

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 "Region") and is responsible and accountable to the Nebraska Fellowship of Narcotics Anonymous.

The purpose of the 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 Saturday of the convention, following the main speaker that evening, the P3 Committee will be allowed to sell merchandise. P3 is a Nebraska-based project that serves our entire zone. (01/08/22)
- 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:

- NRCNA has an administrative committee consisting of a Chair, Vice Chair, Treasurer and Secretary. Since NRCNA is a subcommittee of the Regional Body, the NRCNA Chair nomination and bio must be submitted with the convention bid proposal, and the position will be elected at the October Region, 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 position need to be present at the October Region meeting to qualify. Suggested clean time for this position is a minimum of 5 years abstinence from all drugs.
- **Convention Bid process:** Multiple bids should be solicited, if possible, to negotiate room costs; complimentary rooms and meeting rooms, based on reasonable number of attendees; banquet options; beverage prices; hospitality room requirements; and space for all activities. (Any agreed changes to the bid proposal should be initialed by the NA representative and Hotel Business Manager.) Bid proposals will open at the April Regional meeting, 18 months prior to the proposed convention. All bids need to be turned in at the July Regional meeting 15 months before the convention. The vote on bid proposals and Convention Chairperson will be held at the October Regional meeting. In case of no bid, the Region will ask an AREA to host it.

- Positions of the NRCNA Administrative committee and the Subcommittee Chairs are an active commitment to service. Participants should attend all committee meetings, or notify committee of conflict.
- Administrative committee and Subcommittee Chairs must possess a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service of Narcotics Anonymous; the ability to exercise patience and tolerance; demonstrate active participation in the N.A. fellowship; and have a willingness to ask for help.
- Administrative members (with exception of Chair and Secretary) and Subcommittee Chairs, or their designee, must attend all committee meetings, unless otherwise excused, and must submit a written report of their activities to the NRCNA Committee at the time of each committee meeting, regardless of absence.
- Questions on processes and procedures are referred to the NRCNA Administrative Committee and to the Regional NRCNA Convention Guidelines and Timelines.
- As appropriate, will coordinate with the NRCNA Chair to set deadlines, timelines and budget.
- Preparation of proposed budget w/knowledge and use of approved forms for income and expenditures are due to NRCNA meeting in March of convention year.
- Requests disbursements and/or brings in revenues on the approved financial forms, and accompanied by all receipts as required.
- 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.

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 no later than the January Regional 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 Regional business meeting.
- The NRCNA administrative committee through the Chair submits written reports at each Region.
- The NRCNA administrative committee may meet independent of the rest of NRCNA body, if necessary.

NRCNA and Region 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.

Regional CBDM Guidelines should be used, with “unanimous minus two” of Committee attendees present, as a decision of consensus or non-consensus. All attendees may participate in the discussion, but only Committee members may vote.

Planning Committee Meetings are held monthly until four(4) months prior to the Convention, at which time they will take place very two(2) weeks; and at one(1) month prior to the Convention, it will be every week, if necessary. Subcommittees may wish to schedule their meetings 1-2 hours prior to the Planning Committee Meeting. It is suggested all NRCNA scheduled meetings and sub-committee meetings be posted on the Region web site (nebraskana.org), to invite all fellowship to attend.

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. Treasurer's Report
5. Sub-committee Reports
6. Old Business
7. Open Forum
8. New Business
9. Closing Prayer

ADMINISTRATIVE CHAIR – JOB DESCRIPTION

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 of all NRCNA activities and communication of any needs or problems both within the NRCNA committee and onward to the Region.

TASKS:

- Is responsible for NRCNA correspondence and maintaining NRCNA files.
- Sets the agenda and shall reside over all general NRCNA meetings, including those NRCNA meetings held at each Region meeting.
- Opens the meeting at the appropriate time.
- Recognizes members and observers who are entitled to the floor.
- States and puts to vote all legitimate proposals and announces the results of each vote.
- Enforces the rules relating to CBDM within the NRCNA committee.
- Co-signs the NRCNA bank account.
- Oversees the distribution of convention information through electronic and printed media (flyers, NA Way magazine, Regional and NAWA web sites).
- Oversees compliance with the time line for all subcommittee responsibilities/tasks.
- Attends every Region 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 Region and completes a final written summary and end of NRCNA report to the Region.
- 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, encouraging them to use their own judgment.
- Works with NRCNA Treasurer to establish and supervise NRCNA budget using acceptable forms for tracking income, expenses, and taxes.
- Chairs the convention and handles all final negotiations with the NRCNA Treasurer.
- Chair will oversee that all NRCNA Minutes, Financial Records, 1 set of convention speaker/workshop recordings, 2 convention t-shirts, 2 mugs or other merchandise, and convention banner get turned over to the Regional Archives Chair at the end of the convention, or no later than the first Regional business meeting following the convention. All remaining merchandise must be turned over to the chair of the next convention at the first Regional business meeting following the convention.

