

MANITOBA AREA CONVENTION COMMITTEE
OF NARCOTICS ANONYMOUS
POLICES & GUIDELINES

NAME:

This body shall be known as the- Manitoba Area Convention Committee of Narcotics Anonymous, hereafter known as M.A.C.C.N.A.

PURPOSE:

The purpose of M.A.C.C.N.A. is to hold Conventions which bring our membership together in the celebration of recovery. Our conventions should always conform to the principles of N.A. and reflect our primary purpose.

PLANNING COMMITTEE:

The planning of a convention is a tremendous responsibility which requires significant dedication and effort. The planning committee of M.A.C.C.N.A. consists of the following:

A. EXECUTIVE COMMITTEE:

- Chair
- Vice Chair
- Secretary
- Treasurer

B. SUB-COMMITTEES

1. Merchandising Chair
2. Food Services Chair
3. Art Work Chair
4. Registration Chair
5. Volunteer Chair
6. Program Chair
7. Fund Raising Chair

ORGANIZATIONAL STRUCTURE OF M.A.C.C.N.A.

- a. The M.A.C.C.N.A. Chair is elected by M.A.S.C. and has the autonomy to select the executive committee by election or appointment.
- b. The executive committee has the same autonomy to select the sub-committee chairs by election or appointment
- c. The sub-committee chairs have the same autonomy to select trusted servants to serve their committees by election or appointment.

NOTE: COMMUNICATION FLOW:

It is important that the committees keep communication happening between them and that the Chairs invite ideas from the Fellowship. It is also important to recognize that the final point of responsibility and accountability rest with the M.A.C.C.N.A. Chair. Therefore it is Important that he/she be kept advised of all plans and be given updates as soon as possible.

ELECTIONS / APPOINTMENTS:

The selection process should always take into consideration the 4th concept (Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.)

Some leadership qualities to consider are:

Humility honesty, open mindedness willingness, knowledge of the 12 Traditions communication skills, knowledge of the 12 Concepts clean time requirements, past service experience attendance, responsibility, accountability, organizational skills other skills required

M.A.C.C.N.A ORGANIZATIONAL FLOW

Our 12th Concept states -In keeping with the spiritual nature of Narcotics Anonymous, our service structure should always be one of service, never of Government. Accordingly, there must always be a two-way flow of information and Support.

The Chair is elected by M.A.S.C. by members and groups in our fellowship.

The Executive Committee is selected by the Chair, Subcommittees are selected by the Executive Committee and the subcommittee Trusted Servants are selected by the Subcommittee Chairs. In turn, the Trusted Servants report back to their Sub-Committee Chairs, who in turn report back to the Executive Committee and Chair. The Chair reports back to M.A.S.C. Finally, M.A.S.C. reports back to the fellowship. In this way, we ensure that working together our conventions will always conform to the principles of N.A. and will reflect our primary purpose.

VOTING PROCEDURES:

The best way to make decisions is through consensus, but if a vote is called for, a 2/3 majority is required to pass or deny a motion.

QUORUM: At M.A.C.C.N.A Meetings

2 Sub Committee Chairs, 1 Executive Committee Member (M.A.C.C.N.A. Chair or Vice Chair)

VOTING PARTICIPANTS AT M.A.C.C.N.A. ARE:

- a. Vice Chair
- b. Secretary
- c. Treasurer
- d. Sub-Committee Chairs

Voting participants, having registered with the M.A.C.C.N.A. Secretary, and being recognized by the Chair, shall enjoy all the privileges allowed by Roberts Rules of Order and these Guidelines and Policies.

Non-Voting Participants:

A non-voting participant, having registered with the M.A.C.C.N.A, Secretary and being recognized by the Chair, shall enjoy all the privileges allowed by the above with the exception of casting a ballot.

QUORUM at Sub-Committee Meetings

A simple majority of N.A. members in attendance at the Subcommittee Meeting
The Sub -Committee Chair

THE VOTING PARTICIPANTS AT SUB-COMMITTEE MEETING ARE

any member of N.A. who is present at the sub -committee meeting and is recognized by the chair.

AUTONOMY

All levels of M.A.C.C.N.A.'s service structure have the authority and autonomy necessary to fulfill the responsibilities assigned to them provided they follow the 3rd Concept. (The N.A. groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.)Throughout all levels, when in doubt refer back to the 12 Traditions and 12 Concepts for guidance. This body shall also bear in mind the Manitoba Area Service Committee Guidelines & Policies .

