



**PALM COAST AREA  
RECOVERY WEEKEND  
CONVENTION  
POLICY GUIDELINES  
UPDATED AUGUST 2019**



# RECOVERY WEEKEND “SERENITY IN THE SUN”

## Purpose

1. This body shall be known as the host committee of the “Serenity in the Sun” recovery weekend and is directly responsible to the PCA service committee.
2. The purpose of the host committee is to coordinate the recovery weekend of the PCASC.
3. The purpose of the PCASC recovery weekend is to celebrate recovery through various meetings and activities and to promote unity of all NA members. An elaborate and fancy weekend is not necessary to enjoy the celebration of recovery.
4. To fulfill this purpose, a committee is established consisting of a chairperson, vice chair, secretary, treasurer, hotel liaison/alternate liaison, registration, fundraising/ entertainment, merchandising/arts and graphics, programming, and hospitality.

## Host Committee Guidelines

1. The host committee consists of members of Narcotics Anonymous who are also members of the PCA. The chairperson is elected at the annual elections in August at the Palm Coast ASC. All other members will be elected at an open meeting to be announced by the newly elected chairperson. For the purposes of the initial elections to form the committee all NA members present at the open meeting have a voice and a vote. For any subsequent elections during the year (for example, replacing someone who has resigned) the existing policy will determine who has a voice and a vote for those elections.
2. Host committee meets either monthly or bimonthly, except one month prior to the convention when it meets weekly. All convention committee meetings should take place at a regularly scheduled time and place. Any subcommittee chair or member of a committee who is absent from two consecutive meetings without prior notice given to the chair or vice chair will have their position open for re-election at the third meeting.
3. The meeting will be conducted under [Roberts Rules of Order](#). The purpose of these meetings is to gather and share information regarding the planning and execution of the convention. The host committee meeting is open to any NA member, and efforts should be made to encourage support including participation from all members. The only people having a voice on the floor are current host committee members, subcommittee vice chairs in the absence of the chair, the ASC Chair, the ASC Vice Chair, the ASC Treasurer, and any former recovery weekend chairs. Any other NA member may have a voice at the discretion of the host committee chair. Only current host committee members have a vote; However, the chairperson has a vote only in the event of a tie.
4. The first responsibility of the host committee is the selection of the theme and logo. This is done by circulating announcements in the form of flyers requesting ideas which are submitted to the ASC to be dispersed throughout the area. The deadline for submitting these ideas will be determined by the host committee. The person whose theme and logo idea is selected will receive a registration to that year’s convention. After the selection is made, registration flyers can be circulated.
5. All host committee members will pay their own expenses in full, including registration, banquet, merchandise and all fundraising events held at the convention and throughout the year. No host committee members shall accept a free hotel room at the convention, neither paid by host committee nor a complimentary room provided by the hotel contract. Host committee as a whole may use a complimentary room for their committee meetings during the convention.

## Format for Recovery Weekend Host Committee Meetings

1. Open with a moment of silence followed by the Serenity Prayer.
2. Read the twelve traditions and the Twelve Concepts.
3. Read the recovery weekend purpose.
4. Open the floor to any NA member (15 minutes).
5. Reports.
  - A. Chairperson’s report.
  - B. Vice chair’s report.
  - C. Secretary’s report.

- 1 D. Treasurer's report.
- 2 E. Hotel liaison's report.
- 3 F. Alternate hotel liaison's report.
- 4 G. Registration chairperson's report.
- 5 H. Fundraising/entertainment chairperson's report.
- 6 I. Merchandising/Arts and Graphics chairperson's report
- 7 J. Programming chairperson's report.
- 8 K. Hospitality chairperson's report.
- 9 6. Old business.
- 10 7. Elections.
- 11 8. New business.
- 12 9. Set time and date of the next host committee meeting
- 13 10. Close with the Serenity Prayer.

