

Rappahannock ASC Minutes for January 3rd, 2016

www.rappahannockareaofna.com
Helpline Number: (800) 777-1515 24-hours

Welcome new and returning ASC members:



I. Serenity Prayer

Motion #02/7-01: To record. 4:02pm

Maker: Dawn L. 2nd: Victoria H.

VOTE: Abstaining-0, For- 11, Against-0 **Motion: PASSED**

II. Readings:

A. Service Prayer- Britany M., B. Purpose of Area Service- Lauchlan P., C. 12 Concepts- Erin B., D. 12 Traditions- Warren, E. Decorum Statement- Jon F.

18 home groups that are members of the Rappahannock Area Service Committee of Narcotics Anonymous.

38 meetings in the Rappahannock Area every week.

III A. RANA Trusted Servants & Subcommittee Chairs

Legend: P = Present A = Absent O = OPEN Position * = Arrived Late

POSTION	NAME	D	J	F	Report	Comment
Chair	Greg G.	P	P	P		
Vice Chair	John L.	P	P	P	Oral	Not turned in
Secretary I	Gen O.	P	P	P	Orally	
Secretary II	OPEN	P	P	O	-	
Treasurer I	Kemper B.	P	A	P	Written	
Treasurer II	Matt J.	P	P	A	-	
RCM I	Antoinette B.	A	A	P		
RCM II	Lauchlan P.	P	P*	P		
VRCC Dir.	OPEN	-	-	-	-	Announce as Open
Activities	Shana C	A	P	A	Written	
H&I	Billy M.	P	P	P	Oral	
PR	OPEN	O	O	O	-	
Literature	Corey C.	P	P	A	Written	
Outreach	OPEN	O	O	O	-	

III B. Group Roll Call

Legend: P = Present A = Absent * = Rep in 2nd Quorum

GROUP NAME	D	J	F	NAME	POSTION
1. Primary Purpose	P	P*	P*	Antoinette Sr.	GSR
2. Set It Off	P	P	P	Richard M.	GSR
3. Who Wants to Live	P	P	P	Victoria H.	GSR
4. Noon Beginnings	A	A	A	NA	-
5. Final Surrender	A	A	A	-	-
6. In It To Win It	P	P	P	Britany M.	GSR
7. Hope Fiends	P	P	P	Sarah M	GSR
8. Standing By Recovery	P	A	A	Donna	GSR
9. New Beginnings Of Colonial Beach	A	P	P	Erin	Atl. GSR
10. Clean Works	P	P	A	Katelyn B.	GSR
11. Start Living	P	P	P	Dawn L.	GSR
12. Man Up to the Flatbook	A	A	A	Tony S.	GSR
14. Freedom from Bondage/SNL	P	P	P	Kevin S.	GSR
15. Colonial Beach Survivors Group	A	P	P	Justin A.	ALT
16. New Beginnings	P	P	P	Rudy C.	ALT
17. Clean and Serene	P	P	A	Meghan J.	GSR
18. Experience, Strength & Hope	A	P	P	Julie C.	GSR
19. Alive and Free	A	P	P	Jon F.	GSR
20.					

VI. Approval of Minutes:

Motion #02/7-03: To approve December Minutes as amended

Maker: Dawn L. 2nd by: Erin B.

VOTE: Abstaining-0, For-11, Against-0 **Motion: PASSED**

V. Adoption/Approval of Agenda

Motion #02/7-02: To adopt January Agenda as proposed

Maker: Rudy C. 2nd by: Richard M.

VOTE: Abstaining-0, For-11, Against-0 **Motion: PASSED**

1st QUORUM CALL -Must 4 per Bylaws

Group Represented	11
Procedural Votes	11

VII.-XI. Administrative Reports

VII. Secretary Report I: Gen O.

I did not need to make any copies and have nothing new to report.

Discussion: None

Secretary Report II: OPEN

Discussion: None

VIII. Chair Report: Chair, Greg G.

Quarterly, next report due in April

No Discussion

IX. Vice Chair Report: Vice Chair, John L.- Verbal

Not turned in.

No Discussion

X. Treasurer Report: Treasurer, Kemper B.

Dear RANA ASC Members,

Thank you for allowing me to serve.

I apologize for being absent for last month's area service.

Our beginning balance as of the start of Last Month's ASC was \$3103.29. Our expenses last month totaled \$1,174.84. The following checks were written:

Check #:	Amount:	To:	For:	Budget:	Receipt
N/A (Debit Card)	276.00	Post Office	Yearly PO Box	Yes	Yes
N/A (Debit Card)	810.84	NAWS	Literature Order	Yes	No

In January I paid the PO Box for the year, which totaled \$276.00 I have the receipt in the Treasurer's files for reference. This was \$24.00 below what we had budgeted for, so we are squared away and under budget for 2016.

Corey C. sent me the literature order on January 16th. The total with shipping was \$810.84. I have not yet received email copies of the confirmation or receipts.

Our deposit from January's ASC was \$613.53. The income breakdown is on the following page and will be inserted into the minutes for this ASC.

I did not receive a payment from Antoinette B. during the month of January. She is paid up to half of November. Including this month's payment due, she has a due balance of \$140.00 to become current.

Our calculated balance as of the start of today's ASC is **\$2629.98**.

In Loving Service, Kemper B. ***SEE SECOND PAGE FOR INCOME BREAKDOWN TO BE INSERTED INTO AREA MINUTES:***

Money Order Deposit Sheet				January ASC	Grand Total: \$613.53
Literature Orders					
Money Order #	Amount	Type	Group		
17-323685924	\$14.97	Western Union	Clean and Serene		
17-323685918	\$46.25	Western Union	Set it Off		
17-323685925	\$2.00	Western Union	Primary Purpose		
17-303268659	\$45.76	Western Union	Experience Strength and Hope		
R205930918226	\$55.31	MoneyGram	Who Wants to Live		
17-303268658	\$37.20	Western Union	New Beginnings		
17-324072109	\$40.00	Western Union	Hope Fiends		
17-323685923	\$47.90	Western Union	In it to Win It		
17-311313952	\$32.00	Western Union	Freedom From Bondage/SNL		
17-303200700	\$34.00	Western Union	"Dawn L"		
17-303200701	\$18.00	Western Union	"Corey C"		
				Total Literature:	\$373.39
Donations					
Money Order #	Amount	Type	Group		
353531088	\$30.00	Global Express	Primary Purpose		
17-323685922	\$50.00	Western Union	In it to Win It		
R106920454740	\$30.00	MoneyGram	Primary Purpose		
R205930918215	\$58.28	MoneyGram	Who Wants To Live		
17-324072110	\$50.00	Western Union	Clean Works		
17-311313953	\$21.86	Western Union	Freedom From Bondage/SNL		
	\$0.00	MoneyGram	Who Wants To Live		
				Total Donations:	\$240.14
Other					
Money Order #	Amount	Type	Group		
				Total Other:	\$0.00

Discussion:

XI. Regional Committee Member I & II Report:

No report currently, but RCM I and II will report after Region. Good turnout for the workshop today

Discussion:

XII. Subcommittee Reports

A. Activities Report: Shana C, Activities Chair

No report

No Discussion

B. Hospitals & Institutions (H&I) Report: H&I Chair, Billy M.

H and I met last month and discussed our desire to take on one more commitment. Preferably a jail and close to Fredericksburg. The chairperson made contact with the substance abuse director at the men's diversion center and is in the process of setting up an appointment with her on February 8. All of our other commitments were successful in our primary purpose. This area has been willing to step up and help this sub-committee carry our life saving message of hope to the sick and surfing addict. As a sub-committee we are very grateful for all the support. At this time we are not requesting any funds from our budget. Thank you for allowing me to serve.