EXECUTIVE COMMITTEE RESPONSIBILITIES

To exercise the administrative and managerial duties of M.A.C.C.N.A.

Elected by M.A.S.C.

Chairperson Responsibilities Before Convention:

- a. A Has election or appoints Executive Committee members within a month after being elected by M.A.S.C.
- b. Along with the Executive Committee elects or appoints the Sub-Committees (has the autonomy to forgo clean time requirements for Sub-Committee Chairs) To be done within a month after Executive Committee has been established.
- c. Along with the Executive Committee and Sub- Committees selects the location for the Convention.
- d. Along with the Executive Committee and Sub -Committees establishes ticket prices for the Convention.
- e. Selects the times and locations for W ACCNA meetings.
- f. Prepares the agenda for WACCNA meetings and chairs them. (agendas to include) introductions and sign in, moment of silence, service prayer, 12 Traditions 12 Concepts, Treasurers written report, Chairs written report, secretaries written report, Sub-Committee written reports, old business, new business, recap from Treasurer, closing prayer.
- g. Works with the treasurer to assist other committee members prepare and submit budgets for their committees. .
- h. Stays informed of all activities concerning the various committees.
- i. Allows the committees to do their jobs while providing guidance and assistance.
- j. Along with the Treasurer monitors the cash flow and overall Convention Costs.
- k. Uses Roberts Rules of Order to chair M.A.C.C.N.A. meetings.
- l. Makes a monthly written report to M.A.S.C. on the progress of M.A.C.C.N.A. and keeps a legible, detailed log of all their activities as they relate to the convention. ie: who, what, where, when, why, how. This log will be turned over to the next Convention Committee.
- m. Must have continued abstinence during term of office.
- n. Co-signer of M.A.C.C.N.A. bank account.

Responsibilities During Convention:

- a. Chairs the convention (following the convention format)
- b. Is available to provide guidance.

Responsibilities After Convention:

- a. Sets a time and place for and attends the MACCNA Treasurers audit.
- b. Makes a final written report to MASC.
- c. Ensures that all M.A.C.C.N.A. materials are complete and stored for the next convention committee.
- d. Ensures that all written records from all committees including files and log books are turned over to the incoming Chair.

2. Vice Chair

Qualifications:

One year clean time.

Six months service experience

Responsibilities Before Convention:

- a. Represents M.A.C.C.N.A. at groups and Sub-Committee meetings when possible.
- b. Assumes responsibility for chairs duties if chair is unavailable or unable to do so.
- c. Keeps in close contact with the chair and takes direction from him/her.
- d. Keeps a running log of all their activities as Vice Chair (see Chair log)

Responsibilities During Convention:

Both B. and C. mentioned above

Responsibilities After Convention:

Attends Treasurers audit and final M.A.C.C.N.A. meeting

3. Secretary.

Qualifications:

6 months clean time

Three months previous experience

Responsibilities Before Convention:

- a. Takes accurate minutes at M.A.C.C.N.A. meetings.
- b. Files and organizes executive and sub-committee reports.
- c. Ensures that previous minutes are available for next MACCNA meeting.
- d. Maintains a list of names and phone numbers of committee members (for committee use only)
- e. Other duties as required by Convention Committee.

Responsibilities After Convention:

- a. Prepares a final written report and hands over files at final MACCNA meeting.

4. Treasurer:

Qualifications:

2 Years clean time

Approved by M.A.S.C.

6 Months previous service experience as group treasurer or related business experience.

Responsibilities Before Convention

- a. Maintains and is co-signer of the MACCNA bank account, makes cash deposits in account when funds exceed \$100.00.
- b. Works with the chair to assist executive and sub-committees put together budgets.
- c. Works with the chair to monitor cash flow and overall costs of convention.
- d. Writes out and pays all expenses by cheque, with the exception of expenses under \$20.00. Maintains a petty cash float of \$20.00 for this purpose.
- e. Keeps a legible, detailed log of all M.A.C.C.N.A. financial transactions using a Treasurers Journal.
- f. Ensures that all funds collected or paid out have proper receipts.
- g. Prepares and submits written financial reports at M.A.C.C.N.A. and M.A.S.C. meetings.

