

**VRC
GUIDELINE
REVISION
06/11**

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VOLUNTEER REGIONAL CONVENTION GUIDELINES

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DEFINITION

This body shall be known as the Volunteer Regional Convention Committee (Host Committee) and will operate both as a subcommittee of the Volunteer Regional Service Committee of Narcotics Anonymous (“VRSC”) and as an agent of the Volunteer Regional Service Committee, Inc. (VRSC INC.)

PURPOSE

The purpose of the Host Committee is to coordinate and conduct the annual Volunteer Regional Convention of Narcotics Anonymous (VRCNA or Convention). This Convention is held by members of Narcotics Anonymous to bring our membership together in a celebration of Recovery and to share our experience, strength, and hope, and to fund services of the Volunteer Regional Service Committee, Inc. Meetings, workshops, and activities are scheduled to encourage unity and fellowship, among our members, and to help newcomers learn and understand our Fellowship, the Steps, and the Traditions.

Qualifications and Responsibilities of VRC Committee

1. The desire and willingness to serve for approximately 1-1/2 years (until all convention business is completed, generally from August the year before the convention, thru February following the convention).
2. Time and resources necessary to carry out the functions of their position. This includes attendance at all VRC Committee meetings and availability during the convention.
3. Voting members of the Host Committee shall be the elected Administrative Committee members and the Sub-Committee Chairs. The Vice-Chair of a Sub-Committee may vote if the Sub-Committee Chair is not present. Quorum consists of 51% of the Administrative Committee and Sub-Committee Chairs or Vice-Chair in their absence. If a voting member misses more than 2 meetings, in the 1-1/2 year commitment, at the third meeting missed, that position becomes open and a new member may be selected by the Host Committee to fill the position.
4. The ability to communicate and organize.
5. A working knowledge of the Twelve Traditions of N.A., the VRSC Guidelines, and the Twelve Concepts of N.A.
6. Agree to date, sign, and turn in to Chair Person a **MEMORANDUM OF FINANCIAL RESPONSIBILITY** referred to as ADDENDUM A. This agreement shall be held in the VRSC Regional Archives.

Chairperson

Qualifications:

1. 5 years continuous abstinence from all drugs.
2. Minimum of 3 yrs. Active service involvement in N.A.
3. Prior Area or Regional Convention experience.

Responsibilities:

1. Preside over the VRC meetings and establish the agenda and provide a copy to all participants 1-week prior to the day of scheduled meeting. Include a regular reminder of fiscal responsibility so the aim of fundraising is continually emphasized.
2. Handle and, or, direct correspondence of the VRC, to include monthly contact with all members of committee.
3. One of the co-signors on the VRC bank account(s) to include Vice-Chair, Secretary, and Treasurer. When two co-signors are married or involved together, only one may be a co-signor.
4. Vote only in the event of a tie vote.
5. Enforce the “Rules of Decorum and Discipline” at the committee meetings. Acts as final authority and clarification of these guidelines.
6. Maintenance of VRC files and archives.
7. Establish a monthly meeting place and time to be included in Agenda distributed to participants.
8. Call “special” VRC meetings as necessary. Meetings may be called by minimum of three host committee members. Meetings shall deal only with matters that cannot wait until the next regularly scheduled Host Committee meeting and shall be limited to the issues detailed on a pre-announced agenda agreed upon by those calling the meeting.
9. May in times of inclement weather and threatening travel conditions, initiate a telephone discussion and vote as to the postponement of the VRC Meeting.
10. Make regular (bi-monthly) reports to the VRSC in person.
11. Train the Vice-Chair in the performance of the Chairpersons duties.
12. Call and chair Administrative Committee meetings as necessary. Administrative Committee to consist of: (Chair, Vice-Chair, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, and Hotel Liaison).
13. To open the meetings at the appointed time by taking the capital chair and calling the meeting to order, having ascertained that a quorum is present.
14. To state and put to vote all questions that legitimately come before the assembly as motions.
15. Facilitate the resolution of disputes between Host Committee members and prevent important questions from being decided prematurely, in order to foster understanding by the entire Host Committee prior to action.

16. To protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.
17. To expedite business in every way compatible with focus on Concepts #1 and #12.
18. To decide all questions of order, unless when in doubt, the Chairperson prefers to submit such a question to the assembly for decision.
19. To respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the assembly.
20. Ensure that budgets are submitted by February and followed as closely as possible. All line-item budgets must be approved by the VRC Committee, as a whole. Total convention budget must provide a profit. In certain circumstances, for instance, no Arts & Graphics Chair or artwork, this task falls upon the Administrative Committee to be gathered.
21. Contact the VRSC Treasurer and request copies of the last two conventions financial data from Archives.
22. To make the final report of the results of the VRC to the February VRSC in person.
23. To conduct meeting with impartiality and fairness.
24. To authenticate by the capital Chairperson's signature, when necessary, all acts, orders, and proceedings of the assembly.
25. In the event of resignation, the Chairperson shall appoint an interim Administrative Committee member or Sub-Committee Chairperson position until the proper nomination and election procedure can be followed. The appointee shall be someone other than the officers currently holding positions and have qualified experience for the position and be willing to sign, date an Addendum A (Memorandum of financial responsibility).
26. Attend all VRC committee meetings from opening to closing.
27. Call upon prior years Convention Committee members for support and experience.
28. Communicate to all committee members that there will be no reserved seating during banquets for any member or officer.