Your trusted servant,
Billy M.

Discussion: We asked about going into jails, possibly the men's diversion center helping us get into Rappahannock Regional Jail

C. Literature Chair Report: Literature Chair, Corey C.

Dear RANA,
Literature recieved 403.39 in sales last month. We had a double month order of 403.30. All backorders will be filled today. We included area service materials for subcommittees in this order. Please see me if you need your guide to local service ,handbook, etc.
In loving service,
Corey C

No Discussion

D. Public Relations (PR) Report: *OPEN POSITION*

No Discussion

E. Adhoc Subcommittee- Church communications

Antoinette B. will be meeting with the church 2/8 to speak with them and find out how they feel, and Rudy C. reports they still effectively policing their meetings.

F. Adhoc Subcommittee USSC-

Warren looked at the website and found out that they have subcommittees that provide services to various PR, H&I, Outreach, etc. However, no one got back to him and seemed a little chaotic. He suggests we disband the subcommittee at this point.

Greg G. disbanded the subcommittee

HOME GROUP	GSR/ALT	DAYS AND TIMES OF MEETINGS	# GROUP MEMBERS	# AVG. WKLY ATTENDANCE/ NEWCOMERS	GROUP DONATION	LIT. ORDER
1. Set it Off	Richard M.- GSR	Sun. 7 - 8:30pm	6	30/4	\$40	\$46.00
Nothing to report at this time Group Anniversaries: none						
2. Who Wants to Live	Victoria H.- GSR	Mon. – Fri.12 - 1:15pm	5	95/5	\$66.11	\$59.89
Will not be meeting at regular location on the 15 th , we will be meeting at Faulkner Hall Group Anniversaries: Feb 15- John L. 2 yrs						
3. In It to Win it	Britany M.- GSR	Mon. 7:00 - 8:30pm	8	45/7	\$20.00	\$0
Nothing to report Group Anniversaries: Feb 22- Kristy C. 1 yr						
4. Hope Fiends	Sarah M. – GSR	Tue. 7 - 8:15pm	4	30/2	\$0.00	\$0.00
Looking into moving location back downtown, will report next area Group Anniversaries:						
5. Standing by Recovery	Absent	Tue. 7:30 – 8:30pm	5	10/2	-	-
Absent Group Anniversaries:						
6. Clean Works	Absent	Wed. 7 - 8:15pm	4	25/5	-	-
Group Anniversaries: <i>none</i>						
7. Start Living Group	Dawn L.- GSR	Thu. 7 - 8:30pm	9	14/2	\$0	\$25.75
Permanently extended meeting time to 8:30; new group time to be changed in the next printing of where and when. Doing JFT and Basic Text study on the 3 rd Thursday of every month. Book study & discussion Group Anniversaries: March 15- Jen P. 1 yr, Apr 3- John C. 6 yrs						
8. Freedom from Bondage/SNL	Kevin S.- GSR	Thur. 9 – 10 pm, Sat. 10pm-?	3	25/2	\$7.78	\$13.30
Fairview Baptist Church is now under surveillance inside and outside the building. Neighbor next to our parking lot complained again about the noise. Group Anniversaries: None						
9. Man Up to the Flatbook	Absent	Thur. 7 - 8:30pm	3	15/1	-	-
Group Anniversaries: None reported						
10. New Beginnings	Rudy C.- rep	Fridays 7 – 8:30pm	8	40/3	\$0	\$0
Doing good! We made changes to our format, including announcement of videocam without audio. We are looking into how to address parents whose children are disruptive. Group Anniversaries: None						

XIII. Group Service Representative (GSR) Reports *(continued)*:

HOME GROUP	GSR/ALT	DAYS AND TIMES OF MEETINGS	# GROUP MEMBERS	# AVG. WKLY ATTENDANCE/NEWCOMERS	GROUP DONATION	LIT. ORDER
11. Primary Purpose	Absent	Sat. & Sun. 12 – 1:30pm	5	17/2	-	-
Group Anniversaries: <i>None at present</i>						
12. Experience, Strength & Hope	Julie C.- GSR	Sat. 6:30 - 8:00pm	8	45/3	40.00	\$0
We are doing well. Group Anniversaries:						
13. Clean and Serene	Absent	Fri. 10- 11: 15pm	4	10/1	-	-
Group Anniversaries: none						
14. Final Surrender	Absent	Mon – Wed; Fri-Sat	26	18/9	-	-
Group Anniversaries: None						
15. Noon Beginnings	Absent	Mon – Fri 12pm	-	-	-	-
Group Anniversaries: - None reported						
16. Colonial Beach Survivors Group	Justin A – Alt GSR	Friday 7pm-8pm	5	7/2	\$0.00	\$0.00
Group is doing well Group Anniversaries: None						
17. New Beginnings Colonial Beach	Erin- GSR	Tues 6pm	6	9/1	\$0	\$0
Group doing well but can use support Group Anniversaries: <i>March 29- Erin B 2 years</i>						
18. Alive & Free	Jon F. –GSR	Wednesday 8:00pm, Friday 7:00pm Culpepper Hospital (Boardroom) 501 Sunset Ln, Culpepper, VA 22701	5	8/2	\$0.00	\$0.00
Chair has been serving for 5 years and is talking about shutting the meeting down. The other homegroup members do not show up on a regular basis. Frustration with lack of group service participation. Possibility of groups dropping one of its two meetings. Group Anniversaries: None at present						

10 Minute Break - back at 5:00pm

XIV. 2nd Quorum

Legend: P = Present A = Absent

2 st QUORUM CALL -Must 4 per Bylaws	
Group Represented	12
Procedural Votes	12

HOME GROUP NAME	P/A	NAME	POSTION
1. Set It Off	P	Richard M.	GSR
2. Who Wants to Live	P	Victoria H.	GSR
3. In It to Win It	P	Britany M.	GSR
4. Hope Fiends	P	Sarah M	GSR
5. Stand By Recovery	A	Donna	GSR
6. Clean Works	A	Katelyn	GSR
7. Start Living Group	P	Dawn L.	GSR
8. Freedom from Bondage/SNL	P	Kevin S.	GSR
9. Man Up to the Flatbook	A		
10. New Beginnings	P	Rudy C.	Alt
11. Primary Purpose	P	Antoinette B Sr.	GSR
12. Experience, Strength & Hope	P	Julie C.	GSR
13. Clean and Serene	A	Meghan J.	Alt GSR
14. Final Surrender	A	John Jr.	GSR
15. Noon Beginnings	A	-	-
16. Colonial Beach Survivors Group	P	Justin A.	GSR
17. New Beginnings (Colonial Beach)	P	Erin	GSR
18. Alive and Free	P	Jon F.	GSR
19.			

