

Support Committee Guidelines

This body shall be known as the support committee for the Central California regional convention of Narcotics Anonymous and operates under the CCC&E inc. board of directors, who in turn is responsible to the Central California region of Narcotics Anonymous.

The purpose of the support committee is to assist the CCC&E board in coordinating and conducting the annual Central California regional convention of Narcotics Anonymous. Members of the support committee are directly responsible to the CCC&E BOD.

Support Committee

The CCC&E board president will preside over the support committee. The CCC&E vice president, secretary, and the CFO will perform the same duties and have the same responsibilities as defined in the CCC&E guidelines.

The support committee will consist of the following sub committees:

1. Operations
2. Merchandise
3. Entertainment/Hospitality
4. Programs/Arts & Graphics
5. Registration

Each subcommittee shall have a coordinator selected from the CCC&E board whose duties are to act as a facilitator for their respective sub committees. The coordinators shall be elected following the CCC&E BOD elections at the annual BOD meeting in June of each year and will serve a 1 year commitment as a coordinator. They may serve additional terms following an election as long as they remain CCC&E board members.

The theme and logo for the convention shall have been chosen at the previous convention by a majority of votes collected from the theme and logo submissions displayed in the hospitality room and voted upon by the attendees at the convention. The theme and logo artwork should be generated from the NA membership and donated to CCC&E. A customary t-shirt may be presented to the member whose entry is chosen. The entry with the second most votes may be considered for the next year's pre convention fund raising merchandise.

The support committee shall hold a monthly meeting as the first part of each months CCC&E board meeting.

Duties of the Support Committees

Every effort should be made to include as many members as are needed to fulfill the responsibilities of the individual sub committees. Every effort should be made to include members from each of the areas that comprise the Central California region of NA and the sub committees shall be open to all members whom wish to participate

The coordinator of each subcommittee should set the time and schedules for each monthly meeting of the subcommittees so as to be able to report at the CCC&E board meeting on the second Saturday of each month.

President

- a. Presides over the support committee meeting, acting as the primary liaison between the support committee and the CCC&E board.
- b. Prepares an agenda with input from the coordinators of each subcommittee.
- c. Insures that committees are informed of any changes in meeting times or places.
- d. Only votes in case of a tie
- e. Acts as a final authority in clarification of these guidelines
- f. Keeps activities in accordance with the Twelve Traditions and Concepts as well as the purpose of the convention.
- g. Allows simple discussion on major issues before calling for a vote.
- h. Attendance is required at the convention site the day prior to the convention for organization.
- i. With the Vice President, Secretary, and CFO will adopt a budget to present to the CCC&E board.

Vice President

- a. Will assume the responsibilities of the president in the event of their absence
- b. Assists the president in overall coordination
- c. Coordinates with the sub committees to make sure that timelines are met
- d. Attendance is required at the convention site the day prior to the convention for organization.

Secretary

- a. Shall record minutes of the support committee admin meeting

- b. Will receive and maintain minutes of subcommittee meetings and disburse preferably electronically to each support committee member prior to the monthly admin meeting held in the first portion of the board meeting.
- c. Maintain copies of all contracts, bids and other supporting documents Attendance is required at the convention site the day prior to the convention for organization.
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Treasurer

- a. Maintain the financial records of the support committee including a record of the budgets for each sub committee
- b. Disburse payments to vendors, venues as well as all other costs associated with the convention.
- c. Attendance is required at the convention site the day prior to the convention for organization.

Requirements for Committee Coordinators

- a. Must be a CCC&E board member

Duties of the Sub committees

Programs/ A&G

1. The selection of the topics and the times of the meetings to be held at the convention
2. Will select speakers, readers, and leaders for all workshop and topic meetings and should have a pool of members as replacements.
3. Will submit two choices for each of the the three main meetings at the convention to the support committee in the order of preference of the programs subcommittee. An alternate speaker shall be submitted as well. CCC&E board will have final approval for all speakers.
4. The final program will be submitted no later than the Nov. board meeting and 3 bids will have been submitted.
5. Lists for readers and leaders will be solicited to the region by the May RSC meeting. Every effort should be made to collect these lists and every effort will be made to include all areas equally in the selection of readers and leaders.

6. 3 bids for a banner will be submitted by the November board meeting
7. A registration flyer will be submitted by the May board meeting for review and corrections. Three bids will be submitted for the printing of the flyer.
8. Will be responsible for any gifts for speakers upon presenting a sample and approval. The three bid process will apply for any gifts.
9. Provide translation for Spanish speaking members at all main speaker meetings at the convention

Merchandise

1. Will be responsible for selecting the types of merchandise as well as the amount and proposed pricing.
2. Three bids will be submitted and final approval will be from CCC&E board.
3. Will provide volunteer to sell at the convention

Registration

1. Will be responsible for submitting registration information for the flyer as soon as possible
2. The registration form should be written with clarity, organization, and ease of understanding in mind. All information that could possibly be needed must be considered and included on the registration form. The cutoff date for pre registration should appear on all registration forms.
3. Once approved it is the responsibility of the registration coordinator to ensure that the flyers are produced and distributed to the RSC as soon as possible for distribution. Other recipients are to include other region websites, WSO News line, NA way, and direct mailings to adjoining regions.
4. Shall select the registration packet and submit three bids.

Entertainment/ Hospitality

1. Preview and recommend entertainment including but not limited to a DJ/band, comedian, karaoke, musical entertainment or any other type as warranted.
2. Maintain a hospitality room at the convention site with the logo/theme display coffee, snacks, and games.
3. Three bids must be submitted for approval.

Operations

1. Will be in charge of securing volunteers to work at the convention for setup as well as securing and cleanup of convention venue.
2. Will be responsible for radios and /or other communication devices at the convention
3. Will coordinate with program committee on the layout of the meetings at the venue.
4. Will be responsible for the storage items as well as their transport to and from the convention site.
5. Will provide volunteers for all onsite activities.

Amended and approved April 2011