VICE CHAIRPERSON

Qualifications:

1. Four years continuous abstinence from all drugs.
2. Three years active service involvement in NA.
3. Prior Area or Regional Convention experience.

Responsibilities:

1. In the absence of the Chairperson, be prepared to assume his or her duties.
2. One of the co-signors of the VRC checking account(s).
3. Serve as liaison between all standing Sub-Committee and attending Sub-Committee meetings to ensure cooperation and coordination of the functions within the VRC. Serve as interim Sub-Committee Chairperson if a position is vacant.
4. Act as parliamentarian of the VRC meetings.
5. Attend all VRC Committee meetings from opening to closing.
6. Assist the Hotel Liaison with the coordination of security.

SECRETARY

Qualifications:

1. Minimum of 4 (four) years of continuous abstinence from all drugs.
2. Minimum of 3 (three) years active service involvement in NA.
3. Prior Area or Regional Convention experience.
4. Must have computer experience, defined as: word processing for reports and e-mail distribution skills.

Responsibilities:

1. Be prepared to assume the duties of the Chair and or Vice-Chair in their absence until a Chair Pro-Temp or Vice-Chair Pro-Temp can be elected.
2. Keep an accurate record of the proceedings in all VRC meetings, to include: regular, special, and administrative meetings.
3. Maintain a file of all VRC Administrative Committee and Sub-Committee reports submitted and turn over to VRSC at end of convention for Archives.
4. Mail and/or distribute copies of the minutes to each member of the Administrative Committee and all Sub-Committee Chairs. Copies of minutes should arrive within 7 days after each meeting except in October (when meetings are bi-weekly), and November, (when meetings are weekly).
5. Maintain the record book(s) in which the VRC Guidelines, Special Rules of Order, Minutes, VRSC Guidelines, etc, are entered along with any VRC meeting for verification when requested.

6. Maintain a current attendance record for use by the Chair in determining quorums, voting privileges, etc.
7. Prepare ballot records for all VRC elections and voting.
8. Make available all blank forms in regard to motions and reports and addendums at every VRC meeting.
9. Train the Alternate Secretary as to the performance of his/her duties.
10. Sign all certified copies of acts of this committee.
11. To notify all participants of all special meetings, utilizing such methods of notification as directed by the chairperson.
12. Attend all VRC committee meetings from opening to closing.
13. Secretary is to acquire a P.O. Box for current VRC for an 18-month period and cost to be located in Administrative budget.
14. Pick-up mail from the P.O. Box the week of the VRC meeting until July, twice a month in August and September, and once a week from October through the Convention.
15. Forward all speaker tapes to the Program Chair.
16. Forward all other correspondence to Registration Chair and witness opening of mail and distribution of monies to Treasurer.

ALTERNATE SECRETARY

Qualifications:

1. Three (3) years continuous abstinence from all drugs.
2. Two (2) years active service involvement in NA.
3. Prior Area or Regional Convention experience.

Responsibilities:

1. Assume the duties of the Secretary in his/her absence at VRC meetings.
2. Assist the Secretary in the performance of his/her duties.
3. Assist the Vice-Chair, and record information, as needed, in regard to his/her liaison duties with committees.
4. Attend all VRC Committee meetings from opening to closing.

TREASURER

Qualifications:

1. Five (5) years continuous abstinence from all drugs.
2. Four (4) years active service involvement in NA (Two (2) year minimum service as Treasurer of an Area or Regional service committee).
3. Prior Area or Regional Convention experience.

Responsibilities:

1. To be the custodian of the Committee's funds as received from the areas, Sub-Committees, and other NA sources.
2. To be a co-signor of the committee's bank account(s) and always one of the signers on any VRC check.
3. To make a report of receipts and disbursements at each regular meeting from the areas, Sub-Committees, or other NA sources.
4. To make a full financial report at the end of the VRC. Fundraising proceeds should be shown "below the line", after net convention operating profits. The final financial reports are due at the February meeting of the VRSC.
5. To disburse funds as necessary in accordance with committee decisions when the funds are available.
6. Provide necessary change during the convention.
7. Maintain the VRC financial record book(s) and to have the current information on hand at the VRC meeting for verification and review when requested.
8. Train the Alternate Treasurer as to the performance of the Treasurer duties.
9. Work with the CFO and or CPA of the VRSC in order to maintain the necessary records for tax returns.
10. Attend all VRC committee meetings from opening to closing.
11. Provide a money pickup form with carbon copies to be used in Registration, Merchandise, Entertainment or any other committee involved with disbursement of funds. Forms should be signed by committee chair and a copy provided for their records. This will help with the accountability of fund flow.
12. The VRC Treasurer will provide a current Profit & Loss statement and copy of VRC Bank Statement in full and make available for every VRSC meeting to be delivered by VRC Chairperson.
13. Mileage will be paid to Committee Members as defined by current VRSC guidelines. Mileage to be paid should be greater than a 75 mile round trip per trip.

ALTERNATE TREASURER

Qualifications:

1. Four (4) years continuous abstinence from all drugs.
2. Two (2) years active service involvement in NA. One (1) year minimum service as Treasurer of an Area or Regional service committee.
3. Prior Area or Regional Convention experience.

Responsibilities:

1. Be prepared to assume the duties of the Treasurer in their absence.
2. Assist the Treasurer in the performance of their duties as requested.
3. Assist, as needed, in the collection of funds at all special events and provide accountability for it.
4. Attend all VRC Committee meetings from opening to closing.

