

AREA SERVICE COMMITTEE
OCTOBER 10, 2010

MEETING OPENED: 9:00 AM WITH SERENITY
 PRAYER
READ TWELVE TRADITIONS: JOEL (AFTERNOON RECOVERY)
READ TWELVE CONCEPTS: JOHN (NA GROUP)
READ DEFINITION OF ASC: PRESTON (POLICY)

OPEN FLOOR:

LORRI W. HAS THE WILLINGNESS TO SERVE IN AS THE NEWS LETTER CHAIR.

M/S/T (10/10/01) (THIRD TRADITION/NEW ATTITUDE) MOTION TO ACCEPT SEPTEMBERS MEETING MINUTES *PASSED*

9:30 ROLL CALL

27 OF 31 GROUPS PRESENT-QUORUM=18-SIMPLE MAJORITY=14

:ADMINISTRATIVE REPORTS:

CHAIRPERSON REPORT: NO WRITTEN REPORT SUBMITTED

VICE CHAIR REPORT: NO WRITTEN REPORT SUBMITTED

TREASURER REPORT:

THIS MONTH THERE WERE SOME CHALLENGES, HOWEVER, ALL WERE ADDRESSED. THE FIRST ISSUE WAS WITH RING CENTRAL. THE BANK CLOSED THE DEBIT CARD BEFORE THE NEW ONE WAS ISSUED. WE RECEIVED SEVERAL EMAILS INFORMING US THAT THE SERVICE WAS GOING TO BE SHUT OFF IF PAYMENT WASN'T MADE. I ATTEMPTED TO CALL RING CENTRAL BUT WAS UNSUCCESSFUL DUE TO NOT KNOWING THE PASSWORD THAT WAS USED WHEN THE ACCOUNT WAS OPEN. OUR ASST. TREASURER WAS ABLE TO OBTAIN THE PASSWORD AND THE PROPER CHANGES WERE MADE. ALL PROPER PERSONS WERE NOTIFIED OF THE NEW PASSWORDS. IT IS MY RECOMMENDATION THAT WHEN NEW CHAIRS TAKE OVER THEY NEED TO GET ALL THE PREVIOUS PASSWORDS TO AVOID THIS PROBLEM. WE HAVE ALSO HAD BANK CHANGES. WE WILL NOW BE CHARGED \$10.00 PER ACCOUNT THAT HAS LESS THAN \$1000.00 AVERAGE MONTHLY BALANCE. THESE ACCOUNTS WILL INCLUDE ACTIVITIES AND PR. I HAVE LOOKED INTO CHANGES BANKS AND HAVE BEEN TOLD THAT IN ORDER TO OPEN BUSINESS ACCOUNTS WE NOW NEED TO HAVE OUR TAX ID NUMBERS. I WILL BE MEETING WITH A REPRESENTATIVE AT WACHOVIA TO DISCUSS OTHER OPTIONS AND POSSIBLY TRANSFER OUR ACCOUNTS THERE. OUR CURRENT DACNA ACCOUNT IS AT WACHOVIA. I AM ALSO INFORMING ALL SUB COMMITTEES THAT YOUR BUDGETS ARE DUE NEXT MONTH SO PLEASE GET THEM DONE SO THERE ARE NO ISSUES. IF ANY SUBCOMMITTEE NEEDS HELP PLEASE LET ME KNOW. LASTLY BEFORE TURNING IN YOUR ORDER FORM PLEASE MAKE SURE YOUR GROUP NAME IS ON IT, ALL MATH IS CORRECT AND NUMBERS ARE ENTERED IN THE LINE ITEMS. IF THERE ARE ANY ERRORS IT WILL BE RETURNED TO BE CORRECTED. AS FAR AS YOUR MONEY ORDERS THEY ARE WRITTEN OUT TO DASC AND YOUR GROUP NAME NEEDS TO BE WRITTEN ON THEM. THANK YOU FOR ALLOWING ME TO SERVE.

ILS; DANIELLE L

RCM 1 REPORT:

THE FLORIDA RSC MET ON SEPTEMBER 19, 2010 IN OCALA, FLORIDA. THE BERMUDA AREA WAS OFFICIALLY SEATED AT THE LAST RSC MEETING. WHICH BRING THE TOTAL NUMBER ON AREAS WITHIN THE REGION TO 18. THERE WERE 17 OUT 18 AREAS PRESENT TO CONDUCT BUSINESS. THE BERMUDA AREA IS A VERY SMALL AREA AND CONTINUES TO HAVE PROBLEMS WITHIN THE FELLOWSHIP. HOWEVER, IT CONTINUES TO GROW IN SPITE OF THE PROBLEMS. NA HAS EXISTED THERE SINCE THE 1980'S.

THIS WAS MY FIRST ATTENDANCE AT THE RSC SINCE THE SERVICE STRUCTURE CHANGES. IT'S A NEW EXPERIENCE FOR ME AND I AM LEARNING AS I GO. HOWEVER, IT SEEMS TO BE A VERY EFFECTIVE WAY TO BETTER SERVE THE AREAS WITHIN THE REGION. AND A MORE PRUDENT WAY TO CONDUCT BUSINESS AT THE REGIONAL LEVEL. CONSENSUS BASED DECISION MAKING IS THE NEW METHOD THE RSC USES TO CONDUCT BUSINESS.

THERE ARE SEVERAL ACTIVE AND INACTIVE CURRENTLY IN PROGRESS AND THEY ARE AS FOLLOWS: THESE NEW WORK GROUPS WILL BE STAFFED BY THE HRP. THE PM FELLOWSHIP DEVELOPMENT GROUP ONLY HAD ONE WORK GROUP MEET, AND AS IF IT WASN'T SURPRISING, IT WAS THE WORKGROUP THAT ACCOMPLISHED THE MOST OVER THE PERIOD BETWEEN RSCS: THE PRISON OUTREACH GROUP.

- CREATE FDC PRESENTATION FOR UNDERSTANDING THE SERVICE STRUCTURE IN AREAS
- GROUP AREA REGIONAL FINANCES (ON HOLD)
- LATINO OUTREACH (ON HOLD)
- STATEWIDE PSA (ON HOLD)
- FRC BOARD POLICY REVIEW
- YOUNG PEOPLE'S OUTREACH HRP WILL PROVIDE UP TO THREE MEMBERS TO COMPLETE THE MULTIMEDIA PRESENTATION
- PRISON OUTREACH WORK GROUP/TRAVELING PRISON PRESENTATIONS: THESE TWO WORK GROUPS HAVE BEEN COMBINED BY HRP. THE PRISON OUTREACH'S TASK AT HAND IS TO PRODUCE A PRESENTATION ABLE TO BE USED AT ANY FACILITY THAT WILL HELP THE STAFF AS WELL AS THE INMATES LEARN HOW TO BEGIN AND THEN MAINTAIN THEIR OWN INTERNAL NA MEETINGS. THIS IS UNDERWAY AND THE DOC HAS ALSO MADE SOME INTERNAL CENTRALIZING CHANGES: THE INFORMATION GILBERT NEEDS TO SUBMIT TO THE DOC FOR INDIVIDUAL PRISON CLEARANCE IS NAME, DOB, RACE, GENDER, AND SOCIAL SECURITY NUMBER. PLEASE SEND THIS INFORMATION TO HIM AT HI@NAFLORIDA.ORG.
- PR PRESENTATIONS: THIS WORKGROUP IS ALSO ALL BUT COMPLETED. THE PRESENTATION IS READY. THE WORKGROUP'S FINAL TASK IS TO DO THE FINAL VOICE OVER. A FINAL PRESENTATION WILL BE SUBMITTED AT THE NOVEMBER RSC FOR APPROVAL AND HOPEFULLY DISTRIBUTION.
- LIABILITY INSURANCE: MORE WILL BE REVEALED
- LITERATURE IN PUBLIC LIBRARIES
- LITERATURE RACKS IN PHARMACIES

ELECTIONS AT THE RSC:

THESE ARE OUR NEWLY ELECTED

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| ALTERNATE TREASURER | CAROLINE T |
| ALTERNATE DELEGATE | SANDY M |

NEW RSC PROPOSALS:

PROPOSAL: FDC/HEARTLAND 09/18/2010 #10-011

PROPOSAL: TO CHANGE THE WORDING IN FGTRS TO ALLOW THE FDC BY GROUP CONSCIENCE TO CHANGE THE TIME FRAME OF THE THREE MEETINGS ON SATURDAY TO BETTER MEET THE NEEDS OF THE MEMBER AREAS.

INTENT: TO ALLOW FLEXIBILITY OF SCHEDULE TO MEET THE NEEDS OF THE MEMBER AREAS WHILE ACHIEVING THE GOALS OF ALL THREE MEETINGS.

CONCENSUS REACHED

PROPOSAL: PALM COAST/CHAIN O'LAKES 09/19/10 #10-012

PROPOSAL: FOR REGION TO PURCHASE AND SUPPLY NAME TAGS (SHIPPING LABELS) AND SHARPIES FOR ALL PARTICIPANTS TO USE ON SATURDAY AND SUNDAY OF REGIONAL WEEKEND.

INTENT: TO HELP NEW PEOPLE TO REGION TO GET TO KNOW US ALL AND TO PROMOTE POSITIVE PRODUCTIVITY.

CONCENSUS REACHED

PROPOSAL: RD/UNCOAST 09/19/10 #10-013

PROPOSAL: TO SET ASIDE \$2,000 TO BE USED FOR HOTEL ROOMS AT THE NAWS SERVICE SYSTEM WORKSHOP IN ORLANDO ON OCT 29-31, 2010. THE FUNDS WILL BE USED BY REGIONAL TRUSTED SERVANTS AND AREAS NEEDING ASSISTANCE.

INTENT: TO ASSIST AS MANY MEMBERS AS POSSIBLE TO ATTEND THE NAWS SERVICE SYSTEM WORKSHOP IN ORLANDO.

CONCENSUS REACHED

PROPOSAL: CHAIN O'LAKES/BIG BEND 09/19/10 #10-014

PROPOSAL: TO SUPPORT THE CHAIN O' LAKES AREA FINANCIALLY WITH A ONE TIME CONTRIBUTION OF \$250.00 TOWARDS THE START UP AND RUNNING OF THE NEW CALL BOX SYSTEM FOR HELPLINE.

INTENT: TO BETTER SERVE THE ADDICT WHO STILL SUFFERS IN HELPLINE COMMUNICATIONS.

CONCENSUS REACHED

PROPOSAL: SECRETARY/UNCOAST 09/19/10 #10-015

PROPOSAL: CHANGE QUALIFICATIONS AND RESPONSIBILITIES OF ARCHIVIST GTFRS PG 19 ATTENDS ALL RSC MEETINGS AND PROVIDES A WRITTEN REPORT IN REGARDS TO THE STATUS OF THE COLLECTION SINCE ARCHIVIST IS PART OF ADMIN SHOULD HAVE A PART IN GSR ASSEMBLY & SERVICE SYMPOSIUM. HAVE THE TIME AND RESOURCES NECESSARY TO SPEND AT LEAST 200 HOURS ANNUALLY FULFILLING THE FUNCTIONS OF THE ARCHIVIST.

