

Monterey Bay Convention
of
Narcotics Anonymous



MBCNA

GUIDELINES

Approved October 9, 2025

Mission Statement

To carry the message to the addict who still suffers, celebrate recovery, and deepen the spirit of unity between the Monterey and Santa Cruz Areas of Narcotics Anonymous

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Article I. BOUNDARIES

1. This body will be known as the Monterey Bay Convention of Narcotics Anonymous (MBCNA) Base Committee.
2. This Committee will serve the Monterey County Area and Santa Cruz County Area of Narcotics Anonymous.

Article II. PURPOSE

1. The purpose of the MBCNA Base Committee is to serve as the operational and administrative body of the biennial convention and to perform the day-to-day implementation of the current convention.
2. The MBCNA Base Committee is a subcommittee of and responsible to the Monterey County Area and Santa Cruz Area Service Committees and is entrusted to make decisions and to establish policy as necessary for the operation and administration of the Monterey Bay Convention of Narcotics Anonymous.
3. The host Area Service Committee will alternate between Monterey County Area and Santa Cruz Area Service Committees.

Article III. DUTIES AND RESPONSIBILITIES

Hold monthly service meetings or as needed. Each incoming service body to determine the frequency of and if meetings are to be hybrid or virtual.

Record and distribute minutes of the regular MBCNA Base Committee meetings to MBCNA members and others as required.

Plan, coordinate and implement the biennial convention of MBCNA.

Post-convention clean up.

All committee members shall possess a working knowledge of the 12 Steps, 12 Traditions and 12 concepts.

Article IV. MBCNA BASE COMMITTEE MEMBERS

1. General.

- a. Base committee members must have a commitment to service, the willingness, and resources to do the job, a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts.
- b. Base Committee members are required to submit a written report for each Base Committee meeting.
- c. Any person handling monies shall be required to have a minimum of five years of clean time. Clean time shall not be waived.
- d. Committee members cannot be active voting members of their ASC, except for the Vice Chairs who represent MBCNA at their areas.

- e. Committee members will create, store, edit, upload pertinent documents and contracts, and correspond using their Google drives and gmail accounts - thus archiving in real time their workings.
- f. A Base Admin Committee consisting of the Chairperson, two Vice Chairpersons, Secretary, Treasurer, Assistant Treasurer, Contract Negotiator, Assistant Contract Negotiator, and Information Technology Coordinator shall be created.
 - i. The purpose of planning and preparing information for the whole MBCNA Base Committee.
 - ii. If important matters develop between regularly scheduled MBCNA Meetings, the Admin Committee may act on behalf of the MBCNA. These actions exclude changes in guidelines and expenses over \$1000.00. All actions by the Admin Committee shall be by unanimous vote of all filled administrative positions.
- g. Resignations & Removal of Members
 - i. If an MBCNA Base Committee member delivers a resignation, either verbally or in writing to the Chairperson or Vice-Chairperson, the resignation will be considered effective immediately and non-retractable.
 - ii. If a resigned member wishes to be re-elected to the Committee, they are required to do so in accordance with the MBCNA Base Committee guidelines during the next convention cycle.
 - iii. Any participant found to have used their position for personal gain, misused convention funds or stolen convention funds will be removed from their position immediately by Chairperson or Vice-Chairperson; and the matter is to be addressed by the MBCNA Base Committee at the next meeting. Permanent removal of the participant for specific concerns will require a two-thirds vote of the MBCNA Base Committee members.

2. Chairperson:

a. Requirements

- i. Have current or previous experience on the MBCNA Base Committee or other Convention Committees (e.g. Vice Chairperson)
- ii. A minimum of seven years clean time

b. Duties & Responsibilities

- i. Preside over and ensure that the meetings are run as set forth in the "Motion, Voting & Definition of Terms" section of these Guidelines.
- ii. Prepare and coordinate the agenda (in the official format, see Appendix I) with the assistance of the Secretary.
- iii. Responsible for the correspondence and maintaining archives.
- iv. Provides source for MBCNA Base Committee Guidelines to all new Committee members.
- v. Responsible for the day-to-day implementations of decision making during the convention.
- vi. Assign duties to MBCNA Base Committee members as needed.

- vii. Advises the MBCNA Base Committee of any attendance problems in violation of the MBCNA guidelines.
- viii. Reports to the Committee any failure of a member to fulfill their responsibilities.
- ix. Prepare and submit written reports to the Committee at all MBCNA Base Committee Meetings.
- x. Serve as backup administrator to MBCNA Google Workspace.
- xi. Co-signer on MBCNA banking accounts.

3. Vice Chairpersons (2 people - 1 from the Santa Cruz and 1 from the Monterey Area)

a. Requirements:

- i. Have current or previous experience on MBCNA or other Committees or convention committee experience.
- ii. A minimum of seven years clean and the willingness to become the Chairperson.

b. Duties & Responsibilities

- i. In the absence of the Chairperson, one Vice-Chairperson will perform the duties of the Chairperson.
- ii. Act as a liaison to Sub Committees and attend their meetings periodically as assigned by the chairperson.
- iii. Attend the monthly Area Service meeting in their respective areas, serving as the representative of the Committee to the Area.
- iv. Prepare and submit written reports to MBCNA, and the Area Service meetings.
- v. Assist the contract negotiator as needed.

4. Secretary

a. Requirements:

- i. Have current or previous experience as a secretary at convention, area or regional level.
- ii. A minimum of three years clean time and the commitment, resources, and clerical skills necessary to do the job.

b. Duties & Responsibilities:

- i. Keep accurate minutes of each meeting in the official format (see Appendix 2).
- ii. Send reminder email requesting monthly e-mail reports from MBCNA Admin Committee members and Subcommittee chairs.
- iii. Type and email minutes MBCNA meetings within ten calendar days after each meeting to all members, and any others as directed by the MBCNA Base Committee.
- iv. Keep a record of the previous cycle's minutes on hand at each meeting, passing them onto the Chairperson at the end of the Secretary's term of office for the archives.
- v. Prepare roster, attendance records and advise the Chairperson of member attendance problems.

5. Treasurer

a. Requirements:

- i. Have current and or previous experience on the MBCNA or convention committee experience, preferably as the assistant treasurer.
- ii. A minimum of seven years clean time and the commitment and willingness to perform the job, along with accounting and computer skills sufficient to maintain accurate records.

b. Duties & Responsibilities:

- i. Maintain the bank account for MBCNA.
- ii. Pay all monthly bills and write all checks.
- iii. Work with MBCNA to prepare a budget for the Convention. Treasurer to prepare and submit budget for approval for new cycle to Base Committee the same month books are closed for the previous cycle.
- iv. Collect receipts for MBCNA Base Committee members' expenses.
- v. Retains copies of all bank statements.
- vi. Complete accounting and reporting to the Area Treasurers of all monies.
- vii. Obtain approval from the MBCNA to write checks exceeding \$1,000.
- viii. Provide a monthly report of cash flow and financial condition of MBCNA.
- ix. Treasurer will procure a list of Committee-, Programming- and Entertainment-related hotel rooms to be set aside in the room block for MBCNA Base Committee-approved reservations 3-4 months before the convention. Room requests submitted less than 3 months before the convention will be denied.
- x. Closing Convention Financial Records.
 - 1. The outgoing current years Treasurer will remain responsible to MBCNA until such time, as a final financial report is presented to MBCNA.
 - 2. Expenditures and reimbursements directly related to time of the Convention will be paid as soon as possible and no later than 21 calendar days following the Convention.
 - 3. If the current year's Treasurer is not continuing for a second term, they will not have voting rights, nor be required to attend MBCNA meetings except as required to get that year's convention books closed.
 - 4. All money in excess of the convention's budgeted expenses (\$35,000 in the checking account, and \$15,000 prudent reserve in the savings account), if any, will be equally divided and paid to the participating MBCNA areas.
 - 5. Will assure that newly elected officers of MBCNA meet at bank no later than the May MBCNA meeting to sign signature cards.
 - 6. Expenses pertaining to the previous Convention will be charged to that year's Convention budget.