## 14 **Requirements and Duties of the Host Committee Members**

### 15 ***CHAIRPERSON REQUIREMENTS***

- 16 1. Minimum of four years clean.
- 17 2. Two years prior convention experience and/or other ASC subcommittee experience.
- 18 3. Second of a two-year commitment with first year served as vice chair.
- 19 4. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, and PCASC and recovery
- 20 weekend policies.
- 21 5. Willingness to attend all host committee meetings.
- 22 6. *Note: As recovery weekend is not a corporation, the chairperson of the host committee must sign the*
- 23 *hotel contact and therefore is held personally accountable.*

### 24 ***CHAIRPERSON DUTIES***

- 25 1. Presides at all host committee meetings.
- 26 2. Attends all PCASC meetings, acting as the primary liaison between the host committee and the ASC.
- 27 3. Prepares an agenda.
- 28 4. Ensures that committee members are informed of any sudden changes in meeting time and place.
- 29 5. Is a cosigner on the host committee bank account.
- 30 6. Only votes in the case of a tie.
- 31 7. Acts as the final authority in clarification of these guidelines.
- 32 8. Keeps activities in accordance with the Twelve Traditions and purpose of the convention.
- 33 9. Allows subcommittee to do their jobs while providing guidance and support.
- 34 10. Allows simple discussion on major issues before calling a vote.
- 35 11. Helps to resolve personal conflicts.
- 36 12. Serves for only one year (all other committee members can serve for two years).
- 37 13. Fulfill the responsibilities of any or all convention subcommittee chairs in their absence – or if a position is
- 38 vacant – until a replacement can be found.
- 39 14. At the convention, will be responsible for the collection and deposit of the convention funds received
- 40 along with the treasurer. Coordinates with registration, entertainment, and merchandise chairs with
- 41 collection pick-up times.

### 42 ***VICE CHAIR REQUIREMENTS***

- 43 1. Minimum of four years clean.
- 44 2. One-year prior convention experience.
- 45 3. Agreeable to a two-year commitment
- 46 4. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, and PCASC and recovery
- 47 weekend policies.
- 48 5. Willingness to attend all host subcommittee meetings.

1 **VICE CHAIR DUTIES**

- 2 1. Will assume the responsibility of the chairperson and all recovery weekend subcommittee chairs if absent  
3 or position is vacant.  
4 2. Assist the chairperson in overall coordination.  
5 3. Is the secondary liaison between the host committee and the PCASC.  
6 4. Coordinates with subcommittee to ensure deadline are met.  
7 5. Attends as many subcommittee meetings as possible to ensure they all have the support they need to do  
8 their jobs.  
9 6. By vote of two-thirds by the PCASC GSRs, the vice chair may become chair of the following recovery  
10 weekend.

11 **SECRETARY REQUIREMENTS**

- 12 1. Minimum of one year clean.  
13 2. Secretarial skills, note-taking skills, typing skills, and organizational skills.  
14 3. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts.  
15 4. Willingness to attend all host committee meetings.

16 **SECRETARY DUTIES**

- 17 1. Shall record minutes of all host committee meetings.  
18 2. Will provide a typed copy of minutes to every host committee member and the PCASC.  
19 3. Will maintain files of all host committee minutes from current and previous recovery weekends.

20 **TREASURER REQUIREMENTS**

- 21 1. Minimum of four years clean.  
22 2. One-year prior NA treasurer's experience.  
23 3. Accounting skills, bank account reconciliation skills, and organizational skills.  
24 4. Working knowledge of the Twelve Steps Twelve Traditions, and Twelve Concepts.  
25 5. Willingness and availability to attend all fundraising events and host committee meetings.

26 **TREASURER DUTIES**

- 27 1. Shall be a cosigner on the host committee bank account.  
28 2. Shall maintain the host committee bank account. Does the monthly reconciliations and prepares a  
29 monthly report for the PCASC, including copies of receipts, bank statements, and check registers.  
30 3. Is responsible for disbursement of all host committee expenses.  
31 4. Will attend all fundraisers and assist fundraising chair with reconciliation report.  
32 5. Will be responsible for picking up registrations and other mail from the PO box biweekly (at least before  
33 the host committee meeting.)  
34 6. At the convention, will be responsible for the collection and deposit of convention funds received along  
35 with the convention chair. Coordinates with registration, entertainment and merchandise chairs with  
36 collection pick-up times.  
37 7. Prepares a financial statement at the end of the convention to be given by the chairperson at the next  
38 PCASC meeting.  
39 8. Assures that the seed money in the amount of \$13,000 is available for the next years host committee.  
40 9. Forwards any funds and merchandise in excess of \$13,000 (starting funds) to the PCASC.  
41 10. In the event of a shortfall of seed money, merchandise inventory will be utilized to make up shortfall.  
42 11. To furnish financial transaction information to the ASC Treasurer in the format requested.  
43

