

WSNAC Host Committee Guidelines

Roles of the Host Committee

WSNAC BOD

3/13/2010

THE ROLE OF THE HOST COMMITTEE

The purpose of the Host Committee is to plan and host the upcoming Wisconsin State Narcotics Anonymous Convention (WSNAC) as follows:

1. To act as liaisons between the hosting Host Committee and the WSNAC Board of Directors (BOD):
 - a. One member of the Host Committee is elected to serve on the WSNAC BOD for a period of 3 years: the year before the convention, the year of the convention and the year after the convention. Another member is elected from the Host Committee as a second representative for the period of one (1) year, the year of the convention.
 - b. These representatives serve in a similar capacity as an Area Service Representative (ASR) or Regional Delegate (RD) serves their Area Service Conference (ASC) or Regional Service Conference (RSC).
 - c. The purpose of having two representatives is to provide greater representation of the Host Committee regarding current convention affairs.
2. To ensure the financial responsibility of the Host Committee
 - a. The Host Committee is provided a budget from the Board.
 - b. All expenses are to be documented and submitted to the Board Treasurer for reimbursement on a monthly basis during the convention year. Receipts must accompany requests.
3. The Executive Host Committee provides guidance to the Host Committee in the following ways:
 - a. By adhering to the spiritual principles of Narcotics Anonymous in all decisions.
 - b. By helping promote an atmosphere of Narcotics Anonymous recovery throughout the year and at the convention.
 - c. By helping resolve difficult issues that may arise during the course of preparations and commencement of the WSNAC Convention.
 - d. By utilizing the two host committee representatives on the Board to bring problems or concerns that cannot be resolved on this level to the Board.

THE ROLE OF THE WSNAC BOARD OF DIRECTORS

The purpose of the Wisconsin State Narcotics Anonymous Convention (WSNAC) Corporation Board of Directors (BOD) is to ensure the continuation of WSNAC as follows:

1. To act as liaisons between the host Host Committee and the Regional Service Conference of Wisconsin.
 - a. The Wisconsin Regional Service Conference has an elected representative that is a member of the Board for two years.
 - b. This representative serves in a similar capacity as an Area Service Representative (ASR) or Regional Delegate (RD) serves their Area Service Conference (ASC) or Regional Service Conference (RSC).
2. To maintain and verify bid requirements for future WSNAC Conventions.
3. To ensure the financial responsibility of the WSNAC Incorporation and Host Committee:
 - a. A written Treasurer's report with a current bank statement and the balance sheet of the Board and Host Committee is submitted at each Board meeting by the Board Treasurer.
4. To be responsible for the filing of taxes, legal documents and other such matters pertaining to WSNAC and the corporation.
 - a. All contracts with service providers need to be submitted in writing to the Board or a designated representative for signing. This includes but is not limited to: the hotel contract(s), taping and band or DJ services at the convention.
5. To Provide guidance to the hosting Host Committee in the following ways:
 - a. By adhering to the spiritual principles of Narcotics Anonymous in all decisions.
 - b. By helping promote an atmosphere of Narcotics Anonymous recovery throughout the year and at the convention.
 - c. The Board approves the convention logo, convention flyer and merchandise. The logo may not require more than four screens for printing.
 - d. By helping resolve difficult issues that may arise during the course of preparation and commencement of the WSNAC Convention.

CHAIRPERSON (HOST COMMITTEE)

QUALIFICATIONS: Five years clean time, demonstrated stability in local community, administrative abilities, actively involved in NA with a working understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous, convention and/or other NA service experience, ability to deal with and resolve problems and conflicts.

PURPOSE: To oversee and direct the activities and responsibilities of the Host Committee and the Convention.