XV. Old Business

Motion 1/3-6: regarding the convention subcommittee: Favor-10, Opposed-1, Abstain- 1

Motion: PASSED

XVI. Open Sharing

-Dawn L. asked for specification about who can vote in ASC. People who are not homegroup members cannot represent the vote of the homegroup. We are taking people's word that they are in fact representing.

-Greg G. was extremely disappointed with last month because most GSR's left before the end of ASC. We were discussing the convention motion and no one was left to put in their input. We need everyone's collective experience and it's frustrating. GSR's are required to stay for the entirety of ASC. Meetings will probably run a little longer than they usually do because of the mini-convention, and we need everyone to stay.

-If a position has been open for a while and there hasn't really been a need for the position, we can disband that subcommittee.

XVII. Elections for Open Positions

- **Motion** by Rudy C. 2nd- Julie C. to elect Mark T. as Convention Subcommittee Chair. He was VRCC chair for AVCNA Activities chair, 2 terms of Chair position

Pros- (Rudy C.) I worked with mark as chair of AVCNA, he has always been involved in service. (John L.) probably most qualified person in RANA area,

Vote: Rudy C. calls to a vote. 12 unanimous vote- ELECTED

XVIII. New Business

Motion #02/07-4: Remove end time for Area Services Article 3, Section 2, time and date, amended to: "The ASC shall meet monthly in regular sessions on the 1st Sunday of each month from 4:00pm until conclusion of business"

Maker: Richard M. 2nd by: Victoria H.

Intent: to remove deadline of recorded business

Pros- (John L.) Won't need to motion to extend area every time. (Victoria H.) Our duties do not end after 2.5 hours but after business is conducted

Cons- (Lauchlan P.) Robert's rules of Order state must conduct in timely & efficient manner. (Corey C.) Without the guideline discussions many carry on for an undue amount of time. It takes a minute to motion to extend, but may add lots of time without any goal time to end.

Result: SENT BACK TO HOMEGROUPS

Motion #02/07-5: Change Article 3 section 5 from “Each GSR and HSC officer will read his/her own report” to “Each GSR and HSC officer will read and submit their report in writing or email to the secretary”

Maker: Richard M. 2nd by: Rudy C.

Intent: To clarify requirements or reports at area service

Pros- (Rudy C.) Accountability. (John L.) Prevents additions or subtractions from report given at ASC.

Cons- (Victoria H.) Representatives may not have immediate access to email.

Result: SENT BACK TO HOMEGROUPS

****Amendment: “...their report in writing or email to the secretary by the end of Area Service”**

VOTE: For- 10, Opposed-0, Abstaining- 2 RESULT: AMENDMENT TO MOTION PASSED

Motion #02/07-6: To reimburse \$59.07 to vice chair for printing costs of 2016 by-laws

Maker: John L. 2nd by: Victoria H.

Intent: 7th Tradition

Result: PASSES (In budget)

Motion #02/07-7: Remove article 6 section 3 line D from bylaws due to the vote of the homegroups in past motions “Purchase and provide CAR for each GSR, ASC chair, ASC vice chair, ASC Secretary, ASC RCM, and RCM II. The CAR will not be purchased for vacant positions”

Maker: John L. 2nd by: Rudy C.

Intent: To have bylaws reflect current years decision for not printing, and change the bylaws permanently

Pros: (John L.) Not budgeted. This is a huge printing expense that would require printing for members who have not requested printed version and are content with electronic format.

Cons: (Victoria H.) Removes printing for service body.

Result: SENT BACK TO HOMEGROUPS

Motion #02/07-8: To make a one time only amendment for the month of Feb 2016 minutes will be sent out 14 days after ASC, rather than 10 days after ASC.

Maker: John L. 2nd by: Rudy C.

Intent: To allow the convention sub-committee time to draft convention by-laws

VOTE: For-12, Opposed- 0, Abstain- 0 Result: PASSED

Motion #02/07-9: To approve the attached convention guidelines

Maker: Rudy C. 2nd by: Victoria H.

Intent: To more accurately guide the convention subcommittee

Result: SENT BACK TO HOMEGROUPS

*****SEE ATTACHED BYLAWS IN APPENDIX**

Motion #02/07-10: \$300 start-up money for convention sub-committee

Maker: Kevin S. 2nd by: Richard M.

Intent: To start fundraising events for area convention (rent for facility, food for events, any recording costs)

Result: SENT BACK TO HOMEGROUPS

XIX. Review of Group Status and Business

Review of Groups not present at ASC for 2 consecutive months

- Noon Beginnings- have not shown up for a long time and no one has any information
- Final Surrender- Corey said the meeting location will not allow people in the facility to come to other meetings. They are under surveillance, have not shown up to area, and do not follow our traditions (such as pulling people out of meetings to drug test them). Per our bylaws, they must represent themselves at area or they will no longer be a part of RANA. We need volunteers to go down to that area and talk to them so that we can make a decision.

XX. Adjournment & Serenity Prayer

Motion 02/07-11: Maker: Rudy C. 2nd by: Richard M.

Motion to Close @ 6:41 pm

VOTE: Unanimous

Motion – PASSED

Submitted to RANASC for approval: 02/18/2016 by Secretary I Gen O.

****APPENDIX CONVENTION BY-LAWS****



**Rappahannock Area of Narcotics
Anonymous**



**CONVENTION
GUIDELINES**

General Planning:

PURPOSE

The Rappahannock Area Convention Committee (RACCNA) was formed to provide a celebration of recovery. Conventions are held by members of Narcotics Anonymous; meetings, workshops and other activities are scheduled to encourage unity and fellowship among our members.

Because service committees of Narcotics Anonymous sponsor conventions, they should always conform to the N.A. principles and reflect our primary purpose, which is to carry the message to the addict who still suffers.