44 **Alternate Treasurer Qualifications:**

- 45 1. Minimum 4 years clean  
46 2. NA service structure experience at least 6 months  
47 3. Accounting skills, and bank account reconciliation skills

- 1 4. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts
- 2 5. Willingness and availability to attend fundraising events and host committee meetings
- 3 6. Willingness and desire to serve a two-year commitment

#### 4 ***Alternate Treasurer Duties and Responsibilities***

- 5 1. Will attend all fundraisers and assist the Treasurer and Fundraising Chair with reconciliation report
- 6 2. Will be responsible for picking up registrations and other mail from P.O. box biweekly (at least before the
- 7 host committee meeting, mail which pertains to Recovery Weekend only)
- 8 3. At the Convention, will work alongside the Treasurer and Chairperson with collection and deposit of
- 9 Convention funds
- 10 4. Assist Treasurer and Chairperson with coordination of collection pickup times with Registration,
- 11 Fundraising, and Merchandise Chairs
- 12 5. Work alongside the Treasurer with preparing a financial statement at the end of the Convention to be
- 13 given by the Chairperson at the next PCASC meeting
- 14 6. Assures, along with the Treasurer, that the seed money in the amount of \$13,000 is available for next
- 15 year's host committee
- 16 7. In the event of the absence of the Treasurer will fulfill the responsibilities of the Treasurer with assist from
- 17 the Chairperson
- 18 8. Willingness and desire to be trained, and guided by the Treasurer, to learn the roles to fulfill Treasurer
- 19 duties for the following year.

20

#### 21 ***HOTEL LIAISON REQUIREMENTS***

- 22 1. Minimum of two years clean.
- 23 2. One-year prior convention experience.
- 24 3. Business skills, professional manners and dress, and negotiating skills.
- 25 4. Working knowledge of the Twelve Steps and Twelve Traditions.
- 26 5. Willingness to attend all host committee meetings.

#### 27 ***HOTEL LIAISON DUTIES***

- 28 1. The hotel liaison contacts prospective hotel and collects information for comparison, which leads to the
- 29 selection of the convention site. Usually there is one hotel that stands out from the rest in terms of being
- 30 easy to work with, having good room rates, having sufficient conference halls for the large meetings and
- 31 workshops, and offering good banquet rates.
- 32 2. The hotel liaison should be the only individual in communication with and dealing with the hotel before,
- 33 during and after the convention. All other committee members should go through the hotel liaison to
- 34 speak with hotel staff. This will eliminate the confusion and the miscommunication within the committee,
- 35 the fellowship, and hotel staff. The hotel liaison makes it perfectly clear to the hotel that the committee will
- 36 not be responsible for any charges unless authorized signature(s) are on the bills. The hotel liaison
- 37 makes sure to add this stipulation in the hotel contract.
- 38 3. Asking questions repeatedly during the convention prevents the hotel from overcharging. The hotel liaison
- 39 will beware of open-ended charges which can be made to the convention committee without the
- 40 committee knowing about it during the convention itself.
- 41 4. The hotel liaison informs the hotel that we are slow to reserve rooms. The hotel liaison will contact the
- 42 hotel reservations department once per month from the signing of the contract through September; then
- 43 weekly from October until the convention to keep track of the reservation progress. This way, if
- 44 reservation participation is slow in coming then we can promote the "reserve early" concept to all potential
- 45 attendees. The hotel liaison reminds members that our rates are only guaranteed until the specified cutoff
- 46 date; from that day on the hotel may or may not choose to honor our contractual room rates.
- 47 5. Judging from the past, we require approximately twenty to forty room nights in total for the weekend. *The*
- 48 *hotel liaison does not guarantee these rooms!* The hotel liaison asks if there is a contractual penalty for
- 49 unrented rooms, tries not to set the room block greater than sixty rooms during the contract negotiations if

1 possible. Make sure to request one complimentary room (or better) per fifteen to twenty rooms rented on  
2 combined total rooms booked. The hotel liaison requests one complimentary suite for the weekend which  
3 can be used for the hospitality suite or to house the taping company.