DUTIES:

1. Prepare and distribute the agenda for the Convention and Executive Committee meetings.
2. Submit a written report to the Host Committee Secretary at each Host Committee meeting.
3. Establish a P.O. Box in the area, pick up mail and distribute to the appropriate subcommittee on a monthly basis.
4. Organize the Host Committee and delegate major tasks to specific subcommittees. Stay informed of each subcommittee's progress and provides assistance and guidance when necessary.
5. Schedule, conduct and attend all Convention and Executive Committee meetings. (See H & H matrix)
6. Make contact with and keep in regular contact with your assigned BOD liaison.
7. Keep committee activities within the principles of our Twelve Traditions and in accordance with the purpose of the Convention.
8. Provide guidance and support while encouraging subcommittees to follow through on their duties according to the matrix.
9. Prevent important questions from being decided prematurely, in order to ensure that there is complete understanding by the Host Committee prior to any action being taken.
10. Help resolve personal conflicts.
11. Receive a Convention budget from the BOD for disbursement to the Host Committee by the conclusion of the annual BOD meeting in December.
12. Monitor and encourage all committees to remain within their budgets.
13. Monitor the fund flow and overall Convention costs.
14. Vote only in the event of a tie.
15. During the Convention, oversee activities of the event, respond to problems as they arise and maintain contact/communication with subcommittee chairs and directly with the BOD Chairperson.
16. Prepare and submit a final report to the full Host Committee, within 30 days of the closing of the convention, for submission to the BOD within 45 days of that closing.

VICE-CHAIRPERSON

QUALIFICATIONS: Four years clean time, demonstrated stability in local community, administrative abilities, actively in NA with a working understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous, convention and/or other NA service experience, ability to deal with and resolve problems and conflicts.

1. Assume the duties of the Convention Chairperson, if the chair is unavailable.
2. Attend all Convention & Executive Committee meetings.
3. Submit a written report to the Host Committee Secretary at each Host Committee meeting.
4. Assist the Chairperson in the distribution and monitoring of the provided budgets for each Convention subcommittee.
5. Attend subcommittee meetings to provide encouragement and guidance.
6. Act as a liaison between subcommittees and the Executive Committee.
7. Ensure that all the subcommittee chairpersons have an understanding of the matrix and its importance.
8. Assist the Chairperson in the preparation of an agenda for the Convention and/or Executive Committee meetings.
9. Work with the Chairperson when addressing issues involving the responsibilities of the subcommittee members.
10. Make contact with and keep in regular contact with your BOD assigned Liaison.
11. Act as a Chairperson for any subcommittee that loses its chairperson while a new chairperson is being sought.
12. Assist the Chairperson in keeping activities within the principles of the Twelve Traditions and in accordance with the purpose of the convention.
13. Assist the Chairperson in preventing important questions from being decided on prematurely, in order to ensure that the full Host Committee has a complete understanding of the issue(s) prior to action being taken.
14. Assist the Chairperson and reports the resolution of conflicts or questions that may arise.
15. Assist the Chairperson in the monitoring of the fund flow in relation to overall Convention costs.
16. During the Convention, the vice-chairperson will assist the Chairperson in the performance of their duties.
17. Prepare and submit a final report to the full Host Committee, within 30 days of the closing of the convention, for submission to the BOD within 45 days of that closing.

TREASURER¹

QUALIFICATIONS: Four years clean time, demonstrated stability in the local community, actively involved in NA with a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous, convention and/or other NA service experience, displayed accounting skills, and accessibility to other committee members.

PURPOSE: To keep accurate records of all financial transactions of the Host Committee as well as participate in the decision making that is relative to financial disbursements and budgets.

1. Be a co-signer on the Convention Account.
2. Assist the Executive Committee and other committee's in clarifying their budget needs.
3. Write and submit a written report at each Host Committee meeting
4. Collect receipts and organize bids, and/or check requests and fills out a check requisition form to mail or fax to the BOD Treasurer.
5. Receive money from the Registration Chairperson and recheck the deposited amount and the names for pre-registrations. Mail said deposits to the BOD Treasurer.
6. Assist the BOD Treasurer during the convention by being available the entire weekend and fulfilling all duties assigned. Be knowledgeable of the Cash Handling Procedure. (Ask BOD Treasurer)
7. Most important, develop a working relationship with the BOD Treasurer by meeting and staying in contact during the entire convention year.
8. Prepare and submit a [mal report to the full Host Committee, within 30 days of the convention, for submission to the BOD within 45 days of that closing.

¹ There may be a Vice-Treasurer who performs assigned duties to assist the Treasurer.

SECRETARY

QUALIFICATIONS: Two years clean time, demonstrated stability in local community, administrative abilities, actively involved in NA with a working understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous, convention and/or other NA service experience, ability to deal with and resolve problems and conflicts.

PURPOSE: To maintain complete and accurate records of all Convention & Executive Committee meetings.

