

**POLICY FOR THE NORTHEAST GEORGIA AREA  
CONVENTION OF NARCOTICS ANONYMOUS  
“SPIRITUALITY IS THE KEY”**

**Revised April 2006**

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#### DEFINITION

This body shall be known as the Northeast Georgia Area Convention Planning Committee of Narcotics Anonymous (CPC) and will operate as a subcommittee of the Northeast Georgia Area Service Committee (ASC).

#### PURPOSE

To coordinate and conduct the Northeast Georgia Area's Convention. The convention is held by members of NA to bring our membership together in the celebration of recovery and to carry the message in doing so. Meetings, workshops and activities as scheduled to promote and encourage unity and fellowship among our members. Because a NA service committee sponsors this convention, it should always conform to the 12 Traditions and 12 Concepts of service and reflect on our primary purpose of Narcotics Anonymous.

#### GENERAL PLANNING

Hosting a convention is a tremendous responsibility that requires significant planning, dedication and effort. Conventions can be complex and overpowering endeavors; therefore, effort should be made to select key people who have prior convention experience. The planning of a convention requires the combined efforts of many people, these people work as a committee that is made up of members' from all the groups comprising the Northeast Georgia Area service body.

#### CONVENTION PLANNING COMMITTEE MEETINGS

All Convention Planning Committee Meetings should take place at a regularly scheduled time and place and follow the current edition of Robert's Rules of Order. These meetings should be held in a central location or travel to all committee members areas, allowing all who may want to participate the opportunity to do so.

Special meetings may be called whenever the Chairperson deems necessary. Prior notice of at least two days must be given to all committee members for all special meetings. The two-day notice may be waived if 51% of the voting members agree to the meetings.

Planning committee meetings are held monthly until two months prior to the convention, at which time they take place every two weeks. At one month prior to the convention, they will meet every week if necessary.

The purpose of these meetings is to gather and share information regarding the planning and carrying out of the convention. Effort should be made to encourage support and participation from all members.

### FORMAT

An agenda for the CPC meeting will be as follows:

1. Open with a moment of silence (for the members to reflect on their involvement, who they serve and why), followed by the Serenity Prayer.
2. Reading of the Twelve Traditions and the Twelve Concepts.
3. Roll Call
4. Read and accept minutes from last meeting
5. Open forum
6. Treasurer's report
7. Subcommittee reports
8. Old business
9. New business
10. Closing prayer

### ATTENDANCE

Any subcommittee chair or vice-chair who acquires two consecutive unexcused absences from the CPC meetings or any two absences without prior notification the CPC Chair or Vice-chair will forfeit their position and will be considered as having resigned at the roll call of the next regularly scheduled meeting. This position will then be open for re-election at the third CPC meeting. It shall be to the discretion of the Chair and Vice-Chair to assign an absence as excused or unexcused. Any voting member of the CPC may challenge the decision of the chair, and then the issue of the absence would be called to a vote. Naturally, relapse necessitates immediate forfeiture of any position and leaves it open to immediate replacement.

### VOTING

A quorum consists of 51% of the voting participants and 50% of the administrative committee.

Voting Privileges are extended to the following CPC members:

1. Sub-Committee chairs (or vice-chairs in the absence of the chair)
2. CPC Vice Chair (because of the relationship with the subcommittees)
3. CPC Treasurer (because of financial impact)
4. CPC Secretary (because of work required)
5. CPC Chair (only in the event of a tie)

### THE ADMINISTRATIVE COMMITTEE

The administrative committee carries out the will of the overall CPC. It functions as the executive committee of the convention and holds separate periodic and special subcommittee meetings. Its function is to ensure that the various subcommittees work together and to assist those committees that may need extra help. However, it is not necessary for the Administrative Committee to involve itself directly in the specific workings of each subcommittee. The members of the administrative Committee discuss the performance of the subcommittees as well as the convention budget and other matters that affect the convention. The results of these discussions are included in reports at the CPC meetings. As soon as possible the Administrative Committee drafts a schedule of meeting dates and locations for the CPC. This

11. Prepares a final statement within <sup>60</sup>30 days following the close of the convention. This report shall include an income statement and a balance sheet.
12. Will have signature cards for new treasurer, alt. treasurer and ASC chair at end of convention.
13. Will turn over all materials and check book to new CPC chair.