PLANNING COMMITTEE

Hosting a convention is a tremendous responsibility, which requires significant planning, dedication & effort. Conventions can be complex and overpowering endeavors; therefore, effort should be made to select key people who have had prior convention experience. The planning of a convention requires the combined efforts of many people. These people work as a committee, which might be made up of representatives from groups sponsoring the convention. The convention is conducted as an area activity and is organized as a subcommittee of the Rappahannock Area Service Committee (RASC). We hope to hold an annual convention and that the committee will be a standing committee of the RASC.

The RACC is a Subcommittee of the RASC. This places the convention within the N.A. service structure via the Ninth Tradition by making it a committee directly responsible to those it serves. The RACC is totally responsible to the hosting service committee(s) and exists only because those service committees formed it. Any convention not reporting to a branch of the N.A. service structure is not responsible to the Fellowship and hence is not an N.A. convention.

The RACC should be allowed sufficient leeway to perform its responsibilities and should not bog down the host service committees with routine business matters that can be handled within the RACC. Also a report of the committee's activities should be given at each of the hosting service committees meetings, by the Convention Chairperson. This keeps the ASC's in touch with how things are going and enables them to provide support and guidance when needed.

COMMITTEE MEETINGS

All RACC meeting should take place at a regularly scheduled time and place and follow the current edition of Robert's Rules of Order. The purpose of these meetings is to gather and share information regarding the planning and carrying out of the convention.

Effort should be made to encourage support and participation from all members. Care should also be exercised during the planning process to involve as many groups and individuals as possible. Election of officers should be based upon qualifications and experience. Exemptions to stated clean time requirements can be made by 2/3 majority vote of the current voting members to fulfill a position. A

description of Executive Committee members and duties is presented in these guidelines. Anyone may speak at a RACC meeting upon obtaining recognition by raising a hand, and acknowledgement by the Chairperson.

RACC meeting are scheduled monthly until four months prior to the convention, at which time they take place every two weeks. A mandatory Pre and Post RACC meeting will be held at the host venue. The Pre-Convention meeting should be held on the day of the Convention, at least 3 hours prior to the opening of the Convention. The Post-Convention meeting should be scheduled to begin, no more than 2 hours after the close of the Convention. It is advisable to schedule two or three hours to conduct RACC meeting business. All subcommittees hold separate meetings prior to the RACC meetings. The subcommittee chairpersons submit reports, recommendations and other details about their areas of responsibility. An agenda or format should be prepared prior to meetings.

The agenda shown below will be used at RACC meeting:

1. ***Opening: Begin with a moment of silence. Follow with the Serenity Prayer, the twelve traditions and the twelve concepts.***
2. ***Read and approve the minutes of the last meeting.***
3. ***Chairperson's report (review progress to date and relay any recent information.***
4. ***Treasurer's report (update on expenses and new balance).***
5. ***Subcommittees' reports (reports should include goals and progress of each subcommittee).***
6. ***Old Business carried over from the last meeting.***
7. ***Area(s) Concerns/Comments/Suggestions***
8. ***New Business to be undertaken before the next meeting, including motions.***
9. ***Closing prayer.***
(Order of agenda can change on an as need basis)

VOTING PROCEDURES:

Voting privileges are extended to each member of the RACC. Any representative to the member area (i.e. Area Chairperson or liaisons), Officers, and Subcommittee Chairpersons who regularly attend RACC meeting is considered a member. Any voting member must have attended 2 consecutive RACC meetings to have received voting privileges. Subcommittee voting privileges are conducted by the same guidelines. Further, voting procedures will adhere to the following standards.

- ***Motions shall be made by voting members or submitted from member Area Service Committees only.***
- ***Motions must be seconded at the committee meeting, prior to any discussion on the motion.***
- ***All motions are to be made in writing utilizing the RACC motion form. The Secretary of Policy Chair should have these forms on hand.***
- ***In keeping with our Sixth Concept a group conscience should be taken, when unanimity is not possible.***
- ***A 2/3 majority vote is required for a passing vote.***

ATTENDANCE POLICY:

Due to the limited amount of time available to properly plan and execute an undertaking as cumbersome as a Convention, Committee members are expected to be in attendance at all RACC meetings. Absenteeism will be handled in the following manner:

1. ***Executive Committee members who anticipate being absent from a Committee Meeting should contact the Chairperson and submit a written/typed report to the Chairperson, prior to the scheduled Committee Meeting.***
2. ***Subcommittee Chairpersons who anticipate being absent from a Committee Meeting should contact the Vice-Chairperson and submit a written report to the Vice-Chairperson, prior to the scheduled Committee Meeting.***
3. ***Following any absence, it is the responsibility of the Sub-Committee Chairperson to contact the Chairperson or Vice-Chairperson.***
4. ***Following the second absence, the Committee Member shall be up for review as two absences are grounds for dismissal. However, the group with considered excused absences. Excused have been defined as: work or illness known or unknown.***
5. ***Written reports are required in the event of a Committee Members absence.***

REMOVAL OF RAFR OFFICERS OR SUBCOMMITTEE CHAIRPERSONS

Any RAFR officer or subcommittee chairpersons may be removed by a 2/3's majority vote of the RAFR. Grounds for removal can include (but are not limited to): failure to perform duties as indicated in the RAFR guidelines or the WSC Convention Handbook (or assigned by the RAFR), failure to follow RAFR attendance policy, misappropriation or embezzlement of CAFR funds, or relapse. A motion to remove a RAFR officer or a subcommittee chairperson shall be handled in accordance with normal RAFR procedure. It is recommended that such a step not be taken lightly. Because the RAFR serves as a trustee for the funds in accounts in its name, (these funds are owned by the Rappahannock Area), it is the responsibility of the RAFR to make every attempt to collect any misappropriated or embezzled funds. The RAFR should not forgive any debt owed to the RAFR. Any RAFR officer or subcommittee chairperson removed from office may be considered for position as a Trusted Servant after a minimum of two (2) calendar years from his or her removal. The RAFR should determine the validity of any charges before voting on a motion to remove any RAFR officer or subcommittee chairperson. The RAFR shall notify the Rappahannock Area Service Committee when any RAFR officer or subcommittee chairperson is removed. The Rappahannock Area Service Committee shall have the power of veto over any removal.

Disruptive Behavior

The RACS will conduct business in a manner that is conducive with the twelve steps and twelve concepts of Narcotics Anonymous. Every member will have the opportunity to express themselves without fear of reprisal. Any behavior weather it is verbal or physical; intentional or unintentional that is threatening to any member of this committee is unacceptable and will be grounds for removal. The removal process will be conducted by the executive committee.

