printing is needed in another quarter. Chair will recommend printing if more than 3 policy changes are made and that expense will be confirmed by the RSC.

E. OUTREACH CHAIR

Purpose – The main purpose of outreach is to help overcome the isolation that hinders the growth and survival of our groups. The focus tends to be on groups that are geographically isolated, but may also include assistance to groups isolated by such things as personal choice, language, cultural differences, or location within a locked facility not served by H&I Committee. While the main emphasis of this material is on outreach efforts that are aimed at bringing geographically isolated NA members into the larger

community, Outreach Committee are not limited to those activities. What Outreach does should depend upon local needs.

a. Qualifications:
   1. 18 months clean;
   2. 1 year NA service experience.
   3. Two years term;
   4. Working knowledge of the Twelve Traditions, Twelve Concepts, and the RSC Policies;
b. Responsibilities:
   1. Try to overcome the isolation that hinders the growth and survival of our groups;
   2. Budget of $200.00 per year (04/13);
   3. Quarterly expense reports will be provided to the Regional Treasurer, with receipts (04/15).

F. ARCHIVES CHAIR (07/13)

a. Qualifications:
   1. 18 months clean;
   2. 1 year NA service experience;
   3. Working knowledge of the Twelve Traditions, Twelve Concepts, and the RSC Policies.
b. Responsibilities:
   4. Purpose is to preserve our history;
   5. Maintain an adequate and affordable storage space, and be responsible for the key, if applicable. Keys are typically to be held by Archives Chair, NRSC Chair, and the current NRCNA Convention Chair. (04/17)
   6. Budget $200.00 per year (07/13);
   7. Quarterly expense reports will be provided to the Regional Treasurer, with receipts (04/15).

G. GENERAL ASSEMBLY (01/06)

Purpose – To be a resource for the fellowship of Narcotics Anonymous, by providing an open forum for the discussion of the topics that affect our Groups and Areas. The General Assembly will meet quarterly in conjunction with the RSC, beginning at 12:00 noon, and not lasting longer than 2:00 p.m.

IV. NOMINATIONS AND ELECTIONS

General Guidelines – Nominations under "normal" circumstances for Chair, Vice Chair, Secretary and Treasurer, open every odd year in July (every two years). Nominations close in October. Voting will be taken in January, and newly elected positions assumed in April's RSC's meeting.

Nominations under "normal" circumstances for RD and Alt. RD open on the even years in January (every two years). Nominations close in April. Voting will be taken in July, and the newly elected RD and Alt. RD will assume their positions at the October RSC meeting.
If a nominee cannot be present to accept nomination, then they must submit a written acceptance, along with a Bio, to the RSC. All RSC nominees will submit a Bio to be included in the minutes.
In the event that a Regional position becomes vacant during term, nominations come open automatically at the next RSC meeting. (01/12)

The process of electing trusted servants for the RSC shall be as follows:

A. NOTIFICATION OF NEED:

a. The Secretary of the RSC keeps record of the length of terms and notifies the RSC of any terms ending months in advance.
b. Description of the position is read from the appropriate service manual. (1st Meeting)

B. NOMINATION:

a. Nominations are presented at the next RSC meeting, along with their qualifications. (2nd Meeting)

C. VOTE:

a. Vote is taken at the next RSC meeting. (3rd Meeting)
b. If only one nominee, "Unanimous, minus 2" vote is required.

D. VOTING MEMBERSHIP:

a. Voting members of the Region will be the RCM's (Regional Committee Members), Alt. RCM's, or a duly appointed representative from each Area in the Nebraska Region. (07/17)
b. It is suggested that all RCM's and Alt. RCM's register at World Services, in order to receive mailings.
c. An elected representative of the Area will have voting privileges at the 2nd consecutive RSC meeting attended (revised 10/15).

V. COMMITTEES

There are two kinds of committees: Standing committees, and Ad Hoc committees.

A. STANDING COMMITTEES – These are the regular committees of the Areas/Region, such as H&I and PI. The base description of these, and how they relate to the committee as a whole, is detailed elsewhere under the description of each level of service.

B. AD HOC COMMITTEES – Sometimes a question or special project needs to be referred to a sub-committee, but the question does not fit in the focus of the existing sub-committee. In such cases, the proposal can be made to refer to a special committee. These special committees are set up for specific purposes, and they have limited lives. When they have finished their job and have reported back, they are disbanded. A proposal to refer to refer to a special committee should specify what the committee's purpose would be. The Chair may then appoint an Ad Hoc Committee in its entirety, or he/she may appoint just the Ad Hoc Committee Chairperson, who will put the committee together himself/herself later.

VI. CONVENTION

General guidelines: Convention Committee will adhere to the approved Convention Guidelines (Addendum D)

A. Start-up funds of $2,000. (10/06)
B. Open bid proposals at the April RSC meeting, 18 months prior to the proposed convention. Close bid proposals at the July RSC meeting.
   a. A bid proposal shall consist of, but not limited to:
      1. Tentative location;
      2. Tentative date for convention;
      3. Ideally, the NRCNA convention should be scheduled on the time frame of mid-September, to mid-October;
      4. The name of the nominated Convention Chairperson
C. Vote on bid proposals and Convention Chairperson at the October RSC meeting.

D. 2 convention cups, 2 convention t-shirts, and 1 set of convention speaker CD's will be held out and delivered to the Archives Chair for keepsake (04/17). All left over merchandise items will be passed on to the next Convention Chairperson, at the first RSC following the convention.
E. Convention financial records will be audited in January of each year.
F. The NRCNA Chairperson shall serve from election, to all books are audited and turned into Region (01/10).

VI. RESIGNATIONS OR REMOVAL OF RSC TRUSTED SERVANTS

A. VOLUNTARY:

a. Given in writing to the RSC Chairperson prior to the next RSC meeting.
b. In the event that a Regional position becomes vacant during the term, nominations come open automatically at the next RSC meeting.

B. INVOLUNTARY:

a. Two consecutive meetings missed;
b. Relapse during term of office;
c. RSC retains the option to remove an officer of the RSC, in the case of gross negligence or fraud, by "Unanimous, minus 2" vote of the RSC.

VII. FINANCES

A. RSC BANK ACCOUNT:

a. Bank account will be a two-signature account;
b. Two of the five co-signors are required to sign checks;
c. Chairperson, Vice Chairperson, Secretary, RD and Treasurer may be signers on the account.

B. DONATIONS:

a. At least once a year, a donation will be made to WSO (World Service Office), with the amount to be determined by the RSC.