INTENT: SO THE WORK MIGHT GET DONE IN A TIMELY MANNER. TO GTFRS

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| <i>WRAP UP AND ANNOUNCEMENTS</i> |
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POSITIONS OPEN: NEED NOMINATIONS IN NOVEMBER AT FRSC

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| ARCHIVE RESOURCE COORDINATOR |
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| FRC RSC ELECT (1 POSITIONS) |
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NAWS SERVICE SYSTEM WORKSHOP

OCTOBER 29-31

SHERATON DOWNTOWN

400 WEST LIVINGSTON STREET

ORLANDO, FLORIDA 32801
 1-407-843-6664
 \$80.00 P/NIGHT
 NOVEMBER FRSC WEEKEND

FLORIDA REGIONAL SERVICE COMMITTEE WEEKEND
 NOVEMBER 19-21
 ALOFT TALLAHASSEE DOWNTOWN
 200 NORTH MONROE STREET
 TALLAHASSEE, FLORIDA 32301
 1-850-513-0313
 \$109.00 P/NIGHT

THIS SCHEDULE OCCURS IN JANUARY, MAY, JULY, SEPTEMBER AND NOVEMBER. MARCH IN ODD YEARS IS RESERVED FOR THE FLORIDA SERVICE SYMPOSIUM (THURSDAY, FRIDAY AND SATURDAY). MARCH IN EVEN YEARS IS RESERVED FOR THE GSR ASSEMBLY (FRIDAY & SATURDAY)

HOST BIDS

RSC ROTATION SCHEDULE (TENTATIVE)

| MONTH | 2011 | 2012 | 2010 |
|-----------|--|--|---|
| JANUARY | RECOVERY COAST | CHAIN O' LAKES | HEARTLAND AREA |
| MARCH | TAMPA FUNCOAST SERVICE SYMPOSIUM | GREATER ORLANDO GSR ASSEMBLY | HEARTLAND AREA GSR ASSEMBLY |
| MAY | WEST PALM BEACH FRCNA FUN RAISER | TO BE DETERMINED FRCNA FUN RAISER | FIRST COAST/HYATT FRCNA FUN RAISER |
| JULY | RIVER COAST | UNCOAST | DAYTONA |
| SEPTEMBER | BAHAMAS | BAY AREA | FOREST |
| NOVEMBER | SPACE COAST | TREASURE COAST | BIG BEND |

ILS; GEORGE DE- RCM I

RCM 2 REPORT: NO WRITTEN REPORT SUBMITTED

OPEN AREA POSITIONS

ASC. VICE –CHAIR/NOMINATION IS IN THIS MONTH MINUTES
 RCM-2
 ASC. ALT. SEC.
 ASC ALT. LIT.

**BREAK TIME 10:20AM/RESUMED AT 10:30 ROLL CALL 28/31-
QUORUM19**

:SUBCOMMITTEE REPORTS:

OPEN SUBCOMMITTEE POSITIONS

VICE-CHAIR POLICY

DANCA ASST. TREASURER

ACTIVITY VICE-CHAIR

NEWS LETTER CHAIR/NOMINATION IS IN THIS MONTH MINUTES

ACTIVITIES REPORT:

ACTIVITIES MET OCTOBER 3, 2010 WITH 8 TOTAL ADDICTS IN ATTENDANCE. 3 TOTAL VOTING MEMBERS PRESENT. TREASURER'S REPORT = \$800 BALANCE - \$15 = \$785. CHECK #1042 TO UNITED PRESBYTERIAN CHURCH FOR MONTHLY RENTAL OF FACILITY. TINA H VOTED IN AS NEW TREASURER. KRISTEN S VOTED IN AS NEW CHAIR. WE ARE STILL IN NEED OF VICE-CHAIR. SABINA VOTED IN AS SECRETARY. WE VOTED ON CHANGING SUBCOMMITTEE MEETING FROM 5:00PM TO 6:00PM-PASSED. WE DISCUSSED CHANGING MEETING PLACE. WE ARE WAITING ON A RESPONSE FROM "A FAMILY CHURCH". WE DISCUSSED A "HOLIDAY DANCE" IN EARLY DECEMBER. WE DISCUSSED POSSIBLY SWITCHING BANKS DUE TO A NEW MONTHLY FEE OF \$10, FOR ACCOUNTS UNDER AN AVERAGE OF \$1000. **ILS, KRISTEN S.**

DACNA REPORT: (SEE PAGE ATTACHMENTS 13 THRU 26) FOR "DAYTONA AREA COVENTION POLICY GUIDELINES." REVISED 6/25/2010

I HAVE MET WITH CUBCO, AND SUBMITTED THE PRECONVENTION AND RECOVERY RIDE T-SHIRTS. ACCORDING TO CUBCO, THEY SHOULD BE DONE THE 1ST WEEK OF OCTOBER, WHEN I RECEIVE THEM I WILL CONTACT CHRIS FOR ACTIVITIES, AND BEN FOR REGISTRATION TO PASS TO THEM. I HAVE LAST MONTH'S BANK STATEMENT TO GIVE TO DANIELLE, CD TO TINA, BEN CAN YOU PLEASE HAVE REGISTRATIONS AVAILABLE TO BE HANDED OUT TO ALL HOME GROUPS BY THE OCTOBER ASC. I HAVE CONTACTED MEMBERS OF NA IN MICHIGAN, PA, AND MASS; IN HOPES OF RECEIVING SOME CDS FOR SUBMISSIONS. ALL CHAIRS ARE TO HOLD THEIR COMMITTEES AT THE APPOINTED TIMES, EVEN IF THE CHAIR IS THE ONLY PERSON IN ATTENDANCE, AS PER DACNA POLICY. **ILS; MARK**

H&I REPORT

WE MET SEPTEMBER 26, 2010. THIRTY TWO PEOPLE WERE IN ATTENDANCE. SEVERAL POSITIONS WERE FILLED THIS MONTH. SAN JUAN WAS FILLED BY LISA O, WARM WAS FILLED BY LINDSEY T, WEEKEND DETOX WAS FILLED BY DANNY, VICE CHAIR WAS FILLED BY MARY ANN, AND BUNNELL DETOX WAS FILLED BY CHRIS. THE ONLY OPEN COORDINATOR POSITION IS THE OAKS FACILITY. IT IS A MEN'S JUVENILE FACILITY. THERE ARE SEVERAL LEADER POSITIONS OPEN FOR BOTH MEN AND WOMEN. PLEASE COME TO OUR NEXT, H&I MEETING OCT 24, 2010 AT 6:30 WHERE NEW SCHOOL MEETS. **ILS; CHRIS**

LITERATURE REPORT: NO WRITTEN REPORT SUBMITTED

NEWSLETTER REPORT: NO WRITTEN REPORT SUBMITTED

POLICY REPORT: NO WRITTEN REPORT SUBMITTED**ADHOC:****ADHOC FINAL REPORT AND RECOMMENDATIONS**

STRENGTHS –TREASURER HAS A REPORTING SYSTEM THAT SHOWS INFO TO BE CLEAR AND EASY TO COMPREHEND.

SOME ISSUES

1. IN RECENT YEARS OUR AREA HAS HAD DIFFICULTY IN FUND FLOW AND PRUDENT LITERATURE INVENTORY.
2. REPORTING SYSTEMS HAVE NOT ALWAYS BEEN SO CLEAR.
3. INVENTORY IS VOLATILE. PAY FOR PRODUCT AND NOT GETTING WHAT IS PAID FOR (IOU'S TO GROUPS).
4. PAPER ORDER FORMS MAKE RECORD KEEPING DIFFICULT TO MAINTAIN ACCURACY.
5. AREA REQUEST TO SHIFT PAR LEVELS AND FINDING GOOD INVENTORY FIGURES HAS BEEN CHALLENGING.

ADHOC COMMITTEE HAS “EXPLORED THE POSSIBILITY OF AN ELECTRONIC BOOKKEEPING SYSTEM FOR TREASURY ACCOUNTING AND LITERATURE INVENTORY”. CONCEPT 3 AND 5, TRADITION 9. IN RECENT YEARS THE AREA HAS HAD DIFFICULTY IN FUND FLOW AND PRUDENT LITERATURE INVENTORY.

SINCE JUNE MANY IDEAS WERE TOSSED AROUND IN EFFORTS TO IMPROVE ACCOUNTABILITY: IMPROVE TRACKING/ INFORMATION STORAGE / PORTABLE HARD DRIVE / EXTERNAL DRIVE / SPREADSHEET / QUICK BOOKS / LAB TOP/ JUMP DRIVE / SOFTWARE / ACCESS PROGRAM / A STORE / ORDER FROM REGION DIRECT THEN PICK UP ORDER AT AREA / ORDER FROM WORLD / ORDER AT AREA AHEAD WAIT A MONTH / LIT REQUEST GO THROUGH TREASURER/ PLACE LIMITS ON ORDERS TO REDUCE LARGE DEMAND FLUCTUATION / IMPROVE COMMUNICATION/ ORDER ONLINE A WEEK BEFORE AREA / MORE HELPERS FOR LIT / WEB SITE FOR LIT / WEB SITE FOR STORAGE / PAR LEVELS 200% CURRENTLY / ELIMINATE PAPER FORM / MAINTAIN ARCHIVES. **WOW!!!**

RECOMMENDATIONS

PROPOSED MOTION: TO APPROVE THE EXCEL SPREADSHEET FORMAT CURRENTLY BEING USED BY THE AREA TREASURER AS A STANDARD REPORTING SYSTEM FOR ACCOUNTING AND FINANCIAL REPORTING.

1. INTENT: TO MAINTAIN A STANDARD OF QUALITY AND CONSISTENCY WITH ACCOUNTABILITY OF OUR FINANCIAL REPORTING AND RECORD KEEPING SYSTEMS AND PASS IT FORWARD TO SERVICE MEMBERS.

IT'S A WRAP

IN CLOSING EXCEL REPORTS ARE CLEARER AND APPEAR TO BE A BETTER WAY TO TRACK INVENTORY AND PROVIDE ACCOUNTABILITY TO GROUPS. THE DAYTONA AREA COULD IMPROVE OUR INVENTORY ORDERING PROCESS TREMENDOUSLY BY USING EXCEL TO ORDER LITERATURE ONLINE.

AFTER CAREFUL REVIEW IT IS MY HUMBLE OPINION THAT HOME GROUPS MAY BECOME MORE COMFORTABLE AND FAMILIAR IF GIVEN A CHOICE TO USE OR NOT USE THE PAPER VERSION OF THE ORDER FORM. NOT USING THE PAPER VERSION INITIALLY WILL BE TOUGH BUT WITH SUPPORT OF MEMBERS WITH ACCESS TO COMPUTERS THE HOME GROUPS AND DAYTONA AREA MAY IMPROVE OUR BOOK KEEPING SYSTEMS AND ACCOUNTABILITY. THANKS TO ALL MEMBERS WHO PARTICIPATED AND TO THE GROUPS FOR LETTING ME SERVE.

ILS JOE.A .
PUBLIC RELATIONS REPORT:

ISSUE WITH HELPLINE CREDIT CARD RESOLVED. NEW CARD NUMBER ACCESS CODE CHANGED. TREASURER, COORDINATOR AND CHAIR HAVE NEW CODES. ONLY THESE THREE SHOULD BE IN CONTACT WITH EACH OTHER ON ANY HELPLINE ISSUES.

ORIENTATION OCTOBER 17TH 5PM TO 7:30 PRESENTATIONS FROM SCHEDULES, COMMUNITY RELATIONS, LITERATURE, HELPLINE, WEBSITE, AND THE MAIN SPEAKER JOEL BERGMAN FROM REGIONAL PR. WE HAVE MANY POSITIONS OPEN. WE NEED SUPPORT. PLEASE ANNOUNCE ALL WEEK AT MEETINGS.

RECOVERY MONTH WAS OK WE SHOWED UP. LITTLE SUPPORT. LITTLE INVOLVEMENT. GOING TO TRY TO GET MORE INVOLVED FOR NEXT YEAR. MORE TO BE REVEALED. **ILS; RON**

OLD BUSINESS

M/S/P (10/10/03) (Point of Freedom/New Attitudes) TO WAIVE POLICY ON LORRI W REQUIRED TIME ON NEWSLETTER SUBCOMMITTEE. INTENT: NEWSLETTERS POLICY STATES A MINIMUM 6 MONTHS ON NEWSLETTER IS REQUIRED TO HOLD CHAIR POSITION. **VOTED ON FLOOR**

FOR---23---OPP----2----ABS-----1---- ***PASSED***

NEW BUSINESS

M/S/T (10/10/07)(DACNA) TO ACCEPT DACNA POLICY AND GUIDELINE”NEW POLICY IS LOCATED ON PAGE 13 THRU 26”
“TABLE TO GROUPS”

FOR _____ OPP _____ ABS _____

M/T/P (10/10/06) (FREEDOM TO CHANGE/GRATEFUL LIVING) **REWRITE DISCRITION OF CHAIRPERSON OF ASC. INTENT:** THE PURPOSE OF THE SLIGHT CHANGE IN VERBIAGE IS TO ENSURE THE SPIRIT OF SERVICE AND SERVITUDE WHICH IS THE BACKBONE OF OUR FELLOWSHIP, OUR PROGRAM AND OUR WAY OF LIFE. THE ASC AS WELL AS ITS MEMBERS ARE NOT ENFORCERS NOR ARE THEY GOVERNORS SET TO IMPOSE ON THE GROUPS THEY SERVE. THE NA SERVICE STRUCTURE IS AN INVERTED ONE TO WHERE THE INDIVIDUAL MEMBER IS THE MOST IMPORTANT AND IS SERVED BY A GROUP WHO IS SERVED BY AN AREA WHO IS SERVED BY A REGION WHO IS SERVED BY WORLD SERVICE.

