

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

The purpose of 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 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 of the NRCNA administrative committee members and the subcommittee Chairs are an active commitment to service; a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service of Narcotics Anonymous; the ability to exercise patience and tolerance; and active participation in the N.A. fellowship and the have a willingness to ask for help. NRCNA has an administrative committee consisting of a Chair, Vice Chair, Treasurer and Secretary. Since NRCNA is a subcommittee of the NRSC the chair positions will be elected at the October NRSC 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 positions need to be present to qualify at the October NRSC. Suggested clean time for this position is a minimum of 5 years abstinence from all drugs.

Bid process: All bids need to be turned in at the July Regional Assembly two years before the convention the bids will be voted on at the October Assembly. In case of no bid then the NRSC will ask an AREA to host it.

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 (at the October) NRSC 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 NRSC.

The NRCNA administrative committee through the Chair submits written reports at each NRSC.

The NRCNA administrative committee will meet with and independent of the rest of NRCNA members if necessary.

NRCNA and NRSC 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.

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.

A **quorum** consists of 51% of the sub-committee chairs and 50% of the Administrative Committee. Once a quorum has been established, all NA members present may vote.

Planning Committee Meeting are held monthly until four(4) months prior to the Convention, at which time they will take place every two(2)weeks; and at one(1) month prior to the Convention, it will be every week, if necessary.

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

JOB DESCRIPTION FOR N.R.C.N.A ADMINISTRATIVE CHAIR

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 (through experience) of all NRCNA activities and communication (through sharing) of any needs or problems both within the NRCNA committee and onward to the NRSC.

TASKS:

Is responsible for NRCNA correspondence and maintaining NRCNA files.

Sets the agenda and shall preside over all general NRNA meetings, including those NRCNA meetings held at each NRSC.

- Opens the meeting at the appropriate time.
- Recognizes members and observers who are entitled to the floor.
- States and puts to vote all legitimate motions and announce the results of each vote.
- Enforces the rules relating to debate, order and decorum within the NRCNA committee.
- Votes only in the case of a tie.
- *Co-signs the NRCNA bank account.
- *Oversees the dissemination of convention information through electronic and printed media (flyers, NA Way magazine, web site).
- *Create a time line for all subcommittee responsibilities/tasks.
- *Attends every NRSC 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 NRSC and completes a final written summary and end of NRCNA report to the NRSC.
- *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 and will trust and encourage to use their own judgment.
- *Works with NRCNA Treasurer to establish and supervise an overall NRCNA budget using acceptable forms for tracking income, expenses, and taxes.
- *Chairs the convention and handles all final negotiations with the NRCNA Treasurer.

JOB DESCRIPTION FOR N.R.C.N.A.: ADMINISTRATIVE VICE CHAIR

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.

*Submits a written report at each NRCNA meeting.

*Attends NRSC meeting in the absence of the chair.

*Advises Chair on rules of order.

JOB DESCRIPTION FOR N.R.C.N.A.: ADMINISTRATIVE TREASURER

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 NRSC.

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 the conduction of NRCNA business as directed (process, pathway and forms) by the NRSC.

*The Treasurer or an appointed Administrative Committee member should attend each fundraising event. *That Administrative Committee member will deposit the money 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 (as often as they are received) in all Treasurers' reports.

*Keeps a careful and thorough record of all contributions and expenditures, providing this information and accounting in writing for the Chair to report at each NRSC and submits a final written NRCNA financial report, which is included in the end NRCNA report from the Chair to the NRSC.

*Prior to the convention, the Treasurer will obtain three locked 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 NRCNA, as requested.

*Should attend all NRSC meetings, as requested.

*Keeps a careful and accurate record of all contributions and expenditures, providing this information and accounting in writing as directed to the NRSC for the purpose of tax filing and completion of the legal financial responsibilities of NRCNA

*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, have financial records of NRCNA up to date.

*Verifies that the post office box bills are paid.

JOB DESCRIPTION FOR N.R.C.N.A.: ADMINISTRATIVE SECRETARY

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 NRCNA members.