7. Final financial report will be presented at the May MBCNA meeting.
8. Provide new treasurer with an itemized list of debits including outstanding items (non-cleared checks, deposit due but not received, sales tax due from merchandise sold at convention) will be transferable to new Treasurer account as reserve line items and will be considered encumbered and not count against prudent reserve amount.
9. Financial records will be organized and complete when presented to MBCNA Chair for storage archives.

6. Assistant Treasurer

a. Requirements:

- i. Accounting skills necessary to maintain accurate financial records.
- iii. A minimum of seven years clean time.

b. Duties & Responsibilities:

- i. Attend MBCNA Base Committee meetings.
- ii. Keep budget up to date, posting incomes and expenses as they occur.
- iii. Assist Treasurer with financial record keeping and bank reconciliations.
- iv. Perform all duties assigned to the Treasurer in their absence.
- v. Willingness to become Treasurer for the following convention.
- vi. Is not a cosigner on any MBCNA bank accounts.

7. Contract Negotiator

a. Requirements:

- i. Have at least five years' experience on the MBCNA Base Committee or convention committee experience.
- ii. Business and negotiating skills.
- iii. A minimum of five years clean time.

b. Duties & Responsibilities:

- i. Recommends future convention sites up to 4 years and presents the Committee with cost of hotels and convention centers.
- ii. Prepare all contracts for use of hotels, convention centers, vendors, materials, services, and entertainment providers as needed.
- iii. Reviews all contracts on a regular basis to assure progress payments are being made.
- iv. Ensures all vendor debt is collected.
- v. Serves as the primary contact to hotel and convention center facilities personnel.
- vi. Set up onsite walk through for subcommittees at approximately 6 months prior to convention.
- vii. Is solely responsible for negotiating of ad on a-la-cart items, i. e. meeting projectors, electrical devices, internet connection etc.
- viii. Assists all Committee and Subcommittee members in fulfilling their responsibilities.
- ix. Assists Chairperson in implementing sound and prudent decision making during the convention.

- x. Archive records of past conventions hotel and convention center costs, room blocks and pick-ups, food and beverage spent and all convention income and expenses including contracts and invoices for the purpose of further contract negotiations utilizing the MBCNA Google Drive.
- xi. Trains and mentors the Assistant Contract Negotiator.
- xii. Schedules a closing meeting on the last day of the convention to do a formal walk-through to facilitate return deposit.

8. Assistant Contract Negotiator

a. Requirements

- i. Have at least five years' experience on the MBCNA Base Committee or convention committee experience, business and negotiating skills and
- ii. A minimum of five years clean.

b. Duties & Responsibilities:

- i. To assist the Contract Negotiator.

9. Information Technology Coordinator

a. Requirements:

- i. Possess the technology skills required to maintain various aspects of MBCNA as outlined in Duties and Responsibilities.
- ii. A minimum of 3 years clean time

b. Duties and Responsibilities:

- i. Maintain MBCNA.ORG website; update contact information, main page, links, etc.
- ii. Train incoming IT Chair in all aspects of the position.
- iii. Maintain MBCNA.ORG Google For Workspace Account; add/edit user info, Google Drives (Team Drives),etc.
- iv. Work with Treasurer to Implement Online Registration.
- v. Train Committee members on the use of Google Docs.
- vi. Support and Troubleshoot MBCNA owned software and hardware related difficulties.
- vii. Maintain virtual meeting account and set up/start online and hybrid meetings as needed.
- viii. Interface with Conference Center and Hotel IT Departments as needed.
- ix. Work with hotel and MBCNA AV Staff at the event, as needed.

c. Proposed Timeline:

- i. 23 months out
 - 1. Review written recommendations of what worked and what didn't work at the previous convention.
 - 2. Provide support for in-person Committee meetings (ongoing throughout commitment):
 - a. Start Zoom meeting
 - b. Set up Cloud recording
 - c. Distribute Cloud recordings to secretary for minutes
 - d. Archive old meetings as necessary
 - 3. Remove/hide information from prior convention (registration

- links, hotel links, online registration page, etc.) from web site.
4. Forward volunteer information to registration, programming, and host (ongoing throughout commitment).
- ii. 22 months (or when available)
 1. Update web site with date and location of next convention.
 2. Set up new committee members with Email addresses & Google Drive (ongoing throughout commitment).
 3. Provide support for mail and Google Drive. (Ongoing throughout commitment)
 4. Update web site with any changed Board Members (ongoing throughout commitment).
 - iii. 18 months out (or when available)
 1. Update web site with date and location of next convention.
 - iv. 9 months out
 1. Set up online registration form.
 2. Add registration link to home page.
 3. Enable Online Registration page.
 - v. 8 months out (or when available).
 1. Add online hotel block registration to the home page.
 - vi. 6 months out (or when available)
 1. Add downloadable flyer to home page.
 2. Add convention logo to home page.
 - vii. 2 months out
 1. Coordinate with Contracts & Host to understand onsite audio/visual needs, closed captioning, etc.
 - viii. 2 weeks out
 1. Close online registration
 - ix. 1 week out
 1. Get program guide from Programming
 2. Upload program to web site
 3. Create QR code for program and send to chair & programming
 4. Update program file throughout week as changes come in
 - x. Convention:
 1. Provide audio-visual setup and support for main speaker meetings
 2. Update program
 3. Provide programming files as needed for on-site kiosks

10. Subcommittee Chairs & Vice Chairs

a. Requirements:

- i. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
- ii. NA convention experience.
- iii. Be a member of NA
- iv. Other specific requirements as set forth in these guidelines.

b. Duties & Responsibilities:

- i. Subcommittee chairs to attend all MBCNA Base Committee meetings.
- ii. Make written recommendations for next subcommittee
- iii. Vice-chairs assume the reasonability of chairperson in the event of chairperson's absence.
- iv. Hold and attend regular monthly (or more frequently if needed) subcommittee meetings of their specific subcommittee.
- v. Provide the subcommittee with information as necessary.
- vi. Provide guidelines, proposed budget, and the past years subcommittee minutes, reports, and records to MBCNA Base Committee.
- vii. Coordinate and train Volunteers
- viii. Assure that the subcommittee develops an agenda and a timeline for its meeting responsibilities as set forth in these guidelines.
- ix. Assist other Subcommittees in fulfilling their duties prior to and during the convention.
- x. Other specific duties and responsibilities as set forth in these guidelines.
- xi. Chair and vice chair will continue attending subcommittee meetings for a minimum of two months to work with the new committee and help them develop.
- xii. Review, discuss and create a budget proposal for submission to the MBCNA Base Committee for approval by 18 months prior to the next convention.
- xiii. Manage the subcommittee budget
- xiv. Attend on site walk through of convention site approximately 6 months before convention as set up by Contract Negotiator

Article V. QUORUM

1. A quorum must be established prior to conducting any old or new business.
2. A quorum is a minimum of two-thirds of the active (filled) MBCNA Base Committee Member positions.
3. Once a quorum has been established it will be presumed that a quorum exists unless there is a new roll call requested and the quorum is found to no longer exist.
4. Any Member sensing a lack of quorum may request a roll call.

Article VI. MOTIONS, VOTING & DEFINITION OF TERMS

1. Motions:

- a. Any Committee member (except the Chair) may make, second or speak to motions when recognized by the Chair of the Base Committee.
- b. All motions must be submitted in writing on an MBCNA motion form
- c. Once a motion is made, it must be seconded before any discussion will be allowed.

- d. Secondary motions to amend, substitute, refer, table, etc. may be made at any time prior to voting on a main motion, unless the question has been “called”
- e. All Main Motions Affecting Guidelines or Policy must be tabled until the next MBCNA Base Committee Meeting.
- f. MBCNA Procedure Rules of Order, Motions & Voting table and Definition of Terms will be followed when conducting business and voting.