Responsibilities During Convention:

- a. Provides a \$25.00 float to both merchandising and registration tables and gets a receipt from them.
- b. Records all ticket numbers for canteen, main raffle, rainbow auction or any other tickets that will be used.
- c. Records all merchandise that is to be sold and its prices.
- d. Periodically collects funds from registration and merchandising tables. To be accompanied by Registration and Merchandising Chairs and get the amounts initialled by those who hand over funds.
- e. Along with the Registration and Merchandising Chairs counts and deposits funds in the bank.

Responsibilities After Convention:

- a. After final accounting notify chair to set a date and place for audit.
- b. Prepare and deliver a final written report to M.A.C.C.N.A. and M.A.S.C.
- c. Attends final M.A.C.C.N.A. meeting.

SUB-COMMITTEES

Sub Committee Chairs:

Qualifications:

One year clean time.

6 months previous service experience.

I. Overall Responsibilities

- a. Schedules sub-committee meetings as needed and notifies the Fellowship of the time, place and topic to be covered by putting out a flier two weeks in advance of meeting.
- b. Stays informed of what is going on by maintaining effective communications with their trusted servants and other sub-committee and executive members by phone and or attendance at meetings.
- c. Exercises administrative/managerial duties for their Trusted Servants.
- d. Puts together an overall budget for their committee and submits it to the M.A.C.C.N.A. Chair and Treasurer for approval.
- e. Organizes their respective Trusted Servants and delegates tasks to those Servants.
- f. Helps to resolve personality conflicts.
- g. Allows Trusted Servants to do their jobs while providing guidance and assistance.
- h. Prepares the agenda for Sub-Committee meetings and chairs them. Agenda to include (introductions/sign in, Service prayer, Traditions, Concepts, topic, close with third step prayer.
- i. Prepare written, legible, detailed reports for M.A.C.C.N.A. meetings.
- j. Gives or gets receipts for all financial transactions.
- k. Keeps an ongoing legible, detailed log of all their sub-committee activities ie: who, what, where, why, how. This log is to be handed over at the last M.A.C.C.N.A. meeting and given to the next Convention Committee.

II. Specific Sub-Committee Responsibilities

1. Merchandising Responsibilities:

Before Convention:

- a. Pricing, purchasing and printing of T-shirts and other merchandise. Needs approval from M.A.C.C.N.A. This task is to be completed no later than the middle of November, provided the Convention Committee is up and running.
- b. Select and purchase gifts for speakers.
- c. Arrange for literature to be available at the Convention.
- d. Sale of T-shirts and other merchandise. Use of receipts for all Trusted Servants given merchandise to sell. Eg: person selling shirts signs receipt for number of shirts and is given a receipt when they hand over cash from sales.
- e. Arrange for taping of speakers.
- f. Orientation of volunteers.
- g. Prepares a log for keeping track of sales of merchandise at Convention.

During Convention:

- a. Sale of T-shirts and other merchandise at merchandising table.
- b. Along with the Treasurer and Registration Chair takes part in fund pick up and bank deposits (see treasurers responsibilities)

After Convention:

- a. Take part in Treasurers Audit.
- b. Submit a legible, detailed, final written report to M.A.C.C.N.A.

2. ARTWORK COMMITTEE RESPONSIBILITIES:

Before Convention:

- a. Choose the Logo and Theme for the Convention: By September or earlier have a meeting to select logos and themes to take out to the Fellowship for consensus on final choice.
Provided the Convention Committee is up and running
- b. Work with other Committees to put together fliers, notices, signs, etc.
- c. Plans and makes decorations for the dance.
- d. Makes the banner for Convention.
- e. Co-ordinates arts & crafts for Convention and auction, starting in September.
- f. Submits a legible, detailed, written final report to M.A.C.C.N.A.

3. VOLUNTEER COMMITTEE RESPONSIBILITIES:

Before Convention:

- a. Has ongoing contact with all committees re: their needs for volunteers.
- b. Recruits and organizes volunteers for all committees.
- c. Set up convention. Hangs banners puts up decorations etc.
- d. Orientation of volunteers.
- e. Arranges for billeting of out of town guests.

During Convention:

- a. Clean up.
- b. Other duties as required.

After Convention:

- a. Clean up, leaving the facility in good order.
- b. Pack up supplies.
- c. Submits a legible, detailed, written final report to M.A.C.C.N.A.