C. PRUDENT RESERVE:

a. This Region will establish a prudent reserve (the amount which is the highest quarterly budget).
b. Any Quarter out balance is in excess of this amount, it will be donated to World.

D. AUDIT:

a. Chairperson, Vice Chairperson, Secretary, RD and Alt. RD, will conduct a yearly audit on the books in January.

E. BUDGETS:

a. All RSC Committees/persons that receive funds, must turn in receipts for expenses;
b. Any excess funds, or over budget expense receipts, must be presented to the Treasurer.
c. The RSC Budget priorities are as follows:
    1. Mandatory expenses: Rent, P.O. Box, Liability Insurance, Website, and Officer expenses;
    2. Other expenses: Delegate, Committee expenses (H&I, PI, Policy, Outreach, Archives), Convention

VIII. CONSENSUS BASED DECISION MAKING (CBDM) (07/16)

General Guidelines - The Nebraska Region has adopted Consensus Based Decision Making to conduct formal business. As a spiritual body, we try to reach all decisions by consensus. We believe that a loving God's will is expressed through our Group Conscience (2nd Tradition). One of the reasons we try to achieve consensus is that is insures that we follow our 9th Concept, "All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision making process". By carefully discussing that respectfully listening to all points of view, we try to make sure this happens at the NRSC.

A. DEFINITIONS

a. **Participating Members** - Administrative Servants, RCM's, Committee Chairs, Delegate and Alt. Delegate.
b. **Participants** - Any NA member attending the NRSC.
c. **Maker** - Member of the NRSC who makes the proposal.
d. **Facilitator** - Chairperson, or delegate, who is knowledgeable of CBDM processes, and who manages the flow of the CBDM process during New Business.
e. **Straw Poll** - A preliminary vote to determine the support or lack of support of the proposal.
f. **Final Poll** - A final vote on a proposal.
g. **Consensus** - The parameter set by the NRSC, to reach a decision, is a vote of "Unanimous, minus two".
h. **Color Cards** - Three cards will be used by all Participants (see Addendum A). During Discussion, all Participants may use the Color Cards. During Straw Polls and Final Polls, only the Participating Members and/or RCM's may use the Color Cards.

B. DECISIONS

a. All NRSC proposals affecting Elections, Policy, Finances, and Narcotics Anonymous as a whole, must have consensus support by the RCM's, and be taken back to Groups for a vote. Only RCM's will give the final vote at the next RSC meeting.
b. All proposals affecting internal matters of the NRSC (location of next NRSC meeting, Regional Convention matters, General Assembly topic, etc…) must have consensus support of all Participating Members, as described above.
c. World Service Conference proposals, in the Conference Agenda Report (CAR) and Conference Approval Track (CAT) will be delivered to the RCM's through workshops, and taken directly to the Groups by the RCM's. The final vote will be delivered to the Regional Delegate and/or Alt. Regional Delegate, by the RCM's, unless alternative delivery is approved by the NRSC.

C. DECISION MAKING PROCESS

a. **Presentation** – A proposal is presented to the Facilitator by a Member of the NRSC.
    1. The Proposal, Intent and Maker, must be submitted, in writing, to the Facilitator prior to New Business.
    2. Proposals to CHANGE, ADD, or REMOVE items of Policy, must clearly identify the section and sub-section of the Policy to be changed.
b. **Clarification**
    1. The Maker of the proposal makes a statement to support the intent of the proposal and answers questions.
    2. Only questions and/or clarification will be allowed during this step of the process.
    3. Color Cards will be used by all Participants who have questions or need clarification.

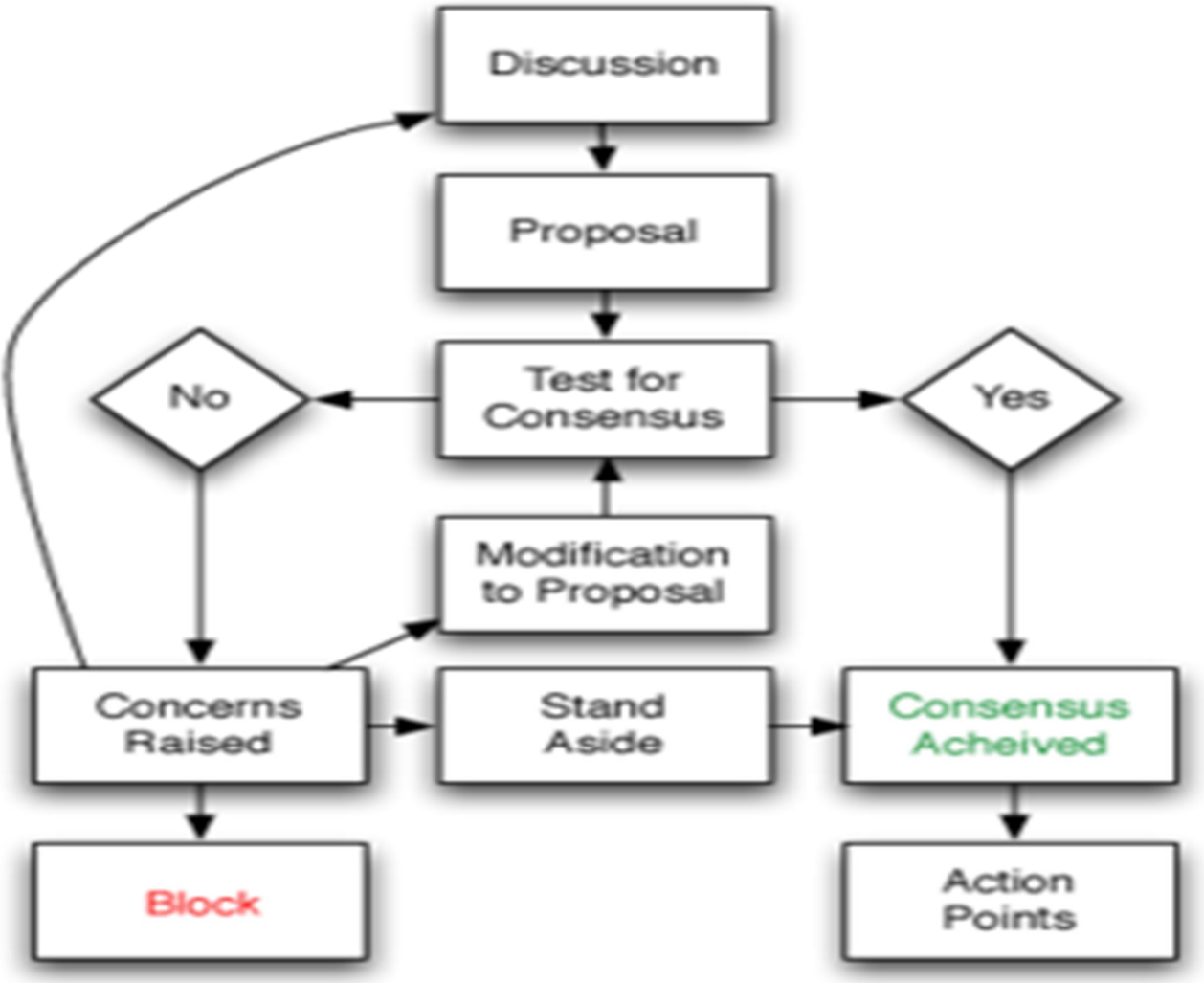
c. **Initial Straw Poll**
   1. Color Cards will be utilized by all Participants, to get the atmosphere of support or lack of support.
   2. 100% Agree, the proposal goes directly to the Consensus phase.
   3. 100% Block, the proposal goes directly to the Consensus phase.
   4. Anything less than 100%, the proposal moves to Discussion phase.