Intentional is described as:

1. On purpose
2. Willful

Unintentional is described as:

1. Random; repeated incidents over a period of time
2. Unconsciously or not aware of.

CONVENTION COMMITTEE

The RACC is generally made up of members who were involved in the preliminary planning process. However, membership in the RACC should be open to all members of the Fellowship. The RACC consists of an Executive Committee and Subcommittee chair positions, which are identified as follows:

1. **Executive Committee**
 - a. **Chairperson**
 - b. **Vice-Chairperson**
 - i. **Hotel Liaison**
 - c. **Secretary**
 - d. **Alternate Secretary**
 - e. **Treasurer**
 - f. **Alternate Treasurer**
2. **Subcommittee Chairperson**
 - a. **Registration**
 - i. **Convention Information**
 - ii. **Hospitality**
 - b. **Programming:**
 - i. **Fundraising/Entertainment**
 - ii. **Arts & Graphics**
 - c. **Merchandise**

Requirements and qualifications suggested for Executive Committee and Subcommittee chairpersons of the RACC are as follows:

1. **Chairperson..... 5 yrs. Clean time and convention experience**
2. **Vice Chairperson..... 4 yrs. Clean time and convention experience**
3. **Secretary.....2 yrs. Clean time**
4. **Alt. Secretary.....1 yr. Clean time**
5. **Treasurer.....5 yrs. Clean time and convention experience**
6. **Alt. Treasurer.....4 yrs. Clean time and convention experience**
7. **Subcommittee Chairs.....Minimum of 3 yrs. Clean time and experience in the area of responsibility.**

Other relevant and necessary experience:

- ***Working knowledge of the 12 steps, 12 traditions and 12 concepts of N.A.***

- ***Willingness to give the time and resources necessary.***
- ***Ability to exercise patience and tolerance.***
- ***Active participation in Narcotics Anonymous.***
- ***Other duties as identified in the appropriate Subcommittee description.***
- ***Attend all meeting of the RACC. Any Officer or Subcommittee Chairperson, who misses two (2) meeting of the RACC within a convention year, may be removed from office.***

THE EXECUTIVE COMMITTEE

The Executive Committee carries out (executes) the conscience of the overall committee. The Executive Committee functions as the administrative committee of the convention and holds separate, periodic, and special subcommittee meetings. Its function is to ensure that various subcommittees work together to assist subcommittees, which may need extra help. However, it is not necessary for the Executive Committee to involve itself directly in the specific workings of each subcommittee. The members of the Executive Committee discuss the performance of subcommittees as well as the convention budget and other matters, which affect the convention. The results of these discussions are included in the reports at RACC meetings.

Chairperson: Five years clean time, demonstrated stability in local community an administrative abilities.

1. *Organizes subcommittees and delegates major task to specific subcommittees. Stays informed of the activities of each subcommittee and provide help when needed.*
2. *Attends at least one meeting of each Subcommittee during the year.*
3. *Helps resolve personality conflicts.*
4. *Keeps activities within the principles of the 12 traditions, 12 concepts and with the purpose of the convention.*
5. *Monitors the flow of funds and overall convention cost, and helps organize the subcommittee budgets. Prepares a budget for the Executive Committee functions.*
6. *Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.*
7. *Allows the subcommittees to do their jobs, while providing guidance and support. Only major issues need be brought to the RACC meeting. Subcommittees should be given the trust and encouragement to use their own judgment.*
8. *Votes only to break a tie.*
9. *Assist Treasurer in picking up and depositing money during the convention.*
10. *Signature authority on the bank account.*
11. *Signs hotel contract, arranges for any special functions, and approves all charges to the master account.*
12. *Communicates with members of the Executive Committee regularly between RACC meetings.*
13. *Reserves all rooms billed to the master account.*

Vice-Chairperson/Hotel Liaison: A minimum of four (4) years clean time, personable, and familiar with all committee members, in order to serve as a liaison between the subcommittees and the hosting community.

1. *Acts as chairperson if the chairperson is unavailable.*
2. *Coordinates subcommittees and attends subcommittee meetings in order to ensure that they get the necessary support to do a good job.*
3. *Works closely with the chairperson to help delegate responsibilities to subcommittee chairperson.*
4. *Makes a written report to the member area service committees on the progress of convention planning.*
5. *Signature authority on the bank account.*
6. *Attends at least one meeting of each Subcommittee during the year.*

I. HOTELS Liaison Responsibilities under Vice Chair duties

All agreements should be in the form of a contract for services, which must be presented to the RACC for approval and signatures.

Authorized signatories for contracts are: **Vice-Chair and Treasurer, or their alternates if needed.** Make it clear that the committee will only honor bills with these specified signatures. Final approval of any contracts will be the responsibility of the full RACC.

Job Duties:

1. *Ensure that all Hotel Subcommittee tasks are completed on time.*
2. *Ensure Audio/Visual needs are met. Microphones for each workshop, Speaker meeting space and vendor locations, outlets as well as audio visual equipment.*
3. *Communicate with chair and treasurer regularly on the process of hotel and to keep open lines of communication.*
4. *Communicate with the Alt. Hotel Liaison regularly.*
5. *Communicate weekly, biweekly or monthly with the hosting hotel to ensure a smoothly ran convention.*
6. *Communicate with all other subcommittees to ensure any required materials are made available during the convention.*
7. *Delegate assignment to the alternate and provide a copy of those assignments to the vice-chair.*
8. *Submit to the RACC three (3) proposals no more than 30 days after closeout from the previous year's convention.*

Secretary: Should possess a minimum of 2 years clean time, service experience and good typing skills, as well as service experience to ensure that accurate minutes are distributed to the committee members.

1. Keeps minutes of all committee meetings and subcommittee reports.
2. Keeps a running log of motions passed, conferring with the RACS policy chair to ensure any policy changes do not conflict with ASC policy. Have a copy of minutes available at each committee meeting.
3. Maintain a copy of all Subcommittee minutes for archive and reference purpose.
4. Will have the latest approved RACC Guidelines available at each meeting.
5. Signature authority on bank account.
6. Maintain a list of names, addresses, and phone numbers of committee members for committee use.
7. Keeps extra sets of minutes, updated after each committee meeting, for members who request a complete set.

****Alternate Secretary:** Must possess the same qualifications of the secretary.

1. *Assist the Secretary in the discharge of secretarial duties.*
2. *Assume the duties and responsibilities of the secretary in case of absence.*

Treasurer: Five years clean time, demonstrated stability in the local community, accounting skills, service experience with conventions or other large-scale Fellowship activities, and accessibility to other committee members, especially the Registration Subcommittee.