ADMINISTRATIVE VICE CHAIR – JOB DESCRIPTION

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.
- Attends Region meeting in the absence of the chair.
- Assists Chair on rules of order for CBDM.
- If a subcommittee has no chairperson, the Vice Chair will fill in as the chair until one is in place.

ADMINISTRATIVE TREASURER – JOB DESCRIPTION

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 Region.

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 NRCNA business, as directed by the Region.
- The Treasurer or an appointed Committee member should attend each fundraising event. That Committee member will deposit the money, or deliver it to the NRCNA Treasurer, 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 in all Treasurer's reports.
- Keeps a careful and thorough record of all income and expenditures, providing this information in writing for the Chair to report at each Region. Submits a final written financial report, to be included in the final NRCNA report from the Chair to the Region, for the purpose of tax filing and completion of the legal financial responsibilities of NRCNA.
- Prior to the convention, the Treasurer will obtain three 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 the NRCNA.
- Should attend all Region meetings, as requested.
- Keeps a careful and accurate record of all income and expenditures, providing this information and accounting in writing to the NRCNA Secretary, and as directed, to the Region.

- 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, has financial records of NRCNA up to date.
- Works with the NRCNA Secretary to set up the NRCNA Post Office box, and verifies that the post office box bills are paid in a timely manner.
- Will ensure there is a secure debit/credit card payment method available, and pass on all appropriate equipment to the next convention committee. Works closely with Regional IT Chair to set up online registration and purchase options on the nebraskana.org website.

ADMINISTRATIVE SECRETARY – JOB DESCRIPTION

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 the NRCNA members.

TASKS:

- Obtains information from previous NRCNA's final report of inventory and expenses to produce a 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 records for NRCNA Archives.
- Types and distributes copies of minutes to each NRCNA administrative committee and subcommittee member 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 and email addresses of Administrative Committee members and subcommittee chairs. Provides a current list to the Region Secretary for Region minutes. Will work with Region IT Chair to create email addresses for seated NRCNA Committee, that automatically transmits to the Committee members.
- Assembles a final written report along with the NRCNA Chair, to the Region, of all NRCNA activities, finances and remaining inventory.
- Submits all NRCNA records, information and archives to the Region when finished, no later than the January Regional meeting following the convention.
- Will attend any Region meeting in the absence/need of both NRCNA Chair and Vice Chair.
- Secretary and Administrative Committee Chair must check the 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.
- Will work with the NRCNA Treasurer to secure a PO Box number, for the NRCNA convention mailing address.
- Will promptly route any inquiry concerning NRCNA convention information to the appropriate committee or service body.

HOTEL CHAIR – JOB DESCRIPTION

Specific Tasks:

- 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, tapers and merchandisers.
- Obtains from Hotel, all banquet menus and prices, and brings information to the NRCNA Committee for discussion and approval.
- Handles ALL the details on coffee, locations and process of re-supply.
- Watches out for open-ended charges, especially coffee.
- Confirms with hotel that there are acceptable smoking areas established.

- Proposed hotel contract due by July Regional meeting, 18 months prior to the convention.
- Spends the necessary time talking to the hotel before and during the convention to keep all charges in lines.
- 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, in February or deadline specified by the hotel, and again one month before the NRCNA convention.
- A final walk-through occurs at least one month before (August), and 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. Includes room rate, reservations cut-off date, rate promotion code, hotel address and phone number.

APPROVAL NEEDS:

- When planned, banquet and breakfast options, costs to Fellowship and menus are approved by the NRCNA Committee and reported by the NRCNA chair to the Region meeting.