1. Attend and take accurate minutes at all Convention and Executive Committee meetings to include all subcommittee and chairperson written reports.
2. Be responsible for making sure all minutes are typed and distributed along with other pertinent materials, in a timely manner.
3. Minutes should include, at the very least, the basics of what took place at the Host Committee meeting; to include month/year, motion number, the maker and person who seconded the motion, verbatim listing of the motion, a complete vote count and whether the motion carried or failed.
4. Keep copies of all minutes and agendas and have them available upon request.
5. Maintain a current mailing and address list of all subcommittee chairpersons.
6. Make contact with and keep in regular contact with your BOD liaison.
7. Maintain Convention and Executive committee archives for submission to the BOD archivist. Submit these at the annual BOD meeting in December following your convention.
8. Prepare and submit a final report to the full Host Committee within 30 days of the closing of the convention for submission to the BOD within 45 days of that closing.

BOARD OF DIRECTOR'S LIAISON POSITIONS

QUALIFICATIONS: Two years clean time, demonstrated stability in local community, administrative abilities, actively in NA with a working understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous, convention and/or other NA service experience and ability to listen and provide information between two working committees.

PURPOSE: To serve as the main source of communication between the Host Committee and the Board of Directors.

DUTIES:

1. Write and submit a written report at each Host Committee meeting and BOD meeting, which is held every other month, on the progress of the Host Committee and/or things discussed at the BOD meeting.
2. Maintain open communication with all sub-committees before and during the Convention to ensure that any issues/concerns are discussed fully.
3. Due to the importance of this position, it is suggested that the individual holding this position hold only this position.
4. Willingness to serve for three years, a year prior to the convention, the year of the convention and the year after the convention.
5. Have the ability and organization to pass pertinent information from committee to committee in regards to decisions or motions made and carried.
6. Have the ability to voice any opinions/concerns, keeping in mind that your vote is in the nature of the WSNAC Host Committee and vice-versa when attending the Host Committee meetings.
7. Prepare and submit a [mal written report to the full Host Committee, within 30 days of the closing of the convention, for submission to the BOD within 45 days of that closing.

ADDITIONAL NEEDS

QUALIFICATIONS: Two years clean time, demonstrated stability in local community, administrative abilities, actively in NA with a working understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous, convention and/or other NA service experience, awareness of special needs within the Fellowship of Narcotics Anonymous and the ability to perform required duties.

PURPOSE: To address the Convention needs of those attendees who may require physical additional needs.

DUTIES:

1. Form a subcommittee and elect a Vice-Chairperson
2. Prepare a written calendar of dates and locations where the Sub-committee meetings will occur and submit this to the Host Committee.
3. Maintain and adhere to the budget provided by the BOD
4. Write and submit a written report at each Host Committee meeting.
5. Make contact with and keep in regular contact with your BOD liaison.
6. Maintain open communication with all sub-committees before and during the Convention to ensure that any issues/concerns are discussed fully.
7. Work with the Programming Chairperson to ensure that a selection of workshops and speakers are translated for the hearing impaired.
8. Be aware of the BOD involvement pertaining to contracting & arrangements of the interrupters for the hearing impaired.
9. Work with H & H subcommittee to address special diet needs during the Convention meals.
10. Address the Convention needs of those in wheelchairs, insuring all areas are wheelchair accessible.
11. Address the Convention needs as they relate to the proportion of non-English speaking attendees.
12. Prepare and submit a final report to the full Host Committee, within 30 days of the closing of the convention, for submission to the BOD within 45 days of that closing.

ARTS & GRAPHICS

QUALIFICATIONS: Two years clean time, demonstrated stability in local community, administrative abilities, actively involved in NA with a working understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous, convention and/or other NA service experience, artistic and organizational understanding and/or abilities.

PURPOSE: To design and/or have printed all items that are related to the planning and formation of the Convention, as well as during the Convention itself.