ON PAGE 11 OF THE POLICY, IT IS REFERENCED THAT THE CHAIRPERSON “ENFORCES” AND INSINUATES THAT THE CHAIRPERSON HAS THEN AUTHORITY TO BE AN ENFORCER RATHER THAN A GUIDE OR FACILITATOR. REMOVE THE WORD “ENFORCES” AND REPLACE WITH THE WORD “DIRECTS” AS THIS TERM IS AGAINST THE TRADITIONS AND CONCEPTS ON THE DEFINITION OF LEADERSHIP IN NA WHICH IS NOT DICTATORSHIP.

FROM THE GUIDE TO LOCAL SERVICES:“THE AREA COMMITTEE CHAIRPERSON IS RESPONSIBLE FOR CONDUCTING COMMITTEE MEETINGS, PREPARING THE AGENDA, AND VARIOUS ADMINISTRATIVE DUTIES. THE CHAIR’S PRIMARY TOOLS ARE THE SHORT-FORM RULES OF ORDER, WHICH APPEAR AT THE END OF THIS GUIDE, A FIRM HAND, A CALM SPIRIT, AND A CLEAR MIND. THE CHAIRPERSON CAN FIND ADDITIONAL HELP IN BOOKS ABOUT BUSINESS MEETINGS, DECISION-MAKING PROCESSES, AND VOLUNTEER ORGANIZATIONS THAT ARE OFTEN READILY AVAILABLE AT LOCAL BOOKSTORES AND LIBRARIES.”

LANGUAGE IN NA SHOULD NOT IMPLY ENFORCEMENT OR DICTATORSHIP NOR SHOULD THE TRADITIONS AND CONCEPTS BE USED IN SUCH A MANNER AS TO ENFORCE, ENACT, OR CONDEMN ANY MEMBER OF NA.

EXAMPLE: CHAIRPERSON

A CHAIRPERSON ARRANGES AN AGENDA FOR AND PRESIDES OVER THE MONTHLY MEETINGS. AT COMMITTEE MEETINGS THEY CAN VOTE ONLY IN CASE OF A TIE. A CHAIRPERSON MUST BE CAPABLE OF CONDUCTING A BUSINESS MEETING WITH A FIRM, YET UNDERSTANDING HAND. FOR THIS REASON, IT IS SUGGESTED THAT THEY HAVE A MINIMUM OF TWO YEARS CONTINUOUS ABSTINENCE FROM ALL DRUGS. THE CHAIRPERSON SHALL PUBLISH A SCHEDULE OF MEETINGS OF THE ASC FOR THE COMING YEAR **“TABLE TO POLICY”**

M/S/T (10/10/08)(FREEDOM TO CHANGE)(GRATEFUL LIVING) TO CHANGE ELECTION PROCEDURE FROM CURRENT POLICY TO WHAT IS LISTED ON BELOW DOCUMENT.

ELECTIONS

- A. ELECTIONS ARE HELD AT THE OCTOBER ASC MEETINGS.
- B. THE VICE CHAIR OF THE ASC, THE SECRETARY ALTERNATE, THE TREASURER ALTERNATE AND THE RCM ALTERNATE MOVE UP AUTOMATICALLY UNLESS THE ASC ALLOWS A CHALLENGE. THE ASC MAY, BY A MAJORITY VOTE, ALLOW A PERSON SLATED TO MOVE UP AUTOMATICALLY TO BE CHALLENGED BY ANOTHER NOMINEE.
- C. ALL OF THE OFFICERS AND SUBCOMMITTEE CHAIRPERSONS (EXCEPT AS NOTED ABOVE) ARE ELECTED BY THE ASC. THE VICE-CHAIRPERSONS OF ASC SUBCOMMITTEES DO NOT AUTOMATICALLY MOVE UP TO THE POSITION OF CHAIRPERSON.
- D. ALL CANDIDATES FOR ASC OFFICE (INCLUDING SUBCOMMITTEE CHAIRPERSONS) MUST BE PRESENT TO BE ELECTED. THE ASC MAY VOTE BY A SIMPLE MAJORITY TO ALLOW A PERSON WHO IS NOT PRESENT TO BE NOMINATED FOR OFFICE.
- E. ALL CANDIDATES FOR ASC OFFICES (INCLUDING SUBCOMMITTEE CHAIRPERSONS) MUST COMPLETE A SERVICE RESUME FORM. THE RESUME WILL BE READ PRIOR TO ANY VOTE.
- F. UPON BECOMING AN ASC OFFICER OR SUBCOMMITTEE CHAIRPERSON, THAT MEMBER SHALL RESIGN AS THE GSR OF HIS/HER HOME GROUP OR AREA SERVICE POSITION THAT POSES A CONFLICT OF VOTING PROCEDURES AND INTEREST TO ALLOW OTHER NA MEMBERS TO PARTICIPATE IN SERVICE AT THE ASC. NO MEMBER OF THE ADMINISTRATIVE COMMITTEE NOR SUBCOMMITTEE CHAIR MAY BE ALLOWED TO BE BOTH GSR AND ADMIN MEMBER OR SUBCOMMITTEE CHAIR PERSON.
- G. THE CONVENTION SUBCOMMITTEE CHAIRPERSON SHALL REMAIN IN OFFICE FOR 60 DAYS AFTER THE CLOSE OF THE CONVENTION. THIS ALLOWS THEM TO CLOSE OLD BUSINESS AND THE NEW CHAIRPERSON TO BEGIN SERVICE.

ELECTION PROCEDURE:

AT A MINIMUM OF TWO MONTHS PRIOR TO THE MONTH OF OCTOBER, THE ASC SHALL ANNOUNCE THE ACCEPTANCE OF SERVICE RESUMES FOR AREA SERVICE POSITIONS. UPON REQUEST SERVICE RESUMES CAN BE RECEIVED FROM THE SECRETARY. THE SERVICE RESUME IS TO BE COMPLETED BY THE INDIVIDUAL WHO IS INTERESTED IN THE SERVICE POSITION. ALL RESUMES SHALL BE RETURNED BACK TO THE SECRETARY NO LATER THAN BEFORE THE BEGINNING OF THE ASC MEETING THAT IS TO BE HELD IN OCTOBER (THE DAY OF ELECTIONS).

DURING ELECTIONS:

1. SERVICE RESUMES ARE TO BE READ ONE AT A TIME IN FRONT OF THE BODY OF GSRs. AFTER A SERVICE RESUME IS READ, THE PERSON WHO SUBMITTED THE RESUME WILL HAVE AN OPPORTUNITY TO ADDRESS THE BODY CONCERNING THEIR DESIRE AND OR WILLINGNESS TO SERVE IN THE APPLIED-FOR CAPACITY. THIS INDIVIDUAL SHALL ANSWER QUESTIONS ASKED BY THE BODY.

2. FOR A SAID POSITION AND AFTER EACH INDIVIDUAL WHO HAS SUBMITTED FOR THE POSITION HAS HAD OPPORTUNITY TO ADDRESS THE BODY AND ANSWER QUESTIONS, ALL PARTIES WHO HAVE SUBMITTED RESUMES FOR SAID POSITIONS SHALL EXIT THE ROOM. DURING THIS TIME THE CHAIR WILL ALLOW BRIEF DISCUSSION AMONGST THE BODY CONCERNING THE CANDIDATES. IN LINE WITH THE GUIDE TO LOCAL SERVICES, THE CHAIR MAY ALLOW THREE PROS AND THREE CONS FOR THE CANDIDATES.
3. AFTER THE BRIEF DISCUSSION, THE BODY OF GSRs PRESENT WILL CAST VOTES BY SHOW OF HANDS IN THE FASHION OF ROBERTS RULES OF ORDER. THERE SHALL BE THREE VOTES:
 - a. FOR
 - b. AGAINST
 - c. ABSTAIN
4. ALL VOTES ARE TO BE TALLIED AND INCLUDED IN THE MINUTES ALONG WITH THE RESUMES OF CANDIDATES. A SIMPLE MAJORITY OF VOTES ELECTS A MEMBER. IN THE CASE OF A TIE, THERE SHALL BE A REVOTE AND A RECOUNT. ELECTION VOTING IS ONLY LIMITED TO THE VOTES OF THE GSRs.

THIS SAMPLE PROCEDURE TO BE HELD AT THE ASC WILL ALLOW FOR THE HOME GROUPS TO NOT BE CONCERNED WITH THE REVIEW OF NOMINATIONS OR VOTING AT GROUP BUSINESS MEETINGS. THE CREATION OF THE SERVICE STRUCTURE WAS TO ALLEVIATE THE BURDEN OF HOME GROUPS FROM HAVING TO CONDUCT "POLITICAL" BUSINESS AND EFFORTS ON OTHER ACTIVITIES. THE INDIVIDUAL NA GROUP'S RESPONSIBILITY IS TO CARRY THE MESSAGE OF RECOVERY TO THE ADDICT WHO STILL SUFFERS. IT WAS FOR THIS REASON WHY AUTHORITY HAS BEEN DELEGATED THROUGH THE CONCEPTS FOR THE ASC TO CONDUCT BUSINESS IN A MANNER THAT IS IN ACCORDANCE WITH THE PRINCIPLES OF THE PROGRAM. LOOKING AT THE 4TH CONCEPT AND WE CAN LEARN THAT WE DO NOT JUST THROW WARM BODIES INTO POSITIONS BUT LOOK AT QUALITIES AND CHARACTERISTICS OF THE MEMBER AND DETERMINE THEIR FIT INTO A POSITION. THROWING A WARM BODY INTO A POSITION HAS THE POTENTIAL TO SET A MEMBER UP FOR FAILURE RATHER THAN FAN A FLAME OF DESIRE. IN THE 8TH CONCEPT AS WELL AS THE DEFINITION OF A GSR, THE GROUPS ELECT TRUSTED SERVANTS TO CARRY THE CONSCIENCE OF THE GROUP. LIKE THE ASC IS CHARGED TO MAKE DECISIONS ON BEHALF OF THE GROUP'S THEY SERVE SO DOES THE GSR HAVE THE CHARGE TO BE THE REPRESENTATIVE FOR THE GROUP CAPABLE OF MAKING DISCERNING DECISIONS FOR THE BETTERMENT OF THE GROUP AS WELL AS NA AS A WHOLE ELSE THEY WOULD NOT BE TRUSTED SERVANTS. **"TABLE TO POLICY"**

ELECTION/NOMINATION

M/T/G (10/10/02) (POINT OF FREEDOM/NEW ATTITUDE) TO NOMINATE LORRI W AS NEWS LETTER CHAIR: *INTENT: FILL POSITION. QUALIFICATIONS:* CLEAN DATE 11/14/07 ACTIVE WITH A SPONSOR, LIVING THE 12 STEP PROGRAM TO THE BEST OF MY ABILITY, H&I COMMITMENT IN LAKE COUNTY, ALSO HAVE COMPUTER, MICRO SOFT WORD. **"TABLE TO GROUP"**

FOR _____ OPP _____ ABS _____

M/S/G (10/10/05) (NEW SCHOOL/NEW ATTITUDES). TO NOMINATE ALEX BX, FOR VICE CHAIR OF AREA. *INTENT:* TO FILL THE OPEN POSITION AND ALLOW ALEX TO SERVE. *QUALIFICATIONS:* 6YRS, CLEAN TIME(SEPT.15,2004) AREA VICE-CHAIR, EXPERIENCE READING, PA. ALT GRS-1YEAR, GSR 1YEAR, H&I PANEL COORDINATOR, .PANEL LEADER 2 YEARS, HAVE A SPONSOR, WORKING 12 STEPS AND HAVING WORKED THE 12 TRADITIONS. AND HAVE THE WILLING TO SERVE.