RELATIONSHIPS:

- Coordinates with Chair, or designee, to meet and negotiate with hotel to obtain a preliminary bid and contract for facility services.
- Works with Program, Fundraising & Entertainment to establish a functional schedule of workshops, activities and other events, to coordinate setup and teardown with the Hotel staff.
- Works with Registration, Memorial Wall, and Merchandise Subcommittees to coordinate space and or tables at the convention, including raffle area, taper and vendor areas.
- Works with Hospitality Chair to adhere to the policies of the hotel facility.

HOSPITALITY ROOM CHAIR – JOB DESCRIPTION

Specific Tasks:

- Confirms what non-perishable inventory is available from previous NRCNA convention.
- Solicits food and beverage donations from Groups within the Region, as well as, organizes member volunteers to man and help maintain the Hospitality Room during the convention.
- Plans for, provides supplies and refreshments, and manages/maintains a recovery-oriented, Hospitality Room at the convention site.
- At the conclusion of the convention:
 1. Perishable food and beverage items must be donated to a non-profit group (i.e. Area hosting a convention fund raiser in near future, homeless shelter, recovery house, etc...);
 2. Non-perishable items (i.e. paper products), should be listed on a written inventory, to be shared with the next NRCNA convention committee, and items appropriately packed to store for next year.

APPROVAL NEEDS:

- Projected costs for additional beverages, food, and paper products must be submitted to the NRCNA Committee for approval.

RELATIONSHIPS:

- Works with Hotel Chair to negotiate with the Hotel regarding “do’s and don’ts” for the Hospitality Room, and adheres to the Hotel policies.
- Works with Regional Archives Chair or NRCNA Memory Wall Chair, or designees, to obtain access to storage facility for obtaining non-perishable inventory from previous convention, and/or to assure current convention-end non-perishable inventory is properly stored.

PROGRAMMING CHAIR – JOB DESCRIPTION

Specific Tasks:

- Plans all workshops and meetings at the convention, keeping with the theme of the convention and in keeping with our spiritual principles. Gets final approval from Convention Committee.
 1. Attempts a balance of workshops for newcomers, service-oriented members and spiritual discussions.
 2. Schedules the workshops so they do not overlap and they allow for ease of attendance choice.
- Formulates a list of workshop topics (gathered by a subcommittee-approved method) first, and then match speakers to the topics.
- Selects all workshop speakers, facilitators and readers.
- Main speakers should be chosen as soon as possible, in accordance with NRCNA Timelines, with final approval from the NRCNA Committee.
- If financially able, NRCNA pays for Main Speaker travel (lodging is through hotel-awarded complimentary rooms when available) and convention registration with 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 during the convention weekend.
- The Program Committee will select the convention speakers and workshop leaders based on the Spiritual principals of Narcotics Anonymous.
- Prepares the written program for printing, with NRCNA Committee approval.
- Arranges for the taping of speakers and gets all speakers to sign release forms (The eight 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 Programing, and NRCNA Committees and the arrangements with the person/company doing the taping).
- Taping services will have written contracts with receipts for NRCNA Treasurer. Contract negotiations should include a minimum of one (1) complete set of workshop and speaker recordings for Regional Archives.

APPROVAL NEEDS:

- Main speakers, program content/topics, and program schedule need NRCNA Committee approval.

RELATIONSHIPS:

- Works with Registration and Fundraising, and multi-Regional websites, to distribute flyers and solicit speaker CD's, mp3's, or other usable format for review.

SOME HISTORICAL CONSIDERATION:

- For all Nebraska Regional conventions held, the following historical patterns will be used:
 1. Readings for Friday night, Saturday night, and Sunday morning, to be traditional NA readings: Who Is An Addict; What is the NA Program; Why Are We Here; How it Works; NA 12 Traditions; and We Do Recover.
 2. **Friday Kick-Off Meeting** - Chaired by NRCNA Program Committee Chair with readers being members of the Program Committee or their designees.
 3. **Saturday Main Speaker Meeting** - Chaired by NRCNA Chair
 4. **Sunday Meeting** - Chaired by NRCNA vice Chair

RELATIONSHIPS:

- Works with NRCNA Committee to compile announcements to all attending, which will be read at beginning of each workshop, speaker event, and marathon meetings (i.e. Respect hotel and other guests; keep track of your children; hotels rules for smoking and designated smoking areas; etc...)