DUTIES:

1. Form a subcommittee and elect a vice-chairperson.
2. Prepare a written calendar of dates and locations where the subcommittee meetings will occur and submit this to the Host Committee.
3. Maintain and adhere to the budget provided by the BOD.
4. Follow the provided matrix and remain on schedule.
5. Write and submit a written report at each Host Committee meeting.
6. Make contact with and keep in regular contact with your BOD liaison.
7. Maintain open communication with all sub-committees, before and during the Convention, to ensure that any issues/concerns are discussed fully and printing needs are addressed.
8. Be aware of the contractual agreements that the BOD have pertaining to any printing vendor and obligations.
9. Create a variety (no less than three is suggested) of designs for the convention logo and/or merchandise to provide a range of choices for the full Host Committee. The logo may not require more than four screens for printing.
10. Develop a working relationship with the vendor that will be completing all printing, etc.
11. Prepare and submit a final report to the full Host Committee, within 30 days of the closing of the convention, for submission to the BOD within 45 days of that closing.

AWARENESS & ENTERTAINMENT

QUALIFICATIONS: Two years clean time, demonstrated stability in local community, administrative abilities, actively involved in NA with a working understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous, convention and/or other NA service experience, planning and communication skills, ability to follow through with the duties of the subcommittee.

PURPOSE: To raise awareness and interest in the Convention, typically through the planning of statewide functions, to plan and implement entertainment venues for the Convention, and to assist the BOD with contracts.

DUTIES:

1. Form a subcommittee and elect a Vice-Chairperson.
2. Prepare a written calendar of dates and locations where the Subcommittee meetings will occur and submit this to the Host Committee.
3. Maintain and adhere to the budget provided by the BOD.
4. Follow the provided matrix and remain on schedule.
5. Write and submit a written report at each Host Committee meeting.
6. Maintain open communication with all sub-committees, before and during the Convention, to ensure that any issues/concerns are discussed fully and printing needs addressed.
7. Make contact with and keep in regular contact with your assigned BOD Liaison.
8. Be aware of the contractual agreements that the BOD may have, for example; paid entertainment or DJ services.
9. Submit any entertainment ideas to the Host Committee for full discussion and present these to the BOD, when necessary. Note: All contracts are signed by the BOD.
10. To inform and work with the BOD Special Events Coordinator on all banquet, brunch or paid entertainment services & ticket production.
11. Contact the appropriate chairpersons (Unity or Area) from other areas within the state to discuss the hosting of an Awareness function in their respective areas, scheduling at least 3 awareness functions during the year prior to WSNAC.
12. Provide a maximum of 8 registration only packets to be distributed at the Awareness Functions.
13. Set up a staffing schedule to cover sub-committee events during the Convention. Example; admission to functions, selling of the tickets for paid events, etc.
14. Prepare and submit a final report to the full Host Committee, within 30 days of the closing of the convention, for submission to the BOD within 45 days of that closing.

CHILDCARE

QUALIFICATIONS: Two years clean time, demonstrated stability in local community, administrative abilities, actively involved in NA with a working understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous, convention and/or other NA service experience, artistic and organizational talents.

PURPOSE: To provide safe, organized, cost effective and entertaining child care services during the convention as determined by the childcare committee's recommendations to the Host Committee.

DUTIES:

1. Form a subcommittee and elect a Vice-Chairperson.
2. Prepare a written calendar of dates and locations where the Subcommittee meetings will occur and submit this to the Host Committee.
3. Maintain and adhere to the budget provided by the BOD.
4. Follow the provided matrix and remain on schedule.
5. Write and submit a written report at each Host Committee meeting.
6. Maintain open communication with all sub-committees, before and during the Convention, to ensure that any issues/concerns are discussed fully.
7. Be aware of any contractual obligations regarding child care services.
8. Make contact with and keep in regular contact with your assigned BOD Liaison.
9. In the event that childcare is not offered, provide alternative resources for individuals that are attending the convention.
10. Prepare a written recommendation for a childcare plan of services for discussion and approval by the Host Committee.
11. Secure and schedule volunteers for childcare. Keep a schedule posted at registration, childcare room, and Hospitality room
12. Ensure the safety and reliability of childcare at the convention.
13. Work with Programming and Arts & Graphics committees for any needs that Child care may have related to schedule, events and printing needs.
14. Prepare and submit a final report to the Host Committee, within 30 days of after the closing of the convention, for submission to the BOD within 45 days of that closing.