d. **Discussion Phase**
   1. Color Cards will be utilized by all Participants.
   2. Participants who raised their Red Color Card during the Straw Poll, will be called upon to state their concerns and offer possible alternatives or amendments, if any.
   3. All objections should be heard out.
   4. Participants need be reminded that if their objections have already been declared by another Participant, they need not speak to it again, unless they have a compromise to offer.
   5. The Facilitator will carefully listen to alternative solutions, and allow the Maker to change the Proposal, during this phase.

e. **Consensus**
   1. Color Cards will be utilized by only Participating Members and/or RCM's, depending on what the Proposal affects.
   2. If "Unanimous, minus two", of Green & White cards are held up, the consensus is that the Proposal is accepted.
   3. If consensus (unanimous, minus two) is not reached, the Facilitator will review what Red cards are held up, to determine the next step. Those steps are:
      i. Place Proposal on the agenda for the next meeting of the NRSC, so RCM's may take back to discuss with their Areas and Groups.
      ii. Return to the Discussion Phase.
      iii. Declare that the proposal is rejected.

f. **Non-Consensus Decisions**
   1. Elections with more than one nominee will be performed by voting of the RCM's only.
   2. A plurality (simple majority) will determine election results, when more than one nominee.

ADDENDUM A



A three Color Card system will be utilized, to facilitate smooth management of Consensus Based Decision Making (CBDM).

GREEN CARD
Discussion: "I have something to say"
Straw Poll/Consensus Vote: "I agree with the decision, all things Considered.

WHITE CARD
Discussion: "I've heard enough, let's have a straw poll or consensus vote".
Straw Poll/Consensus Vote: "I surrender", or "I'll go with the group conscience".

RED CARD
Discussion: "Stop!" – Our agreed procedures aren't being followed;
- Discussion is off topic, need to re-focus;
- A member is dominating the discussion or being inconsiderate;
- You'd like to suggest a break.

Straw Poll/Consensus Vote: "Block! – I cannot support this or allow the group to support this"

SCHEDULED TIMELINE FOR NEBRASKA REGIONAL GUIDELINES

First Quarter (Jan)

*Yearly RSC financial audit
*Yearly Convention financial audit
*All RSC subcommittees and Regional components are to provide quarterly projections of their annual expenses, to enable setting the Prudent reserve.
*Amount over Prudent reserve sent to World.

Second Quarter (April)

*Invitation to groups not represented by an Area (See page 2 Secretary)
*Open Convention bid proposals
*Amount over Prudent reserve sent to World

First Quarter Additions

*Vote on the nominations for RSC Chairs, Vice Chair, Secretary, Treasurer and Sub-committee Chairs every EVEN year.
*Nominations for RD and Alt RD open every EVEN year.

Second Quarter (April)

*Newly elected RSC Chair, Vice Chair, Secretary, Treasurer, and Sub-Committee Chair take office every EVEN Year
*Nominations for RD and Alt RD close every EVEN year.

Third Quarter (July)

*Close Convention bid proposals
*Amount over Prudent reserve sent to World

Fourth Quarter (Oct.)

*Vote on Convention bid proposals
*Amount over Prudent reserve sent to World

Third Quarter Additions

*Nominations for RSC Chair, Vice Chair, Secretary, Treasurer and Sub-committee chairs open every ODD year
* Vote on Nominations for RD and Alt RD every even year.

Fourth Quarter Additions

*Nominations for RSC Chair, Vice Chair, Secretary, Treasurer and Sub-committee chairs close every ODD year.
*Newly elected RD and Alt RD take office every even year.

ADDENDUM C

April-June EVEN Yr.		April-June ODD Yr.	
Rent	$ 50.00	Rent	$ 50.00
RD & Alt. RD	$ 900.00	RD & Alt. RD	$ 250.00
Secretary	$ 50.00	Secretary	$ 50.00
H&I	$ 450.00	H&I	$ 450.00
PI ($50 for meeting lists)	$ 200.00	PI ($50 for meeting lists)	$ 200.00
Storage	$ 75.00	Storage	$ 75.00
TOTAL	$1,725.00	TOTAL	$1,075.00

July-Sept. EVEN Yr.		July-Sept. ODD Yr.	
Rent	$ 50.00	Rent	$ 50.00
RD & Alt. RD	$ 250.00	RD & Alt. RD	$ 900.00
Secretary	$ 50.00	Secretary	$ 50.00
H&I	$ 450.00	H&I	$ 450.00
PI ($50 for meeting lists)	$ 200.00	PI ($50 for meeting lists)	$ 200.00
Website	$ 220.00	Website	$ 220.00
Storage	$ 75.00	Storage	$ 75.00
TOTAL	$1,295.00	TOTAL	$ 1,945.00

Oct.-Dec. EVEN Yr.		Oct.-Dec. ODD Yr.	
Rent	$ 50.00	Rent	$ 50.00
RD & Alt. RD	$ 600.00	RD & Alt. RD	$1,370.00
Secretary	$ 50.00	Secretary	$ 50.00
H&I	$ 450.00	H&I	$ 450.00
PI ($50 for meeting lists)	$ 200.00	PI ($50 for meeting lists)	$ 200.00
Storage	$ 75.00	Storage	$ 75.00
Insurance	$1,697.00	Insurance	$1,697.00
TOTAL	$3,122.00	TOTAL	$3,892.00