2. Voting:

- a. Only Members of MBCNA Base Committee are eligible to vote. Only one member from each subcommittee may vote. In the absence of the subcommittee chair, the subcommittee vice chair may vote.
- b. All motions must pass with the majority of more than 50% of the participants or a two-thirds (2/3) majority, as stated in the motion table.
- c. Abstentions and/or blank ballots will be considered non-votes, neither in favor or opposed; however, no motion will pass unless 2/3 of the quorum in attendance is voting affirmative or negative for any motion.

3. Rules of Order, Motions & Voting Table

- a. (Adapted and modified for MBCNA from “A Guide to Local Services in Narcotics Anonymous”)

Part A. Main & Secondary Motions:

A Main Motion or Main Motion Affecting Guidelines or Policy can only be introduced if there are no other pending motions.

MOTION / ITEM	PURPOSE	INTERRUPT	2 ND	DEBATE	VOTE
Adjourn/Close	Stop all business and end the meeting	No	Yes	No	Majority
Amendment (3) Types	Modify wording of motion see Definition of Terms for 3 types of amendments	No	Yes	Yes	Majority
Call the Question - ask for the vote	End debate and vote	No	Yes	Yes	2/3 Majority
End, Limit or Extend Debate	Change specific time for debate	No	Yes	No	2/3 Majority
Main Motion	Bring business before the MBCNA Meeting	No	Yes	Yes	Majority

MBCNA GUIDELINES

Main Motion Affecting MBCNA Guidelines or Policy	Amend MBCNA Guidelines or Policy	No	Yes	Yes	2/3 Majority
Order of the Day	Make meeting follow agenda	Yes	No	No	None
Personal Privilege	Register complaint	Yes	No	No	None
Recess	Recess - break for a specific period of time	No	No	No	Majority or Declaration by Chair
Refer to ASC's	Send motion considered to have major significance to the ASC's for a vote	No	Yes	Yes	2/3 Majority
Refer to Committee or Another Body	Send motion to another group for recommendations or additional work	No	Yes	Yes	Majority
Table	Lay aside temporarily	No	Yes	No	Majority
Withdraw	Rid the body of a pending motion	Yes	No	No	Unanimous

Part B Incidental Motions:

No order of precedence. These motions arise incidentally and are decided immediately.

MOTION / ITEM	PURPOSE	INTERRUPT	2 ND	DEBATE	VOTE
Appeal Ruling of the Chair	Overturn the ruling of the chair	Yes	Yes	1 Pro (Maker) 1 Con (Chair)	Majority
Order of the Day	To make a committee return to its agenda	Yes	No	No	Majority

Parliamentary Inquiry	Ask a question pertaining to a parliamentary rule or procedure	Yes	No	No	None
Point of Information	Request for information	Yes	No	No	None
Point of Order	Enforce rules	Yes	No	No	None
Suspend Rules	Change the rules for the way business is transacted for a single item	No	Yes	No	2/3 Majority

Part C Motions That Bring a Question Again Before MBCNA:

No order of precedence. Introduce only when nothing else is pending.

MOTION / ITEM	PURPOSE	INTERRUPT	2 ND	DEBATE	VOTE
Remove from Table	To resume consideration of a motion previously tabled before the time set.	No	Yes	No	Majority
Reconsider	Reconsider a motion (maker of motion must be from the prevailing side)	No	Yes	Yes	Majority

4. Definition of Terms

Adjourn:

To end the committee meeting.

Amendment:

The amendment must in some way still involve the same question that is raised by the motion to which it is applied. When a motion is made and seconded it belongs to the committee as a whole. Discussion should be limited to the amendment, not the motion being amended.

Amend by Substitution:

To alter a main motion by completely rewriting it while preserving its intent.

Amendment- Friendly:

Friendly Amendment made by original writer of a motion before it is seconded. If the chair senses there is no objection from the committee, the chair may accept the amendment by 'unanimous consent'. If any member objects, the friendly amendment will not be permitted, and a motion will be required.

Appeal the Decision of the Chair:

To challenge a decision the Chair has made about the rules or order. There will be one (1) pro and one (1) con to the motion. The maker of the motion will speak in favor of the motion and the chair will speak con if he/she wishes to oppose the motion

Call the Questions (vote):

To instigate a vote. Allows for only two (2) pros and two (2) cons during discussion. This vote must pass with a two-thirds majority in favor of stopping further discussion. This motion is not made to suppress information but rather expedite the proceedings.

Main Motion:

A main motion is an idea a committee member wants the committee to put into practice. It is a motion whose introduction brings business before the MBCNA Base CommitteeMBCNA Committee. Such a motion can only be made when no other motion is pending. A main motion must be in writing, preferably on an MBCNA motion form and is to be submitted to the MBCNA chairperson.

Main Motion Affecting Guidelines or Policy:

These motions include, but are not limited to, changes in the MBCNA Guidelines, Subcommittee Guidelines, establishing new Subcommittees, and offering suggestions as to how Subcommittees conduct their meetings.

Order of the Day:

To make a committee return to its agenda if it gets onto another track.

Parliamentary Inquiry:

Some Members may be new to Parliamentary Rules & Procedures and can easily be confused. A Parliamentary Inquiry can be made by any member at any time if there is a need to ask a question pertaining to a parliamentary rule or procedure. This motion is not intended to ask questions pertaining to the content of a Main Motion or Main Motion

affecting Guidelines or Policy

Point of Information:

To be allowed to ask a question about a motion being discussed, not to offer information.

Point of Order:

To request clarification of the rules of order when it appears they are being broken.

Recess:

To request a break for a specific amount of time. It permits any member may ask the chair to declare a recess. The chair may grant the request, put the matter up for vote, or decline the request.

Reconsider:

To reopen for debate a motion that has been previously passed. This is to take into account a motion that was passed hastily. It permits the correction of a motion accounting new information. It is not to be used for rehashing motions on which outcomes displeased an individual. This motion can only be made by an MBCNA member who voted on the prevailing side or a member who spoke on the prevailing side of the original motion. After the closing of the MBCNA meeting a motion can no longer be reconsidered; however, a new motion may be made at a following MBCNA Meeting. A motion may not be reconsidered more than once.

Refer to ASCs:

Send motion considered to have major significance to the ASC's for a vote. If passed, there will be 2 pros and 2 cons on the original motion so as to give information to the MBCNA Vice Chair representing their areas to bring back to their ASC's for a vote. In the event ASC votes are not consistent with each other, there will be a joint meeting of the area admin committees and MBCNA Representatives to reach a consensus. If consensus cannot be reached, the motion will be considered failed.

Refer to Committee:

To halt debate and send the motion (or information) to Admin, an Ad-hoc committee, or a Subcommittee for discussion and or additional information. If a motion to refer is made, the purpose of the motion must be clearly stated.

Remove from the Table:

To resume consideration of a motion previously tabled before the time set.

Suspend the Rules:

To waive a certain MBCNA procedure. The motion will include the rule to be suspended and the length of time it shall be suspended.

Table:

To put off a motion for further consideration at a later date and time.

Unanimous Consent or Acclamation:

This is a method which allows the MBCNA Base CommitteeMBCNA Committee to move quickly through routine business or questions that have little or no importance. This is a less formal way of handling business and is an alternative to taking a vote on a motion. If the chairperson senses no opposition to a motion, they may state that the motion passes by unanimous consent or by acclamation. If there is no objection, permission is then granted from the body and business moves on. If a member objects, the matter will go to a vote as prescribed for the motion.