CONVENTION GUIDES

QUALIFICATIONS: Two years clean time, demonstrated stability in local community, experience in administrative skills, experience in organizing and recruiting volunteers, Skilled at conflict resolution, and actively involved in NA with a working understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

PURPOSE: To establish a subcommittee that will work with Hotel security staff, provide a visible presence during the convention and be available to provide any directional assistance to the attendees of the convention.

DUTIES:

1. Form a subcommittee and elect a Vice-Chairperson.
2. Prepare a written calendar of dates and locations where the Subcommittee meetings will occur and submit this to the Host Committee.
3. Maintain and adhere to the budget provided by the BOD.
4. Follow the provided matrix and remain on schedule.
5. Write and submit a written report at each Host Committee meeting.
6. Maintain open communication with all sub-committees, before and during the Convention, to ensure that any issues/concerns are discussed fully and printing needs addressed.
7. Make contact with and keep in regular contact with your assigned BOD Liaison.
8. Submit a convention guide logo and attire ideas to the Host Committee and BOD for approval (Convention Guide attire is generally purchased by the CG committee). The logo may not require more than four screens in printing.
9. Prepare and submit a written convention weekend staffing schedule for guides during the convention and give copies to the Host Committee Chairpersons and the BOD Convention Guide Liaison.
10. Inform and prepare the Convention Guide staff of their responsibilities during the weekend of the convention.
11. Be responsible for the disbursement of all walkie-talkie equipment during the convention weekend.
12. Work with Hotel security during the Convention as needed.
13. Prepare and submit a final report to the full Host Committee, within 30 days of the Closing of the convention, for submission to the BOD within 45 days of that closing.

CONVENTION INFORMATION

QUALIFICATIONS: Two years clean time, demonstrated stability in local community, administrative abilities, actively involved in NA with a working understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous (especially as they relate to public relations and personal anonymity), convention and/or other NA service experience and a general working knowledge of public relations.

PURPOSE: To provide information about the Convention to addicts both inside and outside the Narcotics Anonymous fellowship.

DUTIES:

1. Form a subcommittee and elect a Vice-Chairperson.
2. Prepare a written calendar of dates and locations where the Subcommittee meetings will occur and submit this to the Host Committee.
3. Maintain and adhere to the budget provided by the BOD.
4. Follow the provided matrix and remain on schedule.
5. Write and submit a written report at each Host Committee meeting.
6. Maintain open communication with all sub-committees, before and during the Convention, to ensure that any issues/concerns are discussed fully.
7. Make contact with and keep in regular contact with your assigned BOD Liaison.
8. Establish a system of providing information about the convention to both members and non-members alike.
9. Contact recovery facilities within a radius established by the Host Committee to inform them of the upcoming convention and invite them to attend. Note: All letters that are sent to any facility must be approved by the BOD.
10. Contact the NA Way or any other local Narcotics Anonymous newsletters and provide specifics about the Convention, no less than three months prior to the convention.
11. If appropriate, make a schedule of the Convention Information hours and submit to Arts & Graphics for printing needs. Also, make a staff schedule of committee members.
12. Ensure that the Host Committee and subcommittee members are aware of the press statement and make copies available to them. Also, be aware that in the event any individual is approached by the press they should be directed to the BOD President.
13. Prepare and submit a final report to the full Host Committee, within 30 days of the closing of the convention, for submission to the BOD within 45 days of that closing.

Our press statement reads:

"WSNAC, Inc. is a non-profit organization that implements an annual Convention in celebration of recovery from the disease of addiction. WSNAC's board of directors can assist with any press questions that might occur. The Convention Information Chairperson can direct press to the WSNAC President. However, in general, it is suggested that addicts can talk about what NA has done for their recovery, but it is ill-advised for any NA member to speak for NA as a whole. We ask press to respect this suggested directive.

'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.'

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HOTELS & HOSPITALITY

QUALIFICATIONS: Two years clean time, demonstrated stability in local community, administrative abilities, actively involved in NA with a working understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous, convention and/or other NA service experience, a working knowledge of contract writing/business/planning with an ability to work well with others and follow through with committee demands.

PURPOSE: To act as a liaison between the Host Committee and the selected facility, to work with the BOD negotiating committee and Host Committee Chairperson in the writing and negotiating of the facility contract. To meet with each Host Committee's subcommittees and ascertain what requirements each subcommittee has that need to be communicated to the facility.