**Qualifications –**

1. Working knowledge of the 12 Steps, Traditions and Concepts of NA.
2. Minimum of 5 years continuous clean time
3. Possess either past treasurer experience at or above the group level.
4. Possess accounting experience at a business, professional or educational level.
5. Willing to give the time, energy and resources necessary.
6. Ability to exercise patience, tolerance and acceptance.
7. Active participation in Northeast Georgia Area service of NA for 1 year.

**ALTERNATE TREASURER:**

**Responsibilities –**

- 1) Works with the Chair, Vice-Chair and Secretary to prepare a budget for the Administrative Committee.
- 2) Works with the Chair, Vice-Chair and Subcommittee Chairs to prepare a budget for the overall convention.
- 3) Assumes responsibilities of the Treasurer in the event of his/her absence.

**Qualifications –**

- 1) Working knowledge of the 12 Steps, Traditions and Concepts of NA.
- 2) Minimum of 4 years continuous clean time
- 3) Possess either past treasurer experience at or above the group level.
- 4) Possess accounting experience at a business, professional or educational level.
- 5) Willing to give the time, energy and resources necessary.
- 6) Ability to exercise patience, tolerance and acceptance.
- 7) Active participation in Northeast Georgia Area service of NA for 1 year.

**SECRETARY:**

**Responsibilities –**

1. Keeps minutes of all CPC and Administrative meetings.
2. Mails minutes to all committee members and the ASC Vice-Chair within 7 days of after the CPC meeting.
3. Maintains an accurate and up-to-date list of names, addresses and phone numbers (email optional) of each committee member and of the ASC Vice-Chair for the committees use. A copy of this list shall go out with each set of minutes.
4. Keeps extra sets of minutes for members who request a complete or extra set, and archives a complete set following the Convention to be kept for future reference.
5. Assist all committee members in mailing and correspondence.

**Qualifications –**

1. Working knowledge of the 12 Steps, Traditions and Concepts of NA.
2. Minimum of 2 year continuous clean time, or one year of close involvement with the convention.
3. Possess strong organizational skills; recommend access to a computer.
4. Willing to give the time, energy and resources necessary.
5. Ability to exercise patience, tolerance and acceptance.

6. Active participation in Narcotics Anonymous

**ELECTION OF THE SUBCOMMITTEE CHAIRS**

The Subcommittees are as follows:

- Activities
- Convention Information
- Registration
- Merchandising
- Program
- Hospitality
- Arts and Graphics
- Facilities

Nominated and elected by the CPC members, the subcommittee chairs should have general qualification as outlined below. Specific service or vocations skills should be considered prior to election. It should be clearly understood that subcommittees have specific service responsibilities to perform.

**ACTIVITIES:**

**Responsibilities –**

This subcommittee is specifically responsible for arranging a variety of activities, entertainment and fundraisers prior to convention and at the convention itself.

1. Maintains accurate records of all activities of the committee as well as all correspondence with facility and entertainment.
2. Should have a written report of financial needs, expenditures and receipts with each subcommittee report.
3. Will submit a projected budget based on activities and entertainment at the convention and expected expenditures for fundraising activities. As funds are needed for items such as flyers, a written request will be presented to the treasurer and voted on by the CPC prior to the execution of such.
4. Should be aware of what responsibility each member has assumed and make sure that every task assigned is carried out.
5. Responsible for entertainment for fundraisers and the convention, as approved by CPC.
6. Arranges a variety of activities, i.e. card tournament, raffles, dances, picnics and any other activities fundraiser, or other pre-convention or onsite function as approved by CPC.
7. Plan dates and time for fundraisers and coordinate with hospitality for food and drink items. Also coordinate with merchandise to sell any unsold items left over from prior convention or pre-convention items.
8. Submit proposed list of activities for convention.
9. Request entertainment contracts, ready for approval and CPC chair signature.
10. Confirm and coordinates with volunteers at fundraisers and the convention.
11. Follows time line set up by the CPC.
12. At convention end will turn over all material and notebook to new CPC chair.
- 13.