HOTEL LIAISON

Qualifications:

1. Four (4) years continuous abstinence from all drugs.
2. Two (2) years active service involvement in NA.
3. Prior Area or Regional Convention experience.
4. Hotel Industry experience with some type of event management or contract negotiation skills.
5. Ability to negotiate contracts and communicate in a professional manner with hotel staff and present himself or herself to hotel in business attire.

Responsibilities:

1. Obtain proposals from 3 hotels. Use the last two years convention final report to obtain room block and banquet sales information. Obtain this information from VRSC Archives.
2. Negotiate for the best prices and complimentary items.
3. Make a presentation to the VRSC regarding the hotel options available.
4. Coordinate with the VRSC and VRC committee to make a final decision on the hotel.
5. If required by the hotel contract, "NA SECURITY", for a lack of a better term, should be provided throughout the hotel 24 hours a day in 6 hour shifts with 3 on duty at all times. People chosen for security should have knowledge of the convention environment and contact hotel liaison for final decision on problems that should arise. Coordinate with Hotel Security as necessary during the convention.
6. Sign the hotel contract after approval of VRSC.
7. Act as central contact between the VRC Committee and the hotel. Coordinate with hotel for overflow accommodations.
8. Ensure the hotel fulfills all duties as outlined in the contract.
9. Provide the VRC Committee and hotel staff with a program schedule to include locations of all functions, meetings, registration, merchandise, and hospitality, etc. within the hotel. Help with the printing of the program.
10. Coordinate with the Registration Chairperson as to how many banquet tickets have been sold and communicate final guarantee to hotel in a timely manner (usually 72 hours prior to function).
11. Track hotel reservations for (3) months prior to the convention and communicate it to VRC Committee and communicate with hotel to be aware of the "late trend" our fellowship has in making reservations.
12. Communicate to hotel that Hotel Liaison is the only person allowed to approve any charges to the Master Account, before, during, or after the convention.
13. Coordinate with all Subcommittee Chairpersons as to their individual needs for the convention. A list should be provided to Hotel Liaison 30 days prior to convention.

14. Coordinate all activities, coffee breaks, meetings, etc. in the hotel during the convention and ensure that the hotel staff arranges proper set-ups. Coffee, if served, will be provided until 1AM each night with Decaf only after 11PM.
15. Set-up all VRC committee meetings with the hotel, if complementary. Communicate to the VRC committee the location of the meetings within the hotel.
16. Provide the Hotel Operator with a radio in order to communicate during the convention or arrange for adequate communication between the hotel staff and the convention committee.
17. Sign for all charges to the master bill.
18. Review the master bill and approve for Treasurer to make final payment to hotel.
19. Communicate with hotel a request that the hotel block all incidental charges from being charged to the master bill, primarily the complimentary rooms, which include, (room service, local and long distance calls, or any other extra charge). We are responsible only for the room charge itself. Also, phone service (for outgoing) in the Hospitality Suite should be blocked.
20. Provide a message board (this may be put near Registration if more convenient).
21. Attend all VRC Committee meetings from opening to closing.

SUB-COMMITTEE CHAIRPERSONS Qualifications:

1. Three (3) years continuous abstinence from all drugs.
2. Minimum two (2) year active service involvement in NA.
3. Prior convention experience, being: Recovery on the Ridge, Unity Convention, Surrender Under the Stars, Memphis in May, and Kiss Kampout, or other comparable events.
4. Individual committee Qualifications will be listed with the position.
5. Must be fully available on site during Convention or have responsible replacement approved by the Chairperson.

HOSPITALITY

Responsibilities:

1. Arrange for the purchase and delivery of all food and necessary condiments to be provided in the hospitality suite, as follows:

Wednesday	no food in hospitality suite
Thursday, Friday, Saturday	7am donuts & fruit

1-2 PM Clean-up (closed)
2-4 PM Snacks & beverages
9-11 PM Snacks & beverages
11-11:30 PM Clean-up (closed)
Sunday Hospitality Suite closed

NOTE: These food service times will deter participants from assuming lunch and dinner are being served by the committee.
2. Arrange for the purchase and delivery of all coffee and supplies (cups, cream, sugar, stirrers, Sweet-n-low, Equal, etc). The hotel will be responsible for brewing coffee, **if served**, monitoring consumption and maintaining service areas outside the workshops & in the Hospitality Suite).
3. Coffee, **if served**, will be brewed by the Hotel and provided in the Hospitality Suite as follows:

Wednesday	7PM to 1AM (Decaf only after 11PM)
Thursday	7AM to 1AM (Decaf only after 11PM)
Friday	7AM to 1AM (Decaf only after 11PM)
Saturday	7AM to 1AM (Decaf only after 11PM)
Sunday	Hospitality Suite closed
4. Keep Hospitality Suite adequately staffed with at least 2 people to work together in 2-3 hour shifts in order to staff the Suite as follows:

Wednesday	7PM to 1AM
Thursday	7AM to 1AM
Friday	7AM to 1AM
Saturday	7AM to 1AM
Sunday	Hospitality Suite closed.