Jan.-March ODD Yr.		Jan.-March EVEN Yr.	
Rent	$ 50.00	Rent	$ 50.00
RD & Alt. RD	$ 800.00	RD & Alt. RD	$3,800.00
Secretary	$ 50.00	Secretary	$ 50.00
Policy	$ 50.00	Policy	$ 50.00
H&I	$ 450.00	H&I	$ 450.00
PI ($50 for meeting lists)	$ 200.00	PI ($50 for meeting lists)	$ 200.00
Storage	$ 75.00	Storage	$ 75.00
P.O. Box	$ 70.00	P.O. Box	$ 45.00
NRCNA	$2,000.00	NRCNA	$2,000.00
Outreach	$ 200.00	Outreach	$ 200.00
Archives	$ 200.00	Archives	$ 200.00
Treasurer	$ 100.00	Treasurer	$ 100.00
TOTAL	$4,245.00	TOTAL	$7,220.00

ADDENDUM D

NEBRASKA REGIONAL CONVENTION OF NARCOTICS ANONYMOUS
N.R.C.N.A. Guidelines

This annual event shall be known as the Nebraska Regional Convention of Narcotics Anonymous (hereafter known as NRCNA). The service body (administrative committee members and subcommittee chairs) functions financially and, and reports to, the Nebraska Regional Service Committee (hereafter known as "NRSC") and is responsible and accountable to the Nebraska Fellowship of Narcotics Anonymous.
The purpose of NRCNA is to sponsor conventions held by members of Nebraska N.A. to bring our fellowship together in a celebration of recovery from the disease of addiction. Reasons for holding NRCNA 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. NRCNA is open to N.A. activities / events only.

Each NRCNA will maintain the basic theme of "Narcotics Anonymous". NRCNA is held annually in September or October. Relapse of any NRCNA administrative committee or subcommittee member REQUIRES replacement. It is a contradiction of our primary purpose to allow anyone to serve who cannot stay clean. NRCNA accepts no monies from outside sources. Members without monies are not turned away. NRCNA uses the financial tracking and recording mechanism as set within this document. A Seventh Tradition is not passed at any convention workshop or meeting. On the Sunday of the convention, the sales of merchandise will be opened to authorized and recognized representatives of NA, groups, areas or regions. Seed money for NRCNA is $2000.00. Three signatures are required to be on the NRCNA checking account. Two of the three signatures must be on all checks.

According to N.A. Intellectual Property Trust, the name "Narcotics Anonymous" and the symbols (N. A. with or without the double circles and/or the diamond in a circle) can be used on flyers, merchandise, etc. An "R" in a circle for a registered trademark, however, must accompany them. The exterior of any mailing or correspondence, with or without a return address, uses only the NRCNA abbreviation, not the N.A. logo or the words "Narcotics Anonymous", to protect personal anonymity. Unless the committee chooses to use postcards.

General requirements of the NRCNA 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; and active participation in the N.A. fellowship and the have a willingness to ask for help. NRCNA has an administrative committee consisting of a Chair, Vice Chair, Treasurer and Secretary. Since NRCNA is a subcommittee of the NRSC the chair positions will be elected at the October NRSC at the same time of bid proposal vote. The Chair, Vice Chair, Treasurer and Secretary have terms until the conclusion of all business for the NRCNA to which they were elected.

Nominees to the NRCNA chair positions need to be present to qualify at the October NRSC. Suggested clean time for this position is a minimum of 5 years abstinence from all drugs.

Bid process: All bids need to be turned in at the July Regional Assembly two years before the convention the bids will be voted on at the October Assembly. In case of no bid then the NRSC will ask an AREA to host it.

OVERVIEW OF N.R.C.N.A. ADMINISTRATIVE COMMITTEE

The NRCNA administrative committee will consist of a Chair, Vice Chair, Treasurer and Secretary. Suggested clean time for chair and treasurer is a minimum of 5 years continuous abstinence from drugs. The suggested clean time for vice chair will be 4 years minimum. For the secretary and all subcommittee chairs will be a minimum of 2 years. The terms of offices will end with the conclusion of all business for the NRCNA to which she/he is elected (at the October) NRSC meeting following that NRCNA

The NRCNA Administrative Committee (Chair, Vice Chair, Secretary and Treasurer) will attend every NRCNA meeting.
The NRCNA Chair will attend every NRSC.
The NRCNA administrative committee through the Chair submits written reports at each NRSC.
The NRCNA administrative committee will meet with and independent of the rest of NRCNA members if necessary.

NRCNA and NRSC Do NOT accept monetary contributions from any outside source. However, payment for Banquet and Breakfast tickets by a treatment center/hospital is necessary, as those items would otherwise come out of fellowship pockets. In other words, while we cannot accept registration or other monies from these outside sources, we can accept money from the members themselves that these organizations bring to NRCNA. All-outside services provided for and/or to the entire NRCNA Committee will have written contracts with receipts for NRCNA Treasurer.

Any officer, be the Administrative or a Subcommittee Chair, who is absent at two (2) consecutive meetings (without prior notice to the Convention Committee Chair) will be considered as a resignation at Roll Call of the next regularly scheduled meeting.

A **quorum** consists of 51% of the sub-committee chairs and 50% of the Administrative Committee. Once a quorum has been established, all NA members present may vote.

Planning Committee Meeting are held monthly until four(4) months prior to the Convention, at which time they will take place every two(2)weeks; and at one(1) month prior to the Convention, it will be every week, if necessary.

An **Agenda** for Convention Committee Meeting will be as follows:

1. Opening: Begin with a moment of silence. Follow with the Serenity Prayer, the Twelve Traditions, and the Concepts.
2. Roll Call
3. Read and approve minutes of last meeting
4. Open Forum
5. Treasurer's Report
6. Sub-committee Reports
7. Old Business
8. New Business
9. Closing Prayer

JOB DESCRIPTION FOR N.R.C.N.A ADMINISTRATIVE CHAIR

The NRCNA Chair guides the planning of, oversees the execution of and summarizes the final report(s) of NRCNA. This elected trusted servant is responsible for coordination (through experience) of all NRCNA activities and communication (through sharing) of any needs or problems both within the NRCNA committee and onward to the NRSC.