TASKS:

- *With NRCNA Administrative Committee, gathers information from previous NRCNA final report to inventory in addition, reproduce a relevant 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 (and past) NRCNA Archives.
- *Types and distributes copies of these minutes to each NRCNA administrative committee member, to each subcommittee chair, to archives, and to the NRSC 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 of administrative committee members, the subcommittee meetings and chairs, providing a current list to the NRSC Secretary for NRSC minutes (telephone numbers will not be posted on the NRCNA web site).
- *Assembles a final written report along with the NRCNA Chair to the NRSC of all NRCNA activities, finances and meetings.
- *Submits all current (and any future) NRCNA records, information and archives to the NRSC when finished.
- *Will attend any NRSC meeting in the absence/need of both NRCNA Chair and Vice Chair.
- *Secretary and Administrative Committee Chair must check 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.
- *NRCNA mailing address is PO Box number in the area in which the convention is held and is assigned by the post office, which is in that area.
- *Will route promptly upon receiving any inquiry concerning NRCNA information to the appropriate committee or service body.

JOB DESCRIPTION FOR N.R.C.N.A. SUBCOMMITTEE: HOTEL & HOSPITALITY

General:

- * Chair or subcommittee designate attends every NRCNA Committee meeting with written report of subcommittee activities.
 - * Requests disbursements and/or brings in revenues on the approved financial forms and accompanied by all receipts as required.
 - *The Hotel & Hospitality Chair will coordinate with the NRCNA Chair to set deadlines, timelines and budget.
 - * All reports to any NRCNA meeting are due at the time of the meeting, in writing.
 - * Questions on processes and procedures are referred to the NRCNA Administrative Committee and to the Convention Guidelines Handbook of Narcotics Anonymous.
- Specific:

- ** Gets input about banquet/breakfast menus and prices.
- ** Handles ALL the details on coffee, locations and process of re-supply.
- ** 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).
- ** Watches out for open-ended charges, especially coffee.
- ** Proposed hotel contract due by April.
- ** Spends the necessary time talking to the hotel before and during the convention to keep all charges in line.
- ** 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 and again one month before the NRCNA convention.
- ** A final walk-through/rehearsal occurs 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.
- ** Plans for, provides supplies and refreshments, and manages/ maintains a recovery-oriented, Hospitality Room at the convention site.

APPROVAL NEEDS:

Banquet and breakfast options, costs to Fellowship and menus are approved by the NRCNA Committee and reported by the NRCNA chair to the NRSC meeting.

RELATIONSHIPS:

*Works with Program and Fundraising & Entertainment to establish a functional schedule for workshops, activities and other events.

*Works with Registration, Merchandise Subcommittees to coordinate space and or tables at the convention.

JOB DESCRIPTION FOR N.R.C.N.A. SUBCOMMITTEE: PROGRAM

TASKS:

General:

- Chair or subcommittee designate attends every NRCNA Committee meeting with written report of subcommittee activities.
- Preparation of proposed budget w/knowledge and use of approved forms for income and expenditures are due to NRCNA meeting in March.
- Requests disbursements and/or brings in revenues on the approved financial forms and accompanied by all receipts as required.
- Subcommittee will coordinate with Chair to set timelines, deadlines and budget.
- All reports to any NRCNA meeting are due at the time of the meeting.
- Questions on process and procedure are referred to the NRCNA Administrative Committee and to the Convention Guidelines Handbook of Narcotics Anonymous.

Specific:

- Plans all workshops and meetings at the convention, keeping within the theme of the convention and in keeping with our spiritual principles.
- Attempts a balance of workshops for newcomers, service-oriented members and spiritual discussions.