"TABLED TO GROUP"

FOR-----OPP-----ABS-----

M/S/G (10/10/04) (BEACHSIDE RECOVERY/NEW ATTITUDES) TO NOMINATE CARLOS F FOR ALT LITERATURE CHAIR: QUALIFICATIONS: 2YRS 10 MONTHS CLEAN, GSR OF HOME GROUP FOR 1 YEAR, H&I FOR 2YRS, HAVE AN NA SPONSOR WHO HAS AN NA SPONSOR, WORK THE STEPS TO THE BEST OF MY ABILITY, AND HAVE THE WILLING TO SERVE. "TABLED TO GROUP"

FOR OPP ABS
GROUP SERVICE REPRESENTATIVE REPORT

- AFTERNOON RECOVERY - ANNIVERSARIES: NONE; TREASURER'S REPORT: INCLUDED; PROBLEMS: NONE; DECISIONS: NONE.
ILS, JOE C
- BAKER'S DOZEN - ANNIVERSARIES: STEVE F 15YRS; TREASURER'S REPORT: INCLUDED; PROBLEMS: ALL IS WELL; DECISIONS: EVERYTHING GOING WELL, WE NEED MORE SCHEDULES! WHO DO I CALL ABOUT GETTING MORE ILS, MARTY K
- BEACHSIDE RECOVERY – ANNIVERSARIES: NONE; TREASURER'S REPORT: NOT INCLUDED; PROBLEMS: CIGARETTE BUTTS ARE AN ISSUE WITH THE CHURCH REPRESENTATIVE; DECISIONS: NONE. ILS, EDUARDO S..
- COMING HOME- NO REPORT SUBMITTED
- COURAGE TO CHANGE- ANNIVERSARIES: NONE; TREASURER'S REPORT: INCLUDED; PROBLEMS: WOULD APPRECIATE MORE MEMBERS; DECISION: HOW TO BUILD UP ATTENDANCE!!
- FREEDOM TO CHANGE – ANNIVERSARIES: EUGENE 1 YR.10/10; TREASURER'S REPORT: INCLUDED; PROBLEMS: NONE; DECISIONS: NONE ILS, ROBERT B
- GRATEFUL LIVING – ANNIVERSARIES; SYLVIA, ANDREW; TREASURER'S REPORT: INCLUDED; PROBLEMS: STOP COFFEE 15 MINUTES AFTER MEETING; DECISIONS: NONE. ILS, SUMMER L
- HARDCORE – ANNIVERSARIES: NONE; TREASURER'S REPORT: NOT INCLUDED; PROBLEMS: NONE; DECISIONS: NONE. ILS, JOE L
- HUGS NOT DRUGS – ANNIVERSARIES: NONE; TREASURER'S REPORT: INCLUDED; PROBLEMS: NEED SUPPORT-TOO MANY INACTIVE HOME GROUP MEMBERS AND NOT ENOUGH INCOME COMING IN; DECISIONS: DROPPING FRIDAY NIGHT MEETING//STARTING A NEW THURSDAY NIGHT MEETING @ 8:00-9:00 PM; ILS; GREGG R
- IT STARTS HERE – ANNIVERSARIES: NONE; TREASURER'S REPORT: INCLUDED; PROBLEMS: NONE; DECISIONS: NONE; ILS, BEN
- JUST FOR TODAY - ANNIVERSARIES: NONE; TREASURER'S REPORT: INCLUDED; PROBLEMS: N/A; DECISIONS: NONE; ILS; BILL G
- LAST CHANCE – ANNIVERSARIES: KEN 6YRS, TROY 6YRS, BOB 2YRS; TREASURER'S REPORT: INCLUDED; PROBLEMS: NONE; DECISIONS: THURSDAY NIGHT MEETING CHANGING TO A ROTATING FORMAT. ILS, TINA H
- LIVING FOR TODAY – NO REPORT SUBMITTED
- MIRACLES GROUP - ANNIVERSARIES: JOANNE 21YRS, BILLY 1YR; TREASURER'S REPORT: INCLUDED; PROBLEMS: ALL IS WELL; DECISIONS: ALL IS WELL. ILS, SHAWN M
- MORE WILL BE REVEALED - ANNIVERSARIES: NONE; TREASURER'S REPORT: INCLUDED; PROBLEMS: NONE; DECISIONS: ALL IS WELL. ILS, GRACE
- NEW ATTITUDES – ANNIVERSARIES: TONY W 2YRS 11/1, JOSH R 3YRS 11/8; TREASURER'S REPORT: INCLUDED; PROBLEMS: NONE; DECISIONS: NONE, ILS, BEN G
- NEW SCHOOL – ANNIVERSARIES: AARON 11YRS 10/29, STEVE 16YRS 11/12, DAVID 1YR 11/11; TREASURE'S REPORT: INCLUDED; PROBLEMS: NONE; DECISIONS: NONE; ILS, AARON
- NEXT STEP – ANNIVERSARIES: NONE; TREASURER'S REPORT: INCLUDED; PROBLEMS: I NEED TO KNOW HOW TO GET A GSR PACKET, ; DECISIONS: NONE, ILS, PZ
- POINT OF FREEDOM - ANNIVERSARIES: NONE; TREASURER'S REPORT: INCLUDED; PROBLEMS: NONE, DECISIONS: ALL IS WELL. ILS, NICOLE
- PRIMARY PURPOSE – ANNIVERSARIES: CHRISTEN 1YR 11/3; TREASURER'S REPORT: INCLUDED; PROBLEMS: NONE; DECISIONS: NONE, ILS, RANDALL

- RAW – NO REPORT SUBMITTED
- REVOLUTIONS – ANNIVERSARIES: NONE; TREASURER’S REPORT: NOT INCLUDED; PROBLEM: NONE; DECISIONS: REVOLUTIONS VOTED TO REMAIN IN ITS WARRANT LOCATION, OPTING TO COMPLY WITH THE CHURCH’S REQUEST FOR LIABILITY INSURANCE, ILS, CARLOS R
- SERENITY BY THE SEA –NO REPORT SUBMITTED
- SERENITY NOW - ANNIVERSARIES: RICKY 3YRS 10/22; TREASURER’S REPORT: NOT INCLUDED; PROBLEMS: NONE; DECISIONS: NONE. ILS, TERI
- STEPS TO FREEDOM –NO REPORT SUBMITTED
- STREET SURVIVORS –ANNIVERSARIES; DAVE B 2YRS 10/23,PAPA JOE 8YRS 10/17, TREASURER’S REPORT: INCLUDED; PROBLEMS: NONE; DECISIONS: NONE. ILS, DAVE B
- SURRENDER OR DIE – NO REPORT SUBMITTED
- THE NA GROUP – ANNIVERSARIES: NONE.; TREASURE’S REPORT: INCLUDED; SITUATIONS: ALL IS WELL; DECISIONS: ILS, JOHN G
- THIRD TRADITION - ANNIVERSARIES: NONE; TREASURER’S REPORT: INCLUDED; PROBLEMS: ALL IS WELL; DECISIONS: NONE; ILS, JESSE H
- UN CUT RECOVERY- ANNIVERSARIES: NONE; TREASURER’S REPORT: INCLUDED; PROBLEMS: WE NEED HELP WITH SUPPORT IN ATTENDANCE; DECISIONS: NONE, ILS ALLISON K
- WE DO RECOVER ANNIVERSARIES: TRACY G 2YR 11/3; TREASURER’S REPORT: INCLUDED; PROBLEMS: NONE; DECISIONS: NONE, ILS. DEREK
- WELCOME HOME –NO WRITTEN REPORT SUBMITTED
- FRIDAY NIGHT MEETING IN DESPERATE NEED OF SUPPORT; DECISIONS: STILL HOLDING TO FRIDAY MEETING TO CARRY THE MESSAGE, ILS. JT
- WHEN AT THE END OF THE ROAD – ANNIVERSARIES: NONE, TREASURE’S REPORT: INCLUDED; PROBLEMS: NONE; DECISIONS: LOVE OUR GROUP ILS, JOHN

GROUP OF THE MONTH: UN CUT

SUBCOMMITTEE OF THE MONTH: NEWSLETTER

NEXT MEETING: NOVEMBER 14, 2010 AT 9 A.M. AT SICA HALL IN HOLLY HILL

MEETING CLOSED: MOTION BY (SERENITY BY THE SEA/THIRD TRADITION) 12:02 PM WITH THIRD STEP PRAYER.

:CONTACT-INFO:

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SECRETARY: GARY C. GJCATANZARO62@GMAIL.COM

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DAYTONA AREA
CONVENTION POLICY GUIDELINES
REVISED 6/25/2010
(1)

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THIS CONVENTION IS HELD BY THE MEMBERS OF THE DAYTONA AREA OF NARCOTICS ANONYMOUS TO BRING OUR FELLOWSHIP TOGETHER IN THE CELEBRATION OF RECOVERY. MEETINGS,

WORKSHOPS, AND OTHER ACTIVITIES ARE SCHEDULED TO ENCOURAGE UNITY FELLOWSHIP AMONG OUR MEMBERS. THIS CONVENTION IS SPONSORED BY THE DAYTONA AREA OF NARCOTICS

(2)

ANONYMOUS; THEREFORE, IT WILL ALWAYS CONFORM TO N.A. PRINCIPLES AND REFLECT OUR PRIMARY PURPOSE-TO CARRY THE MESSAGE OF RECOVERY.

ALL EXPENSES \$50.00 OR MORE MUST BE APPROVED BY THE COMMITTEE. PROFITS FROM THE CONVENTION WILL BE DISPERSED AS FOLLOWS: ALL MONIES IN EXCESS OF THE \$6,000.00 FUND FOR NEXT YEAR'S CONVENTION COMMITTEE WILL BE DONATED TO THE DAYTONA AREA. AT THE END OF ALL EVENTS, ALL MONIES WILL BE COUNTED AND DOCUMENTED BY (2) COMMITTEE MEMBERS BEFORE BEING TURNED OVER TO THE TREASURER FOR DEPOSIT.

CONVENTION COMMITTEE MEETINGS

ALL CONVENTION COMMITTEE MEETINGS 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. EFFORTS SHOULD BE MADE TO ENCOURAGE SUPPORT AND PARTICIPATION FROM ALL MEMBERS. ALL MEETINGS OF THE CONVENTION COMMITTEE AND SUB-COMMITTEES ARE OPEN TO ANY MEMBER OF N.A. ALL SUB-COMMITTEE MEETINGS SHALL BE POSTED WITHIN THE CHAIR PERSONS REPORT TO THE ASC, AND BE HELD IN A PLACE ACCESSIBLE AND OPEN FOR ANY MEMBER OF NA TO ATTEND. CARE SHOULD ALSO BE EXERCISED DURING THE PLANNING PROCESS TO INVOLVE AS MANY GROUPS AND INDIVIDUAL'S AS POSSIBLE. EVEN AT AN EARLY STAGE, IT IS NECESSARY TO ELECT A CHAIRPERSON TO PRESIDE OVER CONVENTION COMMITTEE MEETINGS AND ACTIVITIES. ELECTION OF OFFICERS, MEMBERS, SUB-COMMITTEE MEMBERS, AND DUTIES ARE PRESENTED IN THESE GUIDELINES.

VOTING PRIVILEGES ARE EXTENDED TO EACH MEMBER OF THE CONVENTION COMMITTEE. ANY MEMBER WHO HOLDS AN ELECTED POSITION AT THE CONVENTION COMMITTEE MEETINGS IS CONSIDERED A VOTING MEMBER. SUB-COMMITTEE CHAIRPERSONS ARE VOTING MEMBERS AT THE CONVENTION MEETINGS. ALL SUB-COMMITTEES HOLD SEPARATE MEETINGS. THE SUB-COMMITTEE CHAIRPERSON MUST SUBMIT A REPORT, RECOMMENDATIONS, AND OTHER DETAILS ABOUT THEIR AREA OF RESPONSIBILITIES TO THE CONVENTION COMMITTEE.