TASKS:

Is responsible for NRCNA correspondence and maintaining NRCNA files.
Sets the agenda and shall preside over all general NRNA meetings, including those NRCNA meetings held at each NRSC.

* Opens the meeting at the appropriate time.
* Recognizes members and observers who are entitled to the floor.
* States and puts to vote all legitimate motions and announce the results of each vote.
* Enforces the rules relating to debate, order and decorum within the NRCNA committee.
* Votes only in the case of a tie.
*Co-signs the NRCNA bank account.
*Oversees the dissemination of convention information through electronic and printed media (flyers, NA Way magazine, web site).
*Create a time line for all subcommittee responsibilities/tasks.
*Attends every NRSC and is responsible for reporting the financial status to the NRSC during his/her term as NRCNA Chair.
*Submits a written report of all NRCNA activities at each NRSC and completes a final written summary and end of NRCNA report to the NRSC.
*Coordinates all NRCNA area subcommittees, especially Program, Registration, and Merchandising. This coordination requires the ability to attend meetings of these subcommittees and to work with the Vice Chair to ensure that all parts of NRCNA are progressing smoothly and effectively.
*The NRCNA Chair assists these subcommittees in setting timelines and meeting deadlines and, allows the subcommittees to do their job and will trust and encourage to use their own judgment.
*Works with NRCNA Treasurer to establish and supervise an overall NRCNA budget using acceptable forms for tracking income, expenses, and taxes.
*Chairs the convention and handles all final negotiations with the NRCNA Treasurer.

JOB DESCRIPTION FOR N.R.C.N.A.: ADMINISTRATIVE VICE CHAIR

The NRCNA vice Chair works under the direction of the Chair, performing all duties necessary for successful completion of all NRCNA activities and events. This elected trusted servant is available to other NRCNA administrative committee members and to subcommittees as a resource by sharing of experience, strength and hope.

TASKS:

* Serves as Chair in the absence of the Chair.
* Co-signs the NRCNA bank account.
* In conjunction with the Chair, coordinates all NRCNA subcommittees. This coordination requires the ability to attend meetings of these subcommittees and to work with the Chair to ensure that all parts of NRCNA are progressing smoothly and effectively. The

NRCNA vice Chair assists these subcommittees in setting timelines and meeting deadlines.
*Submits a written report at each NRCNA meeting.
*Attends NRSC meeting in the absence of the chair.
*Advises Chair on rules of order.

JOB DESCRIPTION FOR N.R.C.N.A.: ADMINISTRATIVE TREASURER

The NRCNA Treasurer is the guardian of the NRCNA funds, both income and expenditures. This elected trusted servant is responsible for financial accounting and accountability of NRCNA not only to the NRCNA committee but, also, to the NRSC.
TASKS:
*Works with the NRCNA administrative committee and each subcommittee to prepare an effective proposed budget.
*Keeps all records of transactions approved through an approved financial system.
*Keeps track of income, expenditures, collected and expended plus any other financial information necessary for the conduction of NRCNA business as directed (process, pathway and forms) by the NRSC.
*The Treasurer or an appointed Administrative Committee member should attend each fundraising event. *That Administrative Committee member will deposit the money in a timely manner.
*Keeps an accurate and separate record of Newcomer donations.
*Co-signs the NRCNA bank account, depositing all revenues in a timely manner, balancing bank account with records at least once per month.
*Disburses NRCNA funds as directed by the NRCNA Committee.
*Prepare and distributes to all NRCNA members, the appropriate financial forms for income expenditure tracking, bringing a supply of these forms to each NRCNA meeting in addition, make reimbursement as approved by NRCNA and only if accompanied by a receipt.
* Provides a current copy of the NRCNA bank account bank statement (as often as they are received) in all Treasurers' reports.
*Keeps a careful and thorough record of all contributions and expenditures, providing this information and accounting in writing for the Chair to report at each NRSC and submits a final written NRCNA financial report, which is included in the end NRCNA report from the Chair to the NRSC.
*Prior to the convention, the Treasurer will obtain three locked bank bags. On the next business day, following the close of the convention, the Treasurer and at least one other Administrative Committee member will make the deposit of all funds generated at NRCNA, as requested.
*Should attend all NRSC meetings, as requested.
*Keeps a careful and accurate record of all contributions and expenditures, providing this information and accounting in writing as directed to the NRSC for the purpose of tax filing and completion of the legal financial responsibilities of NRCNA
*Provides a receipt for all financial transactions.
*Forwards all receipts to the NRCNA Chair at the close of NRCNA and, in the case of an IRS audit, have financial records of NRCNA up to date.
*Verifies that the post office box bills are paid.

JOB DESCRIPTION FOR N.R.C.N.A.: ADMINISTRATIVE SECRETARY

The NRCNA Secretary is responsible for producing, obtaining and maintaining the written records of the proceedings of the NRCNA committee. This elected trusted servant functions as an information resource to all concerning NRCNA members.

TASKS:

*With NRCNA Administrative Committee, gathers information from previous NRCNA final report to inventory in addition, reproduce a relevant packet for each Administrative Committee member and each subcommittee chair for the upcoming NRCNA.
*Keeps accurate minutes of each NRCNA general meeting and maintains the current (and past) NRCNA Archives.
*Types and distributes copies of these minutes to each NRCNA administrative committee member, to each subcommittee chair, to archives, and to the NRSC no later than 10 days following a NRCNA meeting.
*Keeps on file all NRCNA committee and subcommittee reports.
*Furnishes administrative committee members and subcommittee chairs with whatever documents (with the exception of the financial forms to be gotten from the Treasurer) that are required for performance of their duties.
*Keeps on hand at each NRCNA meeting a list with phone numbers of administrative committee members, the subcommittee meetings and chairs, providing a current list to the NRSC Secretary for NRSC minutes (telephone numbers will not be posted on the NRCNA web site).
*Assembles a final written report along with the NRCNA Chair to the NRSC of all NRCNA activities, finances and meetings.
*Submits all current (and any future) NRCNA records, information and archives to the NRSC when finished.
*Will attend any NRSC meeting in the absence/need of both NRCNA Chair and Vice Chair.
*Secretary and Administrative Committee Chair must checks NRCNA P.O. Box on a weekly basis (twice a week in the last months before the convention), distributing items as necessary to appropriate subcommittee chairs; items of question are given to NRCNA Chair.
*NRCNA mailing address is PO Box number in the area in which the convention is held and is assigned by the post office, which is in that area.
*Will route promptly upon receiving any inquiry concerning NRCNA information to the appropriate committee or service body.

