

Mo-Kan service committee MKACNA  
Convention guidelines- rev. (9/13)

**Purpose**

The MKACNA Convention committee is a sub-committee of the Mo-Kan Area. The MKACNA committee's purpose is to make all necessary decisions affecting the convention. The conventions purpose is to provide a safe haven for addicts to celebrate recovery and encourage unity, but most importantly carry the message of NA.

**Composition**

The MKACNA committee members consist of the Chairperson, Vice Chair, Treasurer, and Secretary and all subcommittee member chairs. All officers (except for the chair and treasurer) are elected at the annual meeting following each convention. The Vice Chair (if willing to step into chair) and treasure should submit a resume to the MO-KAN ASC in the month of May for the groups to vote on.

**Trusted Servant Positions**

(Requirements and suggested clean time for the trusted servant positions)

- CHAIRPERSON----- 3 years clean time
- VICE-CHAIRPERSON----- 2 years clean time
- SECRETARY----- Two years clean time
- ALT. SECRETARY----- One year lean time
- TREASURER----- Five years clean time
- ALT. TREASURER----- Four years clean time
- PROGRAM, HOTELS < ACTIVITIES---- 2 years clean time
- ALT. SUBCOMMITTEE CHAIRS ABOVE-Two year clean time
- REGISTRATION & MERCHANDISE SUBCOMMITTEE CHAIRS---2 years clean
- ALT. SUBCOMMITTEE CHAIRS ABOVE----2 year clean time



1. A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.
2. Willingness to give time and resources necessary
3. Attend all committee meetings, provide 10 copies of monthly report for other committee members at meeting and updates over subcommittee meetings
4. Active participation in N.A.
5. Although total consensus is our goal, all business related items require final approval by the MKACNA committee by a simple majority
6. Any issues brought up by the subcommittees are to be presented to the committee and will be reviewed, prioritized and acted on in a timely manner.
7. Any committee member that physically misses two consecutive committee meetings in a row will be removed from their position. (You are our conscience, so it is important to have your physical presence)

### **TRUSTED SERVANT DUTIES**

**CHAIR** - Serves as a member of the committee

1. Chairs the convention planning committee meeting
2. Has oversight responsibilities for the sub committees
3. Shall preside at all committee meetings and shall have general supervision, direction and responsibility of all functions of the MKACNA committee
4. Stays informed of the activities of each subcommittee and provides help when needed. Coordinates with the Vice chair regarding dividing attendance at subcommittee meetings.
5. Keeps activities within the principles of the Twelve Traditions and in accord with the purpose of the convention.
6. Monitors fund flow and overall convention costs and helps organize the subcommittee budgets.
7. Allows subcommittees to do their jobs while providing guidance and support.
8. Responsible for all routine interactions with the ASC committee meetings throughout the year with a written report reflecting updated financial and other pertinent information for the ASC to review.
9. Includes in ASC in the month of August, prior to the convention, an invitation to groups to help out in the hospitality room with time slots available. Chair will work directly with hotels chair for details.
10. Can assist the secretary in preparing the agenda's for all upcoming committee meetings

**VICE-CHAIR**- Serves as a member of the committee



1. Acts as Chair if the Chair is unavailable.
2. Coordinates with the Chair and attends subcommittee meetings regularly in order to ensure that they get the necessary support to do a good job.
3. Works closely with the chair to help coordinate responsibilities to subcommittee chairpersons.
4. Reports back to the committee all the activities and attendance of the subcommittee meetings over the past month.
5. Makes all preparations necessary to step up to the Chair of the convention committee the following year.