- 4 6. When negotiating the contract, the hotel liaison has the hotel put it in writing that individuals are  
5 responsible for their sleeping rooms, and that the committee is only responsible for the common areas of  
6 the hotel such as the halls, pool areas, and lobby, meeting space.
- 7 7. The hotel liaison is responsible for the coordination of all activities in the hotel during the convention as  
8 well as arranging for all setups at meetings, number of chairs, meeting rooms, times, sequences,  
9 microphones, podiums, risers, tables, and easels, along with how these items are arranged within the  
10 space provided. The hotel liaison maintains the same meeting setup throughout the convention so that  
11 the hotel will only need to refresh the meeting rooms during breaks. In addition, the hotel will supply all in-  
12 house equipment at no charge. If there is a need to rent anything, the host committee will absorb the  
13 charges.
- 14 8. The hotel liaison arranges food sales for the banquet and possible pool party outside the main meeting  
15 and dances. The hotel liaison should be sure to get inclusive pricing from the hotel for these events,  
16 including taxes, service charges and gratuities. Banquet cost will be NA members' responsibility, not the  
17 host committee. If possible, the hotel liaison will negotiate contractual permission from the hotel to serve  
18 coffee, tea, and snacks in the hospitably suite throughout the convention, and will arrange to have ice  
19 water setups in the meeting / or foyer if possible.
- 20 9. Whether a registration is free or purchased, *registration badges must be worn at all times during the*  
21 *convention* in case of any accidents or injuries that may occur at the hotel. If someone who is not  
22 registered is injured, they legally have no business being in the hotel. This is for everybody's protection.  
23 This is not a matter of Tradition; *it is a matter of legal responsibility.*
- 24 10. It is suggested that a printed statement is included in the program. The hotel liaison will store the  
25 convention banners in a secure place that can be locked until they are hung during the convention. As  
26 soon as the convention is over, the hotel liaison will secure the banners. The hotel liaison will advise the  
27 hotel that only one person will be designated to retrieve the banners.

#### 28 **ALTERNATE HOTEL LIAISON REQUIREMENTS**

- 29 1. Minimum of eighteen months clean.
- 30 2. One-year prior convention experience
- 31 3. Business skills. professional manners and dress and negotiating skills.
- 32 4. Working knowledge of the Twelve Steps and Twelve Traditions.
- 33 5. Willingness to attend all host committee meetings.

#### 34 **ALTERNATE HOTEL LIAISON DUTIES**

- 35 1. The alternate liaison is responsible for securing the hotel for the following year's convention.
- 36 2. Some of the duties will include keeping the noise level in the lobby, observance of the non-smoking  
37 policies of the hotel, and maintenance of order among convention members and their children. It should  
38 be emphasized at every workshop and meetings that children are sole responsibility of their parents, and  
39 they must be accompanied by an adult at all times.
- 40 3. Next year the alternate will acquire the responsibilities as the hotel liaison and will assume the duties of  
41 the hotel liaison.

#### 42 **REGISTRATION SUBCOMMITTEE CHAIRPERSON REQUIREMENTS**

- 43 1. Minimum of four years clean.
- 44 2. Prior NA service experience.
- 45 3. Good organization and accounting skills.
- 46 4. Working knowledge of the Twelve Steps and Twelve Traditions.
- 47 5. Willingness to attend all host committee meetings.
- 48 6. Advanced-planning skills.
- 49 7. Fund transfers and recordkeeping skills.
- 50 8. Registration packaging skills.

- 1           9. Can use Excel for keeping records.