FUNDRAISING & ENTERTAINMENT CHAIR – JOB DESCRIPTION

Specific Tasks:

- Chair, or designee, should attend all Area NRCNA fundraisers, and may hold Committee fundraisers, which are used to reduce the overall cost of the convention.
- Requests disbursements for fundraisers, accounting for these funds on the approved financial forms with receipts.

- Collects revenues from the Area fundraisers, accounting for these funds on the approved financial forms, and promptly submits all funds and forms to the NRCNA Treasurer.
- Keeps careful watch over in-coming funds to prevent losses.
- Prepares alternative locations/times for outdoor events in case of inclement weather.
- Has sufficient members to handle any site cleanup, arranging and so forth, to keep events in accordance with our spiritual principals while we are out in the community.
- Selects entertainment and obtains bids for all convention entertainment, for approval by NRCNA Committee.
- Obtains contracts and books the convention entertainment as soon as possible, after NRCNA Committee approval.
- Develops (with Treasurer) and has a written contract for ALL services needed: venues, bands/DJ: food, ETC.
- Solicits raffle item donations from all areas within the Region, and oversees the raffle table/event during the NRCNA convention.

APPROVAL NEEDS:

- All convention entertainment plans are approved by NRCNA committee.

RELATIONSHIPS:

- Works closely with Program and Hotels to coordinate entertainment activities at the convention.
- Works with Registration and Merchandise so these committees can be present at each NRCNA fundraiser event.

MERCHANDISING CHAIR – JOB DESCRIPTION

Specific Tasks:

- Efforts of this committee are based strictly on the need to generate funds to ensure the success of NRCNA. Care should be taken to get best return on investment.
- Get 3 bids for each item of merchandise and obtain vote on final approval by the NRCNA Committee.
- 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.
- Merchandise delivery dates should be no later than 3 weeks prior to the convention.
- Maintain a NRCNA merchandise station during the convention, again with sufficiently trained members.
- Keep accurate records of sales and inventory. Giving receipts to members who request it.
- Is responsible for storage of all items in a secure place when NRCNA convention merchandise station 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. Solicit services from appropriate vendors and secure a contract from them, after approval from NRCNA Committee.
- 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.
- Two (2) convention T-shirts and two (2) convention mugs must go to the Regional Archives. All remaining merchandise, which has been itemized and accounted for will be passed on to the next NRCNA Administrative Committee at the January Regional meeting.
- Only one assigned person to be working the cash register at a time, taking care not to have excessive cash in clear site. Only designated persons may handle electronic transactions.
- Merchandise Chair, or designee, 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 prices to the Fellowship.

RELATIONSHIPS:

- Works closely with Treasurer, Program and Hotel Subcommittees to coordinate NRCNA convention merchandise station hours, to be most effective.
- Works with Fundraising & Entertainment to sell approved items at all pre-convention events.

REGISTRATION CHAIR – JOB DESCRIPTION

Specific Tasks:

- Have sufficient members before and during the convention to keep the registration process flowing smoothly, effectively and accurately.
- Establishes with NRCNA Chair the cut-off times for banquet/breakfast ticket sales, having established through the NRCNA Committee (with Hotels & Hospitality Subcommittee) the meal prices and ranges for adults/children and registration costs.
- Obtains an e-mail list, if available, from previous NRCNA Registration Committee.
- Prepares a current e-mail list for present (and future) use, which includes attendee emails, e-mail addresses for bordering Regions, and contact information for NAWS.
- Prior to Early-bird registration and throughout the convention registration, works with Treasurer to set-up and utilize a secure debit/credit card payment method for all registration transactions.
- 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 early-bird registration, pre-registration, 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, considering hotel deadlines).
- Establishes clear deadlines/agendas for registration packet items, and sets a time and date to assemble the packets.
- Coordinates and oversees 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.
- Establishes and maintains the registration table hours at the convention to insure registration of all addicts attending.
- Utilizes all of NRCNA registration and other accounting forms (with NRCNA Treasurer) for insuring accurate record keeping before, during and after the convention.
- Double copy receipts from cash should be used for all on-site registration transactions. One copy for member and the other for NRCNA records.
- Appoints someone to compile the information gathered at Registration before the scheduled Saturday Main Speaker meeting – this includes total number of registered attendees, total clean time, and Areas/States attending.