No clean time requirements to work the Hospitality Suite.
5. Rent 12 radios (include backup batteries and recharge box) to be distributed as follows:
 - a) 2 radios for NA Security
 - b) 1 radio for Hospitality Chair
 - c) 1 radio for Hotel Liaison
 - d) 1 radio for Program Chair
 - e) 1 radio for Entertainment Chair
 - f) 1 radio for Hotel Security or Hotel Operator
 - g) 1 radio for Chairperson
 - h) 1 radio for Treasurer-Alternate Treasurer
 - i) 1 radio for Registration Chair
 - j) 1 radio for Merchandise Chair

k) 1 radio for Vice-Chairperson

Radios and charger boxes to be stored in Administrative office space or room that will be secure.

6. Post a "Rules List" in the Hospitality Suite. There should be **NO: GAMBLING, SLEEPING, OR SMOKING**, in the Hospitality Suite.
7. Lock the Hospitality Suite at 1AM each night.
8. Communicate with the Hotel Liaison as to what services are allowed in Hospitality Suite by the Hotel.
9. Radio rental will be part of Hospitality Budget along with any appliances needed to operate Hospitality efficiently.
10. Attend all VRC Committee meetings from opening to closing.

MERCHANDISE

Responsibilities:

1. Obtain bids from 3 merchandise suppliers. Make every effort on the part of the Committee to avoid conflict of interest in merchandise purchases. Members of NA should be allowed to compete-bid, but must have the low bid to get the contract/work. NA members actively participating on committee are excluded from these bids. If NA members are considered as vendors, they should be people of integrity who are trying to uphold the ideals of our program and have in their possession a World Service Approved License to sell NA items. The VRC Committee as a whole will make the final approval.
2. Find suppliers willing to extend credit (i.e. 25%-50% down payment when order is placed and balance due 10 days after convention is over). Make sure to have original invoices for VRC Treasurer and all payments will be made with VRC Check to Vendors only.
3. All items selected, as well as total quantities ordered, must be approved by the VRC Committee as a whole.
4. Staff the Merchandise store with teams to work 2-hour shifts. (Volunteers must have 3 years abstinence from all drugs, and never have misappropriated NA funds to operate cash registers). Cash register tape must be reconciled with cash pickups by the Treasurer and/or Alternate Treasurer. Volunteers must sign, date a Memorandum of Financial Responsibility Form to be allowed to work.
5. The VRC Committee must approve store hours and store must be manned 30 minutes prior to opening.
6. Rent a cash register to use during the convention, which will be included into Merchandise Budget. Coordinate with Registration Chair to go to rental store together and provide proper set-ups for each prospective register and acquire proper training in operation of cash register.

7. Provide an Inventory Count at the end of each day to be given to Treasurer for accountability and also at the end of the convention before it is turned over to the VRSC.
8. Chair should count monies at every pick-up by Treasurer and sign off on a Money Pick-up form provided by Treasurer and receive carbon copy for their final reports.
9. Work with the Treasurer to have enough change for the cash register. Keep in mind the banks will be closed for the holiday. Merchandise Chair must sign payment voucher for opening all tills.
10. Sell merchandise at approximately a 100% markup. For example, if the total cost of a T-shirt is \$4.90, then sell it for \$10.00. Be sure to include all costs such as artwork and delivery of merchandise when determining selling price.
11. Merchandise Budget should be as follows. Assume an average spending allowance per convention attendee to be approximately \$10.00 per person and no greater than \$15.00 per person. The explanation for this rationale is as follows (some people will only spend \$2, while others may spend \$100). Experience has shown the average per person to be \$10-\$15. For example:

Expected Registrations	Cost of Merchandise	Gross Sales Revenue	100% mark-up
700	\$3,500	\$7,000	
800	\$4,000	\$8,000	
900	\$4,500	\$9,000	
1000	\$5,000	\$10,000	

12. The outgoing Merchandise Chair will distribute leftover merchandise to RCM's at the December VRSC. Merchandise will be sold at the Area level. The VRC Chair is to bring all accounted items to the VRSC meeting and get all RCM'S to sign off on the merchandise received. The VRSC Treasurer will distribute and record all merchandise. Then the incoming Merchandise Chair is to be at the February VRSC to pick up unsold items. Monies from those sales will be turned into the VRSC Treasurer.
13. Man the entrance and exit of merchandising room and regulate flow of customers in and out of room based on space. All customers will be provided with a Merchandise Purchase form with appropriate merchandise to be sold. This form is to be filled out and handed to cashier at exit. The Merchandise Chair will be responsible for creating this form with their respective merchandise for that year. Forms are to be used for inventory control and accountability of funds.
14. Attend all VRC Committee meetings from opening to closing.

ARTS & GRAPHICS

Qualifications:

1. Must have Arts & Graphics experience and preferably own a computer to produce the drafts of the artwork.

Responsibilities:

1. Prepare artwork for flyers, program, and all merchandise. (Choosing the logo and theme is the responsibility of the VRC Committee as a whole).
2. Have convention flyers printed. Coordinate with Convention Information regarding scheduling. Ideas should be turned in by February VRC meeting, Rough Draft of final Convention flyer should be turned in to VRC by March meeting and should be produced by the April VRSC meeting and ready for mailing. The Pre-Convention flyer should be printed prior to the December VRSC meeting and 1000 to be delivered to current VRC Convention. Flyer should have room rate and any other information that is approved by VRC Committee as a whole. Meal deadlines should be on the flyer to reflect the time line required by the hotel, usually 72 hours prior to meal. NO REFUNDS after November 15th should be included on all flyers. Logo and theme ideas must be turned into Arts & Graphics by January.
3. Bring 3 bids for printing of program for approval by VRC Committee as a whole and when approved have program printed. Work closely with the Program Committee to get the information as soon as possible. Bring rough draft to the October meeting and final draft to the November meeting. Proofreading is the key.
4. Bring 3 bids for preparing banner for approval by VRC Committee as a whole and when approved have banner prepared. Solicit the conscience of the VRC Committee as a whole to decide on Size of Banner to be produced with optimum sizes of 5x5 to 10x10.
5. Have numbered tickets printed for Banquets and any other entertainment functions, i.e.: Thanksgiving Dinner, Saturday Night Banquet, Sunday Brunch, Comedy Show, Dance tickets, etc. VRC Committee as a whole will approve the number of tickets.
6. Attend all VRC Committee meetings from opening to closing.

REGISTRATION

Qualifications:

1. Preferably must have some experience with computers or be able to keep precise records of registrations.

Responsibilities:

1. Maintain a database in a computer program of all registrations and banquet tickets sold.
2. Work with the Secretary to receive registrations from P.O. Box.
3. Mail a confirmation card to all individuals who register in advance once a week up to 30 days prior to Convention. Phone the last 30 days. E-mail may be done to individuals who provide an e-mail address on flyer.
4. Provide a recommendation by July VRC meeting to the VRC Committee as to what items will be included in the Registration Packets.
5. Registration cost should not exceed \$20.00 for pre-registration and \$30.00 for registration. Include a space for Newcomer Donations on the flyers. Bring suggested registration cost proposal along with projected budget to the VRC committee for approval.
6. If volume discount can be used, work with the Merchandise Chairperson to order items for the registration packets. These items must be inventoried separately to avoid co-mingling with Merchandise Budget items.
7. Staff the registration booth with teams to work 2-3 hour shifts. (Volunteers must have 3 years abstinence from all drugs to work in Registration booth and have never misappropriated any NA funds and be willing to fill out a Memorandum of Financial Responsibility form). The Administrative Committee members must be present to assist the teams in peak times.
8. Prepare a mailing list of all registrants to pass on to the VRC Committee for next year's convention. This will be accomplished with the computer program passed along from previous years convention.
9. Prepare registration packets in advance of the Convention. Do not insert the banquet tickets in the packets. Write on the outside of the packet the name of the individual and how many tickets are Pre-paid and give them their tickets when they pick up their packets. Keep all tickets in the cash drawer until they are picked up/sold.
10. Collect tickets at banquet for accountability.
11. Attend all VRC Committee meetings from opening to closing.

ENTERTAINMENT

Responsibilities:

1. Provide entertainment for Thursday, Friday, and Saturday nights during the convention. Typically there is a DJ dance or a live band on each of these nights with additional entertainment such as: comedy shows, "Smiley Faces" show, boat rides, karaoke, talent shows, etc. Plan, staff and supervise entertainment activities. The VRC committee as a whole must approve all activities.

2. Dances and other entertainment events are non-smoking.
3. Schedule entertainment to start 45 minutes after the main speaker meetings are over. Care should be taken not to schedule too many events at the same time.
4. Sign a contract with all entertainers. Contract must be pre-approved by VRC Committee prior to executing. Original signed contract to be given to the Secretary and a copy provided for the Treasurer.
5. Provide transportation for any functions away from the hotel. Cost for transportation should be included in ticket price for the event.
6. Arrange for all stage lighting and audio. When outside vendors are involved, obtain 3 bids when necessary. Must be approved by VRC Committee as a whole.
7. Provide volunteers to help set up the stage, hang banners, etc. on Wednesday afternoon and breakdown Sunday after speaker meeting. Hanging of banners will be generally done by hotel staff but must be done with an Entertainment representative present, also with breakdown on Sunday, Banners are to be rolled up and stored in regular containers they came in and delivered to VRSC Meeting in progress on Sunday.
8. Keep Hotel Liaison aware of any special needs that must be communicated to the hotel such as room setups.
9. Guard the ballroom so that banners and equipment are secure at night.
10. Collect admissions at dances. Volunteers must have 3 years clean and have never misappropriated any NA funds. There should be two members at door to collect admission and sign a receipt provided by Treasurer at any pickup of funds.
11. Coordinate with Hotel Liaison to have “non-entrance” doors of paid/ticketed functions to be securely locked and all doors to be locked at end of that day’s function to secure banners and equipment. Coordinate to have this responsibility done by the hotel.
12. Attend all VRC Committee meetings from opening to closing.

FUNDRAISING

Responsibilities:

1. Encourage and work with all Areas within the Volunteer Region to have Fundraising events. The Areas, not the VRC Committee, must sponsor these events. Provide a list of fundraiser dates so they do not conflict with one another.
2. The VRC may only sponsor one Fundraising event prior to the convention. (Tennessee State sales tax laws allow only two fundraisers per year: (1) the VRC itself, and (2) one VRC Fundraiser).
3. Arrange for Auction, (or silent auction), during the Convention. Do not accept auction items, which will also be sold on Sunday morning by other Areas & Regions. Arrange for Treasurer or Alternate Treasurer to be on hand to take in the money.
4. Attend all VRC Committee meetings from opening to closing.