DUTIES:

1. Form a subcommittee and elect a Vice-Chairperson.
2. Prepare a written calendar of dates and locations where the Subcommittee meetings will occur and submit this to the Host Committee.
3. Maintain and adhere to the budget provided by the BOD.
4. Follow the provided matrix and remain on schedule.
5. Write and submit a written report at each Host Committee meeting.
6. Maintain open communication with all sub-committees, before and during the Convention, to ensure that any issues/concerns are discussed fully and printing needs addressed.
7. Make contact with and keep in regular contact with your assigned BOD Liaison.
8. Be aware of any contractual agreements the BOD may have pertaining to hotel space and accommodations.
9. Work with the Host Committee and the BOD to ensure that all rooms are appropriate and used in the most suitable way.
10. Work with all subcommittee chairpersons to establish individual space needs and accommodations.
11. Submit ideas to the Host Committee for all decorations and atmosphere of the banquet and overall Convention.
12. Submit a staffing schedule of how subcommittee tasks will be covered during the convention.
13. Ensure hospitality rooms are maintained throughout the convention.
14. Submit a 'hugger design/attire' for Convention huggers and informs Arts & Graphics of printing needs. The logo cannot require more than four screens for printing.
15. Prepare and submit a final report to the full Host Committee, within 30 days of the closing of the convention, for submission to the BOD within 45 days of that closing.

MERCHANDISE

QUALIFICATIONS: Two years clean time, demonstrated stability in local community, administrative abilities, actively in NA with a working understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous, convention and/or other NA service experience. **In working with previous service positions, has experienced with design, the bid process, pricing, etc.**

PURPOSE: To provide the WSNAC convention with quality convention merchandise. To include any pre-convention merchandise or special addition merchandise.

DUTIES:

1. Form a subcommittee and elect a Vice-Chairperson.
2. Prepare a written calendar of dates and locations where the Subcommittee meetings will occur and submit this to the Host Committee.
3. Maintain and adhere to the budget provided by the BOD.
4. Follow the provided matrix and remain on schedule.
5. Write and submit a written report at each Host Committee meeting.
6. Maintain open communication with all sub-committees, before and during the Convention, to ensure that any issues/concerns are discussed fully and printing needs addressed.
7. Make contact with and keep in regular contact with your assigned BOD Liaison.
8. **Sell past WSNAC Merchandise at Awareness Functions.**
9. Be aware of any contractual agreements the BOD may have pertaining to merchandise contracts or chosen vendors.
10. Establish hours of operation during the convention and schedule individuals to work during those hours. Have this available for the Host Committee and the BOD.
11. Submit merchandise ideas, costs and desired quantities to both the Host Committee and the BOD for final approval. NOTE: the BOD will make final prices after submission and decisions are made on merchandise.
12. Develop a merchandise form to be used during the convention to ensure all merchandise is accounted for.
13. Be aware of the procedures pertaining to the deposits and withdrawals of all moneys and 'pick ups' set by the BOD. (See "Cash Handling Policy")
14. Be aware that training will be completed prior to the convention on two cash registers for the chair and all volunteers.
15. Work with the Hotels & Hospitality to ensure that the Merchandising room is a secure, centrally located area.
16. Prepare and submit a final report to the full Host Committee, within 30 days of the closing of the convention, for submission to the BOD within 45 days of that closing.

PROGRAMMING

QUALIFICATIONS: Two years clean time, demonstrated stability in local community, administrative abilities, actively involved in NA with a working understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous, convention and/or other NA service experience, administrative abilities and good decision making skills.

PURPOSE: To establish workshop and marathon meeting topics, acquire chairpersons for all workshops, contact and choose main speakers and complete the layout of the Convention Program.