IF A SUB-COMMITTEE CHAIR OR ADMINISTRATIVE COMMITTEE MEMBER IS UNABLE TO ATTEND A HOST COMMITTEE MEETING, THEY SHOULD SUBMIT A WRITTEN REPORT AND, IF POSSIBLE, HAVE AN ALTERNATE ATTEND THE MEETING.

MEETING FORMAT

1. OPENING: BEGIN WITH A MOMENT OF SILENCE, ASKING FOR ALL MEMBERS TO REFLECT ON THEIR INVOLVEMENT, THINKING ABOUT WHO THEY SERVE AND WHY. FOLLOW WITH THE SERENITY PRAYER.
2. READ THE TWELVE TRADITIONS.
3. ROLL CALL.
4. READ AND APPROVE THE MINUTES OF THE LAST MEETING.

5. CHAIRPERSON'S REPORT; REVIEW THE PROCESS TO DATE AND RELAY RECENT INFORMATION.

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6. VICE CHAIRS REPORT, UPDATE COMMITTEE REGARDING VACANT COMMITTEE POSITIONS, ETC.
7. TREASURER'S REPORT: UPDATE ON EXPENSES AND NEW BALANCE.
8. SUB-COMMITTEE REPORTS; REPORTS INCLUDE GOALS AND PROGRESS OF EACH SUB-COMMITTEE.
9. OLD BUSINESS CARRIED OVER FROM THE LAST MEETING.
10. NEW BUSINESS TO BE UNDERTAKEN BEFORE THE NEXT MEETING.
11. CLOSING PRAYER

VOTING / QUORUM

1. ALL MEMBERS OF N.A. SHALL HAVE A VOICE ON THE FLOOR. HOWEVER, VOTING WILL BE LIMITED

ELECTED CONVENTION COMMITTEE MEMBERS.

2. ONE GREATER THAN 50% OF THE ELECTED MEMBERS ARE REQUIRED FOR QUORUM.
3. ELECTED MEMBERS ARE NOT COUNTED FOR QUORUM AFTER MISSING TWO (2) CONSECUTIVE SUB-COMMITTEE REPORTS; REPORTS INCLUDE GOALS AND PROGRESS OF EACH SUB-COMMITTEE.

SCHEDULED CONVENTION COMMITTEE MEETINGS.

4. ANY OFFICER, SUB-COMMITTEE CHAIR, WHO IS ABSENT FROM TWO (2) CONSECUTIVE MEETINGS WILL HAVE THEIR POSITION OPEN FOR RE-ELECTION AT THE THIRD MEETING.
5. TELEPHONE VOTES ARE ACCEPTABLE, PROVIDED EVERY ELECTED MEMBER IS CONTACTED AND COUNTED.
6. TWO-THIRDS MAJORITY IS REQUIRED TO CHANGE AND CREATE POLICY.

CONVENTION COMMITTEE

THE CONVENTION COMMITTEE IS ALWAYS OPEN TO ALL MEMBERS OF NARCOTICS ANONYMOUS. THE ADMINISTRATIVE COMMITTEE AND SUB-COMMITTEE CHAIR POSITIONS ARE IDENTIFIED AS FOLLOWS:

A. ADMINISTRATIVE COMMITTEE

CLEAN TIME REQUIREMENTS

- | | |
|------------------|---------|
| 1. CHAIRPERSON | 4 YEARS |
| 2. VICE-CHAIR | 3 YEARS |
| 3. SECRETARY | 1 YEAR |
| 4. TREASURER | 4 YEARS |
| 5. HOTEL LIAISON | 3 YEARS |

B. ADMINISTRATIVE COMMITTEE ASSISTANT POSITIONS

CLEAN TIME REQUIREMENTS

- | | |
|-----------------------------|----------|
| 6. ADMINISTRATIVE ASSISTANT | 6 MONTHS |
| 7. ASSISTANT TREASURER | 3 YEARS |
| 8. ASSISTANT HOTEL LIAISON | 2 YEARS |

C. SUB-COMMITTEE CHAIRPERSONS

CLEAN TIME REQUIREMENTS

| | | |
|----|--------------------------------|---------|
| 1. | ARTS AND GRAPHICS | 1 YEAR |
| 2. | ENTERTAINMENT AND FUND RAISING | 2 YEARS |
| | (4) | |
| 3. | HOSPITALITY | 1 YEAR |
| 4. | CONVENTION INFORMATION | 1 YEAR |
| 5. | MARATHON | 1 YEAR |
| 6. | MERCHANDISING | 2 YEARS |
| 7. | PROGRAM | 2 YEARS |
| 8. | REGISTRATION | 2 YEARS |

GENERAL REQUIREMENTS/QUALIFICATIONS

1. WORKING KNOWLEDGE OF THE TWELVE STEPS AND TWELVE TRADITIONS OF NARCOTICS ANONYMOUS.
2. WILLINGNESS TO GIVE THE TIME AND RESOURCES NECESSARY.
3. ABILITY TO EXERCISE PATIENCE AND TOLERANCE.
4. ACTIVE PARTICIPATION IN NARCOTICS ANONYMOUS.
5. ADMINISTRATIVE COMMITTEE IS NOMINATED AND ELECTED BY THE A.S.C. ACCORDING TO A.S.C. POLICY.
6. SUB-COMMITTEE CHAIRPERSONS ARE ELECTED BY THE CONVENTION COMMITTEE, NOT BY THE A.S.C.

ADMINISTRATIVE COMMITTEE

THE ADMINISTRATIVE COMMITTEE CARRIES OUT (EXECUTES) THE WILL OF THE OVERALL COMMITTEE. IT FUNCTIONS AS THE ADMINISTRATIVE COMMITTEE OF THE CONVENTION AND HOLDS SEPARATE, PERIODIC, SPECIAL COMMITTEE MEETINGS. ITS FUNCTION IS TO ENSURE THAT THE VARIOUS SUB-COMMITTEES WORK TOGETHER AND TO ASSIST ANY THAT MAY NEED EXTRA HELP. HOWEVER, IT IS NOT NECESSARY FOR THE ADMINISTRATIVE COMMITTEE TO INVOLVE ITSELF DIRECTLY IN THE SPECIFIC WORKINGS OF EACH SUB-COMMITTEE. THE ADMINISTRATIVE COMMITTEE DISCUSSES THE PROGRESS OF THE SUB-COMMITTEES AS WELL AS THE CONVENTION BUDGET AND OTHER MATTERS, WHICH WILL AFFECT THE CONVENTION. THE RESULTS OF THESE DISCUSSIONS ARE INCLUDED IN REPORTS AT THE CONVENTION COMMITTEE MEETINGS.

CHAIRPERSON

FOUR (4) YEARS CLEAN TIME; DEMONSTRATED STABILITY IN LOCAL COMMUNITY; ADMINISTRATIVE ABILITIES; IS NOMINATED AND ELECTED BY THE A.S.C. 2 YEARS CONVENTION COMMITTEE EXPERIENCE IS REQUIRED WITH 1 YEAR AS VICE CHAIR. KNOWLEDGE OF THE DAYTONA A.S.C. POLICY; AN EXAMPLE OF LOVING RECOVERY THROUGH THE APPLICATION OF THE TWELVE STEPS AND TWELVE TRADITIONS OF NARCOTICS ANONYMOUS; MUST ATTEND ALL CONVENTION COMMITTEE AND ADMINISTRATIVE COMMITTEE MEETINGS.

1. HELPS TO RESOLVE ALL CONFLICTS.
2. KEEPS ACTIVITIES WITHIN THE PRINCIPLES OF THE TWELVE TRADITIONS AND IN ACCORDANCE WITH THE PURPOSE OF THE CONVENTION.
3. MONITORS THE FUND FLOW AND OVERALL CONVENTION COSTS.
4. PREVENTS IMPORTANT QUESTIONS FROM BEING DECIDED PREMATURELY, IN ORDER TO FOSTER UNDERSTANDING BY THE ENTIRE COMMITTEE PRIOR TO ACTION.

5. ALLOWS SUB-COMMITTEE TO DO THEIR JOBS WHILE PROVIDING GUIDANCE AND SUPPORT. ONLY MAJOR ISSUES NEED TO BE BROUGHT BACK TO THE CONVENTION COMMITTEE MEETINGS. SUB-COMMITTEES SHOULD BE GIVEN TRUST AND ENCOURAGEMENT TO USE THEIR OWN JUDGMENT.

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6. PREPARE THE AGENDA FOR THE CONVENTION COMMITTEE MEETINGS.
7. VOTES ONLY TO BREAK A TIE.
8. CHAIRS THE CONVENTION COMMITTEE MEETINGS AS WELL AS THE CONVENTION.
9. IS RESPONSIBLE TO THE DAYTONA A.S.C., ATTENDS THE A.S.C. MONTHLY MEETINGS AND PROVIDES A WRITTEN CONVENTION COMMITTEE REPORT TO THE AREA.
10. CO-SIGNER ON THE CONVENTION BANK ACCOUNT AND ALL HOTEL CONTRACTS.

VICE CHAIRPERSON

THREE (3) YEARS CLEAN TIME; PREVIOUS INVOLVEMENT IN N.A. SERVICE WORK (ETC); 1 YEAR PRIOR CONVENTION COMMITTEE EXPERIENCE REQUIRED; AND EXAMPLE OF LIVING RECOVERY THROUGH THE APPLICATION OF THE TWELVE STEPS AND TWELVE TRADITIONS OF NARCOTICS ANONYMOUS; WILLINGNESS AND THE DESIRE TO SERVE. THE VICE-CHAIRPERSON SHALL BE IN TRAINING FOR THE CHAIRPERSONS POSITION IF VOTED IN BY THE A.S.C. AND IS A 2 YEAR COMMITMENT WITH 2ND YEAR TO SERVE AS CHAIR (CON'T NEXT PAGE)

VICE CHAIRPERSON (CONTINUED)

1. MUST ATTEND ALL CONVENTION COMMITTEE AND ADMINISTRATIVE COMMITTEE MEETINGS.
2. OVERSEES SUB-COMMITTEES AND CHANNELS MAJOR TASKS TO SPECIFIC SUB-COMMITTEES. STAYS INFORMED OF THE ACTIVITIES OF EACH SUB-COMMITTEE AND PROVIDES HELP WHEN NEEDED.
3. PERFORMS DUTIES OF THE CHAIRPERSON IN THEIR ABSENCE.
4. COORDINATES AND MAKES SURE DEADLINES ARE MET BY THE SUB-COMMITTEE AND HELPS WHEN NEEDED.
5. ASSISTS THE CHAIRPERSON IN THEIR RESPONSIBILITIES.
6. ACTS AS PARLIAMENTARIAN AT ALL CONVENTION COMMITTEE MEETINGS.
7. CO-SIGNER ON THE CONVENTION BANK ACCOUNT.

SECRETARY

ONE (1) YEAR CLEAN TIME; AN EXAMPLE OF LIVING RECOVERY THROUGH THE TWELVE STEPS AND TWELVE TRADITIONS OF NARCOTICS ANONYMOUS; WILLINGNESS AND DESIRE TO SERVE; SERVICE EXPERIENCE; GOOD TYPING SKILLS TO ENSURE THAT ACCURATE MINUTES ARE DISTRIBUTED TO THE COMMITTEE MEMBERS.

1. MUST ATTEND ALL CONVENTION COMMITTEE AND ADMINISTRATIVE COMMITTEE MEETINGS.
2. KEEPS MINUTES OF ALL COMMITTEE MEETINGS AND SUB-COMMITTEE REPORTS.
3. DISTRIBUTES MINUTES TO CONVENTION COMMITTEE MEMBERS. AN AGENDA FOR THE NEXT MEETING CAN BE ATTACHED TO THE MINUTES, IF IT WILL HELP THE CONVENTION COMMITTEE FUNCTION BETTER.