CONVENTION INFORMATION

Responsibilities:

1. Make sure the convention is published in the NA Way by February and the www.na.org website.
2. Obtain a mailing list from the WSO of all Regions and Areas. If there's no postal Code, do not send.
3. Schedule 2 distributions (at RSC) and 1 mailing (in June) as follows:
 - a) 100 preconvention flyers handed out to each area at the Feb. RSC
 - b) 100 flyers handed out to each area at the August RSC
 - c) 50 flyers mailed to each Area outside the Region that is within 200 miles of the host city
 - d) 50 flyers mailed to each Region within 700 miles of the host city (feb 2010)
4. Make sure all home groups in the host city have a regular supply of flyers.
5. In July, mail 1 flyer to each individual from outside the host city who registered for the prior year convention. (feb 2010.. deleted original #6/7 about sending to wsc/wcna)
6. Provide brochures with local attractions, city map, etc. Check with Chamber of Commerce of Host City.
7. Provide local meeting lists and NA literature in the Hospitality Suite.
8. Attend all VRC Committee meetings from opening to closing.

PROGRAM

Responsibilities:

1. Have regular subcommittee meetings in order to listen to all tapes submitted through registration or mailed to the P.O. Box.
2. Select 3 main speakers no later than August in order to give them time to accept and make arrangements to attend the convention. Any other speakers chosen will not be compensated other than the pure privilege of sharing their message. Select one backup speaker in the event one of the main speakers cannot attend at the last minute. These Speakers will be: Friday, Saturday, and Sunday Brunch. These main speakers will receive room, a full registration packet and all travel expenses. Other speaker chosen should be notified that no accommodations or travel would be provided.
3. Clean time requirements: 8 years-main speakers
3 years-workshop speakers
1 year-workshop chairpersons

NOTE: The main speakers should be from outside the Volunteer Region and not ever have resided in the Region during their recovery.

The purpose would be to eliminate partisan feelings (pro or con) in the selection of the speaker.

4. Select topics, speakers and chairpersons for a total of 27 workshops as follows:
 - Area speaker workshops (2-3 Area speakers per workshop). Within the Volunteer Region there will be one speaker from each Area. Each Area will choose their speaker.
 - 5 step workshops (2 speakers each).
 - Steps 1, 2, & 3 Steps 4 & 5
 - Steps 6 & 7 Steps 8 & 9
 - Steps 10, 11, & 12
 - Minimum of 2 workshops on Traditions & Concepts
 - Balance of workshops to be selected topics (minimum 2 speakers)
 - VRC Committee as a whole will approve the topics. In August, alert the RCM's of each area to bring speaker names back to VRSC by October.
 5. Make sure speakers and workshop chairperson's use **NA** terminology.
 6. For workshops, read only 2 NA readings and the Press Statement.
 7. Saturday night meeting:
 - a. Chaired by the VRC Committee Chairperson
 - b. Read all NA readings and the Press Statement
 - c. Make any special announcements before the meeting.
 - d. Recognize the VRC Committee by having them stand. It will save time not to introduce everyone by name.
 - e. Introduce Speaker
 - f. Speaker to speak for approximately 45-50 minutes (maximum 60 minutes).
 - g. Recognize geographical areas. Coordinate with Registration Chair so that only those states/countries with registered attendees are called out. Call out all Areas within the Volunteer Region-Host city last.
 - h. Clean time count down. Give out chips and medallions during the clean time count down, to save time. Arrange to give out basic texts or other newcomer gift to everyone with less than 30 days. If someone wants to give out a medallion, to a sponsee, they may come up to the stage at the beginning of the clean time count down and do this when that person's clean time is called out.
 - i. Close with the serenity prayer.
 8. Workshop schedule: Thursday, Friday, Saturday, (same schedule all 3 days).
 - Three workshops will run simultaneously:
 - 9:00 AM - 10:30 AM
 - 11:00 AM - 12:30 PM
 - Lunch Break
 - 2:00 PM - 3:30 PM
- Make sure speakers check in 1 hour prior to speaking. Also, make sure the room is set, good temp, refreshed, a/v on, etc...

9. Meeting schedule:

Wednesday	8:00 PM - 9:30 PM	NA Meeting
Thursday	6:00 PM - 7:30 PM	Thanksgiving Buffet
	7:30 PM - 9:00 PM	NA Meeting
Friday	7:30 PM - 9:00 PM	Speaker Meeting
Saturday	5:30 PM - 7:00 PM	Banquet Dinner
	7:00 PM - 9:00 PM	Speaker Meeting
Sunday	9:00 AM - 10:00 AM	Brunch Buffet
	10:00 AM - 11: 30 AM	Speaker Meeting
10. Entertainment will begin 45 minutes after speaker meetings are over. Make an announcement that everyone must clear the room after the meeting.
11. Contract for all workshops and speaker meetings to be taped. Bring 3 bids from taping company and bring 1 recommendation to VRC Committee for Approval by VRC Committee as a whole.
12. Hotel liaison will coordinate with hotel to have microphones and rooms properly set-up.
13. Select a pool of members to be ready to speak at workshops in the event the scheduled speaker/chairperson fails to show up.
14. Speakers and chairpersons should be in the room 15 minutes prior to the workshop starting time.
15. All workshops, meetings, marathon meetings are non-smoking.
16. Schedule chairpersons for the marathon meeting. The VRC Committee as a whole will decide the hours of the marathon meeting. In order for the marathon meeting to stay open all night, there must be a scheduled chairperson at all times. Schedule chairpersons for 2-hour shifts.
17. Lock marathon meeting room when closed.
18. Attend all VRC Committee meetings from opening to closing.