Withdraw:

After a motion is made and seconded it belongs to the MBCNA Base CommitteeMBCNA Committee as a whole and the maker must request the MBCNA's permission to withdraw. A request to withdraw may only be made by the maker of the motion. The 'withdrawal' may be treated by the chairperson as a 'unanimous consent' matter, that is, if there is no objection, permission is granted. If there is an objection, the chairperson automatically puts the request to vote, which is not debatable

Article VII. ATTENDANCE AND PERFORMANCE

1. Members will attend all regular MBCNA Base Committee meetings. In the event a member cannot attend the Chairperson will be notified.
2. If a member misses two consecutive meetings or three meetings total during one convention period, the Chairperson will address the matter to the Committee for possible action.
3. If a subcommittee Chairperson or Vice-Chairperson fails to attend two consecutive MBCNA Base Committee meetings, two or their respective subcommittee meetings or three total during one convention period, the MBCNA Base Committee may assume direct control of the subcommittee. The MBCNA Base Committee will attempt to return the subcommittee to a position of good standing.
4. Any member of Narcotics Anonymous is welcome to attend all regular Committee meetings as a non-participant observer. The Chairperson, at their discretion, may call upon a non-participant observer to speak.

Article VIII. ELECTIONS

1. Elections will be announced at all Main Speaker meetings during the convention.

2. At the first meeting after the convention, the MBCNA Base Committee will hold nominations for all open positions.
3. Nominees must have completed a service resume, be present to accept the nomination, and field questions before the election.
4. The Chairperson and Vice-Chairpersons must be confirmed at their next respective Area Service Committee Meetings.
5. At the second MBCNA Base Committee meeting after the convention, elections will be held.
6. No member, with the exception of the contract negotiator, will serve in the same elected position for more than two consecutive terms, unless the position is vacant for three months after the close of the convention.

Article IX. FINANCIAL

1. Travel & Expenses

- a. Committee members will be reimbursed for travel at IRS allowed rate, copies, mailings, telephone, and other expenses.
- b. Subcommittee reimbursement for travel will be limited to the following: Chairperson and Vice-Chairperson(s), or designated Subcommittee Representative.
- c. Subcommittee expenses such as copying, mailings and telephone may be reimbursed to a Subcommittee member if authorized by the Subcommittee and approved by the MBCNA Base Committee.
- d. All expense reimbursements must be for convention related business only and within budget. Except for mileage, all reimbursements must have supportive documentation such as receipts and a completed MBCNA Cash Voucher.

2. Cash Disbursement

- a. All checks for non-budgeted items or checks over \$1000.00 will require the approval of the MBCNA Base Committee.
- b. Checks will be made payable to vendors, businesses, or individuals seeking reimbursement
- c. Cash withdrawals and payments are prohibited except for cash register drawer money.
- d. All regular budgeted monthly operating expenses will be paid without further approval.
- e. All other expenses prior to convention will be approved by the MBCNA Base Committee. Unexpected expenses arising at convention will be approved by Treasurer and two other members of the Administrative Committee.

3. Refund Policy

- a. No refunds
- b. Policy will be posted at the registers, on brochures and website.

4. Budgeting

- a. After the final financial report, as per the Treasurer section on duties in relation to closing convention financial records. Operating expenses shall be determined for the next cycle and monies over the budget amount of

total convention cost will be divided between the Monterey County and Santa Cruz Areas.

- b. All subcommittees will submit individual budgets to be included in the MBCNA budget.

5. Prudent Reserve

- a. A prudent reserve of \$15,000 will be kept in a separate bank account.

6. Bid Process

- a. All vendors will use MBCNA Request for Proposal.
- b. All subcommittees will get three bids for goods and services unless the providers of needed goods and services are limited by availability to fewer than three.
- c. Subcommittees will bring to the MBCNA Base Committee all bids with their recommendation.
- d. Contract Negotiator retains all three bids for possible further negotiation.
- e. Members of the MBCNA Base Committee and its subcommittees are restricted from bidding for any goods or services provided to the convention.

Article X. THEFT POLICY

- 1. If anyone is found to have misappropriated or misused MBCNA Base Committee funds or other assets, the Chair of the MBCNA Base Committee shall immediately, upon calling the MBCNA Base Committee to order, 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.
- 2. MBCNA Base Committee Action: The MBCNA Base Committee, once informed of the alleged misuse of funds, may remove the individual(s) involved from service “with cause” by two thirds vote. Should the MBCNA Base Committee remove a member with cause, said individual(s) participation within the MBCNA Base Committee is immediately terminated. Additionally, any member removed by the MBCNA Base Committee for misappropriation of funds may not hold an elected seat on any MBCNA Base Committee for a period of four years.
- 3. Restitution: Individual(s) removed for misappropriation of funds are expected to make full restitution. When a member is removed for misuse of funds and fails to make full restitution, said member may be subject to criminal and/or civil prosecution by the MBCNA Base Committee.
- 4. Vendors who fail to fulfill their financial contract and obligation to MBCNA may be subject to criminal and/or civil prosecution by the MBCNA Base Committee.

Article XI ARTS & GRAPHICS SUBCOMMITTEE GUIDELINES

1. Purpose

- a. Provide graphic design and signage for the MBCNA Base Committee and its subcommittees.

2. Duties and Responsibilities

- a. Responsibilities:
 - i. Coordinate with the Merchandise Committee on convention logo designs for convention merchandise.
 - ii. Convention Logo Selection:

1. Provide designs of the approved theme by:
 - a. soliciting art from members of Narcotics Anonymous by a logo contest, creating designs “in house” purchasing the services of a professional if the budget allows.
 2. Select three designs to present to the MBCNA Base Committee
 3. Logo will reflect the approved theme of the convention.
 4. Logo must include the phrase MBCNA and the number of the event (i.e. MBCNA III) and the dates of the convention.
 5. Submitted art will become property of MBCNA and will not be returned.
 6. Final approval of the convention logo is due in January of the year preceding the convention.
- iii. Solicit bids from printers and service providers and provide the selected vendors with camera-ready artwork.
 - iv. Coordinate with other subcommittees for their Arts and Graphics needs:
 1. For Registration:
 - a. Design layout and printing of pre-registration flyer.
 - b. Provide QR code, art and designs for registration packet items, including badges.
 - c. Signage
 2. For Program:
 - a. Design layout and coordinate the creation of a QR code connected to the convention’s program schedule to be printed on the badges.
 - b. Signage
 3. For Merchandise:
 - a. Provide art and designs for merchandise
 - b. Signage
 4. For Entertainment:
 - a. Signage
 - b. Design event ticket
 5. For Host:
 - a. Design layout and printing of banners
 - b. Signage
 - c. Directional posters
 - d. Map of Convention vicinity
 - e. List of local attractions
 - f. Miscellaneous
 - g. Flyers and other materials as necessary
3. **Arts & Graphics Subcommittee Members**
 - a. **Chairperson**
 - i. **Requirements:**
 1. A minimum of three years clean time.
 2. Knowledge of design principles and printing processes.

3. Computer literacy and familiarity with Computer Graphics software.
- ii. **Duties & Responsibilities:**
 1. Prepare and submit a monthly written report to the MBCNA Base Committee.
 2. Delegate responsibility for various administrative duties.
 3. Prepare and administer subcommittee meeting agenda.
- b. **Vice Chairperson**
 - i. **Requirements:**
 1. A minimum of three years' clean time.
 2. Knowledge of design principles and printing processes.
 3. Computer literacy and familiarity with Computer Graphics software.
 4. Assist chairperson and committee as required.
 5. Willing to become Arts and Graphics chairperson for the next convention cycle.
 - ii. **Duties & Responsibilities:**
 1. Assist Chairperson and committee as required.
 - iii. **Additional members**
 1. May be added to the subcommittee at the Chairperson's discretion. Additional members may vote on subcommittee business after attendance at their second consecutive subcommittee meeting.
4. **Arts & Graphics Subcommittee Timeline**
 - a. Right after the convention)/23-19 Months Out:
 - i. Review and discuss timelines.
 - ii. Meet with the Arts and Graphics Committee to discuss what worked and what did not work with the previous convention.
 - iii. Write a report that captures subcommittee recommendations to be presented at the first regular MBCNA Base Committee meeting after the convention and for the benefit of the next Arts and Graphics Subcommittee.
 - b. 18 Months Out:
 - i. Work with Registration on a generic pre-registration brochure.
 - ii. Solicit bids from printers.
 - c. 17 Months Out:
 - i. Bring pre-registration brochure design to MBCNA Base Committee for approval
 - d. 16 Months Out:
 - i. Print pre-registration brochure and get it to Host and Registration.
 - ii. Work with Program to develop flyer for speaker CD's.
 - iii. Develop flyer for convention logo contests.
 - iv. Submit logo contest flyer to MBCNA Base Committee for approval.
 - e. 13 Months Out:
 - i. Post pre-registration information and PDF online.
 - ii. Work on other flyers as needed.
 - f. 12 Months Out:

- i. Begin QR code creation coordination. program booklet template.
 - ii. Solicit bids for banner.
 - iii. Solicit bids for printing the program booklet.
 - iv. Approve convention logo at MBCNA Base Committee.
- g. 10 Months Out:
 - i. Work with Host to check with each subcommittee for signage.
 - ii. Work with Host to review signage and make a list of additional items needed.
 - iii. Submit signage list to MBCNA Base Committee for approval
 - iv. Solicit vendors for bids for additional signage.
 - v. Submit banner design and cost to MBCNA Base Committee for approval.
- h. 9 Months Out:
 - i. Check with all Subcommittees on signage.
- i. 8 Months Out:
 - i. Work with Registration to solicit vendors for bids on badges and registration packet merchandise.
- j. 6 Months Out:
 - i. Order banner
 - ii. Order registration badges
 - iii. Finalize program with events (Entertainment), Cost (Registration), meetings and speakers (Program). Procure the Program QR code, including finalizing the landing page (platform for the Program), so that it can be printed on badges.
- k. 5 Months Out:
 - i. Submit program booklet to MBCNA Base Committee for approval
 - ii. Submit printer bids to MBCNA for approval
- l. 4 Months Out:
 - i. Send program booklet to the printer
 - ii. Work with all subcommittees on additional signage
- m. 3 Months Out:
 - i. Develop all signs (directional, events, meetings etc.)
 - ii. Get list of volunteers from Host
- n. 2 Months Out:
 - i. Work with Host on ideas for placement of signs, hanging banners etc.
- o. During Convention:
 - i. Work with all subcommittees and their signage needs
 - ii. Work with Host on placement of signage in hotel and convention center
 - iii. Have extra supplies available for last minute signage
 - iv. After the convention store all signs to protect Fellowship's investment

Article XII PROGRAM SUBCOMMITTEE GUIDELINES

1. Purpose

- a. Facilitate all speaker arrangements and meeting activities up to and including the convention
- b. Develop all speaker and meeting information for program QR code.

2. Duties and Responsibilities

- a. The Program Committee develops plans for meetings and workshops at the event. Members of this committee choose and make arrangements for main, topic, and panel speakers.
- b. The selections are submitted to the MBCNA Base Committee for review and approval.
- c. Makes recommendations as to the time and location of all other activities.
- d. The Program Committee shall develop a sign-in procedure to track specific location and times for readers, speakers, secretaries, workshop chairpersons or anyone involved in the event program to sign in.
- e. Guidelines and other information for the secretary and speakers will be distributed at the sign in point.
- f. A signed release form shall be obtained from each speaker and chairperson at the time of sign in.
- g. In the event of a no show, a pool of members shall be available from which to select replacements.
- h. Record the number of NA members in attendance at all meetings.
- i. Contact recording companies to record meetings and obtain three proposals to be submitted to the MBCNA Base Committee for approval.

3. Program Subcommittee Members

a. Chairperson

i. Requirements:

1. A minimum of five years clean time.
2. Experience on NA Convention Committees.

ii. Duties & Responsibilities:

1. Hold monthly Program Subcommittee meetings.
2. Attend all MBCNA Base Committee meetings.

3. Delegate responsibility for various administrative duties.
4. Prepares and submits a monthly written report to the MBCNA Base Committee.

b. Vice Chairperson

i. Requirements:

1. A minimum of five years clean time.
2. Willing to become Program Subcommittee Chair at the next convention.

ii. Duties & Responsibilities:

1. Assist chairperson and committee as needed.

c. Recording secretary

i. Requirements:

1. A minimum of one year clean time.
2. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
3. Computer and administrative skills necessary to record and distribute minutes of subcommittee meetings.

ii. Duties & Responsibilities:

1. Take meeting minutes and keep them on file and accessible for reference at meetings.
2. Create and administer agenda for subcommittee meetings in collaboration with the Subcommittee Chair.

d. Media Librarian

i. Requirements:

1. A minimum of three years clean time.

ii. Duties & Responsibilities:

1. Keeps all recordings with up to date contact information.
2. Creates and maintains a list (to be ultimately stored on the Google Drive) with recordings to be listened to by subcommittee members.

3. Maintains and organizes logs of which recordings have been listened to and when.
4. Keep all recordings organized.

e. Marathon Meeting Coordinator

i. Requirements

1. A minimum of three years clean time.

ii. Duties & Responsibilities:

1. Organize and schedule all Marathon Meetings.
2. Obtain speakers and secretaries for all meetings.
3. Coordinate monitoring of all meetings.

f. Additional members

1. May be added to the subcommittee at the Chairperson's discretion. Additional members may vote on Subcommittee business after at their second consecutive Subcommittee Meeting.

4. Convention speakers and meetings

- a. All speakers at main speaker meetings and topic meetings shall be members of Narcotics Anonymous and carry a clear NA message.
- b. Speakers at the main speaker meetings must have a minimum of ten years' clean.
- c. Topic or workshop speakers must have a minimum of five years clean.
- d. Submit bid to Contract Negotiator for final contract execution.
- e. Travel expenses, rooms, and registration packets are provided to the 4 (3 English- and 1 Spanish-speaking) main speakers.
- f. All meetings at the event will open with the Serenity Prayer and close with the 3rd Step Prayer.

5. Program Subcommittee Timeline

- a. Right after the convention
 - i. Meet with the Program subcommittee members to discuss what worked and what did not work at the convention
 - ii. Write a report that captures subcommittee recommendations to be presented at the first regular MBCNA Base Committee meeting

after the convention and for the benefit of the next Program Subcommittee.

- iii. Collect all meeting recordings of potential speakers from media librarian to place in the archives
- iv. Get electronic record of all recordings from convention from recording vendor for archives
- b. 23-17 Months Out
 - i. Add new positions to committee if necessary
 - ii. Form the Program Subcommittee and its components
 - iii. Review and discuss timelines
 - iv. Review and discuss budget
 - v. Discuss and formulate a plan for soliciting, listening to, and rating new speaker recordings
- c. 16 Months Out
 - i. Work with Arts and Graphics to develop flyer to solicit speaker recordings
 - ii. Work with Contract Negotiator to coordinate meeting room needs
- d. 15 Months Out
 - i. Get speaker flyer approved at MBCNA and both ASC's
 - ii. Start searching for speaker recordings through MBCNA website, direct mail, or email
- e. 14 Months Out
 - i. Send speaker flyer to NCRSC
- f. 13-11 Months Out
 - i. Develop list of topics for topic meetings
- g. 10 Months Out
 - i. Confirm Closed Captioning is ready to be utilized at main speaker meetings at MBCNA
 - ii. Distribute speaker flyers to NCCNA.
 - iii. Obtain bids from recording vendors.
- h. 9 Months Out