4. MAINTAINS A LIST OF NAMES, ADDRESSES AND PHONE NUMBERS OF THE CONVENTION COMMITTEE MEMBERS.
5. KEEPS SETS OF MINUTES, UPDATED AFTER EACH COMMITTEE MEETING FOR THE MEMBERS WHO REQUEST A COMPLETE SET.

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6. COMPILES A LIST OF CONVENTION POLICY CHANGES THAT HAVE BEEN VOTED ON BY THE A.S.C. FOR THE CONVENTION COMMITTEE.

HOTEL LIAISON

THREE (3) YEARS CLEAN TIME; 2 YEARS PRIOR CONVENTION COMMITTEE EXPERIENCE; 1 YEAR AS ASST. HOTEL LIAISON. PRIOR ACTIVE INVOLVEMENT IN THE N.A. SERVICE STRUCTURE; GOOD WORKING KNOWLEDGE OF THE TWELVE STEPS AND TWELVE TRADITIONS OF NARCOTICS ANONYMOUS; AN EXAMPLE OF LIVING RECOVERY THROUGH THE APPLICATION OF THE TWELVE STEPS AND TWELVE TRADITIONS OF NARCOTICS ANONYMOUS; MUST ATTEND ALL CONVENTION COMMITTEE AND ADMINISTRATIVE COMMITTEE MEETINGS; GATHERS BID INFORMATION PACKAGES FOR THE PRESENTATION TO THE CONVENTION COMMITTEE; CO-SIGNER ON ALL HOTEL CONTRACTS; ACTS AS A SPOKESPERSON ON BEHALF OF THE CONVENTION COMMITTEE AND IT'S SUB-COMMITTEES WITH HOTEL PERSONNEL; COORDINATES CONVENTION COMMITTEE NEEDS AS THEY PERTAIN TO THE HOTEL REGISTRATIONS; FIELDS AND HANDLES ALL QUESTIONS REGARDING HOTEL SERVICES IN A TIMELY FASHION. (CONTINUED NEXT PAGE)

HOTEL LIAISON (CONTINUED)

RESPONSIBLE FOR COORDINATION ALL ACTIVITIES IN THE HOTEL DURING THE CONVENTION AS WELL AS ARRANGING ALL SET-UPS AT MEETINGS (NUMBER OF CHAIRS, ROOMS, TIMES, SEQUENCES, MICROPHONES, TYPES OF SET-UPS, PODIUMS, RISERS, TABLES, ETC.); IS IN CHARGE OF THE BANQUET. THE HOTEL LIAISON MUST WORK WITH THE ENTERTAINMENT COMMITTEE IN ORDER TO GET THE REQUIRED EQUIPMENT NECESSARY FOR THE FUNCTIONS AT THE HOTEL. THE HOTEL LIAISON SHOULD REMEMBER THAT THERE MIGHT BE A NEED FOR EXTRA ROOMS USED FOR MERCHANDISING, MEDITATION, AND HOSPITALITY, CONVENTION COMMITTEE MEETINGS DURING THE CONVENTION, TAPING ETC... ALSO, TRY TO LET THE ROOM SET-UPS REMAIN THE SAME THROUGHOUT THE CONVENTION. THE DACNA COMMITTEE SHALL NOT USE OR HIRE ANY OUTSIDE RESOURCES TO FIND HOTEL SITES.

ASSISTANT HOTEL LIAISON

THE ASSISTANT HOTEL LIAISON IS A TWO-YEAR COMMITMENT; ONE YEAR AS ASSISTANT AND ONE YEAR AS LIAISON, IF ELECTED BY THE A.S.C. TWO (2) YEARS CLEAN TIME; 1 YEAR PRIOR CONVENTION COMMITTEE EXPERIENCE AND A GOOD WORKING KNOWLEDGE OF THE TWELVE STEPS AND TWELVE TRADITIONS OF NARCOTICS ANONYMOUS; AN EXAMPLE OF LIVING RECOVERY THROUGH THE APPLICATION OF THE TWELVE STEPS AND TWELVE TRADITIONS OF NARCOTICS ANONYMOUS; MUST ATTEND ALL CONVENTION COMMITTEE AND ADMINISTRATIVE COMMITTEE MEETINGS; HELPS THE HOTEL LIAISON GATHER BID PACKAGES FOR PRESENTATION TO THE CONVENTION COMMITTEE; ASSISTS IN COORDINATING CONVENTION COMMITTEE NEEDS AS THEY PERTAIN TO HOTEL REGISTRATIONS; HELPS FIELD AND HANDLE QUESTIONS REGARDING HOTEL SERVICES IN A TIMELY FASHION; HANDLES ALL SPECIAL NEEDS. THE ASSISTANT HOTEL LIAISON IS RESPONSIBLE FOR LEARNING THE POSITION OF HOTEL LIAISON BY FOLLOWING THE ACTIVITIES AND

DIRECTION OF THE HOTEL LIAISON. THOSE ACTIVITIES INCLUDE COORDINATION ALL ACTIVITIES IN THE HOTEL DURING THE CONVENTION AS WELL AS ARRANGING ALL SET-UPS AT MEETINGS(NUMBER OF CHAIRS, ROOMS, TIMES OF MEETINGS, ETC...).

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ADMINISTRATIVE ASSISTANT

SIX (6) MONTHS CLEAN TIME; WILLINGNESS TO SERVE; ASSISTS THE VICE-CHAIR AND THE CONVENTION COMMITTEE. THIS POSITION WAS ESTABLISHED SO THE CONVENTION CAN HAVE A FLOATER DURING THE PREPARATION PROCESS AND DURING THE CONVENTION.

RESPONSIBILITIES INCLUDE:

1. MUST ATTEND ALL CONVENTION COMMITTEE AND ADMINISTRATIVE COMMITTEE MEETINGS.
2. COORDINATES WITH ALL SUB-COMMITTEES AND MAKES FLYERS STATING ALL MEETING DATES FOR DISTRIBUTION AT A.S.C.
3. HELP WITH SUB-COMMITTEES AND FILLS IN OTHER AREAS AS NEEDED.
4. PRODUCE FLYERS FOR THE CONVENTION IN RELATION WITH ARTS AND GRAPHICS.

TREASURER

FOUR (4) YEARS CLEAN TIME; 2 YEARS PRIOR CONVENTION COMMITTEE EXPERIENCE; 1 YEAR HAVING SERVED AS ASST TREASURER. DEMONSTRATED STABILITY IN LOCAL COMMUNITY; ACCOUNTING SKILLS; ACCESSIBILITY TO OTHER CONVENTION COMMITTEE MEMBERS, ESPECIALLY THE REGISTRATION CHAIRPERSON, MERCHANDISING CHAIRPERSON AND THE HOTEL LIAISON CHAIRPERSON; AND EXAMPLE OF LIVING RECOVERY THROUGH THE APPLICATION OF THE TWELVE STEPS AND TWELVE TRADITIONS OF NARCOTICS ANONYMOUS; WILLINGNESS AND DESIRE TO SERVE. MUST ATTEND ALL CONVENTION COMMITTEE AND ADMINISTRATIVE COMMITTEE MEETINGS.

1. OPENS THE BANK ACCOUNT FOR THE CONVENTION COMMITTEE. THE SIGNATURES FOR THE ACCOUNT ARE THE TREASURER, ASSISTANT TREASURER, CONVENTION CHAIR AND THE VICE-CHAIRPERSON. THE SIGNATURE CARDS AND ACCOUNT INFORMATION WILL BE FILLED OUT AT THE CONVENTION COMMITTEE MEETING.
2. RESPONSIBLE FOR OBTAINING, IN JUNE, AN ADDITIONAL SET OF ASC MINUTES FROM THE ACS SECRETARY, THAT INDICATE FIRST AND LAST NAMES OF ALL BANK ACCOUNT SIGNERS.
3. WORKS WITH THE CHAIR AND VICE-CHAIR TO PREPARE A BUDGET FOR THE CONVENTION, WHICH IS USED FOR PLANNING FUNDRAISING ACTIVITIES. THE BUDGET CAN BE A ROUGH ESTIMATE AT THE BEGINNING OF THE PLANNING AND REVISED AS THE CONVENTION DRAWS NEAR. WHEN ALL OF THE FINANCIAL NEEDS OF THE SUB-COMMITTEES ARE LISTED AND TOTALED, THE INCOME SHOULD BE OUTLINED. SOURCES OF INCOME INCLUDE: FUNDRAISERS, MERCHANDISE AND PRE-REGISTRATIONS.
4. WRITES ALL CHECKS AND IS RESPONSIBLE FOR COLLECTING RECEIPTS FROM SUB-COMMITTEES FOR THE MONEY PAID OUT.
5. RESPONSIBLE FOR ALL THE MONIES INCLUDING REVENUES FROM REGISTRATIONS AND BANQUET TICKETS, PAYS ALL THE BILLS AND ADVISES THE CONVENTION COMMITTEE ON CASH SUPPLY, INCOME FLOW AND RATE OF EXPENDITURES.

6. REVIEWS SUB-COMMITTEE REPORTS FOR EXPENDITURES FROM THE FINANCIAL PLAN (BUDGET) NOT MENTIONED IN THE ORIGINAL BUDGET, SO AN ACCURATE BUDGET CAN BE MAINTAINED. THIS INFORMATION IS TO BE INCLUDED IN THE TREASURERS REPORT.
7. EACH CHECK SHOULD REQUIRE TWO (2) SIGNATURES. AUTHORIZED SIGNERS ARE THE TREASURER, CHAIR AND/OR VICE-CHAIR OF THE CONVENTION.

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8. A COMPLETE TREASURERS REPORT SHOULD BE SUBMITTED TO THE A.S.C. NO LATER THAN SIXTY (60) DAYS AFTER THE CONVENTION, ALONG WITH FUND DISTRIBUTION.
9. A PERIODIC REVIEW OF ALL FINANCIAL RECORDS SHOULD BE MADE BY THE CONVENTION ADMINISTRATION AND THE A.S.C. ADMINISTRATION COMMITTEES. THE RECORDS SHOULD BE REVIEWED AT THE TIME OF THE ACTUAL DISTRIBUTION IN ACCORDANCE WITH THE TREASURERS FINANCIAL STATEMENT REQUIREMENTS.
10. DETERMINES BUDGETS FOR SUB-COMMITTEES AS EARLY AS POSSIBLE.
11. THE CONVENTION COMMITTEE TREASURER IS THE ONLY ONE TO HANDLE THE CHECKS.
12. THE TREASURER IS ACCOUNTABLE TO THE A.S.C.
13. THE TREASURER WILL ATTEND ALL FUNDRAISING EVENTS, TO COLLECT MONEY (OR IN THEIR ABSENCE, THE VICE-TREASURER, CHAIR OR VICE-CHAIR).
14. CLOSING TREASURER WILL PREPARE A FULL FINANCIAL REPORT WITH THE LAST BANK STATEMENT FOLLOWING CONVENTION, AND PROVIDE IT TO THE NEW DACNA CHAIR TO SUBMIT WITH AREA DONATION.

(CONTINUED ON NEXT PAGE)
TREASURER CONTINUED

15. FOLLOWING THE CONVENTION, ALL MONIES IN EXCESS OF \$6000.00 WILL BE TURNED OVER TO THE A.S.C. WITHIN SIXTY (60) DAYS. \$6000.00 WILL BE TURNED OVER TO THE NEXT YEARS TREASURER FOR SEED MONEY FOR THE FOLLOWING YEARS CONVENTION.
16. CLOSING TREASURER WILL ACCOMPANY INCOMING CHAIR, V.CHAIR AND TREASURER TO BANK TO REMOVE CLOSING COMMITTEE AND REPLACE WITH NEW COMMITTEE MEMBERS ON SIGNATURE CARD, TREASURER HAS COPY OF SIGNATURE CARD IN FILE.