TECHNOLOGY AND COMMUNICATIONS COORDINATOR

Requirements:

1. At least three (3) years continuous abstinence from all drugs.
2. Minimum two (2) years active service involvement in NA.
3. Prior convention experience, being: Recovery on the Ridge, Unity Convention, Surrender Under the Stars, NA in May, and Kiss Kampout, or other comparable events.
4. Individual committee Qualifications will be listed with the position.
5. Must attend all VRC Committee meetings.
6. Must be fully available on the site during Convention or have responsible replacement approved by the Chairperson

Qualifications:

1. Must have access to a computer and the internet.
2. Previous computer experience necessary. Website design and/or maintenance (webmaster) experience extremely helpful.

Duties:

1. Maintain and keep current the www.vrcna.org website.
2. Forward all correspondence received through the website to the appropriate persons or committees.
3. Maintain separate email account for VRC committee business that allows multiple logins, such as gmail, so that Committee members do not have to use personal accounts and can maintain personal anonymity.
4. Implement and assist with available technologies that support the committee's vision and purpose.
5. Maintain communication with all Subcommittee Chairpersons, and provide technology help wherever necessary.
6. Keep current the calendar on the website, listing all VRC Committee meeting times and places, the dates of Fundraiser(s), and the dates of the Convention.
7. Provide archival copies of website data to the Alternate TCC Chairperson and to the VRC Chairperson. Be sure to include any applicable login information, usernames, passwords, hosting info, etc. (added feb 2011)

THIS IS THE END OF THE GUIDELINES

Revised June 7, 2011

BUDGET OUTLINE
ADMINISTRATIVE COMMITTEE

INCLUDES: Chair, Vice-Chair, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, and Hotel Liaison

ITEMS TO BE INCLUDED BUT NOT LIMITED TO:

Mileage (if outside Host City or Area), Printing Charges, Postage, Printing Supplies, and Computer supplies for Treasurer (Ink or Paper), Security Charges, Rental of Radios, P.O. Box Rental (18 month period), Liability Insurance (if required), Bank Account Charges, and Hotel Charges.

SUB-COMMITTEE CHAIRS

All positions will include mileage to budget (if outside Host City of Area).

HOSPITALITY: Kitchen Preparation Materials, Refrigerators, Delivery of any food product, all Food, Condiments, Paper products, Coffee (If Served), Coffee Brewing Fee (If Coffee is Served)

MERCHANDISE: T-Shirts, Jackets, Cups, Mugs, Sweat Shirts, Hats, Screen Charges, Delivery Charges, Shipping Charges, Artwork Charges, Or any other items or charges approved by the VRC Committee as a whole. Rental of cash register (for 4 day period).

ARTS & GRAPHICS: Printing Charges for Flyers (Includes Pre-Convention Flyers), Programs, and all merchandise, All Banner preparations and charges for making Banner, Printing of numbered tickets for Banquets, Thanksgiving Dinner, Saturday Night Banquet, Sunday Brunch and all Entertainment Function Tickets.

REGISTRATION: Phone calls, numbered confirmation cards, All Items for Registration Packets (based upon last three years attendance), Rental of Cash Register (for 4 day period).

ENTERTAINMENT: Price for contracting any entertainment such as: DJ, Comedy Show, Boat Ride, Karaoke, Smiley Faces Show, and Transportation Charges.

FUNDRAISING: Cost for 2nd VRC Fundraiser Event.

CONVENTION INFORMATION: Postage or Bulk mailing charges, NA Literature needed (local meeting lists and NA IP's in Hospitality Suite)

PROGRAM: Airline Tickets, Extra rooms outside of Block, Basic Texts, Readings, Key Tags, Medallions.

VOLUNTEER REGIONAL CONVENTION **DEFINITIONS**

VOTING MEMBERS: **Voting** members include the Administrative Committee (Chairperson may **ONLY** vote to break a tie vote), Vice-Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, and Hotel Liaison. Sub-Committee Chairperson's (or in their absence, the subcommittee's Vice Chairperson) which include: Hospitality, Merchandise, Arts & Graphics, Registration, Entertainment, Fundraising, Convention Information, and Program.

QUORUM: Quorum consists of 51% of the Administrative Committee and Sub-Committee Chairs or Vice-Chairs in their absence.

Attend all VRC Committee Meetings: If a voting member misses more than 2 meetings in their 18-month commitment, at the third meeting missed, that position becomes open and a new member may be selected by the Host Committee to fill their position.

TIME AND RESOURCES TO SERVE: The individual wanting to serve the VRC needs to have available time in their schedule or work to fulfill a position and be able to attend All VRC meetings and be available during the convention itself.

ADMINISTRATIVE COMMITTEE MEMBERS: Chairperson, Vice-Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, and Hotel Liaison.

SUB-COMMITTEE CHAIRS: Hospitality, Merchandise, Arts & Graphics, Registration, Entertainment, Fundraising, Convention Information, and Program.

PRIOR AREA OR REGIONAL CONVENTION EXPERIENCE: These are requirements listed under Administrative Committee positions. This would include any Area Convention in the Volunteer Region and also the Volunteer Regional Convention. This also includes any positions held on other state or area conventions.