APPROVAL NEEDS:

- The NRCNA committee approves costs of early-bird registration, pre-registration and regular registration.
- The NRCNA committee approves cut-off date of pre-registration.
- The NRCNA committee approves early-bird and pre-registration flyer formats, to be available at the closing day of the current year's NRCNA.
- The NRCNA committee approves registration packet contents.

RELATIONSHIPS:

- Works with NRCNA Chair to submit upcoming convention information to NAWS for the NA Way Magazine.
- Works with NRCNA committee and Graphics to prepare all registration flyers.

- Works closely with Treasurer for records 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 Regional and NAWS website.
- Works with Fundraising & Entertainment Subcommittee to attend all NRCNA fundraising events.
- Works with Hotel Liaison to include banquet/breakfast costs on the registration flyer plus hotel information.
- Works with Merchandise to include any items that need to be included on the registration flyer, and coordinates ordering of registration packet items.

ARTS & GRAPHIC – JOB DESCRIPTION

Specific Tasks:

- Works with NRCNA Committee to determine a convention theme before the March NRNCA meeting (18 months prior to convention).
- Logo artwork depicting the idea of the convention theme may be developed by soliciting art contest entries from the members of the Nebraska Region, or by contacting graphic artists and obtaining bids to design a logo. All entries become property of NRCNA. Logo artwork should be available for approval by the July NRCNA meeting.
- The NA logo is a registered trademark. Any time it is used, the ® symbol must be included.
- Approved logo artwork, with dates and location of the convention, must be in a photographic and screening-ready format.
- Designs flyers, registration forms, the convention banner, and signs/displays to be used at the convention.
- Arranges for printing of NRCNA program, Convention Banner, tickets for banquets, dances and entertainment.
- The convention banner will not exceed the dimensions of 3'x4' either direction.
- If services are needed, printing and all other outside services will have 3 bids obtained if possible, and will have a written contract approved by the NRCNA committee. Receipts will be provided to the Treasurer.
- All printed information from NRCNA must be in keeping with our spiritual principles and be in good taste.

APPROVAL NEEDS:

- Convention flyers and all outside printing/design services need to be approved by a NRCNA administrative committee member before flyers are printed.

RELATIONSHIPS:

- Works with Registration Chair and Program Chair for preparation of convention flyers, name badges and programs.
- Works with Fundraising Chair to develop proper format for screen-printing.
- Works with all NRCNA sub-Committee chairs, to determine what signs, tickets, etc..., will be needed at the convention, for workshops directions, raffle table, registration table, merchandising table, etc...

HISTORICAL CONSIDERATIONS:

- NRCNA has typically held a logo art contest amongst the members to keep costs reduced, then offered either a convention t-shirt or a basic convention registration to the winner of the contest.

MEMORIAL WALL CHAIR – JOB DESCRIPTION

Specific Tasks:

- Will solicit pertinent information and photos, no larger than 5"x7", of NA members who have passed away, and have them framed, if possible. A name identifier card, with limited information should be attached to the picture frame or back of photo.
- Will obtain all of the Memorial Wall photos and materials, and convention banners used at past conventions, so that they are available prior to the convention weekend.
- Needs to solicit a group of members to assist in unpacking, setting up, and tear down of the Memorial Wall, and who will assist in helping unpacking, hanging, tear-down, and repacking of convention banners at the convention.
- Chair must ensure that all persons helping to unpack, display, and pack-up the photos of deceased members, for the Memorial Wall, treat these photos with respect.

- Will ensure all persons helping with convention banners, will treat banners gently due to their age and fragility.
- Makes sure all photos and banners are packed properly in watertight or acceptable containers and returned to the Regional Archives storage facility.

APPROVAL NEEDS:

- Will obtain approval of purchases for picture frames or other items/services needed from the NRCNA Committee.

RELATIONSHIPS:

- Works with Regional Archives to obtain access to archives storage facility, prior to and following the convention.
- Works with Hotel Liaison to determine an adequate space that will allow some amount of reverence and respect for the Memorial Wall, as well as, ensure enough tables are set up for it.