JOB DESCRIPTION FOR N.R.C.N.A. SUBCOMMITTEE: HOTEL & HOSPITALITY

General:

* Chair or subcommittee designate attends every NRCNA Committee meeting with written report of subcommittee activities.
* Requests disbursements and/or brings in revenues on the approved financial forms and accompanied by all receipts as required.
*The Hotel & Hospitality Chair will coordinate with the NRCNA Chair to set deadlines, timelines and budget.
* All reports to any NRCNA meeting are due at the time of the meeting, in writing.
* Questions on processes and procedures are referred to the NRCNA Administrative Committee and to the Convention Guidelines Handbook of Narcotics Anonymous.

Specific:

** Gets input about banquet/breakfast menus and prices.
** Handles ALL the details on coffee, locations and process of re-supply.
** Negotiates room rates, makes sure meeting and workshop room dimensions are adequate, checks for complimentary rooms (to be used for out-of-town main speakers).
** Watches out for open-ended charges, especially coffee.
**Proposed hotel contract due by April.
**Spends the necessary time talking to the hotel before and during the convention to keep all charges in line.
** Sets up a walk-through the hotel for the entire NRCNA committee to determine specifics about meeting rooms and locations before the contract is finalized and again one month before the NRCNA convention.
** A final walk-through/rehearsal occurs on the night before the convention begins.
** Is responsible along with NRCNA Chair for working with the hotel staff during the convention to keep down confusion.
** Obtain from hotel room registration information needed for NRCNA registration form.
** Plans for, provides supplies and refreshments, and manages/ maintains a recovery-oriented, Hospitality Room at the convention site.

APPROVAL NEEDS:

Banquet and breakfast options, costs to Fellowship and menus are approved by the NRCNA Committee and reported by the NRCNA chair to the NRSC meeting.

RELATIONSHIPS:

*Works with Program and Fundraising & Entertainment to establish a functional schedule for workshops, activities and other events.
*Works with Registration, Merchandise Subcommittees to coordinate space and or tables at the convention.

JOB DESCRIPTION FOR N.R.C.N.A. SUBCOMMITTEE: PROGRAM

TASKS:

General:
* Chair or subcommittee designate attends every NRCNA Committee meeting with written report of subcommittee activities.
* Preparation of proposed budget w/knowledge and use of approved forms for income and expenditures are due to NRCNA meeting in March.
* Requests disbursements and/or brings in revenues on the approved financial forms and accompanied by all receipts as required.
*Subcommittee will coordinate with Chair to set timelines, deadlines and budget.
* All reports to any NRCNA meeting are due at the time of the meeting.
* Questions on process and procedure are referred to the NRCNA Administrative Committee and to the Convention Guidelines Handbook of Narcotics Anonymous.

Specific:
* Plans all workshops and meetings at the convention, keeping within the theme of the convention and in keeping with our spiritual principles.
* Attempts a balance of workshops for newcomers, service-oriented members and spiritual discussions.

* Schedules the workshops so they do not overlap and they allow for ease of attendance choice if following a series of related topics.
*Formulate a list of topics (gathered by a subcommittee-approved method) first and then, match speakers to the topics.
*Selects all speakers, chairpersons and (if they desire} all readers involving addicts from all parts of the region.
*Main speakers should be chosen as soon as possible.
* If financially able NRCNA pays for travel (lodging is through hotel-awarded complimentary rooms) and convention registration with (Sat) banquet
*Air travel for the main speakers (if from out-of state) is arranged as soon as possible to get lowest fares
*Contact in writing and confirm all speakers twice before the convention and follow-up with thank you letter after the convention is over.
* Schedules all events to take place within the convention.
* Prepares the written program for printing.
* Arranges for the taping of speakers and gets all speakers to sign release forms (The eighth tradition allows us to hire a special worker to tape for us. We may, or may not, retain all rights to the tapes produced, depending upon the decision of the Program and NRCNA Committees and the arrangements with the person/company doing the taping).
* Taping and all other outside services will have written contracts with receipts for NRCNA Treasurer.

APPROVAL NEEDS:

**Main speakers and program content/topics need NRCNA Committee approval.

RELATIONSHIPS:

***The Program Committee will select the convention speakers and workshop leaders based on the Spiritual principals of Narcotics Anonymous.
**Works with Registration and Fundraising to distribute flyers soliciting speaker tapes for review.

SOME HISTORICAL CONSIDERATIONS:

For all NRCNA held the following patterns will be used:
*Friday Kick-Off meeting is to be chaired by NRCNA Program Committee Chair with readers being members of the Program Committee or their designees.
*Readings for Friday night and Saturday night to be traditional NA readings: Who, What, Why, etc.
Saturday Banquet:
*Chaired by NRCNA Chair.
Sunday Meeting:
* Chaired by NRCNA vice Chair

RELATIONSHIPS:

*Works with Program: Registration and Merchandise so these subcommittees have what is needed.

JOB DESCRIPTION FOR N.R.C.N.A. SUBCOMMITTEE: FUNDRAISING & ENTERTAINMENT

TASKS:

General:
*Chair or subcommittee designate attends every NRCNA Committee meeting with written report of subcommittee activities.

*Preparation of proposed budget w/knowledge and use of approved forms for income and expenditures are due to NRCNA meeting in April.
* Requests disbursements and/or brings in revenues on the approved financial forts and accompanied by all receipts as required.
* Proposal of subcommittee timelines and deadlines are due at the NRCNA meeting in April.
* All reports to any NRCNA meeting are due at the time of the meeting in April.
* Questions on process and procedure are referred to the NRCNA Administrative Committee and to the convention Guidelines Handbook of Narcotics Anonymous.
Specific:
* Raises funds, which are used to reduce the overall cost of the convention package to our members.
* Develops (with Treasurer) and has a written contract for ALL services needed: venues, bands/DJ: food, ETC.
* Requests disbursements for fundraisers, accounting for these funds on the approved financial forms with receipts.
* Collects revenues from the fundraisers, accounting and submitting these funds on the approved financial forms to NRCNA admin person who was assigned to that event.
* Keeps careful watch over in-coming funds to prevent losses and accounting errors.
* Makes sure flyers {and a schedule of all events are distributed to entire fellowship in a timely manner.
*Convention flyers need to be approved by a NRCNA administrative committee member before flyers are printed.
*Selects bands or disc jockeys for pre convention events. Providing committee of estimated costs.
* All convention entertainment is approved by NRCNA committee.
*Books the convention entertainment as soon as possible.
* Prepares alternative locations/times for outdoor events in case of inclement weather.
* Has sufficient members to handle any site clean up, arranging and so forth to keep events in accordance with our spiritual principles while we are out in the community.
RELATIONSHIPS:
**Works closely with Program and Hotels & Hospitality to coordinate entertainment activities at the convention...
**Works with Registration and Merchandise Subcommittees so these committees can be present and working their needs at each NRCNA event.