**Qualifications –**

1. Working knowledge of the 12 Steps, Traditions and Concepts of NA and familiarity with Spiritual Principles.
2. Minimum of 2 years consecutive clean time, or one years of close involvement with the convention
3. Willing ness to give time, energy and resources necessary to perform responsibilities.
4. Ability to exercise patience, tolerance and acceptance.
5. Active participation in Narcotics Anonymous

**REGISTRATION:**

**Responsibilities –**

The registration committee is one of the busiest committee of every convention. Although its most intensive work is completed in the weeks just prior and during the convention, its responsibilities begin with advance planning.

1. Maintains accurate records of all activities of the committee as well as correspondence with vendors.
2. Should have a written report of financial needs, expenditures and receipts with each committee report.
3. Should be aware of what responsibility each member has assumed, and make sure that every task assigned is carried out.
4. Will submit a projected budget based on cost of items to be included in the registration packets such as pens, button etc. Additionally, the postage for mailing flyers and pre-registrations, paper, envelopes, copies and other office supplies needed to carry out the assigned task.
5. Planning includes working with graphics on drafting flyers, pre-registration and forms at least 6 months prior to convention date.
6. First flyer and pre-registration announcing the convention should be made as soon as the dates are established and a contract or agreement is reached by facilities.
7. The registration forms received will be sequentially numbered and the date received will be recorded on the form.
8. Responsible for keeping record of who registered at the current year and prior convention. This information will be used each consecutive year to mail pre-registration to each prior attendee.
9. All registration monies, whether received by mail or direct sale, received by any member of this committee, shall be sent directly to the treasurer.
10. Keep a record of all registration; it should be simple and clearly understood by all members of the committee. Registrations should be updated with each report at the CPC meeting.
11. Prepares a complete registration packet that includes:
  - a) Convention program
  - b) Name tag or button
  - c) Local map and listing of local establishments
  - d) Any other budgeted convention memorabilia ( pens, bookmarks ect)
  - e) Any items another subcommittee may want to include ( raffle tickets from activities of information regarding other upcoming activities)
12. Works with convention information committee and distribution of flyers.
13. Announce importance of early registration.
14. Works with mer dandies to use unsalable items from prior convention.
15. Orders packet items and plan meeting for stuffing packets and mailing of pre-registration and flyers.
16. Works with CPC chair on location and number of tables needed for convention.

17. Confirm and coordinate with volunteers.
18. Follow time line set up by CPC.
19. At convention end will turn over all material and notebook to new CPC chair.

**Qualifications –**

1. Working knowledge of the 12 Steps, Traditions and Concepts of NA and familiarity with Spiritual Principals.
2. Minimum of 3 years consecutive clean time, or one years of close involvement with the convention
3. Willing ness to give time, energy and resources necessary to perform responsibilities.
4. Ability to exercise patience, tolerance and acceptance.
5. Active participation in Narcotics Anonymous.

**ARTS AND GRAPHICS:**

**Responsibilities –**

This subcommittee is comprised of members who are artistic and energetic. Will design and print the convention logo, banners, flyers, convention posters and directional posters as well as any sign needed by other subcommittee as the need arise.

1. Maintains accurate records of all activities of the committee as well as correspondence with venders and other committees.
2. Should have a written report of financial needs, expenditures and reipts with each subcommittee report.
3. Should be aware of what responsibity each member has assumed and make sure that every task assigned is carried out.
4. Submits a projected budget based on cost of flyers, programs, banners, literature, graphic fees that may be incurred, displays and graphics that will be used at the convention, and other supplies needed to carry out the assigned tasks.
5. Will present a variety of designs foe each item to CPC to provide a choice of selection.( logo ,flyers, banners, pre-registration and registration, merchandise )
6. Provides the graphics for any items that contain the convention logo or ant other artwork such as tee-shirts and coffee mugs.
7. Works closely with merchandise committee with items that have graphics.
8. Confirm and coordinates with volunteers.
9. Follows time line set up by CPC.
10. At convention end will turn over all material and notebook to new CPC chair.