1. *Opens a bank account for the RACC. The signatures required for the account are any two of five signatures which are the RACC Chairperson, Vice-Chairperson, Secretary, Treasurer and Alternate Treasurer.*
2. *Works with the Chairperson and Vice-Chairperson to prepare a budget for the convention, which is used for planning fund-raising activities. The budget is based on the subcommittees' recommendations as to the monies they will need to carry out their task. The budget can be a rough estimate at the beginning of the planning, and revised as the convention draws near.*

- 8.
3. *Writes all checks and is responsible for collecting receipts from subcommittees for monies paid out.*
4. *Responsible for all monies, including revenues from registration and banquet tickets, pay bills and advises the chairperson on cash supply, income flow and rate of expenditures.*
5. *Keeps a record of expenditures for each subcommittee.*
6. *Reviews subcommittee reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained.*
7. *Each check requires two signatures; one must be that of the Treasurer or the Alternate Treasurer and the other any authorized member of the Executive Committee. Additionally, a complete Treasurer's report should be submitted to the sponsoring service committee(s) along with funds distribution, within two months but no later than three months from the Convention end. The RACC should also have the report audited as a further safeguard for convention funds.*
8. *The area service committee the RACC serves should make a periodic review of all financial records. The records should be reviewed at the time of the actual funds distribution in accordance with the Treasurer's financial statement requirements.*
9. *Both the Treasurer and Alternate Treasurer can be bonded at the expense of the RACC.*
10. *Oversees the programming of cash registers and organizes training for cashiers.*
11. *Cashes out all registers, at each shift change, with the assistance of the Convention Chairperson and keeps copies of register tapes for records.*
12. *Keeps all contracts and receipts.*
13. *Checks post office box for bills. Collects and distributes all mail, in a timely manner.*
14. *Signature authority on the bank account.*
15. *Maintains petty cash fund at the beginning of the Convention.*
16. *At the start of the convention, in a receipt book, record all cash transactions, in and out, along with all money drops taken from the registers during the convention. The Chairperson must sign all deposit slip receipts to ensure accuracy.*

SUBCOMMITTEES

Each subcommittee Chairperson is responsible and accountable to the RACC through the Vice Chairperson. It is imperative that Subcommittee Chairpersons be in contact with the Vice-Chairperson at least on a monthly basis and should notify the Vice-Chairperson of any anticipated absences from the RACC. It is also the Chairpersons responsibility to inform the Vice-Chairperson of the time and location of Subcommittee meetings and provide the Vice-Chairperson with a copy of their monthly report for inclusion in his/her report to the member Area Service Committees. This can be done at the RACC meeting.

Subcommittee meetings operate according to Robert's Rules of Order. This ensures that the meetings run smoothly and that business is conducted in an orderly fashion. Each subcommittee chairperson should be aware of what responsibility each member has assumed, and make sure that every task assigned is carried out.

REGISTRATION: CONVENTION INFORMATION/HOSPITALITY

Usually, the first people convention attendees meet are those members manning the registration tables. How well they are greeted in many ways sets the tone for how well the convention comes off. Smooth, prompt, orderly and hospitable service functions are the key ingredients to successful registrations. Therefore, organization and planning by this committee is very important.

The Registration Subcommittee is one of the busiest committees of every convention. Although it's most intensive work is completed in the weeks just prior to and during the convention, its responsibilities begin with the advance planning. This advance planning includes drafting the flyers and forms which must be done well in advance (at least nine (9) months prior to the convention date) in order to allow sufficient time for review by the full committee. The mailing schedule for flyers and preregistration forms is six (6) months prior to the Convention start date.

*The development of the convention flyer should be a cooperative effort between the Registration and the Arts & Graphics Subcommittees.

The Registration Committee should develop the convention registration form for the Arts & Graphics subcommittee. ***After the convention flyer is completed, it is given to the Convention Information Subcommittee for distribution.***

The number of members needed for this committee will depend on the anticipated attendance and length of registration hours. It is not advisable to have the same members working five to eight hours without a break or a few members handling registration for a large rush of people. Therefore, the creation of shifts and work teams is important. The shift and team aspect is addressed in detail in a later section.

The first flyer announcing the convention should be made as soon as the dates are established and a contract or agreement is reached with the hotel.

As each registration is received, by mail or a direct sale, a record should be made indicating information about the registrant and all money received. If free registrations are given out as part of the promotional activities, the committees must keep careful records of what is provided and to whom. When registrations are made at fund-raising activities, numbered cash receipts are used as a confirmation to the convention. The RACC Chairperson, in conjunction with the Treasurer should establish a good working system for handling cash registrations received at these fund-raising activities. All

registrations with numbered cash receipts are used for preparing confirmations. Each member of the Registration Subcommittee who is authorized to accept registration money should work out of one, cash receipt book with three-part carbon copies. The Chairperson and Alternate of the Registration Subcommittee will be authorized to accept registration monies and will each have a cash receipt book.

The Registration Subcommittee conducts its activities within the scope of the budget authorized by the full committee. When funds are needed for expenses, they are obtained from the RACC Treasurer. **Un-deposited cash received by the Registration Subcommittee should not be used for committee expenses, as it can result in confusion and possible misuse of funds.**

The record system developed by the Registration Subcommittee should be simple and clearly understood by all members of the Committee. The records of all registrations and breakfast, lunch or banquet ticket sales should be updated at least once a week. In this way, the full RACC can be apprised of the financial status. This record system can be used to verify the Committee Treasurer's records and provide an indication of the solvency of the convention.

A duplicate record system should be maintained for all Registration Subcommittee activities. A simple file box containing 3"5" cards arranged alphabetically is a simple and effective method. A card is made for each registration. One card contains all the information about each registrant, including all functions which have been paid, the receipt number and confirmation number (which are the same). Another method would be the use of a computer database, which would include the same information and backed up to a jump drive after each entry. It is recommended that both be used as a check and balance system in case of human or computer error and/or computer malfunction.

During the convention registration should be located as strategically as possible to the workshop area and the host hotel in the event the two venues are separate. Registration will remain open thru the opening and main speaker. Pre-registration will be \$10.00 unless otherwise specified by the RACC.

As mailed registration is received, a confirmation card is sent to the registrant. Most conventions only send confirmation cards for registrations, which are received by the announced cut-off date. The cutoff date for pre-registrations is included on the convention flyer. Confirmations may be sent electronically provided the registrant has provided the necessary information.

YOUR CONFIRMATION NUMBER FOR THE RANA CONVENTION IS #_____. PLEASE BRING THIS CARD WITH YOU WHEN YOU PICK UP YOUR REGISTRATION PACKET AT THE CONVENTION SITE (REGISTRATION TABLE).

The Registration Subcommittee is responsible for preparing a complete registration packet. The packets include:

- A Convention Program
- Name tag or badge

A suggested shift for a team to work is three hours on and three hours off. Just remember at times there will be a lot of responsibility and pressure on you. It is important that you look out for one another. Set personalities aside and help each other in our spirit of unity and purpose. Our personal recovery comes first, and you should do your part to make sure you and your fellow members do not use over the pressures of handling money. STAY CLEAN AND GROW TOGETHER!