4. FOOD SERVICE COMMITTEE RESPONSIBILITIES:

Before Convention

- a. Plans and arranges for the Saturday Banquet -needs M.A.C.C.N.A. approval. Needs to be done by January at the latest. Provided the Convention Committee is up and running.
- b. Plans and arranges for the Sunday Breakfast Same as above. .
- c. Plans and arranges for supplies for Canteen needs M.A.C.C.N.A. approval.
- d. Purchases supplies for Canteen. Provide proper invoices receipts to Treasurer for all purchases.
- e. Orientation of Canteen volunteers.

During Convention:

- a. Ensures that supplies are reordered if necessary. Same as D above.
- b. That the canteen is being run according to protocol.

After convention

- a. Sales of any supplies left over from Convention. Provide receipts to purchasers for cash received and turn cash and receipts over to treasurer.
- b. Submits a legible, detailed, written final report to M.A.C.C.N.A.

5. REGISTRATION COMMITTEE RESPONSIBILITIES:

Before Convention:

- a. Plans and organizes Registration sales for the convention, important to have preregistrations early on.
- b. Keeps an accurate record of registration sales -registration log.
- c. Purchases tickets for canteen, raffle, rainbow auction and main raffle.
- d. Works with the Artwork Chair to design fliers for registration.
- e. Contacts the N.A. Way Magazine to place information about Convention. To be done by October.
- f. Contacts Institutions and delivers letters of invitation and Institution registrations for their clients. Two months before the event and follow up with a phone call a week or two before Convention.
- g. Arranges accommodation for speakers.

Registration Before Convention (CTD)

- h. Arranges for transportation for Speakers to and from Manitoba and if needed while they are in town. Need travel expense receipts for rebates for speakers
- i. Plans and organizes tourist information etc. for out of town guests.
- j. Arranges with phone line to have information regarding the Convention put on the Phone line.
- k. Have contacts in other Areas that can sell registrations.
- l. Orientation of Registration volunteers.

During Convention

- a. Keeps on accurate record of out of town guests for future contact. Registration log book.
- b. Sets up a table for registration, canteen and ticket sales. Tickets to be different colours for each function and first and last numbers sold recorded.
- c. Along with Treasurer and Merchandising Choir takes part in fund pick up and bank deposits (see Treasurers responsibilities)

After Convention:

- a. Takes part in Treasurers Audit.
- b. Submits a legible, detailed written final report to M.A.C.C.N.A.

6. PROGRAMING COMMITTEE RESPONSIBILITIES:

Before Convention:

- a. Chooses Speakers for the Convention. January at the latest. Providing the Convention is up and running.

PROGRAMING COMMITTEE RESPONSIBILITIES (ctd)

- b. Contacts Speakers for the Convention January at the latest provided the convention committee is up and running
- c. Plans for workshops and ensures that needed supplies are gotten. March at the latest. Providing the Convention Committee is up and running.
- d. Plans the format for Marathon Meetings and arranges to have chairs. April at the latest. Provided the Convention Committee is up and running.
- e. Organizes for Prayer & Meditation on Saturday and Sunday mornings. May at the latest. Provided the Convention Committee is up and running.
- f. Plans and organizes all entertainment activities for the convention. February at the latest. Provided the Convention Committee is up and running.
- g. Organizes Friday & Saturday Dances. February at the latest. Provided the Convention Committee is up and running.
- h. Arranges for music for the dances. December at the latest. Provided the Convention Committee is up and running.

During the Convention

- a. Works with the chair to ensure time frames are followed.

After Convention:

- a. Submits a legible, detailed, written final report to M.A.C.C.N.A.

7. FUND RAISING COMMITTEE RESPONSIBILITIES

Before convention

- a. Plans and arranges with groups, ways and means for raising funds through Draws / raffles of merchandise or registrations.
- b. Plans and organizes Fund Raising activities throughout the year. Accurate records of fundraisers must be kept and turned over to Treasurer.
- c. Contacts members of the fellowship for donations of merchandise for Convention fundraising. Donations must be recorded.
- d. Plans and organizes raffles, rainbow auction & auction at Convention.

During Convention:

- a. Auction of merchandise. Maintain an accurate record of sales and turn over cash and records to treasurer

After Convention: .

- a. Prepare a final legible, detailed, written report to M.A.C.C.N.A.
- b. Attend Treasurers Audit.