- i. Present ASL interpreter bids to MBCNA Base Committee for approval
 - ii. Present recording vendor bids to MBCNA Base Committee for approval
 - iii. Develop meeting room needs, set up style, and meeting times
- i. 8 Months Out
 - i. Finalize schedule of topics, room needs and times for convention and advise Contract Negotiator of program needs.
 - ii. Develop sign-up sheets for speakers, secretaries and volunteers for Monterey, Santa Cruz and the Region for topic and marathon meetings
 - iii. Submit main speakers to MBCNA Base Committee for approval
 - iv. Begin work with Arts and Graphics on program booklet
- j. 7 Months Out
 - i. Develop list of Topic speakers and submit to MBCNA Base Committee for approval
- k. 6 Months Out
 - i. Finalize program with Arts and Graphics
 - ii. Finalize travel plans with main speakers and contact them to confirm their acceptance.
- l. 5 Months Out
 - i. Submit list of topic speakers to MBCNA Base Committee for approval.
- m. 4 Months Out
 - i. Confirm availability with Topic speakers
 - ii. Develop meeting/reading formats for Topic, Main Speaker, and Marathon Meetings
 - iii. Develop sign-in sheets for secretaries and speakers
 - iv. Develop meeting packets for secretaries (both Topic and Marathon)
 - v. Work with Host and Arts and Graphics on signage
 - vi. Get list of volunteers from Host

- vii. Finalize program with Arts and Graphics
- viii. Update meeting formats for meeting packets
- n. 3-2 Months Out
 - i. Contact topic speakers to remind them of their commitment
 - ii. Contact Marathon Meeting Secretaries to remind them of their commitment
 - iii. Create a list of backup speakers
- o. 1 Month Out
 - i. Contact secretaries for all meetings to remind them of their commitment.
 - ii. Develop schedule for committee members to work at the Program table at the Convention
 - iii. Give the list of meetings and speakers to the recording vendor.
 - iv. Arrange transportation for speakers.
- p. Convention
 - i. Work with registration to get main speakers registered.
 - ii. Reconcile meeting information with recording contractor.
 - iii. Work with Host and Arts and Graphics on any additional signage.
 - iv. EnAssure that the program table has a committee member present when necessary and speaker/secretary sign-in sheets available throughout the convention.
 - v. Oversee all the marathon meetings.

Article XIII. ENTERTAINMENT SUBCOMMITTEE GUIDELINES

1. Purpose

- a. Propose and organize a schedule of activities and events for the entertainment of the fellowship during the convention.
- b. Activities may include but are not limited to dances, participation games, recovery plays, comedy shows, talent shows and golf tournaments.

2. Duties and Responsibilities

- a. Submit approval timelines and guideline changes, budget, and request for line item adjustments.

- b. Submit to the MBCNA Base Committee a list of events for approval.
- c. Submit to the MBCNA Base Committee a list of entertainers.
- d. Screen performers for appropriate content.
- e. Work with Host to provide items needed for entertainment (i.e. stage dimensions, power supply, light, and audio set-up times).
- f. Work with contract Negotiator to coordinate negotiations for additional space needed for entertainment and all needs are included
- g. Work with the Program Subcommittee to verify time slots to ensure no conflicts with starting and ending times.
- h. Work with the entertainers to coordinate their needs prior to and during events.
- i. Prepares and submits a monthly written report to the MBCNAMBCNA Base Committee.

3. Entertainment Subcommittee Members

a. Chairperson

i. Requirements:

- 1. A minimum of three years clean time.
- 2. Experience with NA Conventions

ii. Duties & Responsibilities:

- 1. Hold monthly Entertainment Subcommittee meetings
- 2. Delegate responsibility for various administrative duties.
- 3. Delegate responsibilities to team leaders.
- 4. Create and administer agenda
- 5. Work closely with the subcommittees and Contract Negotiator.
- 6. Be the single point of accountability for all convention entertainment activities

b. Vice Chairperson

i. Requirements:

- 1. A minimum of three years clean time.

2. Willing to become Entertainment Subcommittee chair at next convention

ii. Duties & Responsibilities:

1. Assist Chairperson and committee as required.

c. Recording secretary

i. Requirements:

1. A minimum of one year clean time.

ii. Duties & Responsibilities:

1. Keep minutes on file and accessible for reference at meetings
2. Attend all subcommittee meetings.
3. Take clear and accurate minutes of Subcommittee meetings and distribute those minutes to all committee participants within a prescribed period of time.
4. Prepare and distribute committee agenda in collaboration with the Program Chairperson.
5. Maintain and updated Subcommittee contact list and sign-in sheet.

d. Team Leaders

i. Requirements:

1. A minimum of three years clean time.
2. Be a member of NA.

ii. Duties & Responsibilities:

1. Manage assigned event.
2. Coordinate and train Volunteers.

e. Entertainment Volunteers

i. Requirements:

1. Be a member of NA.
2. Have their own ticket for the event.

3. Any volunteer taking tickets at the door must have two years clean time.

ii. Duties & Responsibilities:

1. Monitor and secure all the entrances and exits to Entertainment events.
2. Taking tickets at the door.
3. Help members with seating.
4. Provide directions to the Entertainment events.

4. Entertainment Subcommittee Timeline

a. Right after the convention

- i. Meet with the Entertainment Subcommittee to discuss what worked and what didn't work at the convention.
- ii. Write a report that captures subcommittee recommendations to be presented at the first regular MBCNA Base Committee meeting after the convention and for the benefit of the next Program Subcommittee.

b. 23 to 19 Months

- i. Form new committee
- ii. Review and discuss timeline
- iii. Review and discuss budget
- iv. Review written recommendations of what worked and what didn't work at the previous convention

c. 18 Months Out

- i. Get approval of the Entertainment Subcommittee budget from MBCNA Base Committee.
- ii. Prepare and present to MBCNA a list of possible events for the next convention.
- iii. Prepare a list of prospective entertainers.
- iv. Work with Arts and Graphics on entertainment events for Pre-registration

d. 17 Months Out

- i. Submit a list of venues needed to Negotiator and Host

- ii. Contact potential vendors and get bids.
- e. 16 to 13 Months Out
- i. Submit a list of events and entertainers to the MBCNA Base Committee for approval.
 - ii. Contract with entertainers and submit to MBCNA Base Committee for approval
 - iii. Develop with Negotiator facility use for events (i.e. Stage dimensions, power supply, lights and audio set-up times and any permits etc.)
 - iv. Review AV and relationship of meetings that may have noise conflict with Negotiator and Program.
- f. 12 Months Out
- i. Confirm with Negotiator that all vendors have been contracted for
 - ii. Review contracts with Negotiator and Treasurer for cost and that all needs are being met
 - iii. Review schedule with Program for conflicts
 - iv. Create plan for “door control” at all events
 - v. Review “ticket policy” with Treasurer
 - vi. Work with Arts and Graphics on events for program booklet
- g. 10 Months Out
- i. Work with Arts and Graphics on all signage
 - ii. Submit to Host, a list of entertainers with special needs
- h. 9-7 Months Out
- i. Decide the number of volunteers needed for each event.
 - ii. Recruit volunteers to work various events and develop a schedule of when and where volunteers report
 - iii. Review with Host needs, such as: Tables, Chairs, Stage equipment etc.
 - iv. Collect information from Registration on sales of special events to ensure they are not over booked
 - v. Select Team Leaders for each event (i.e. dances, golf tournaments, comedy show etc.)

- i. 6 -5 Months Out
 - i. Work with Program and Registration to finalize program
 - ii. Collect information from Registration on sales of special events to ensure they are not over booked
 - iii. Order trophies/prizes for golf tournament and other events as needed.
- j. 4 -3 Months Out
 - i. Schedule volunteers.
 - ii. Start training volunteers.
 - iii. Review with Host and Treasurer that lodging, travel, or accommodations for entertainers is provided.
 - iv. Submit cost of entertainment accommodations, travel and lodging to MBCNA Base Committee for approval.
 - v. Continue to collect information from Registration on sales of special events to ensure they are not over booked.
 - vi. Work with Arts and Graphics on additional signage requirements
 - vii. Get list of volunteers from Host
- k. 2 Months Out
 - i. Collect information from Registration on sales of special events to ensure they are not over booked
- l. 1 Month Out
 - i. Confirm schedule with volunteers
- m. Convention
 - i. Maintain schedule for events
 - ii. Work with Host and Negotiator to make sure all venues are ready to go
 - iii. See that all volunteers are in place well before the event begins
 - iv. Work with other subcommittees as needed

Article XIV MBCNA HOST SUBCOMMITTEE GUIDELINES

1. Purpose

- a. Provide an organized environment for the Monterey Bay Convention of Narcotics Anonymous.
- b. Support all MBCNA Subcommittees throughout the planning process and the weekend of the event.