**SECRETARY**- Serves as a member of the committee

1. Keeps minutes of all committee meetings and subcommittee reports.
2. Works with the Chair to prepare the agenda for committee meetings and disperses 1 week prior to the committee meeting.
3. Mails or e-mails minutes to committee members. Minutes should be sent out within two weeks of convention committee meeting.
4. Maintain a list of committee member's names and contact information for the committees use.
5. Keep an archive of all meeting minutes in case of a request or need for them.
6. Good computer and organizational skills required

**TREASURER**- Serves as a member of the committee

1. Maintains the bank account for the convention committee.
2. Works with the Chair and Vice-chair to prepare a budget for the convention which is used for planning activities. Budget is based on subcommittee's recommendations as to the monies they will need to carry out their tasks.
3. Writes all checks and is responsible for collecting receipts from subcommittees for money paid out.
4. Responsible for reporting/recording all monies including revenues from registrations, banquet tickets, pays all bills, and advises the chair on cash supply, income flow and rate of expenditures.
5. Each check should require two signatures out of the following: Chair, Vice Chair, Alt Treasurer and Treasurer.
6. A complete treasurer's report should be submitted for the monthly committee meeting w/ 10 copies for other committee members and one to the Chair for ASC meeting along with all fund distributions.
7. A periodic review may be performed by the MKACNA Treasurer at that committee's request.



8. Keeps an archive of all financial records in a computer compatible format.
9. Works with the bank in making sure we keep an accurate/up to date signature card on file.
10. Makes all deposits (either in the safety deposit box at the hotel or the bank night deposit) EVERY night during the convention. The Chair and Vice Chair must sign off on each deposit and keep record in the receipt book.
11. Suggested clean time 5 years

### **SUBCOMMITTEES**

1. Programming
2. Merchandise
3. Registration
4. Activities & Events
5. Hotels & Hospitality

### **Programming** – (Chair Serves as a member of the committee)

1. Responsible for all aspects of the development for the main meetings and workshops for the convention.
2. Ensures diversity of speakers and workshop topics taken from NA approved literature.
3. Determines the number of workshops needed for the attendance projected.
4. Is responsible for the notification of all speakers.
5. Works with hotels to coordinate and secure the required meeting space and requested equipment. IE: mic's, dance floors, required rooms per session, hours each room will be needed, speakers, video conferencing, etc.
6. Coordinates and submits a budget for the travel arrangements for the main convention speaker.
7. Responsible for on-site speaker check in and assists with implementing the convention program. IE: people are where they need to be, readings are printed and given to meeting chairs, clarity statements are prepared with all pertinent information.
8. Prepare a written program to distribute to attending members.
9. All final decisions about speakers and workshops are to be a group conscience within the convention committee.

### **SPEAKER SELECTION**



A convention program should be a representation of the diversity of our fellowship. We would like to think that it would not be necessary but we would remind everyone involved in the speaker selection process to take into consideration issues such as bearing in mind issues such as race, sex, sexual preference and geographic origin.

The basic criteria for selection will be a minimum of one year clean for workshops and a minimum of eight years clean for main speaker meetings. The committee should always strive to select speakers who have a message of recovery in Narcotics Anonymous. The speaker's message should be a demonstration of the progression of recovery by applying the principles of the Twelve Steps of Narcotics Anonymous. The final approval of speakers and workshops shall be a convention committee group conscience

### **MERCHANDISE** - (Chair Serves as a member of the committee)

1. Suggests selection, quantity, and pricing for all items to be sold and expenses incurred and submit this budget to the convention committee for approval.
2. Works with groups to get members to submit primary convention logo design for use at convention, flyers, banners, etc.
3. Oversees the sales of merchandise at the convention. Communicating with Hotels and Hospitality for the space needed at the convention site and coordinating with Programming to insure proper scheduling.
4. Manages all graphic designs for each convention and may modify any designs submitted.
5. Procures equipment, labor, shipping and receiving cost on all items sold at the convention.
6. Coordinates with outside vendors. IE: RSO, Merchandise (if the committee wants outside product sold)
7. Pre and post-convention material inventory and sales.
8. Responsible for storage of all items and the delivery of all receipts promptly to the Treasurer along with an accurate list of remaining items.
9. Coordinates a volunteer base for on-site merchandise sales.
10. The final decision on graphics quantities, and packages rest with a Convention committee, the rough draft shall be submitted to the committee for approval.