Job Duties:

1. *Ensure that all Registration Subcommittee tasks are completed on time.*
2. *Work with Arts & Graphics to create badges and badge holders.*
3. *Presents subcommittee recommendations regarding giveaway items and badges to the RACC for approval.*
4. *Must be present at each opening and closing of Registration during the convention.*
5. *Is responsible for keeping a count of all registrations.*
6. *Assist Treasurer in training cashiers.*
7. *Works with the Convention Information and Arts & Graphics Subcommittees to ensure that Registration flyers are prepared and mailed.*
8. *Keep an accurate count of all registration items.*
9. *Organize a “stuffing” party to prepare registration packets utilizing both Subcommittee and RANACC personnel.*
10. *All funds will be submitted to the RANACC treasurer at the end of each evening.*

CONVENTION INFORMATION:

The Convention Information (C.I.) Subcommittee may actually be considered a two-part committee. This committee, as the name indicates, serves the purpose of providing information about the convention both to N.A. members and certain non-members. These two jobs are handled very differently and because of the resulting contacts with non-N.A., those members chosen to serve on C.I. must have a thorough knowledge of the **Twelve Traditions**, especially as they apply to public relations and personal anonymity.

HOSPITALITY

1. *Communicate with the treasurer of budget and monies for fundraisers.*
2. *Purchase food and beverages in bulk to ensure not to run out. If items are left over store them until the next event.*
3. *Set up at least one hour before the fundraisers start to ensure the events open we will be read to sell.*

PROGRAMMING SUBCOMMITTEE: Fundraising & Entertainment/Arts & Graphics

*Without a good program the trouble and expense of putting on a convention is not justified. The reports of the Program Subcommittee should therefore be given appropriate attention.

The Program Subcommittee plans all workshops and meeting at the Convention. The members of the Program Subcommittee select speakers, meeting chairs, and others to help with the program. The Program Subcommittee should enlist the assistance of the member area home groups for suggestions on workshop topics.

The Program Subcommittee schedules all workshop and speaker events to take place during the convention and prepare the written program to be distributed to attending members. Marathon meetings may be incorporated into the Convention Program

Job Duties:

1. *Hold and chair monthly Program subcommittee meetings separate from the RACC meeting.*

2. *Insure that all Program subcommittee tasks are completed on time.*
3. *Phone number may appear on the Registration and Speaker Recruitment flyer.*
4. *Choose speakers and Chairpersons for all meetings.*
5. *Oversee the choice of topics for all workshops and time schedule.*
6. *Greets all speakers personally and insures that the Main Speakers are checked into the hotel.*
7. *Present bids for taping of convention and make recommendation to the RACC for approval.*
8. *Will compile and deliver all Program information to the Arts and Graphics on time.*
9. *Will present a draft copy of the program to the RACC at least 90 days prior to the Convention.*
10. *Will communicate with Hotel & Hospitality sub-committees to ensure that rooms are allocated for the Workshops, Marathon and Main speaker meetings.*

II. FUNDRAISING & ENTERTAINMENT

Job Duties:

1. *Ensure that all Entertainment tasks are completed on time.*
2. *Present recommendations for pre-convention fundraisers to the RACC at least 60 days prior to the scheduled event for approval.*
3. *Work in conjunction with the Arts & Graphics subcommittee, Convention Information, and the RACC secretary to ensure that flyers for all fundraisers events are created and distributed in a time manner.*
4. *Present three (3) bids and the recommendation to the committee for all entertainment.*
5. *Have a signed contract from all vendors 60 days prior to start of convention.*
6. *Have knowledge of recommendations for entertainment prior to presenting the information to the RACC for approval.*
7. *Responsible for submitting a list of activities that have a cost associated with them to the Arts & Graphics subcommittee to be included on the Registration flyer.*
8. *Responsible for providing a list of entertainment events occurring at the Convention to the Programs Chairperson to be included in the Convention Program.*

Use of the convention “theme:” for fundraising and entertainment events is more likely to excite and increase the local members’ involvement in the upcoming convention.

In conclusion, fundraising and events for conventions should be held first to generate money. All fundraising events held in support of the conventions should include an explanation as to why money is needed. Finally, all of our events, whether to raise money or simply provide entertainment for our Fellowship should always be in good taste, consistent with our spiritual principles and set a tone which emphasizes caring and sharing the NA Way.

III. ARTS AND GRAPHICS

The Arts and Graphics Subcommittee is comprised of members who are artistic, energetic and have some knowledge of sound and sight requirements for large gatherings. Prior to the convention this committee is responsible for conducting a logo contest. Flyers announcing this contest should be designed, dated and distributed by this Subcommittee. Information regarding transportation to the host site should be included on the convention flyer. Information regarding the location of the airport, bus and train stations in relationship to the convention site is necessary for members to know. It helps them to make appropriate arrangements for their arrival.

The Chairperson of the Arts & Graphics subcommittee develops a budget which includes all printing and other expenses. Once the budget is developed it should be presented to the Treasurer and to the RACC for approval. The Arts & Graphics Subcommittee should present a variety of designs of each item being considered in order to provide the RACC with a variety to choose from.

Job Duties:

1. Hold and chair monthly A&G subcommittee meetings, separate from the RACC meeting.
2. Insure that all A&G subcommittee tasks are completed on time.
3. Will have a rough artwork finished professionally within the committee or by a graphic artist.
4. Is responsible for producing the Registration flyers, Programs event tickets and Registration badges through collaborative efforts with the respective Sub-committees.
5. Is responsible for producing badges for all of the RACC to include their name and position.
6. Is responsible for giving finished artwork to all vendors on time.
7. Is responsible for proof-reading all printing with the RACC Vice Chairperson.
8. Is responsible for securing and delivering the Registration flyers to the Registration Chairperson.
9. Will secure and deliver programs, event tickets and other materials as dictated to the Registration Chairperson for stuffing the Registration packets.
10. Will work closely with Registration on badges ensuring that they conform to any badge holder size approved.
11. Will work closely with Hotel & Hospitality to ensure that all Audio/Visual needs are met.

MERCHANDISING SUBCOMMITTEE

The merchandising effort of any convention should be based strictly on the need to generate funds to ensure the success of the event. Too often the merchandising efforts of the RACC detract from the primary purpose. The focus of any convention is the celebration of recovery. Our efforts to generate funds from our members should be based solely on what is necessary to ensure that the convention is successful. If a RACC finds that it is not necessary to generate considerable sums of money to cover expenses then the merchandising effort should be kept to a minimum. Every RACC wants to be able to provide commemorative items for the convention attendees; however, the efforts to do this should be done in such a way that a department store atmosphere is not created.