2           **REGISTRATION SUBCOMMITTEE CHAIRPERSON DUTIES**

- 3           1. In conjunction with the merchandising subcommittee, the registration subcommittee should solicit the  
4           fellowship for the theme and logo ideas. The registration subcommittee is not responsible for choosing  
5           the theme and logo; this is left up to the host committee as a whole.
- 6           2. Once the convention logo has been selected the registration chairperson develops clear and informative  
7           flyers which identify the cutoff dates for preregistration, final registration forms, banquets, hotel, and  
8           merchandise (if included).
- 9           3. Flyers should be attractive but need not be ornate or expensive. Five hundred registration flyers should  
10          be purchased for the first printing. Five hundred copies will be distributed throughout the fellowship.  
11          Should have registration done to get most of your support from Florida. Contact the PR committee and  
12          ASC website to place flyers information. Supply the WSO with information for publication in the calendar  
13          and in the [NA Way Magazine](#). In this manner, NA members will have an opportunity to schedule  
14          vacations or make other arrangements to attend the convention.
- 15          4. A clear understanding should be reached between the registration committee, host committee, and  
16          treasurer on the procedures of handling money and registration. Registration forms and records should  
17          be maintained, and all monies received should be transferred to the committee treasurer prior to or at the  
18          host committee meeting. As mail or direct sales are received, records should be kept indicating  
19          information about the registrant and all money received. If free registrations are given out from  
20          fundraising events and PCASC fundraisers, such as raffles or full registration raffle, the committee must  
21          keep careful records of what is provided and to whom.
- 22          5. Records of registrations, banquets, clean time, and areas need to be kept. The system developed should  
23          be simple and clearly understood by all members of the committee. Records should be updated once a  
24          month and then weekly beginning six weeks prior to the convention. This system can also be used to  
25          verify the treasurer's records and provide an indication of the solvency of the convention.
- 26          6. An important task is assembling the registration packets. The host committee as a whole shall determine  
27          the individual cost per registration packet after recommendation from the registration committee is  
28          submitted. After this is done, prices for each item to be included in the packet should be obtained. Bids  
29          for prices should be solicited from three different vendors. During this time, the registration subcommittee  
30          should be working closely with the merchandise subcommittee and the arts and graphics subcommittee.
- 31          7. A predetermined number of registration packets must be produced for NA members who cannot afford to  
32          register. The free registration will be divided into three different batches: One batch at the beginning of  
33          registration, one batch midway, and one batch toward the end of registration. Free registrations are for  
34          people with thirty days or less clean; it is up to the addict to be honest. It is not the job of the convention  
35          committee police this. A donation should be asked for each batch of free registrations. *No person should*  
36          *be turned away*. Children's packets can be produced (approved by the committee). Volunteers are  
37          required to sit at the registration table. It is suggested for teams to work in two-hour shifts. Due to the  
38          handling of large amounts of money, it is required that anyone working the cash drawer have minimum of  
39          four years clean.
- 40          8. The subcommittee will offer a reduced fee for institutions buying registrations in bulk and for individuals  
41          determined by the committee to need scholarship ("no addict will be turned away"). This may bring  
42          support from treatment centers and may lower incidence of free registrations.

43          **FUNDRAISING/ENTERTAINMENT SUBCOMMITTEE CHAIRPERSON REQUIREMENTS**

- 44          1. Minimum of four years clean.
- 45          2. Prior NA service experience.
- 46          3. Good organization and marketing skills.
- 47          4. Working knowledge of Twelve Steps and Twelve Traditions.
- 48          5. Willingness to attend all host committee meetings.

## **FUNDRAISING/ENTERTAINMENT SUBCOMMITTEE CHAIRPERSON DUTIES**

1. This committee is responsible for creating and carrying out activities for the purpose of raising funds throughout the year and during the convention. We never under any circumstances accept any monetary contributions or gifts from any outside sources. We affiliate ourselves with no one, choosing to be entirely self-supporting through our own contributions. This also means that members of NA cannot solicit gifts or prizes from outside sources and then donate them to the convention. We need not manipulate the Traditions in order to raise funds. The purpose is to first raise funds and provide a fun way to do it. Expensive decorations are not necessary.
2. A calendar should be created showing all PCA, south Florida region, and Florida region events up until the convention. Activities should be planned three months in advance and information about them should be circulated throughout the fellowship and recovery centers. This allows support to our events and eliminates confusion of having events on the same days or dates. It may be possible to hold the final fundraiser at the hotel where the convention is to be held so we can show members the hotel facility in the hopes of generating excitement and encouraging our members to register. From past experience, encouraging support from other areas is sometimes vital to our fundraising efforts.
3. Tasks for fundraising include securing a DJ or band for the fundraisers as needed, and setting up and breaking down decorations, etcetera.
4. Fundraising will secure volunteers (minimum four years clean time) to collect money and for selling raffle tickets, food and water.
5. This subcommittee is also responsible for coordinating entertainment activities during the convention – dances, comedy shows, etcetera. Entertainment does not have to be restricted to dances and comedy shows. Team sports like tug-of-war or volleyball and many other games or contests are great ways to have fun. All actions of this subcommittee are subject to host committee approval.
6. Fundraising is also responsible for setting up the banquet, making sure that the tables and decorations are in place. This effort should be coordinated in conjunction with the hotel liaison and merchandise subcommittee. All events should be planned to take the scheduling of the programming and hospitality committees. Times and locations of events should be included in the convention program. When designing flyers, remember that they are released in hospitals and institutions and other facilities that are not affiliated with NA. Appropriate use of language and lithograph is crucial because these flyers in a sense represent NA as a whole to the public. When making flyers see the following next page for guidance and information.
7. Responsible for securing at least three bids from outside companies for the production of fundraising/entertainment activities prior to the convention.