- * Schedules the workshops so they do not overlap and they allow for ease of attendance choice if following a series of related topics.
- *Formulate a list of topics (gathered by a subcommittee-approved method) first and then, match speakers to the topics.
- *Selects all speakers, chairpersons and (if they desire) all readers involving addicts from all parts of the region.
- *Main speakers should be chosen as soon as possible.
- * If financially able NRCNA pays for travel (lodging is through hotel-awarded complimentary rooms) and convention registration with (Sat) 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 within the convention.
- * Prepares the written program for printing.
- * Arranges for the taping of speakers and gets all speakers to sign release forms (The eighth 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 Program and NRCNA Committees and the arrangements with the person/company doing the taping).
- * Taping and all other outside services will have written contracts with receipts for NRCNA Treasurer.

APPROVAL NEEDS:

**Main speakers and program content/topics need NRCNA Committee approval.

RELATIONSHIPS:

***The Program Committee will select the convention speakers and workshop leaders based on the Spiritual principals of Narcotics Anonymous.

**Works with Registration and Fundraising to distribute flyers soliciting speaker tapes for review.

SOME HISTORICAL CONSIDERATIONS:

For all NRCNA held the following patterns will be used:

*Friday Kick-Off meeting is to be chaired by NRCNA Program Committee Chair with readers being members of the Program Committee or their designees.

*Readings for Friday night and Saturday night to be traditional NA readings: Who, What, Why, etc.

Saturday Banquet:

*Chaired by NRCNA Chair.

Sunday Meeting:

* Chaired by NRCNA vice Chair

RELATIONSHIPS:

*Works with Program: Registration and Merchandise so these subcommittees have what is needed.

JOB DESCRIPTION FOR N.R.C.N.A. SUBCOMMITTEE: FUNDRAISING & ENTERTAINMENT

TASKS:

General:

*Chair or subcommittee designate attends every NRCNA Committee meeting with written report of subcommittee activities.

- Preparation of proposed budget w/knowledge and use of approved forms for income and expenditures are due to NRCNA meeting in April.
 - Requests disbursements and/or brings in revenues on the approved financial forms and accompanied by all receipts as required.
 - Proposal of subcommittee timelines and deadlines are due at the NRCNA meeting in April.
 - All reports to any NRCNA meeting are due at the time of the meeting in April.
 - Questions on process and procedure are referred to the NRCNA Administrative Committee and to the convention Guidelines Handbook of Narcotics Anonymous.
- Specific:
- Raises funds, which are used to reduce the overall cost of the convention package to our members.
 - Develops (with Treasurer) and has a written contract for ALL services needed: venues, bands/DJ: food, ETC.
 - Requests disbursements for fundraisers, accounting for these funds on the approved financial forms with receipts.
 - Collects revenues from the fundraisers, accounting and submitting these funds on the approved financial forms to NRCNA admin person who was assigned to that event.
 - Keeps careful watch over in-coming funds to prevent losses and accounting errors.
 - Makes sure flyers (and a schedule of all events) are distributed to entire fellowship in a timely manner.
 - Convention flyers need to be approved by a NRCNA administrative committee member before flyers are printed.
 - Selects bands or disc jockeys for pre convention events. Providing committee of estimated costs.
 - All convention entertainment is approved by NRCNA committee.
 - Books the convention entertainment as soon as possible.
 - Prepares alternative locations/times for outdoor events in case of inclement weather.
 - Has sufficient members to handle any site clean up, arranging and so forth to keep events in accordance with our spiritual principles while we are out in the community.

RELATIONSHIPS:

- **Works closely with Program and Hotels & Hospitality to coordinate entertainment activities at the convention...
- **Works with Registration and Merchandise Subcommittees so these committees can be present and working their needs at each NRCNA event.

JOB DESCRIPTION FOR N.R.C.N.A. SUBCOMMITTEE: MERCHANDISING

TASKS:

General:

- Chair or subcommittee designate attends every NRCNA Committee meeting with written report of subcommittee activities.
- Preparation of proposed budget w/knowledge and use of approved forms for income and expenditures are due to NRCNA meeting in April.
- Requests disbursements and/or brings in revenues on the approved financial forms and accompanied by all receipts as required.
- Proposal of subcommittee timelines and deadlines are due at the NRCNA meeting in April.
- All reports to any NRCNA meeting are due at the time of the meeting, in writing.