2. Duties and Responsibilities

- a. Serve as Host for the event.
- b. Provide trusted servants to volunteer where necessary before, during and after the event.
- c. Provide activities during the event.
- d. Coordinate signage.
- e. Design and create stage decorations for the main speaker meeting room.
- f. Provide communication devices for trusted servants when necessary.
- g. Provide liaisons to subcommittees.
- h. Prepare and submit a monthly written report to the MBCNA Base Committee.

3. Host Subcommittee Members

a. Chairperson

i. Requirements:

1. A minimum of three years clean time.
2. Experience with NA Conventions.

ii. Duties & Responsibilities:

1. Hold monthly Host Subcommittee meetings.
2. Delegate responsibility for various administrative duties.
3. Delegate responsibilities to coordinators.
4. Work closely with the subcommittees and Contract Negotiator.
5. Assist with the logistical coordination for all MBCNA subcommittees.

6. Coordinates regional PR booth and ensures booth is staffed by H&I/ PR from both Santa Cruz and Monterey County areas.
7. Relays information to and from the MBCNA Base Committee.

b. Vice Chairperson

i. Requirements:

1. A minimum of three years clean time.
2. Willing to become Host Subcommittee chair at next convention.

ii. Duties & Responsibilities:

1. Assist Chairperson and committee as required.
2. Assist chairperson in the coordination of a regional PR booth and ensures that the booth is staffed by H&I/ PR from both Santa Cruz and Monterey County areas.

c. Recording secretary

i. Requirements:

1. A minimum of one-year clean time.
2. Skills and resources to adequately create and distribute minutes.

ii. Duties & Responsibilities:

1. Keep minutes on file and accessible for reference at meetings
2. Attend all subcommittee meetings.
3. Take clear and accurate minutes of Subcommittee meetings and distribute those minutes to all committee participants within a prescribed period of time.
4. Prepare and distribute committee agenda.
5. Maintain an updated contact list and sign-in sheet.

d. Decorative Coordinator

i. Requirements

1. A minimum of one-year clean time

ii. Duties & Responsibilities:

1. Provide newcomer linen sheets, all games, main stage decorations and setup.
2. Provide message boards for members to communicate with enchanter

e. Public Security Coordinator

i. Requirements

1. 3 years clean time

ii. Duties & Responsibilities

1. Provides and coordinates security trusted servants for crowd control
2. Provides and coordinates greeters
 - a. Provides trusted servants at the smoking section to ensure that we are following the requirements of the venue and local ordinances

f. Trusted Servant Coordinator

i. Requirements:

1. One-year clean time

ii. Duties & Responsibilities:

1. Provide, maintain, and retrieve volunteers signup sheets for both Santa Cruz and Monterrey areas
2. Contact all trusted servants
3. Coordinate with all convention subcommittees to provide trusted servants where and when needed
4. Coordinate a team of financially responsible trusted servants for treasury
5. Maintain a volunteer schedule

g. Signage Coordinator

i. Requirements

1. One year clean time

ii. Duties & Responsibilities:

1. Meet the signage location needs for all subcommittees
2. Coordinate needs with arts and graphics subcommittee

h. Entertainment Volunteers

i. Requirements

1. Be a member of NA
2. Have their own ticket for the event.
3. Any volunteer taking tickets at the door must have two years clean time.

ii. Duties & Responsibilities:

1. Monitor the entrances and exits
2. Taking tickets at the door
3. Help members with seating.
4. Provide directions to the entertainment events.

4. Host Subcommittee Timeline

a. Right after convention

- i. Meet with Host Subcommittee to discuss what worked and what did not work at the convention.
- ii. Write a report that captures subcommittee recommendations to be presented at the first regular MBCNA Base Committee meeting after the convention and for the benefit of the next Host Subcommittee. Make recommendations and suggestions for changes in guidelines.

b. 23-18 Months Out

- i. Review and discuss timelines
- ii. Review and discuss budget and submit to MBCNA Base Committee for approval.
- iii. Form new subcommittee
- iv. Work with Negotiator on possible venues for next convention

c. 17-14 Months Out

- i. Work with other subcommittees on venue requirements
- d. 13-11 Months Out
 - i. Work with Arts and Graphics and IT on any additions to website for upcoming convention.
 - ii. Develop list of “other activities” in the Monterey Bay area.
 - iii. Contact Chamber of Commerce for any flyers or brochures on area events that we may want to offer our attendees which may not be part of our official program.
- e. 10 Months Out
 - i. Work with Arts and Graphics and each subcommittee for signage requirements.
 - ii. Work with Arts and Graphics to review signage in storage and make a list of additional items needed.
 - iii. Review with Entertainment needs, such as: tables, chairs etc.
 - iv. Receive from Arts and graphics Pre-Registration brochure and help with distribution.
- f. 9 Months Out
 - i. Recruit volunteers to work various events.
- g. 8 Months Out
 - i. Develop decoration ideas for the main speaker meeting stage.
- h. 7 Months Out
 - i. Develop a list of items needed by other subcommittee’s needs during the convention (i.e. chairs, tables etc.)
 - ii. Continue recruiting volunteers to work various events
- i. 6 Months Out
 - i. Contact Contract Negotiator to set up onsite walk through and determine signage placement.
 - ii. Work with Registration and Program to finalize the program.
 - iii. Continue recruiting volunteers to work various events.
- j. 5 Months Out

- i. Develop a list of supplies that may be needed during the convention.
 - ii. Continue recruiting volunteers to work various events.
- k. 4 Months Out
 - i. Supply subcommittees with list of volunteers
 - ii. Continue recruiting volunteers to work various events
- l. 3 Months out
 - i. Work with Arts and Graphics on ideas for placements of signs and how to install banners etc.
 - ii. Continue recruiting volunteers to work various events
- m. 2-1 Months Out
 - i. Work with Arts and Graphics on ideas for placement of signs, hanging of banner, etc.
 - ii. Coordinate with decoration committee for placement of decorations
 - iii. Continue recruiting volunteers to work various events
- n. Convention
 - i. Work with all subcommittees and their signage needs
 - ii. Work with Arts and Graphics on placements of signage in hotel and Convention Center
 - iii. Decorate the main speaker stage
 - iv. Have extra supplies available for last minute signage
 - v. Provide direction and information to convention attendees
 - vi. Provide pamphlets and brochures of community events and points of interest
 - vii. Coordinate volunteers for all subcommittees
 - viii. Solicit volunteers onsite as needed
 - ix. Maintain the Host table
- o. After convention
 - i. Store all signs to protect the Fellowship's investment

Article XV MERCHANDISE HOST SUBCOMMITTEE GUIDELINES

1. Purpose

- a. Assure that NA members can purchase quality MBCNA merchandise as well as outside vendors and alternate store merchandise in an orderly fashion.

2. Duties and Responsibilities

- a. Purchase and sell merchandise for MBCNA.
- b. Transport and store merchandise in a manner that will protect the fellowships investment.
- c. Keeping financial and inventory records for distribution at MBCNA Base Committee meetings.
- d. To sell merchandise at other Narcotics Anonymous venues.
- e. Deliver funds from sales of merchandise to the MBCNA Treasurer.
- f. Provide monthly sales, income, and report to the MBCNA Base Committee.
- g. Report planned attendance at upcoming events.
- h. Attend various NA events to sell merchandise.
- i. Perform a complete accounting of merchandise after any and all events.

