

Support Committee(s) 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(s)

The support committee(s) will consist of the following:

1. Programs
2. Hospitality/Entertainment
3. Merchandise
4. Registration
5. Operations
6. WAGFI
 - a. Webservant and Website

Each support committee shall have a coordinator selected from the CCC&E board whose duties are to act as a facilitator for their respective support committee. The coordinators shall be elected following the CCC&E BOD elections at the annual BOD meeting in March 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 support committee shall report to the BOD during the CCC&E board meeting.

Duties of the Support Committee(s)

Every effort should be made to include as many members as are needed to fulfill the responsibilities of the individual support committees. Every effort should be made to include members from each of the areas that comprise the Central California region of NA and the support committees shall be open to all members who wish to participate. The coordinator of each support committee should set the time and schedules for each monthly meeting of the subcommittees so as to be able to report to the BOD during the CCC&E board meeting. Coordinator(s) must be Directors on the BOD.

1. Programs

- a. The selection of the topics and the times of the meetings to be held at the convention. Will select speakers, readers, and leaders for all workshop and topic meetings and should have a pool of members as replacements.
- b. Select four (4) speakers for the three main meetings and an alternate. Inform the BOD of the choices for review.
- c. Lists for readers and leaders, once prepared, provided to the region by the 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.
- d. Will be responsible for any gifts for speakers.
- e. Make every attempt to provide translation for Spanish speaking members and sign language for the hearing impaired at all main speaker meetings at the convention.

2. Hospitality/Entertainment

- a. Preview and select (two bids) entertainment and activities including, but not limited to, a DJ/band, comedian, karaoke, musical entertainment or any other type as warranted.
- b. Review and submit contracts to BOD.
- c. Maintain a hospitality room at the convention site with coffee, snacks, and games.

3. Merchandise

- a. Will be responsible for selecting the types of merchandise as well as the amount and proposed pricing.
- b. Three bids will be submitted and final approval will be from CCC&E board.
- c. Will provide volunteer(s) to sell at the convention.
- d. Accept and verify the "Alternative Merchandise" letters.

4. Registration

- a. Shall select the registration packet and submit three bids.
- b. Send letters to recovery homes to expedite sales of "Recovery Homes" registration(s).
- c. Itemizing inventory after registration closes at convention.

5. Operations

- a. Will be in charge of securing volunteers to work at the convention for setup as well as securing and cleanup of convention venue.
- b. Will be responsible for radios and /or other communication devices during the event.
- c. Will coordinate with program support committee on the layout of the meetings at the venue.
- d. Will be responsible for the storage items as well as their transport to and from the convention site.
- e. Will provide volunteers for all onsite activities.

6. WAGFI

- a. Distribute the final approved logo to the Merchandise and Registration support committees.
- b. Be responsible for obtaining and submitting registration information for the flyer.
- c. The registration form should be written with clarity, organization, and ease of understanding. The cutoff date for pre-registration should appear on all registration forms.
- d. Once approved, it is our responsibility to ensure that the flyers are produced (3 bid process) and distributed to the RSC. Other recipients are to include a link for websites, WSO News line, NA way, and direct mailings to adjoining regions.
- e. Create and submit a logo (from submitted artwork) for approval of the BOD.
- f. Obtain three (3) bids for the production of next years' banner.
- g. Provide a "Save the Date" for next years' convention.
- h. Provide sign(s) for convention.
- i. Webservant and Website:
 - i. The name of the group of trusted servants responsible for publishing the CCC&E website is the "Website, Arts & Graphics, Fellowship Information" (WAGFI).

- ii. The Uniform Resource Locator (URL) for this site is <http://www.ccceinc.org>
- iii. Costs for web hosting, domain registration and required associated software are the responsibility of the CCC&E, Inc..
- iv. The WAGFI coordinator is responsible for communicating all financial needs and consequences to the CCC&E's Executive Officers, primarily the CFO.
- v. Central California Convention & Events, Inc. is the owner of the domain name "ccceinc.org". The Webservant is responsible for maintaining the ownership of the domain names for CCC&E, Inc.
- vi. All budget considerations will be approved by the Executive Directors' for CCC&E as the Administrative budget allocates the funds.
- vii. External hyperlinks will be only to official NA websites. The WAGFI support committee will evaluate these websites for upholding the 12 Traditions and 12 Concepts of Service before making a hyperlink to that website.
- viii. Email accounts are role based. Other accounts can be setup for specific purposes. The Webservant manages all email accounts.
- ix. Images of any identifiable person, whether an NA member or not, are never used.
- x. Sales of merchandise are done at the direction of the Merchandise support committee and the CCC&E BOD.
- xi. Copyrighted material will not be used on the website without specific permission from the owner of the material.
- xii. Files for downloading should be offered in Portable Document Format (filename.pdf), whenever possible.

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