- * Questions on process and procedure are referred to the NRCNA Administrative Committee and Convention Guidelines.

Specifics:

- * Efforts of this committee are based strictly on the need to generate funds to ensure the success of NRCNA.

- * Gets bids (at least three per item for clothing, T-shirts: sweatshirts, etc.), mugs and so forth, experience has shown that buying T-shirts wholesale and contracting a printer separately usually saves money.

- *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.

- * Efforts to get favorable financial terms and delayed payment until after the convention are very helpful.

- * Merchandise delivery dates should be no later than 3 weeks prior to the convention.

- * Maintain a NRCNA merchandise shop during the convention, again, with sufficiently trained members.

- *Double copy receipts from cash registers for all merchandise transactions - one copy for member and the other for NRCNA records.

- * Is responsible for storage of all items in a secure place when NRCNA convention store 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 (if desired and then, NRCNA Committee approved).

- * 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.

- * At the end of the convention passes all remaining merchandise, which has been itemized and accounted for onto the next NRCNA Administrative Committee at the January NRSC

- * Only one assigned person to be working the cash register at a time.

- *Subcommittee Chair, or Vice-Chair 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 costs to the Fellowship.

RELATIONSHIPS:

- **Works very closely with the NRCNA Treasurer to insure financial success by using approved forms, following approved methods of item tax assessing, paying, accounting and collecting. Financial records need to be accurate and up-to-date at all times.

- **Works closely with Program and Hotels & Hospitality Subcommittees to coordinate NRCNA convention store hours to be most effective.

- *Works with Fundraising & Entertainment to sell approved items at all pre convention events.



JOB DESCRIPTION FOR N.R.C.N.A. SUBCOMMITTEE: REGISTRATION

TASKS:

General:

- * Chair or subcommittee designate attends every NRCNA Committee meeting with written report of subcommittee activities.
- * Preparation of proposed budget w/knowledge and use of approved forms for income and expenditures are due to NRCNA meeting in April.
- * Requests disbursements and/or brings in revenues on the approved financial forms and accompanied by all receipts as required.
- * Proposal of subcommittee timelines and deadlines are due at the NRCNA meeting in April.
- * All reports to any NRCNA meeting are due at the time of the meeting, in writing.
- * Questions on process and procedure are referred to the NRCNA Administrative Committee and Convention Guidelines.
- * Have sufficient members before and during the convention to keep the registration process flowing smoothly, effectively and accurately.
- * Obtains a mailing list from previous NRCNA.
- * Prepares a current, computerized mailing list for present (and future) use.
- * 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 pre 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).
- * Establishes clear deadlines/agendas for registration packet inclusions, buttons made, packets stuffed, etc.
- * Operates effectively with sufficient addicts at 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.
- * Maintains the registration table hours at the convention to insure registration of all addicts who attend.
- * Utilizing all of NRCNA registration and other accounting forms (with NRCNA Treasurer) for insuring records of and receipts for monetary transactions before, during and after the convention.
- * During the convention refers members who want to pay with a credit card to the hotel cashier or ATM for a cash transaction.
- * Double copy receipts from cash should be used for all on site registration transactions.
- * One copy for member and the other for NRCNA records.
- * Establishes with NRCNA Chair the cut-off times for banquet and breakfast ticket sales, having established through the NRCNA Committee (with Hotels & Hospitality Subcommittee) the meal prices and ranges for adults/children and registration costs

- Prepare for Saturday night before dance, a convention tally for # in attendance; years of clean time, distance traveled by attendees and/or any other item of interest such as # of females/males attending, how many states were represented, etc.

- All outside services (i.e. laminator rental) will have written contracts with receipts for NRCNA Treasurer.

APPROVAL NEEDS:

**The NRCNA committee approves costs of both NRCNA pre-registration and registration.

**The NRCNA committee approves date of pre-registration end.

**The NRCNA committee approves pre-registration flyer format, to be available at the prior year's NRCNA.

**The NRCNA committee approves registration packet contents.

RELATIONSHIPS:

**Works with NRCNA committee to prepare a registration flyer by April.

**Works with Treasurer for "registering" all non-paying and paying attendees for record 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 NAWS website.