### **REGISTRATION**- (Chair Serves as a member of the committee)

1. Handling of registration funds, before and during the convention. Precise accounting and transferring of said funds to the treasurer.
2. Oversees registrations at the convention.
3. Drafts registration and work with Entertainment chair for creation of all event flyers. Dispersing to the following: Chair for ASC GSR's, webmaster, different group events, MKAKNA Secretary and any email groups.
4. Creates mailers to mail out to all registered members from the year before.



5. With regards to banquet tickets, prudence and caution should be used in this area when estimating the number of tickets printed because this is one important area where a committee can fall into the red.
6. Maintains and handles records of all registration forms both before and during the convention and receipts for all approved expenditures.
7. Coordinates a volunteer base for on-site registration at the convention.

**ACTIVITIES FUNDRAISING AND EVENTS-** (Chair Serves as a member of the committee)

New members not familiar with the Twelve Traditions may be confused by the concept of "fund raising" in Narcotics Anonymous because it is so unlike the kind of fund-raising done in other organizations even non-profit organizations. We never, under any circumstances, accept monetary contributions from any outside source. We affiliate ourselves with no one, choosing to be entirely self-supporting through our own contributions. In Narcotics Anonymous whenever we need to "raise funds", we fundraise from our own membership.

1. The primary purpose of this sub-committee is the planning and coordinating of 4-5 events (supporting each of the four areas) throughout the year to promote unity, preregistration and "raise-funds" for the convention committee to more easily be able to purchase the space and supplies to put on the Mo-Kan Convention.
2. To work closely with the Treasurer and the rest of the committee to get the funds where they are needed as quickly as possible and the keeping of accurate records at the events of attendance and costs versus total income.
3. Provides all budgets and menus of each event to the committee for approval.
4. Coordinates with each group's meeting space (via attending home group meetings or group conscience) for clear communication and contact help for facility.
5. Ensure that the event reflects a special celebration for our members.
6. Staffs people to help with the following at each event: Door entry, food preparation, food purchase, and entertainment coordination.

**SELECTION OF CONVENTION SITE**

1. To be voted on by the homegroups within the area yearly.
2. Sites to be considered must be within the MO-KAN area and able to accommodate all aspects of the convention.
3. Possible sites to consider are Atchison, Maryville, and St. Joseph



4. Every year the vote shall be taken back to the groups and returned to the ASC in time for the September ASC meeting.

#### **ALTERNATE SUBCOMMITTEE CHAIRS DUTIES-**

1. It will be the duty of all alternate subcommittee chairs to assist their perspective Chairpersons and the committee itself in all ways possible.
2. Having fulfilled their commitment for the year the alternate can step up to the Chair position with a vote by the committee if no other members Express willingness for that position.

#### **NOMINATION AND ELECTIONS-**

Decision Making – Quorum is identified as fifty percent plus one. Committee members who are eligible to vote at the committee meetings are: Vice Chair, Secretary, Treasurer, and all Subcommittee Chairs. While the committee strives for consensus, a simple majority can make normal decisions and elections. Hotel site and internal guideline changes requires two-thirds of those present.

All candidates for full term positions must be present at the ASC meeting. All nominations at that meeting must be seconded. At that point, the candidate or candidates will be interviewed and will present any resume' they may have. When all questions have been answered and discussion is over the candidate and/or candidates will be asked to leave the room. The Chair will entertain no more than 3 pro and 3 con points of view, close discussion and call for a vote according to "Roberts Rules." The exceptions to this procedure will be as follows: When the nominee is a returning Vice Chair or Alternate Subcommittee Chair with no opposition, and willingness to step up has been expressed, the candidate will be asked to leave the room and a vote will be taken. If approved the member will step up, if not the position will be held as OPEN. All open positions from February on will be filled PRO-TEM. Candidates with willingness for open positions may come to the committee meeting and may be voted in by the committee using vice chair and alternate subcommittee chair procedure.