DUTIES:

1. Form a subcommittee and elect a Vice-Chairperson.
2. Prepare a written calendar of dates and locations where the Subcommittee meetings will occur and submit this to the Host Committee.
3. Maintain and adhere to the budget provided by the BOD.
4. Follow the provided matrix and remain on schedule.
5. Write and submit a written report at each Host Committee meeting.
6. Maintain open communication with all sub-committees, before and during the Convention, to ensure that any issues are discussed fully and printing needs addressed.
7. Make contact with and keep in regular contact with your BOD Liaison.
8. Be aware of any contractual agreements the BOD may have pertaining to taping contracts, airfare and/or travel arrangements. Contact the BOD Treasurer prior to the selection of speakers to arrange travel accommodations prior to asking the speakers about their willingness to share.
9. Seek and compile speaker tapes and present these candidates to the Host Committee for full consideration.
10. Prepare and submit a list of workshop topics to be voted on by the Host Committee.
11. Establish a written list of Marathon meeting topics.
12. Work closely with the Arts & Graphics committee for program printing and printing of any signs or maps.
13. Work closely with the Hotels & Hospitality committee to ensure that all speaker/workshop rooms have adequate sound systems available.
14. Compile a list of workshop chairpersons and a schedule for each workshop and/or Marathon topic.
15. Work with the Hotels & Hospitality committee to ensure that all speakers have rooms available, their registrations are covered and any banquet or brunch tickets available. Also, arrange any transportation that is required from the airport, if appropriate.
16. Provide the format and introductions for each workshop, meeting, and speaker meetings.
17. Purchase Basic Texts and other Literature from the Wisconsin Regional Service Office (WRSO) for the Saturday night speaker meeting newcomer celebration.
18. Prepare and submit a final report to the full Host Committee, within 30 days of the closing of the convention, for submission to the BOD within 45 days of that closing.

Alternative Merchandise

Alternative vendors and merchandise selling product at any WSNAC convention shall follow these guidelines:

- ✓ All alternative merchandise is to be in representation of Narcotics Anonymous.
- ✓ Alternative merchandise shall be sold on Sunday morning of the Convention.
- ✓ Since WSNAC takes direction from the GSRs and RCMs, if a vendor's body has approved the product, WSNAC will not interfere with the selling of alternative merchandise.
- ✓ Therefore, vendors are required to provide a document from their Group, Area, Region, or Board containing a statement that said body supports the sale of alternative merchandise. This document may be presented to the WSNAC BOD President or Vice President.
- ✓ We encourage the use of the ® registered trademark on each vendors merchandise, but do not require it.

~~NOTE: The BOD members reserve the right to ask any/all vendors to pull any items that are complained about or found to be offensive.~~

~~See policy motion 02/01115~~

~~This statement is to be placed in the program for each WSNAC convention.~~

REGISTRATION

QUALIFICATIONS: Two years clean time, demonstrated stability in local community, administrative abilities, actively involved in NA with a working understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous, convention and/or other NA service experience, organizational record keeping/planning skills with a working knowledge of computers and programs.

PURPOSE: To organize all registrations and maintain these on the database provided, including all banquet/brunch choices and/or special event/item registrations. To enable all information to be available at any time and to be accountable for registrations received.

DUTIES:

1. Form a subcommittee and elect a Vice-Chairperson
2. Prepare a written calendar of dates and locations where the Subcommittee meetings will occur and submit this to the Host Committee.
3. Maintain and adhere to the budget provided by the BOD.
4. Follow the provided matrix and remain on schedule.
5. Write and submit a written report at each Host Committee meeting.
6. Maintain open communication with all sub-committees, before and during the Convention, to ensure that any issues/concerns are discussed fully and printing needs addressed.
7. Make contact with and keep in regular contact with your BOD liaison.
8. With the Host Committee Chairperson, establish a P.O. Box at your local post office and have this information available to both the Host Committee and BOD.
9. Be aware of the established system of receiving registrations and inputting these into the data base, as well as sending a confirmation response to the registrant.
10. Work with the Arts & Graphics subcommittee to include all registration information on the Convention flyer and any printing needs required. Also, work with this committee in the 1st and 2nd mailing distribution of the convention flyers. (See approved distribution list.)
11. Decide on registration packet items and submit for approval to the Host Committee. Inform Merchandise to order these items once approved.
12. Provide the Programming subcommittee with the registration hours and location for the program.
13. Be aware that there will be a cash register training session before the Convention.
14. Be aware of the procedures pertaining to the deposits and withdrawals of all moneys and 'pick ups' set by the BOD.
15. Work with the Additional Needs subcommittee to develop and maintain communication for any additional needs.
16. Develop and provide the 'clean time count-down' sheet and 'Willingness to serve' sign up at registration.
17. Establish and work with the BOD a system for any indigent packages that are provided.
18. Work with the Hotels & Hospitality sub-committee to ensure ample tables and space are provided for the registration area.
19. To inform and work with the BOD Special Events Coordinator on all banquet, brunch or paid entertainment services & ticket counts and distribution. NOTE: there will be at least one BOD member at the registration table at all times.