3. Merchandise Subcommittee Members

a. Chairperson

i. Requirements

1. Five years of clean time.
2. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
3. Coordinate all committee Duties and Responsibilities.

ii. Duties & Responsibilities

1. Maintain merchandise financial records.
2. Supervise merchandise sales table, purchases and sales.
3. Storage and care of the merchandise.
4. Work directly with MBCNA Base Committee Treasurer.

5. Attend all committee Duties and Responsibilities.
6. Keep financial records and report to MBCNA Base Committee.
7. Maintain a cash Maintain bank cash box/register for change at events.
8. Obtain MBCNA Base Committee approval for all item pricing.
9. Provide current monthly inventory report to MBCNA Base Committee.

b. Vice Chairperson

i. Requirements

1. Five years clean time and working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts.

ii. Duties & Responsibilities

1. Assist the Chairperson in supervising merchandise sales table, purchase, and sales, as well as maintain and assist in the management of merchandise records.
2. Attend all committee Duties and Responsibilities.
3. Act as Chairperson in the event of the Chairperson's absence.
4. The ability to head up subcommittee meetings.

4. Merchandise Subcommittee Timeline

a. Right after convention

- i. Develop an accurate inventory of all merchandise left over from previous cycle
- ii. Work with the Treasurer to produce an accurate accounting of all merchandise sold
- iii. Meet with Merchandise Subcommittee to discuss what worked and what did not work at the convention. Write a report that captures subcommittee recommendations to be presented at the first regular MBCNA Base Committee meeting after the convention and for the benefit of the next Merchandise Subcommittee.

b. 23 Months Out

- i. Review and discuss timelines
 - ii. Review and discuss budgets
 - iii. Work with Arts and Graphics to develop logo for pre-convention merchandise if necessary
 - iv. Form a new committee
- c. 22 Months Out
 - i. Submit pre-convention logo ideas to MBCNA Base Committee for approval if necessary.
- d. 21 Months Out
 - i. Plan sales sites for left over merchandise and pre convention merchandise.
 - ii. Submit sales plan to MBCNA Base Committee for approval.
 - iii. Submit budgets to MBCNA Base Committee for approval.
- e. 20-17 Months Out
 - i. Order pre-convention merchandise.
 - ii. Approval of budget at MBCNA Base Committee.
- f. 16-15 Months Out
 - i. Work with Arts and Graphic to develop logo contest.
- g. 14-13 Months Out
 - i. Develop merchandise room needs with Host and Negotiator.
- h. 12-11 Months Out
 - i. Submit convention logo suggestions and submissions for MBCNA Base Committee approval.
 - ii. Collect all outside vendor signed contracts and submit them to the MBCNA Base Committee for approval.
- i. 10-9 Months Out
 - i. Develop list of convention merchandise items.
 - ii. Bring convention item list to MBCNA Base Committee meeting for approval (i.e. the quality, quantity, and cost etc.).
 - iii. Contact vendors for merchandise bids.

- j. 8-7 Months Out
 - i. Submit bids from vendors to MBCNA Base Committee for approval.
- k. 6-4 Months Out
 - i. Place merchandise order.
 - ii. Get a list of volunteers from Host.
- l. 3-1 Months Out
 - i. Develop a schedule for trusted servants working the merchandise sales room.
 - ii. Oversee merchandise sales room to see it is adequately staffed.
 - iii. Work with the Treasurer to make sure cash registers are properly programmed.
 - iv. Develop a list of vendors for the Alternative Store.
 - v. Perform accounting of cash received, items sold, and remaining inventory.
- m. Convention
 - i. Work with the Treasurer to make sure cash registers are properly programmed.
 - ii. Set up and supervise the merchandise sales room throughout the convention.
 - iii. Oversee merchandise sales room to see it is adequately staffed.
 - iv. Perform a daily accounting of cash received, items sold, and remaining inventory.
 - v. Set up and assign space to vendors for the Alternative store.

Article XVI REGISTRATION SUBCOMMITTEE

1. Purpose

- a. Ensure members have a smooth and seamless method of registering at the convention in a timely manner.

2. Duties & Responsibilities

- a. Obtain record of pre-registrations from the Treasurer.
- b. Provide pre-registrants with registration packets at convention.
- c. Register walk-in participants at the Convention.

- d. Provide signage of events available for purchase with registration, i.e., tours, golf, cruises, etc.
- e. Forward sales information to other subcommittees as it applies to them.
- f. Provide a courteous and serene atmosphere to all individuals upon entering and communicating within the registration area.
- g. Work with MBCNA Base Committee to develop the Newcomer Packet procedure.
- h. Coordinate with other Subcommittees for their Registration needs.
- i. Purchase registration packet items including registration badges.
- j. Get names of all main speakers who will receive a complementary Registration Packet
- k. Report number of registrants of various events (i.e. number of comedy show tickets purchased) to MBCNA Base Committee and relevant subcommittees
- l. Work with Host Committee to provide information about members with special needs as we become aware so that we can provide assistance

3. Registration Subcommittee Members

a. Chairperson

i. Requirements

- 1. Five years of clean time
- 2. Working knowledge of the 12 Steps, Traditions and Concepts
- 3. Knowledge of accounting principles, record keeping, computer literacy and spreadsheet programs

ii. Duties & Responsibilities

- 1. Ensure that subcommittee Duties and Responsibilities smoothly and that accurate financial and attendance records are kept and forwarded to MBCNA Base Committee
- 2. Ensure that all volunteers are properly trained in areas of their particular responsibility
- 3. Cash register training is coordinated with treasury

b. Vice Chairperson

i. Requirements

1. Five years of clean time
2. Working knowledge of the 12 Steps, Traditions and Concepts
3. Knowledge of accounting principles, record keeping, computer literacy and spreadsheet programs

ii. Duties & Responsibilities

1. Support Chairperson as necessary Five years of clean time

4. Registration Subcommittee Timeline

a. Right after convention

- i. Meet with committee members to discuss what worked and what did not work at the convention.
- ii. Write a report that captures subcommittee recommendations to be presented at the first regular MBCNA Base Committee meeting after the convention and for the benefit of the next Registration Subcommittee.

b. 23-19 Months Out

- i. Form new committee
- ii. Review and discuss timeline
- iii. Review and discuss budget of upcoming convention

c. 18-17 Months Out

- i. Work with Arts and Graphics on Generic Pre-Registration Brochure

d. 16-11 Months Out

- i. Develop mailing list for Generic Pre-Registration brochure
- ii. Develop list of items for Registration Packets and get bids on items
- iii. Develop list of vendors for registration packet merchandise
- iv. Generic Pre-Registration brochure finished

e. 10-7 Months Out

- i. Send some brochures to Region

- ii. Distribute Generic Pre-Registration brochures at NCCNA
 - iii. Work with Arts and Graphics, post Pre-Registration brochure online (mail out brochures)
 - iv. Work with Host and Arts and Graphics on signage
- f. 6-5 Months Out
- i. Order registration packet merchandise and badges
 - ii. Provide and update spreadsheet data for MBCNA registration information
 - iii. Report to MBCNA Base Committee, pre-registration numbers to date
 - iv. On-site walk-through convention facility
- g. 4 Months Out
- i. Work in conjunction with MBCNAS Committee to develop Newcomer policy
 - ii. Review with Arts and Graphics on signage requirements
 - iii. Be sure registration packet merchandise are received
 - iv. Get list of volunteers from Host
 - v. Develop a volunteer schedule
- h. 3-2 Months Out- Convention
- i. Purchase required supplies
 - ii. Plan and execute registration packet stuffing party
 - iii. Report pre-registration numbers to MBCNA every two weeks
- i. 1 Month Out
- i. Call and confirm volunteer commitment of duties and time slots
- j. At Convention
- i. Set up registration table
 - ii. Install signage at proper locations
 - iii. Review and finalize volunteer assignments