**First mailings need to go out 6 months prior to the convention and the second mailings go out about 3 months before the convention.

**Works with Fundraising & Entertainment Subcommittee to register attendees at all NRCNA fundraising events.

**Works with Hotel & Hospitality to include banquet and/or breakfast costs on the registration flyer plus hotel information.

**Check with Merchandise to see if they have needs for printing on the registration flyer.

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 NRSC, 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 NRSC business meeting.

October - NRSC votes on Area to host NRCNA Convention

- NRCNA Chair nominees attend NRSC meeting

- NRSC 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 which 3 names will be on the NRCNA bank account.

January - NRCNA Chair attends the NRSC meeting and receives seed funds from the NRSC Treasurer

- The NRCNA Chair, Vice-Chair and Treasurer open a new bank account and deposit funds

- Treasurer opens a post office box under NRCNA

- 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 Convention Guidelines.
 - Copy of proposed contract is presented at February NRCNA meeting for approval by the Administrative Committee and Sub-Committees.
 - Hotel contract is signed and a deposit made if required. Hotel Chair, Administrative Chair and Treasurer should be present.
- March - NRCNA theme is voted on and ideas for theme artwork are solicited by Graphics Chair
- April - NRCNA Chair attends NRSC meeting
 - Program Committee sends letters to Regions to solicit speaker CD's or flash drives
 - 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 pre-registration Costs and cut-off time
- June - Treasurer makes sure post office box rent is paid (if on 6 month contract)
- July - NRCNA Chair attends NRSC meeting
 - Graphics bid is approved by NRCNA Committee
 - Fundraising Committee obtains bids and submits ideas and budget for pre-convention and fundraising merchandise at current year's NRCNA, and next 12 month's Area fund raisers
 - 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.
 - Fundraising Committee orders merchandise to sell at end of current NRCNA.

12 MONTHS PRIOR:

- September/October - Kick-Off fundraiser merchandise and Pre-registrations sold at closing day of current year's NRCNA
- October - NRCNA Chair attends NRSC meeting
 - Chairperson obtains NRCNA archives
- 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 to committee members
 - Follow-up on Graphics work
 - Treasurer pays post office box rent
- January - NRCNA Chair attends NRSC meeting
 - Hotel Chair sets up walk-through with entire NRCNA Committee to look at meeting rooms, space for merchandising, space for tables for registration and fundraising sales
 - Taping bid and entertainment bid approved by NRCNA Committee
 - Merchandising bids approved by NRCNA Committee
 - Raffle Committee starts soliciting raffle items from each area/group/individual
 - Programming Committee votes on 1st and 2nd choice speakers
 - Fundraising Committee contacts Areas about selling merchandise at preconvention events

- February - Programming Committee contacts speakers and drafts schedule for NRCNA Agenda
- 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 NRSC
- May - Keep in touch with Speakers and Entertainment
 - NRCNA Committee approves NRCNA Program Agenda and format
- June - Take another Summer break, its about to get busy!
 - Treasurer pays post office box rent

4 MONTHS PRIOR:

- July - NRCNA Chair attends the NRSC
 - NRCNA Committee starts meeting twice per month
 - Keep in touch with Speakers
 - Solicit/Order items for Registration bags
- August - Print up NRCNA Programs
 - NRCNA should do another walk through hotel staff to discuss where everything will be
 - All Sub-Committees take inventory of last minute needs and follow-up
- September - Meet 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
 - Check 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
- September/October – **IT'S BLASTOFF!**

AFTER CONVENTION:

- October - NRCNA Chair attends NRSC to report preliminary results of the NRCNA
 - Treasurer collects all receipts, pays all outstanding invoices and bills.
- 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) attend NRSC to submit final Financial and convention report to the NRSC, and turn over the NRCNA Archives.
 - Post office box rental must be stopped
 - Close bank account and turn over all records to the NRSC.