### **Guidelines for activities flyers**

1. Flyers must include the following information:
  - A. Name of the convention with years across the top of the flyer (e.g., Serenity in the Sun #)
  - B. Name of the event.
  - C. Date and time of the event.
  - D. Event location.
  - E. Time speaker will be speaking.
  - F. Time food will be served.
  - G. Event cost (e.g., \$5.00/H&I \$4.00).
  - H. Contact name(s) and phone number(s).
  - I. Directions to the event.
  - J. If the event has a registration form.
  - K. Add cutoff date for money.
  - L. Address: Recovery Weekend, PO Box 20984, West Palm Beach, Florida 33416.
  - M. NA symbol with *registered trademark symbol*. ®
  - N. All flyers must say NA is not affiliated with location of the event.
2. Send out flyers to treatment centers, recovery houses.
3. Add to PCA's website on upcoming events page.
4. Give flyers to RCM member to have them added to regional calendar.

1 **MERCHANDISE/ARTS AND GRAPHICS SUBCOMMITTEE CHAIRPERSON REQUIREMENTS**

- 2 1. Minimum of four years clean.
- 3 2. Prior NA service experience.
- 4 3. Good organizational and marketing skills.
- 5 4. Working knowledge of the Twelve Steps and Twelve Traditions.
- 6 5. Willingness to attend all host committee meetings.
- 7 6. Understanding of graphics productions. Able to ready products for merchandise sales.

8 **MERCHANDISE/ARTS AND GRAPHICS SUBCOMMITTEE CHAIRPERSON DUTIES**

- 9 1. Preconvention events
  - 10 A. The merchandise subcommittee is responsible for securing at least three bids from outside
  - 11 companies for the production of arts and graphics for the convention logo flyers, merchandise,
  - 12 banner, and any signs needed for the convention. Remember to stay within a reasonable budget,
  - 13 as artwork can be very expensive.
  - 14 B. A member of the merchandise subcommittee should be present and promoting the sale of
  - 15 merchandise at all convention fundraising events and area activity events (with consent from said
  - 16 committee) throughout the year. This is an outstanding way to generate interest in the
  - 17 convention early.
  - 18 C. During the convention, volunteers will be needed to work in the store. Anyone handling money
  - 19 must have four years clean. All money collected must be turned over to the treasurer at
  - 20 scheduled times throughout the convention.
  - 21 D. The merchandise efforts of any convention should be based strictly on the need to generate
  - 22 funds to ensure success of the event. Our primary focus is a celebration of recovery.
  - 23 E. The objective of the convention committee regarding merchandise sales is to help compensate
  - 24 the original seed money.
  - 25 F. T-shirts, hats, and mugs are items usually sold at the convention, but other items may be added
  - 26 as seen fit by the merchandise and host committees. Records from the previous conventions
  - 27 should be on hand as they pertain to the amount of merchandise ordered. Pricing should be
  - 28 considered by the merchandise committee, and then submitted for approval by the host
  - 29 committee.
  - 30 G. A complete summary record and a running log of all transactions regarding the ordering,
  - 31 marketing, and shipping of all merchandise should be kept. Store hours for the merchandise
  - 32 room should be setup according to the schedule of the convention, which is established in
  - 33 conjunction with the program and hospitality committees.
  - 34 H. Merchandise should also work with registration in ordering items for the registration packet.
  - 35 Receipts from all purchases should be submitted to the host committee and turned over to the
  - 36 treasurer along with a list of outstanding inventories.
  - 37 I. Vendors for the convention are welcome to sell merchandise. However, it is suggested that there
  - 38 be no more than three vendors, and they must be WSO-approved. No other vendors are allowed
  - 39 to sell t-shirts, hats, or mugs until the last day of the convention. Outside vendors' contracts
  - 40 should be submitted to the host committee and locked in two months prior to the convention, thus
  - 41 giving them time to prepare.