The Merchandising Subcommittee should be fairly business minded and have an understanding of the Twelve Traditions, especially regarding the sale of N.A. related items. The practice of allowing commercial vendors to sell their products at a N.A. convention violates our Sixth Tradition and should be strongly discouraged. Any time there is a person or group of people selling merchandise at a convention other than the Merchandising Subcommittee we are in fact sanctioning the idea that it is alright for individuals to generate a person profit in the name of our Fellowship. Any funds generated from the N.A. convention should be made in negotiating the purchase price of items selected for sale. Usually three (3) different bids are submitted for consideration. The bids and recommendations of the Merchandising Subcommittee should be presented to the RACC for a decision at least seven (7) months prior to the convention. The recommendations brought forward should include quantity, color and design. All items selected by the Merchandising Subcommittee should be purchased outright by the Convention Committee. In cases where funds are not available to purchase the items then the possibility of a consignment

agreement should be investigated. This will ensure that all merchandising done at the convention is done by the Merchandising Subcommittee or its equivalent body.

The Merchandising Subcommittee Chairperson prepares a budget consisting of the items to be sold and expenses incurred. This budget is then submitted to the RACC for approval. Attached to the budget should be a complete summary of information regarding the ordering, marketing, and shipping of the items selected for sale at the convention (e.g. individual item prices, service charges, consignment agreement terms if applicable, and the time frames for obtaining the items). All items for sale must be approved by the RACC at least six (6) months prior to the start of the Convention. The Merchandising Subcommittee is responsible for the sale of all merchandise.

The Merchandise Subcommittee is responsible for ensuring that items to be sold at the Convention are received, inventoried and displayed prior to the start of the Convention. The Chairperson of the Merchandise Subcommittee should work with the Hotel and Hospitality Subcommittee to ensure adequate space for storage of merchandise items until the convention opens and adequate space for display and selling merchandise to include all contracted vendors. Store hours should be coordinated with the Program and Hotels and Hospitality Subcommittees to assure proper scheduling with the facility management. The Merchandise Subcommittee is responsible for the storage of all items, in a secure place, and the delivery of all receipts, promptly to the RACC Treasurer along with an accurate list of remaining items in the inventory. Following the Convention a final statement of remaining inventory is given to the Treasurer. This should be provided no more than one (1) week from the closing date of the Convention. This information should be included in the Treasurer's final convention report. In addition to the statement of remaining inventory, a complete set of records showing all subcommittee orders for merchandise, expenditures and sales should be given to the Treasurer to assure accountability for all merchandise and expenditures.

On occasion, there will be committee representatives from other N.A. conventions or similar activities (e.g. state, regional and world convention committee's) at our convention. Many times these committees would like to sell items from a previous or upcoming N.A. event. This should be allowed as long as it does not conflict with the merchandising effort of the sponsoring convention committee. One very practical approach is to establish a specific time and place for these sales to take place (e.g. last day of convention). This not only simplifies the situation for the sponsoring committee but also allows conventioners the opportunity to purchase items from these committees at one time and in one place.

The

Merchandise Subcommittee coordinates arrangements to provide space for this type of sale to take place with the Hotels, Hospitalities and Programming Subcommittees. It is customary for the sponsoring committee to receive some type of advance notification of a committee's intention to be present to sell. This allows the host committee ample time to plan for the provision of space and the scheduling of the sale so as not to interfere with the convention program. It is important that the host committee be reasonably sure that such sales will benefit the Fellowship. This opportunity should not be provided for commercial vendors.

Therefore, on Sunday immediately following the Closing Speaker, an "Open Store" will be conducted in the Merchandise area. This will provide other committees the opportunity to sell their N.A. wares. However, a letter must be received from the sponsoring committee, area, region, etc. at least thirty (30) days prior to the Convention for a committee to be allowed to participate in this "Open Store." Only N.A. merchandise will be sold at this time and only dated materials will be allowed.

The Merchandise Subcommittee is responsible for the acquisition and sale of N.A. conference-approved literature and other items selected for sale at the convention. Although these steps may seem a bit excessive they are necessary to ensure that proper accountability is always maintained. Additionally, using a set of established guidelines makes merchandising much easier to handle. Finally, we all have a responsibility to ensure that our fellowship and not individuals is the beneficiary of the funds generated at the convention.

SELECTING A CHAIRPERSON:

When selecting a chairperson for the Merchandise Subcommittee the duties and responsibilities associated with the task should be seriously considered. Experience has shown that a successful chairperson will have:

1. The willingness to work hard and the ability to motivate others.
2. The ability to deal effectively with people inside and outside the fellowship.
3. Demonstrated trustworthiness, especially where funds are concerned.
4. The tenacity, ability and dedication to oversee all merchandising activities of the RACC.

Job Duties:

1. Hold and Chair monthly Subcommittee meetings separate from the regular RACC meeting.
2. Ensure that all Merchandise Subcommittee tasks are completed on time.
3. Present recommendations for purchase items to the Convention Committee.
4. Be accessible to receive potential vendor bids.
5. Decide which vendors will be allowed to sale merchandise and make sure we don't have vendors with same merchandise as we ought never to be in competition.
6. Have available merchandise at all fundraisers leading up to the convention

*****SHOWTIME*****

1. ***ALL RACC Officers and Subcommittee Chairpersons:**

- Must attend a meeting at the hotel on the 1st day of the Convention at 12:00 p.m.
- Must be available at hotel during the entire convention, except during scheduled breaks.
- Must notify the Chairperson or Vice-Chairperson when they are going to be out of reach during the convention.

2. **Chairperson**

Set up Safety Deposit Box at Hotel.

3. **Vice Chairperson**

- Have radios delivered, in working order to the Chairperson, Treasurer and each Subcommittee Chairperson on an as need basis.

4. **Treasurer**

- Have cash ready to make banks registers (if needed).
- Complete form and pay sales tax within 30 days after the convention (if applicable).

5. **Secretary**

- Provide Newcomer orientations to those receiving Newcomer packets.

6. **Arts & Graphics**

- Deliver banner(s) to Registration and Hotel & Hospitality Chairpersons.
- Deliver order forms and tickets to appropriate committee Chairpersons.

7. **Hospitality**

- Set up Hospitality Suite and get ready for opening.
- Oversee hanging of the Convention Banners in the Main Speaker room.

8. **Merchandise**

- Conduct inventory of all merchandise upon arrival. (RACC officers should assist the Merchandise Committee in this endeavor).
- Transport convention supplies to and from storage area.
- Organize merchandise in an appealing manner in the Merchandise/Store area.
- Get ready for opening.

9. **Program**

- Arrange for pickup of speakers.
- Be on hand to greet speakers upon their arrival at the hotel.

10. **Registration**

- Get ready for opening.
- Have pre-registrations organized as to be more effective. Have cash on hand to make change.

Make every effort to make this a pleasant experience for the attendees. Take a deep breath and hold on to your seats! It will be over soon; in the meantime, you are about to see the fruit of your labor.