JOB DESCRIPTION FOR N.R.C.N.A. SUBCOMMITTEE: MERCHANDISING

TASKS:
General:
* Chair or subcommittee designate attends every NRCNA Committee meeting with written report of subcommittee activities.
.*Preparation of proposed budget w/knowledge and use of approved forms for income and expenditures are due to NRCNA meeting in April.
* Requests disbursements and/or brings in revenues on the approved financial forms and accompanied by all receipts as required.
*Proposal of subcommittee timelines and deadlines are due at the NRCNA meeting in April.
* All reports to any NRCNA meeting are due at the time of the meeting, in writing.

* Questions on process and procedure are referred to the NRCNA Administrative Committee and Convention Guidelines.
Specifics:
* Efforts of this committee are based strictly on the need to generate funds to ensure the success of NRCNA.
* Gets bids (at least three per item for clothing, T-shirts: sweatshirts, etc.), mugs and so forth, experience has shown that buying T-shirts wholesale and contracting a printer separately usually saves money.
*Assesses NRCNA Committee members and the fellowship at large for ideas of items wanted
* Purchased items for resale and all outside other services will have written contracts with receipts for NRCNA Treasurer.
* NRCNA will not sell merchandise on consignment.
* Has sufficiently trained members to distribute and sell NRCNA merchandise items at NRCNA events and at any other regional or area event (where allowed).
* Care must be taken to plan these pre-convention sales as experience has shown the pre convention sales of (same) merchandise in the region may lead to decreased sales at the convention.
* Efforts to get favorable financial terms and delayed payment until after the convention are very helpful.
* Merchandise delivery dates should be no later than 3 weeks prior to the convention.
* Maintain a NRCNA merchandise shop during the convention, again, with sufficiently trained members.
*Double copy receipts from cash registers for all merchandise transactions - one copy for member and the other for NRCNA records.
* Is responsible for storage of all items in a secure place when NRCNA convention store is closed.
* Is responsible for the acquisition and sale of N. A. Conference approved literature and other N. A. items selected for sale at the convention (if desired and then, NRCNA Committee approved).
* Establishes a clear-cut, fiscally sound method (with NRCNA Treasurer) for insuring records of and receipts for monetary transactions before, during and after the convention.
* At the end of the convention passes all remaining merchandise, which has been itemized and accounted for onto the next NRCNA Administrative Committee at the January NRSC
* Only one assigned person to be working the cash register at a time.
*Subcommittee Chair, or Vice-Chair is responsible for turning funds over to the NRCNA Treasurer.

APPROVAL NEEDS:

**The entire NRCNA Committee approves all saleable items: types of items for sale, costs to NRCNA and costs to the Fellowship.

RELATIONSHIPS:

**Works very closely with the NRCNA Treasurer to insure financial success by using approved forms, following approved methods of item tax assessing, paying, accounting and collecting. Financial records need to be accurate and up-to-date at all times.
**Works closely with Program and Hotels & Hospitality Subcommittees to coordinate NRCNA convention store hours to be most effective.
*Works with Fundraising & Entertainment to sell approved items at all pre convention events.

JOB DESCRIPTION FOR N.R.C.N.A. SUBCOMMITTEE: REGISTRATION

TASKS:

General:

* Chair or subcommittee designate attends every NRCNA Committee meeting with written report of subcommittee activities.
*Preparation of proposed budget w/knowledge and use of approved forms for income and expenditures are due to NRCNA meeting in April.
* Requests disbursements and/or brings in revenues on the approved financial forms and accompanied by all receipts as required.
*Proposal of subcommittee timelines and deadlines are due at the NRCNA meeting in April.
*All reports to any NRCNA meeting are due at the time of the meeting, in writing.
*Questions on process and procedure are referred to the NRCNA Administrative Committee and Convention Guidelines.
*Have sufficient members before and during the convention to keep the registration process flowing smoothly, effectively and accurately.
* Obtains a mailing list from previous NRCNA.
* Prepares a current, computerized mailing list for present (and future) use.
* Prepares a registration flyer, having compared and evaluated previous formats, taking care to include all information as might be needed by the Program and Entertainment Subcommittees.
* Sets costs of pre and regular convention registration. These costs are approved by the NRCNA Committee and are included on the registration flyer.
* Sets, with NRCNA Committee approval, the cut-off dates for pre registration prices. (Usually, cut off time for pre registration is three weeks prior to the convention).
*Establishes clear deadlines/agendas for registration packet inclusions, buttons made, packets stuffed, etc.
* Operates effectively with sufficient addicts at the registration table for NRCNA fundraiser events and at the convention.
*Subcommittee Chair, or Vice-Chair is responsible for turning funds over to the NRCNA Treasurer.
* Keeps a careful watch over in-coming monies at all times by utilizing registration forms and trained volunteers.
* Maintains the registration table hours at the convention to insure registration of all addicts who attend.
*Utilizing all of NRCNA registration and other accounting forms (with NRCNA Treasurer) for insuring records of and receipts for monetary transactions before, during and after the convention.
*During the convention refers members who want to pay with a credit card to the hotel cashier or ATM for a cash transaction.
* Double copy receipts from cash should be used for all on site registration transactions.
* One copy for member and the other for NRCNA records.
* Establishes with NRCNA Chair the cut-off times for banquet and breakfast ticket sales, having established through the NRCNA Committee (with Hotels & Hospitality Subcommittee) the meal prices and ranges for adults/children and registration costs

* Prepare for Saturday night before dance, a convention tally for # in attendance; years of clean time, distance traveled by attendees and/or any other item of interest such as # of females/males attending, how many states were represented, etc.
* All outside services (i.e. laminator rental) will have written contracts with receipts for NRCNA Treasurer.

APPROVAL NEEDS:

**The NRCNA committee approves costs of both NRCNA pre-registration and registration.
**The NRCNA committee approves date of pre-registration end.
**The NRCNA committee approves pre-registration flyer format, to be available at the prior year's NRCNA.
**The NRCNA committee approves registration packet contents.