ASSISTANT TREASURER

THREE (3) YEARS CLEAN TIME; 1 YEAR PRIOR CONVENTION COMMITTEE EXPERIENCE, DEMONSTRATED STABILITY IN LOCAL COMMUNITY; ACCOUNTING SKILLS; ACCESSIBILITY TO OTHER CONVENTION COMMITTEE MEMBERS, ESPECIALLY THE REGISTRATION CHAIRPERSON, MERCHANDISE CHAIRPERSON AND THE HOTEL LIAISON; AN EXAMPLE OF LIVING RECOVERY THROUGH THE APPLICATION OF THE TWELVE STEPS AND TWELVE TRADITIONS OF NARCOTICS ANONYMOUS; WILLINGNESS AND DESIRE TO SERVE; MUST ATTEND ALL CONVENTION COMMITTEE AND ADMINISTRATIVE COMMITTEE MEETINGS.

1. TWO (2) YEAR COMMITMENT. FIRST YEAR AS ASSISTANT TREASURER, SECOND YEAR AS CONVENTION TREASURER (IF ELECTED).
2. WORKS WITH THE TREASURER TO PREPARE BUDGETS FOR THE CONVENTION, WHICH IS USED FOR PLANNING FUND-RAISING ACTIVITIES. THE BUDGET CAN BE A ROUGH ESTIMATE AT THE BEGINNING OF THE PLANNING AND REVISED AS THE CONVENTION DRAWS NEAR. WHEN ALL OF THE FINANCIAL NEEDS OF THE SUB-COMMITTEES ARE LISTED AND TOTALED, THE

INCOME SHOULD BE OUTLINED. SOURCES OF INCOME INCLUDE: FUND-RAISERS, MERCHANDISE SALES AND PRE-REGISTRATIONS.

3. ASSISTS TREASURER IN ACCOUNTING FOR REVENUES FROM REGISTRATION AND BANQUET TICKETS, PAYING BILLS AND ADVISING THE CONVENTION COMMITTEE ON CASH SUPPLY, INCOME FLOW AND RATE OF EXPENDITURES.

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4. REVIEWS SUB-COMMITTEE REPORTS FOR EXPENDITURES FROM THE FINANCIAL PLAN (BUDGET) NOT MENTIONED IN THE ORIGINAL BUDGET SO THAT AN ACCURATE BUDGET CAN BE MENTIONED. THIS INFORMATION IS TO BE INCLUDED IN THE TREASURERS REPORT.

5. ASSISTS TREASURER IN COMPLETING A FINAL TREASURER'S REPORT, WHICH SHOULD BE SUBMITTED TO THE A.S.C. NO LATER THAN SIXTY (60) DAYS AFTER THE CONVENTION, ALONG WITH FUND DISTRIBUTION.

6. ASSISTS TREASURER IN DOING A PERIODIC REVIEW OF ALL FINANCIAL RECORDS. THEIR RECORDS SHOULD BE REVIEWED AT THE TIME OF THE ACTUAL DISTRIBUTION IN ACCORDANCE WITH THE TREASURER'S FINANCIAL STATEMENT REQUIREMENTS.

7. CO-SIGNER OF THE CONVENTION BANK ACCOUNT.

8. THE ASSISTANT TREASURER IS ENCOURAGED TO ATTEND ALL DACNA FUND-RAISING ACITIVITES.

SUB-COMMITTEES

ALL SUB COMMITTEES WILL SUBMIT A REPORT TO THE CHAIRPERSON WITH A MEETING TIME AND PLACE, WHICH WILL BE HELD IN A PLACE OPEN AND ACCESSIBLE TO ALL AND ANY MEMBER OF NA. SUB COMMITTEE MEETINGS WILL NOT BE HELD IN ANOTHER MEMBERS HOME, OR IN A PLACE WHERE ALCOHOL IS PRESENT. IF SUB-COMMITTEE CHAIRS ARE NOT ABLE TO ATTEND HOST COMMITTEE MEETINGS, THEY SHOULD EITHER SEND A VICE-CHAIR AND/OR A WRITTEN REPORT TO THE CONVENTION CHAIR.

ARTS AND GRAPHICS

THE ARTS AND GRAPHICS SUB-COMMITTEE IS COMPRISED OF MEMBERS WHO ARE ARTISTIC AND ENERGETIC. PRIOR TO THE CONVENTION, THIS COMMITTEE IS RESPONSIBLE FOR DESIGNING AND/OR PRINTING A BANNER, PROGRAMS, TICKETS, FLYERS, CONVENTION POSTERS AND DIRECTIONAL POSTERS. SOME CONVENTIONS ALSO PRODUCE COFFEE CUPS, T-SHIRTS AND/OR OTHER MERCHANDISE. THE ARTS AND GRAPHICS COMMITTEE ALSO DOES THE DESIGN FOR THESE MATERIALS. THE CHAIRPERSON OF THE ARTS AND GRAPHICS SUB-COMMITTEE 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 CONVENTION COMMITTEE FOR APPROVAL. THE ARTS AND GRAPHICS SUB-COMMITTEE SHOULD PRESENT A VARIETY OF DESIGNS FOR APPROVAL TO THE FULL CONVENTION COMMITTEE IN ORDER TO PROVIDE A VARIETY OF CHOICE SELECTIONS.

1. DEVELOP A SET OF PRIORITIES AND KEEP FIRST THINGS FIRST.
2. ENCOURAGE MEMBERS WITH ARTISTIC TALENTS TO GET INVOLVED.
3. SOLICIT THE HELP OF AS MANY MEMBERS AS POSSIBLE (ESPECIALLY NEWCOMERS).
4. FIND A LARGE ROOM IN WHICH TO WORK; BANNER AND POSTER MAKERS NEED LOTS OF SPACE.

5. UTILIZE ANY AND ALL RESOURCES AVAILABLE-MEMBERS WHO WORK IN HOBBY/CRAFT STORES, PRINTING OFFICES, COPY SHOPS ETC...MAY BE ABLE TO PROVIDE SERVICES OR SUPPLIES AT DISCOUNT RATES.
6. ALWAYS PRESENT IDEAS AND SUGGESTIONS TO THE ENTIRE CONVENTION COMMITTEE FOR FEEDBACK AND APPROVAL.
7. ALWAYS ADHERE TO THE GROUP CONSCIENCE OF THE CONVENTION COMMITTEE, REMEMBERING THAT OUR ULTIMATE AUTHORITY IS A LOVING GOD EXPRESSED THROUGH OUR GROUP CONSCIENCE.

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ENTERTAINMENT AND FUND-RAISING

PURPOSE IS TO BE RESPONSIBLE TO THE CONVENTION COMMITTEE IN WHICH THEY SERVE. ONE PURPOSE IS TO RAISE FUNDS TO HELP FINANCE THE CONVENTION; ALSO RESPONSIBLE FOR COORDINATING ALL ACTIVITIES DURING THE CONVENTION-I.E.; DANCES, COMEDY SHOWS, POOL PARTIES, SPORTING ACTIVITIES, ETC; ALSO RESPONSIBLE FOR WORKING CLOSELY WITH THE PROGRAM SUB-COMMITTEE TO FORM TIMES AND DATES FOR ALL ACTIVITIES.

TWO (2) YEARS CLEAN TIME; WORKING KNOWLEDGE OF THE TWELVE STEPS AND TWELVE TRADITIONS OF NARCOTICS ANONYMOUS; WILLINGNESS, COMMITMENT AND DESIRE TO SERVE; MUST ATTEND ALL CONVENTION COMMITTEE AND ITS SUB-COMMITTEE MEETINGS; ABILITY TO EXERCISE PATIENCE AND TOLERANCE; MUST SUBMIT A BUDGET AS SOON AS POSSIBLE AND WORK HAND IN HAND WITH OTHER SUB-COMMITTEES; SOME PREVIOUS RELATED N.A. SERVICE EXPERIENCE; ACTIVE MEMBER (PARTICIPATION) IN N.A. WILL SUBMIT A MONTHLY REPORT WITH RECEIPTS AS PROVIDED BY THE HOST COMMITTEE. WILL HAVE SIGNED CONTRACTS WITH ALL OUTSIDE VENDERS (I.E. D.J., COMEDIAN) BY 90 DAYS FROM CONVENTION.

HOSPITALITY

THE PURPOSE IS TO HELP PEOPLE AT THE CONVENTION FEEL AT HOME AND WELCOME THEM; TO HELP THEM FEEL A PART OF THE CONVENTION BY OFFERING A PLEASANT AND HOSPITABLE ENVIRONMENT. DEVELOPS "DO'S AND DON'TS LIST" FOR THE HOSPITALITY SUITE. MEMBERSHIP BESIDES THE CHAIR, VICE-CHAIR AND THE SECRETARY, ARE THE WELCOME GREETERS AND THE HOSPITALITY SITTERS.

ONE (1) YEAR CLEAN TIME FOR CHAIRPERSON; WORKING KNOWLEDGE OF THE TWELVE STEPS AND TWELVE TRADITIONS OF NARCOTICS ANONYMOUS; WILLINGNESS, COMMITMENT AND A DESIRE TO SERVE; LIAISON BETWEEN THE CONVENTION AND THE HOSPITALITY SUB-COMMITTEE; ORGANIZES AND COORDINATES ALL FUNCTIONS OF THE HOSPITALITY SUB-COMMITTEE AND DIRECTLY RESPONSIBLE TO THE CONVENTION COMMITTEE; MUST ATTEND ALL CONVENTION COMMITTEE AND SUB-COMMITTEE MEETINGS; ACTIVE MEMBER OF NARCOTICS ANONYMOUS.

HOSPITALITY SUITE SITTERS:

SIX (6) MONTHS CLEAN TIME; HOSPITABLE AND RESPONSIBLE WITH THE WILLINGNESS AND DESIRE TO SERVE.

WELCOME GREETERS:

ONE (1) DAY CLEAN TIME; WILLINGNESS AND DESIRE TO SERVE.

MARATHON

THE PURPOSE OF THE MARATHON SUB-COMMITTEE IS TO OFFER ANY CONVENTION REGISTRANT A NON-TOPIC OPEN MEETING IN WHICH HE/SHE MAY PARTICIPATE IN THROUGHOUT THE CONVENTION. THE OBJECTIVE OF THIS SUB-COMMITTEE, BEFORE THE CONVENTION IS TO GATHER VOLUNTEERS TO CHAIR THE MARATHON MEETINGS DURING THE CONVENTION. THIS SUB-COMMITTEE IS RESPONSIBLE FOR KEEPING THE MEETING RUNNING SMOOTHLY. THE MARATHON SUB-COMMITTEE CAN SELECT THE FORMAT FOR THIS MEETING, ALTHOUGH EXPERIENCE HAS SHOWN THAT THE BEST FORMAT SEEMS TO BE OPENING UP FOR THE DISCUSSION. SUBSEQUENT CHAIRPERSONS WILL THEN ONLY INTRODUCE THEMSELVES AND CARRY ON THE DISCUSSION TAKING PLACE AT THE TIME. THIS IS IN CONTRAST TO EACH CHAIRPERSON OPENING AND CLOSING SEPARATE MEETINGS.

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CHAIRPERSON:

ONE (1) YEAR CLEAN TIME; WORKING KNOWLEDGE OF THE TWELVE STEPS AND TWELVE TRADITIONS OF NARCOTICS ANONYMOUS; WILLINGNESS AND DESIRE TO SERVE; MUST ATTEND ALL CONVENTION COMMITTEE AND ITS SUBSEQUENT MEETINGS; RESPONSIBLE FOR THE DEVELOPMENT OF A BUDGET; ACTIVE MEMBER (PARTICIPATION) IN NARCOTICS ANONYMOUS.

GENERAL MEMBERS:

MEMBERS OF NARCOTICS ANONYMOUS; WILLINGNESS AND DESIRE TO SERVE; THREE (3) MONTHS CLEAN TIME TO CHAIR A MARATHON MEETING.