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 Region, 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 Regional business meeting.
- October**
 - Region votes on which Area will host the NRCNA Convention
 - NRCNA Chair nominees attend Regional meeting
 - Region 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 approval to open a bank account, and record which 3 names will be on the NRCNA bank account
- January**
 - NRCNA Chair attends the Region meeting and receives seed funds from the Region Treasurer
 - The NRCNA Chair, Vice-Chair and Treasurer open a new bank account and deposit funds. (A copy of the December NRCNA minutes should be taken with you.)
 - Treasurer opens a post office box under "NRCNA". (Pay for 1 year rental to get discount.)
 - 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 NRCNA Guidelines, under General Guidelines and Hotel Chair.
 - A copy of the proposed contract is presented at the February NRCNA meeting for approval by the NRCNA Committee
 - Hotel Chair, Administrative Chair, and Treasurer should meet with Hotel Business Manager to initial any changes to the Hotel contract, all parties sign it, and pay the deposit, if required
- March**
 - NRCNA theme is voted on and ideas for artwork are solicited by Graphics Chair
- April**
 - NRCNA Chair attends Region meeting
 - Program Committee solicits speaker CD's, flash drives, MP3's, etc...
 - 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 Earlybird and Pre-registration costs and cut-off time.
- June**
 - Take a Summer break
- July**
 - NRCNA Chair attends Regional business meeting
 - Graphics bid is approved by NRCNA Committee
 - Fundraising Committee obtains bids and submits ideas and budget for Earlybird registration and merchandise for current year's NRCNA, and next 12 month's Area fund raiser events
 - Fundraising Committee order merchandise to sell at end of current NRCNA
 - 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

12 MONTH PRIOR:

- Sept/Oct**
 - Kick-off fundraiser merchandise and Earlybird registrations sold at closing day of current year's NRCNA
- October**
 - NRCNA Chair attends Regional business meeting
- 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/MP3's to committee members
 - Follow-up on Graphics work
 - Treasurer pays post office box rent for the final 12 months (should be paid to January 1 following the convention)
- January**
 - NRCNA Chair attends Regional business meeting
 - Hotel Chair sets up walk-through with entire NRCNA Committee to look at meeting rooms, designate spaces for registration, fundraising station, raffle station, Memorial Wall, Merchandiser and Taper areas
 - Taping bid and entertainment bid approved by NRCNA Committee
 - Merchandising bids approved by NRCNA Committee
 - Fundraising Committee starts soliciting raffle items from each area/group/individuals
 - Programming Committee votes on 1st and 2nd choices of speakers
 - Fundraising Committee contacts Areas about selling merchandise at preconvention events
 - Programming Committee checks on airline costs for speakers, if needed
- February**
 - Programming Committee contacts speakers and drafts schedule for NRCNA agenda
 - Keep checking on airline ticket costs
- 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 Regional business meeting
- May**
 - Keep in touch with Speakers and Entertainment
 - NRCNA Committee approves NRCNA Program Agenda and format
- June**
 - Take another Summer break, it's about to get busy!

4 MONTHS PRIOR:

- July**
- NRCNA Chair (and recommend the whole NRCNA Committee) attends the Regional business meeting
 - NRCNA Committee starts meeting twice per month
 - Keep in touch with Speakers
 - Solicit and order items for Registration bags
 - Order airline tickets for main speakers
 - Make hotel reservations for speakers, merchandisers, tapers and entertainment, if necessary
 - Memorial Wall, Graphics and Hospitality Chairs contact Regional Archives Chair to arrange pick up of items in storage for convention
- August**
- Print up NRCNA programs
 - NRCNA should do another walk through hotel, with hotel staff, to discuss set up needs for all Areas
 - All Sub-Committees take inventory of last minute needs and follow-up
 - Arts & Graphics orders convention banner
- September**
- NRCNA Committee meets 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
 - Hotel Chair checks 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
- Sept/Oct**
- **ITS BLASTOFF!**

AFTER CONVENTION:

- October**
- NRCNA Chair attends Regional business meeting to report preliminary results of the NRCNA
 - Treasurer collects and deposits all cash, pays all outstanding invoices and bills, and collects receipts
- 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) attends Regional business meeting to submit final financial and convention report to the Region, and turn over all records to the Region Archives Chair
 - Post office box rental must be stopped
 - Close bank account and turn over all records to the Region