20. Provide a written staff schedule for hours of operation and ensure all staff have been trained in cash register usage.
21. Work with the incoming WSNAC pre-registration in setting up a registration area on the Sunday of WSNAC.
22. Prepare registration packets so they are ready to go.
23. Prepare and submit a final report to the full Host Committee, within 30 days of the closing of the convention, for submission to the BOD within 45 days of that closing.

CONVENTION FLYER RECOMMENDATIONS

Items to be included on the flyer:

1. State & local Map: directions to the hotel/convention center
2. Symbols for:
 - a. Hearing Impaired
 - b. Wheelchair Accessible
3. Hotel/Convention Center:
 - a. Name
 - b. Address
 - c. Local & 800 telephone numbers
4. Convention dates:
5. Costs:
 - a. Package & registration only
 - b. Meal offered & choices
 - c. Cut- off dates and price changes
6. Contact people:
 - a. Chairperson, Registration and Programming Chairs name, e-mail address and/or phone number.
 - b. List the www.WSNAC.org website and the convention committee website (if applicable).
 - c. List the Host Committee P.O. Box and a statement pertaining to the submission of any speaker tapes to the BOD P.O. Box.
 - d. Request line for childcare, hearing impaired or additional needs.
 - e. Space for any newcomer donations and/or chairing a workshop.

Other suggestions/points of interest

- ◆ Remember the more color that is added to the logo/theme of the convention may also increase the printing and reproductions of items related to the convention, ie: merchandise, banner, flyers. etc. The logo may not require more than four screens for printing.
- ◆ Often copies are made by groups in the state that may run out of copies, be sure the flyer can be reproduced on a basic copy machine if needed.
- ◆ Try to keep the flyer clear and uncluttered.
- ◆ Do not write out the words 'Narcotics Anonymous', use the acronym "NA".
- ◆ Whenever the NA logo is used, include the registered trademark 'R' in the lower right hand corner of the symbol.
- ◆ Lighter weight paper costs less to mail.
- ◆ **Speaker tapes may be sent to the Convention Committee P.O. Box.**
- ◆ **The host committee shall use the same logo on the flyer and banner. Part of the logo may be used on merchandise to lower costs as needed.**

- ◆ See Matrix for flyer deadlines, it is encouraged that the host committee has a final flyer ready to print and distribute at the closing of the previous convention year for pre-registrations.

Flyer Distribution List (based on a total of 6,000 printed flyers)

Distribution List	WRSC Areas	Bordering States	Non-Bordering States	Other	Totals
Badgerland	250				250
Basic	100				100
Big Rivers	150				150
Inland Lakes	250				250
Inner City	250				250
Kettle Moraine	250				250
Milwaukee	250				250
Northern Lights	100				100
North Central	150				150
Northeast	250				250
Rock River	250				250
Scenic Bluffs	200				200
Southeast Family	250				250
Woods & Waters	200				200
Upper Peninsula	100				100
Chicagoland		250			250
Detroit		100			100
Ohio		100			100
Indiana		100			100
Minnesota		200			200
Iowa		100			100
Remaining States			20 fliers x 46 states		920
WRSO				100	100
WI TX Facilities				200	200
Pre-Reg (Sunday)				200	200
WSO				25	25
TOTALS	3,000	1,350	920	525	5295

This Leaves 205 fliers to be used at the Host Committees discretion.

January Mailing/Distribution

Half the allotted fliers for areas are to be distributed by the Regional Rep at Region. If there is not an ASR present from an Area, these are to be mailed out to the area PO Box. Half the allotted fliers are to be mailed to the bordering states.

May Mailing/Distribution

The remaining allotted fliers for areas are to be distributed by the Regional Rep at Region again. If there is not an ASR present from an Area, these are to be mailed out to the area PO Box. The remaining allotted fliers are to be mailed to the bordering states. WSO allotted flyers are to be mailed to WSO and all non-bordering states fliers are to be mailed to either that states service office or that states Regional Delegate.

August Mailing/Distribution

All allotted fliers are to be mailed to the treatment facilities.