RELATIONSHIPS:

**Works with NRCNA committee to prepare a registration flyer by April.
**Works with Treasurer for "registering" all non-paying and paying attendees for record accuracy.
**Works with All Subcommittee to attract addicts to attend and for distribution of registration flyers to the regional fellowship, other areas and regions, and the NAWS website.
**First mailings need to go out 6 months prior to the convention and the second mailings go out about 3 months before the convention.
**Works with Fundraising & Entertainment Subcommittee to register attendees at all NRCNA fundraising events.
**Works with Hotel & Hospitality to include banquet and/or breakfast costs on the registration flyer plus hotel information.
**Check with Merchandise to see if they have needs for printing on the registration flyer.

NRCNA Timelines

This is a suggested NRCNA timeline to be used by the NRCNA Administrative Committee and all Sub-Committees. It begins at the time the Area's bid proposal to host a NRCNA, is voted on and approved by the NRSC, and covers a two year period. This does not include all monthly or bi-monthly meetings held by the NRCNA Committee.

24 MONTHS PRIOR:

July - All NRCNA bid proposals are to be presented at the July NRSC business meeting.

October - NRSC votes on Area to host NRCNA Convention
- NRCNA Chair nominees attend NRSC meeting
- NRSC elects a Chair for the NRCNA

November - NRCNA Chair holds first meeting to open nominations for Administrative Committee and Sub-Committee Chairs.

December - Nominations for Administrative Committee and Sub-Committee Chairs are closed and elections held. Minutes are taken in order to have a record of which 3 names will be on the NRCNA bank account.

January - NRCNA Chair attends the NRSC meeting and receives seed funds from the NRSC Treasurer
- The NRCNA Chair, Vice-Chair and Treasurer open a new bank account and deposit funds
- Treasurer opens a post office box under NRCNA
- Committee requests ideas for NRCNA theme

February - Hotel Chair and Hospitality Chair coordinate meeting with Hotel to discuss final arrangements for hotel contract, in accordance with Convention Guidelines.
- Copy of proposed contract is presented at February NRCNA meeting for approval by the Administrative Committee and Sub-Committees.
- Hotel contract is signed and a deposit made if required. Hotel Chair, Administrative Chair and Treasurer should be present.

March - NRCNA theme is voted on and ideas for theme artwork are solicited by Graphics Chair

April - NRCNA Chair attends NRSC meeting
- Program Committee sends letters to Regions to solicit speaker CD's or flash drives
- Continue to solicit theme artwork

May - NRCNA Committee votes on artwork
- Graphics Committee solicits bids for graphics work (obtain by July NRCNA meeting)
- Registration, Hotel, & Merchandising Committees coordinate to determine pre-registration Costs and cut-off time

June - Treasurer makes sure post office box rent is paid (if on 6 month contract)

July - NRCNA Chair attends NRSC meeting
- Graphics bid is approved by NRCNA Committee
- Fundraising Committee obtains bids and submits ideas and budget for pre-convention and fundraising merchandise at current year's NRCNA, and next 12 month's Area fund raisers
- Hotel Chair gets approval from NRCNA committee on breakfast/banquet menu options and costs
- Registration Committee works with Hotel, Merchandising & Entertainment to decide full registration cost

August - Registration Committee obtains approval from NRCNA Committee for pre-registration flyer and charges. Budget for printing and distribution costs should be provided.
- Fundraising Committee orders merchandise to sell at end of current NRCNA.

12 MONTHS PRIOR:

September/October - Kick-Off fundraiser merchandise and Pre-registrations sold at closing day of current year's NRCNA

October - NRCNA Chair attends NRSC meeting
- Chairperson obtains NRCNA archives

November - Treasurer and other Committee Chairs contact previous Treasurer and Chairs to obtain copies of previous year's budgets for guidance in developing their own budget
- Programming Committee contacts taping companies to solicit bids and get speaker CD's
- Fundraising/Entertainment Committee solicits bids for entertainment
- Merchandising Committee solicits bids for T-shirts and other merchandise

December - Programming Committee distributes CD's to committee members
- Follow-up on Graphics work
- Treasurer pays post office box rent

January - NRCNA Chair attends NRSC meeting
- Hotel Chair sets up walk-through with entire NRCNA Committee to look at meeting rooms, space for merchandising, space for tables for registration and fundraising sales
- Taping bid and entertainment bid approved by NRCNA Committee
- Merchandising bids approved by NRCNA Committee
- Raffle Committee starts soliciting raffle items from each area/group/individual
- Programming Committee votes on 1st and 2nd choice speakers
- Fundraising Committee contacts Areas about selling merchandise at preconvention events

February - Programming Committee contacts speakers and drafts schedule for NRCNA Agenda
March - All Committee budgets submitted to the NRCNA Committee
- NRCNA Treasurer works with Chair and Committee Chairs to develop the NRCNA budget
- Registration Committee gets approval of Registration flyer

April - NRCNA Chair attends NRSC
May - Keep in touch with Speakers and Entertainment
- NRCNA Committee approves NRCNA Program Agenda and format

June - Take another Summer break, its about to get busy!
- Treasurer pays post office box rent

4 MONTHS PRIOR:

July - NRCNA Chair attends the NRSC
- NRCNA Committee starts meeting twice per month
- Keep in touch with Speakers
- Solicit/Order items for Registration bags

August - Print up NRCNA Programs
- NRCNA should do another walk through hotel staff to discuss where everything will be
- All Sub-Committees take inventory of last minute needs and follow-up

September - Meet every week if necessary
- Check on Speakers and Entertainment
- Confirm flight times and ask drivers to pick up at airport and bring back to airport
- Check with Hotel to be sure everything is on track, with banquet, rooms, smoking areas, sufficient room reservations, etc...
- All Committees meet to help stuff registration bags

September/October – **IT'S BLASTOFF!**

AFTER CONVENTION:

October - NRCNA Chair attends NRSC to report preliminary results of the NRCNA
- Treasurer collects all receipts, pays all outstanding invoices and bills.

December - NRCNA Treasurer submits up-to-date completed financial records and all receipts to the NRCNA Chair
- NRCNA Secretary assists the NRCNA Chair to assemble a final written report of all NRCNA Activities, finances and meetings.

January - NRCNA Chair (and if requested, the Treasurer and Secretary) attend NRSC to submit final Financial and convention report to the NRSC, and turn over the NRCNA Archives.
- Post office box rental must be stopped
- Close bank account and turn over all records to the NRSC.

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