CO-SIGNORS: These are members of the VRC Administrative Committee who are signors on the bank account, being: Chairperson, Vice-Chairperson, Secretary, and Treasurer only.

AGENDA: The Chairperson is required to provide an agenda, which explains the details of the next scheduled VRC meeting time, place and items for discussion at the next meeting.

MEMORANDUM OF FINANCIAL RESPONSIBILITY; The VRCGRC have adopted this form from other Regional Guidelines who have experienced misappropriation of fellowship funds. This form is for the purpose of responsibility for handling of fellowship funds.

VRSC: Volunteer Regional Service Committee

VRCGRC; Volunteer Regional Convention Guideline Revision Committee

MASTER BILL: The final bill from the Hotel of the Volunteer Regional Convention

VRCC: Volunteer Regional Convention Committee

RCM: Regional Committee Member

BOD: Board of Directors being: RCM's of the Volunteer Region

“WITH CAUSE”: A motive, reason, or occasion in which a member misuses NA funds for any purpose.

MIS-APPROPRIATION: When **any** member uses **any** NA funds through embezzlement, stealing, cheating, or fraud, for any purpose other than for the NA fellowship.

CHAIRS: The elected officer(s) to the Administrative Committee or the Sub-Committee who have the sole responsibility and accountability for that position.

PARTICIPANT: Anyone who is part of a committee, including Vice-Chairs or any volunteer who is involved in any way with the Volunteer Regional Convention Committee.

CHECK REQUEST FORM

Person requesting check: _____

Position or Sub-Committee making request: Amount Requested: _____

Reason: (if applicable, please attach receipts) _____

Is this a budget-approved amount? _____

If so, for what year? _____

If so, Budget Line Item: _____

Date Requested: _____

Date Required: _____

Make Check Payable to: _____

(Please check one) Check to be handed () to, or mailed () to:

Special Instructions: _____

(Please do not write below this line)

Date Paid:

Check No.

VOLUNTEER REGION OF NARCOTICS ANONYMOUS
PAYMENT VOUCHER

DATE PAID: _____

CHECK NO: _____

AMOUNT: _____

ISSUED BY: _____

PAY TO: _____

ADDRESS: _____

GENERAL DESCRIPTION OF INTENDED USE:

ITEM DETAIL	AMOUNT
-------------	--------

TOTAL AMOUNT REQUESTED: _____

NAME OF SUBCOMMITTEE OR INDIVIDUAL REQUESTING FUNDS:

ADDRESS: _____

PHONE: _____

ADDENDUM "A"

**VOLUNTEER REGION OF NARCOTICS ANONYMOUS
MEMORANDUM OF FINANCIAL RESPONSIBILITY DATE:**

I, _____, a trusted servant of the fellowship for the Volunteer Region of Narcotics Anonymous agree to use properly and keep safe any money or other asset entrusted to me by the fellowship of NA.

I agree to avoid mixing Fellowship money with my own money or the money of anyone else.

I agree to use Fellowship money or other assets only as directed by the fellowship of NA.

I agree that if I misappropriate or misuse Fellowship money or other assets because of my personal negligence or dishonesty that I will accept full responsibility for their replacement.

I agree that as a trusted servant I serve as a volunteer and will not be paid for my work.

While in service at any time or if I am removed from service I agree to promptly turn over any Fellowship money, assets, records or any other Fellowship property. I have agreed to follow and adhere to the VRC Anti-theft Policy as outlined on Addendum "B".

Signed, _____ (Trusted Servant)

Date: _____

Print name: _____

OFFICER VRC

BY: _____

DATE: _____

TITLE: _____

This document was created to implement the VRC Anti-Theft Policy. The VRC Committee has adopted guidelines and operational policies, which apply to and shall guide the conduct of NA Trusted Servants. Current Copies of these documents are available on request.

This agreement shall be held in the VRSC Regional Archives.

ADDENDUM “B”

VOLUNTEER REGION OF NARCOTICS ANONYMOUS **ANTI-THEFT POLICY**

The 11th Concept for NA Service establishes the sole absolute priority for the use of NA funds; to carry the message. The 12th Concept gives the VRSC a mandate from the NA Groups that calls for total financial accountability. With this in mind, any misuse of funds by Regional Trusted Servants cannot be tolerated.

Should any VRCC Participant, Administrative Committee member, Subcommittee Chair/Vice-Chair, or RSC Convention Committee member, or any other Regional trusted servant be found to have misappropriated, or misused VRCC funds, the presiding Officer of the VRCC, immediately upon calling the

VRC meeting to order, must fully disclose the alleged misuse of funds and the individual(s) involved. Any member accused of misuse of funds may exercise their 10th Concept right to redress at this time.

VRCC ACTION:

The Volunteer Regional Convention Committee, once informed of the alleged misuse of funds, may remove the individual(s) involved “with cause” by a 2/3 vote. Should the VRCC remove a member with cause, said individual(s) participation within the VRCC is immediately terminated.

Additionally, any member removed by the VRCC for misappropriation of funds may not hold an elected seat on the VRCC for a period of (3) years.

RESTITUTION:

Individuals removed for misappropriation of funds are expected to make full restitution of all VRCC funds within a 90 day period from the time of misappropriation. Should a member removed for misuse of funds fail to make full restitution, said member, will be subject to criminal and/or civil prosecution by the Volunteer Regional Service Committee, Inc.

Revised June 7, 2011