42 **PROGRAMMING SUBCOMMITTEE CHAIRPERSON REQUIREMENTS**

- 43 1. Minimum of two years clean.
- 44 2. Prior NA service experience.
- 45 3. Good organizational skills.
- 46 4. Working knowledge of the Twelve Steps and Twelve Traditions.
- 47 5. Willingness to attend all host committee meetings.

1 **PROGRAMMING SUBCOMMITTEE CHAIRPERSON DUTIES**

- 2 1. Responsible to the host committee, the function of this committee is to prepare a working program by  
3 selecting speakers, workshop topics, meeting formats, and chairpersons at all meetings, and regulating  
4 the time frames for each.  
5 2. Responsible for coordinating with the hotel liaison, merchandising, fundraising, registration, and  
6 hospitality to ensure all entities are pre-assigned working areas of operation and scheduled properly.  
7 3. Responsible to create the program & securing three bids for printing, working closely with arts and  
8 graphics, and performs to the best of his/her ability to meet all deadlines.

9 **Speaker Guidelines**

- 10 1. Programming will submit two speaker recommendations to the host committee for each of the main  
11 speaker meetings, (Thursday, Friday, Saturday, and Sunday). The final choice for these speakers rests  
12 with the host committee as a whole.  
13 2. All speakers must be members of NA and have a strong NA message of recovery; there is never a need  
14 to invite speakers from outside the NA fellowship as there are sufficient amount of NA members with this  
15 ability.  
16 3. The following paragraphs are to be suggestions to go by:  
17 A. All main speakers must have a minimum of five (5) years clean, and it is suggested that the  
18 opening speaker (Thursday night) be from PCA. The Friday night speaker should be a Florida  
19 regional speaker or a resident of the state of Florida. The banquet speaker should be from out of  
20 state as this is an example to any new members that recovery is worldwide. The closing speaker  
21 (Sunday) is at the discretion of the programming committee.  
22 B. Note: The host committee will be responsible for the expense of a full registration, travel and  
23 lodging for the banquet speaker.  
24 C. All other speakers should have a minimum of two years clean, and no current host committee  
25 member may serve as a speaker.  
26 D. No main speakers who have previously served as main speaker in the last three years are  
27 eligible to serve as a current main speaker. All speakers should have a working knowledge of the  
28 Twelve Steps and Twelve Traditions of NA.  
29 4. All workshop chairs should have a minimum of one year clean.  
30 5. Marathon meetings are sponsored by the area home groups; each area home group should select by  
31 ballot their time slots and is responsible for appointing their own chairpersons for each prospective time  
32 slot(s).  
33 6. Once decisions are made, all speakers and chairpersons should be confirmed several times before the  
34 event, the last confirmation being made no later than one week prior to the convention. One of the main  
35 problems in programming a convention is the event of "no-shows". The programming committee should  
36 have reserve pool of speakers and chairpersons to fill in the event of a no-show. Another suggestion is  
37 to have a speaker sign-in sheet at the registration table. Each speaker and chairperson should be  
38 advised to sign in no later than thirty minutes before his or her commitments.  
39 7. Programming is responsible for securing a recording company. A minimum of two bids should be  
40 secured to compare pricing, donations to the convention, and setup requirements for each. Work closely  
41 with the hotel liaison to ensure these needs are met.

42 **HOSPITALITY SUBCOMMITTEE CHAIRPERSON REQUIREMENTS**

- 43 1. Minimum of one year clean.  
44 2. Prior NA service experience.  
45 3. Working knowledge of the Twelve Steps and Twelve Traditions.  
46 4. Willingness to attend all host committee meetings.

47 **HOSPITALITY SUBCOMMITTEE CHAIRPERSON DUTIES**

- 48 1. The responsibility of this committee is to provide an open hospitality room that will remain open twenty-  
49 four hours a day (or as the hotel contract allows) throughout the entire convention.