MERCHANDISE

THE PURPOSE OF THIS SUB-COMMITTEE IS TO WORK WITH THE DAYTONA AREA IN IMPLEMENTING THE THEME AND DESIGNS FOR THE CONVENTION AND TO DO ALL THE PURCHASING AND RETAILING OF MEMORABLE ITEMS. THE MERCHANDISE SUB-COMMITTEE IS RESPONSIBLE FOR COMMUNICATING WITH THE HOTEL LIAISON TO PROVIDE A ROOM AT THE CONVENTION SITE FOR DISTRIBUTION AND SALES OF MERCHANDISE. HOURS SHOULD BE ESTABLISHED IN CONJUNCTION WITH THE PROGRAM SUB-COMMITTEE IN ORDER TO PROVIDE HARMONY. ALSO, THIS SUB-COMMITTEE DELIVERS ALL RECEIPTS AND MONIES PROMPTLY TO THE CONVENTION TREASURER. ALL MERCHANDISE SHOULD BE ORDERED AT LEAST TWO (2) MONTHS PRIOR TO THE CONVENTION. THE MERCHANDISE CHAIR WILL SUBMIT A MONTHLY REPORT PROVIDED BY THE HOST COMMITTEE.

CHAIRPERSON:

TWO (2) YEARS CLEAN TIME; WORKING KNOWLEDGE OF THE TWELVE STEPS AND TWELVE TRADITIONS OF NARCOTICS ANONYMOUS; WILLINGNESS AND DESIRE TO SERVE; MUST ATTEND ALL CONVENTION COMMITTEE AND ITS SUB-COMMITTEE MEETINGS; BUSINESS MINDED; ACTIVE MEMBER (PARTICIPANT) IN NARCOTICS ANONYMOUS; SELLS ONLY NARCOTICS ANONYMOUS RELATED ITEMS WITHIN THE TWELVE TRADITIONS; PREPARES A BUDGET CONSISTING OF ITEMS TO BE SOLD AND EXPENSES INCURRED; ONCE THE ITEMS ARE AGREED UPON WITHIN THE SUB-COMMITTEE, THE CHAIR PRESENTS THE LIST TO THE CONVENTION COMMITTEE; THIS LIST WILL INCLUDE A STATEMENT OF ACTUAL AND MARKETING COSTS AND A TIME FRAME FOR OBTAINING THESE ITEMS. THIS SUB-COMMITTEE IS RESPONSIBLE FOR THE SALE OF MERCHANDISE AT THE CONVENTION AND AT FUND-RAISING ACTIVITIES. NO ITEMS DEPICTING DRUGS OR PARAPHERNALIA ARE TO BE SOLD OR DISTRIBUTED; CAREFUL CONSIDERATION SHOULD BE MADE IN NEGOTIATING THE PURCHASING PRICE OF THESE ITEMS; CUSTOMARILY THREE (3) DIFFERENT BIDS ARE

SUBMITTED; ALL MERCHANDISE MUST BE APPROVED BY THE CONVENTION COMMITTEE PRIOR TO ORDERING.

VICE-CHAIR:

TWO (2) YEARS CLEAN TIME; WILLINGNESS, COMMITMENT AND DESIRE TO SERVE; KNOWLEDGE OF THE TWELVE STEPS AND TWELVE TRADITIONS OF NARCOTICS ANONYMOUS; ATTENDS CONVENTION COMMITTEE MEETINGS IN THE ABSENCE OF THE CHAIR; MUST ATTEND SUB-

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COMMITTEE MEETINGS; BE WILLING TO ASSUME THE POSITION OF MERCHANDISING CHAIR IF NECESSARY; ACTIVE MEMBER (PARTICIPANT) OF NARCOTICS ANONYMOUS.

ADDITIONAL GUIDELINES FOR MERCHANDISE COMMITTEE:

THERE WILL BE NO SALES OTHER THAN THE DAYTONA CONVENTION APPROVED MERCHANDISE, EXCEPT THAT OF OTHER NARCOTICS ANONYMOUS CONVENTIONS, AREAS, AND GROUPS WHICH ARE TO BE SOLD ON THE MORNING OF THE CLOSING DAY OF THE CONVENTION; ANY OUTSIDE VENDORS SUCH AS THE LEATHER MAN, THE BUTTON MAN, ETC...MUST BE VENDORS THAT ARE W.S.C. APPROVED. FOLLOWING THE CONVENTION, A FINAL STATEMENT OF OUTSTANDING INVENTORY IS GIVEN TO THE CONVENTION TREASURER. THE LEFTOVER MERCHANDISE WILL BE TURNED OVER TO THE NEXT YEARS CONVENTION COMMITTEE FOR SALE DURING THE UPCOMING YEAR.

REGISTRATION

THE PURPOSE OF THIS SUB-COMMITTEE IS TO HANDLE ALL MATTERS REGARDING CONVENTION REGISTRATION, KEEPING ACCURATE RECORDS OF MONIES RECEIVED AND NAMES OF PEOPLE REGISTERED, PREPARING REGISTRATION PACKETS AND OPERATING REGISTRATION TABLE AT THE CONVENTION; MUST WORK WITHIN ALL THE TWELVE TRADITIONS.

CHAIRPERSON:

TWO (2) YEARS CLEAN TIME; WORKING KNOWLEDGE OF THE TWELVE STEPS AND TWELVE TRADITIONS OF NARCOTICS ANONYMOUS; WILLINGNESS, COMMITMENT AND DESIRE TO SERVE; MUST ATTEND ALL CONVENTION COMMITTEE AND ITS SUB-COMMITTEE MEETINGS; RESPONSIBLE FOR DEVELOPING A BUDGET; ACTIVE MEMBER (PARTICIPANT) IN NARCOTICS ANONYMOUS.

1. DISTRIBUTES REGISTRATION FORMS THROUGHOUT THE FELLOWSHIP.
2. SETS UP A REGISTRATION TABLE AT THE CONVENTION FUND-RAISERS.
3. KEEPS ACCURATE RECORDS OF ALL PREPAID REGISTRATIONS AND BANQUETS.
4. PUTS TOGETHER REGISTRATION PACKETS, ORDERS ALL PACKET MATERIALS EXCEPT PROGRAMS.
5. KEEPS RECORDS OF ALL MONIES RECEIVED FOR REGISTRATIONS AND BANQUETS DURING THE CONVENTION.
6. RESPONSIBLE FOR ALL MONEY COLLECTED BY THE REGISTRATION SUB-COMMITTEE AND TURNS IT OVER TO THE CONVENTION TREASURER.
7. ATTENDS ALL CONVENTION COMMITTEE MEETINGS AND GIVES UPDATED REPORTS OF PRE-REGISTRATIONS AND BANQUET RESERVATION PAYMENTS.
- 8 LET THE FELLOWSHIP KNOW ABOUT THE CONVENTION AND PROVIDE INFORMATION SERVICES DURING THE CONVENTION; WORKS WITH THE A.S.C.AND PUBLIC INFORMATION SUB-COMMITTEE TO PROVIDE LITERATURE AND INFORMATION DURING CONVENTION.

9. CONTACTING REGION AND WORLD SERVICE COMMITTEES REGARDING TO POSITING CONVENTION INFORMATION AND UPDATING THRU OUT THE YEAR

PROGRAM

RESPONSIBLE TO THE CONVENTION COMMITTEE. THE FUNCTION OF THE PROGRAM SUB-COMMITTEE IS TO SELECT SPEAKERS, WORKSHOP TOPICS, AND WORKSHOP CHAIRPERSONS, PUT

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TOGETHER THE PROGRAM AND MAKE SURE ALL SCHEDULING COORDINATES WITH OTHER CONVENTION ACTIVITIES

CHAIRPERSON:

TWO(2) YEARS CLEAN TIME; WORKING KNOWLEDGE OF THE TWELVE STEPS AND TWELVE TRADITIONS OF N.A.; WILLINGNESS, COMMITMENT, AND A DESIRE TO SERVE; MUST ATTEND ALL CONVENTION COMMITTEE AND IT'S SUB-COMMITTEE MEETINGS; SOME KNOWLEDGE OF CONVENTION OPERATIONS WITH PROGRAM COMMITTEE SUGGESTED; HAVE SOME ORGANIZATIONAL ABILITIES; RESPONSIBLE FOR COORDINATING ALL PROGRAM FUNCTIONS AND MEETINGS; WILL PRESIDE OVER PROGRAM SUB-COMMITTEE MEETINGS; RESPONSIBLE FOR SUBMITTING A BUDGET PER CONVENTION GUIDELINES; RESPONSIBLE FOR PRINTING OF THE PROGRAMS FOR THE REGISTRATION PACKETS; PERFORMS TO THE BEST OF HIS/HER ABILITY TO MEET DEADLINES AND GOALS.

GUIDELINES:

SPEAKERS:

1. THE MAIN SATURDAY NIGHT SPEAKER MUST HAVE A MINIMUM OF FIVE (5) YEARS CLEAN TIME. ALL OTHER SPEAKERS HAVE A SUGGESTED THREE (3) YEARS CLEAN TIME.
2. NONE OF THE SPEAKERS SHALL BE MEMBERS OF THE ADMINISTRATIVE COMMITTEE.
3. ADMINISTRATIVE COMMITTEE AND CONVENTION COMMITTEE HAVE THE FINAL VOTE ON MAIN SPEAKERS.
4. ALL SPEAKERS HAVE A STRONG N.A. MESSAGE OF RECOVERY.
5. TRAVEL EXPENSES AND ARRANGEMENTS FOR SPEAKERS IS OFFERED AND MADE BY THE PROGRAM CHAIR IN ORDER TO HAVE PRIOR KNOWLEDGE OF TOTAL EXPENSES.

(CONTINUED ON NEXT PAGE)

WORKSHOPS:

1. A COMPILED LIST OF TOPICS WILL BE MADE FROM INPUT OF ANY MEMBER OF NARCOTICS ANONYMOUS. TOPICS MUST BE W.S.C. APPROVED.
2. BY PROCESS OF ELIMINATION, THESE TOPICS WILL BE VOTED ON BY THE PROGRAM COMMITTEE UNTIL THE NUMBER OF TOPICS IS REACHED.
3. WORKSHOP CHAIRPERSONS HAVE A MINIMUM OF ONE (1) YEAR CLEAN TIME.

ADDITIONAL GUIDELINES:

1. ALL SPEAKERS AND CHAIRPERSONS SHOULD BE KNOWLEDGEABLE OF THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS.
2. SPEAKERS, CHAIRPERSONS AND WORKSHOP LEADERS SHOULD BE NOTIFIED NO LATER THAN ONE (1) MONTH PRIOR TO THE CONVENTION DATE.

3. ALL SPEAKERS AND CHAIRPERSONS MUST BE CONFIRMED ONE (1) WEEK PRIOR TO THE CONVENTION DATE.
4. FRIDAY NIGHT SPEAKER MEETING WILL BE CHAIRED BY THE VICE-CHAIR OF THE CONVENTION.
5. SATURDAY NIGHT SPEAKER MEETING WILL BE CHAIRED BY THE CHAIR OF THE CONVENTION.
6. SUNDAY MORNING SPEAKER MEETING WILL BE CHAIRED BY THE PROGRAM CHAIR OF THE CONVENTION.
7. SPEAKERS TRAVEL ARRANGEMENTS WILL BE MADE BY 30 DAYS FROM CONVENTION.

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8. MAIN SPEAKERS, (SATURDAY NIGHT AND SUNDAY MORNING), WILL BE SELECTED 90 DAYS FROM CONVENTION, AND SUBMISSIONS WILL BE ACCEPTED UP TO 120 DAYS FROM THE CONVENTION FOR FRIDAY SATURDAY AND SUNDAY NIGHT SPEAKERS.
9. FRIDAY NIGHT SPEAKER WILL BE FROM THE DAYTONA AREA.

OTHER RESPONSIBILITIES:

COORDINATES WITH TAPING COMPANY; WORKS WITH THE HOTEL LIAISON AND CONVENTION CHAIR TO PROVIDE WORKSPACE AND ACCOMMODATIONS. PROVIDES ADEQUATE COPIES OF THE PRINTED PROGRAMS AFTER WORKING WITH THE PRINTER, ARTS AND GRAPHICS SUB-COMMITTEE AND THE PROGRAM SUB-COMMITTEE TO PRODUCE THE CONVENTION PROGRAM.