**Qualifications –**

- 1 Working knowledge of the 12 Steps, Traditions and Concepts of NA and familiarity with Spiritual Principals..
2. Minimum of 2 years consecutive clean time, or one years of close involvement with the convention.
3. Willing ness to give time, energy and resources necessary to perform responsibilities.
4. Ability to exercise patience, tolerance and acceptance.
5. Active participation in Narcotics Anonymous.

**PROGRAM:**

**Responsibilities –**

Without a good program the trouble and expense of putting on a convention is not justified. This subcommittee develops plans for workshops, speakers, and meetings at the convention.

1. Maintain accurate records of all activities of the committee as well as correspondence with venders and other committees.

2. Should have a written report of financial needs, expenditures and receipts with each subcommittee report.
3. Should be aware of what responsibility each member assumed, and make sure that every task assigned is carried out.
4. Submit a projected budget based on the cost of the speaker travel, printing programs, paper, envelopes, and other office supplies needed to carry out the assigned task.
5. Develops a plan for workshops, speakers, and meeting at the convention with approval of CPC.
6. Makes recommendation for speakers, events to take place at the convention.
7. Prepares and copy program to be distributed to attending members and provides program to registration to be placed in packets.
8. Should do your best to provide a balance of workshops for newcomer, service-minded members, spiritual discussion and topics related to the steps and traditions.
9. Works with CPC chair on the convention set up of location and tables, chairs needed for workshops and other events.
10. Obtain bids for taping.
11. Confirm and coordinates with volunteers.
12. Follows time line set up by the CP
13. At convention end will turn over all material and notebook to new CPC chair.

**Qualifications –**

1. Working knowledge of the 12 Steps, Traditions and Concepts of NA and familiarity with Spiritual Principals.
2. Minimum of 2 years consecutive clean time, or one years of close involvement with the convention.
3. Willing ness to give time, energy and resources necessary to perform responsibilities.
4. Ability to exercise patience, tolerance and acceptance.
5. Active participation in Narcotics Anonymous.

**MERCHANDISING:**

**Responsibilities –**

The chairperson of this committee should be a business minded individual. This committee will be responsible for acquisition and sale of all merchandise items, both pre-convention and convention.

1. Maintains accurate records of all activities of the committee as well as correspondence with venders and other committee.
2. Should have a written report of financial needs, expenditures and receipts with each subcommittee report.
3. Should be aware of what responsibility each member has assumed and makes sure that every task assigned is carried out.
4. Submit a projected budget based on the cost of items to be sold at fundraisers and the convention, the projected amount of income of each, as well as paper, envelopes, copies and other office supplies needed to carry out the assigned tasks.
5. Responsible for the acquisition and sale of all merchandise items, both pre-convention and convention.
6. Will keep an inventory of all items and prior items left over form previous convention.
7. Will get several different bids for each of the items (including exact purchase price and propose selling price) to be presented before CPC for approval.
8. Will prepare a report as of each months end detailing the sales of merchandise for that month including an inventory of items bought and sold.

9. Upon receipt of any merchandise will prepare a receiving report based on physical count. This report must be done prior to distribution of any merchandise. A copy of the report turned over to the treasurer.
10. Will keep a tracking report of all items sold whether left over from prior convention or new items.
11. All monies received from the sell of merchandise will be turned over to the treasurer.
12. Works with registration to use unsold items from prior convention in packets.
13. Works with art and graphics for the design on all items either pre-convention or convention.
14. Submit a list of possible onsite merchandise ventures for CPC approval.
15. Provide written contracts of vendors for CPC approval.
16. Attends all fundraisers to sell pre-convention and left over items for prior convention.
17. Confirms and coordinate volunteers.
18. Follows time line set up by CPC.
19. At convention end will turn over all materials and notebook to new CPC chair.

**Qualifications –**

1. Working knowledge of the 12 Steps, Traditions and Concepts of NA and familiarity with Spiritual Principals.
2. Minimum of 3 years consecutive clean time, or one years of close involvement with the convention.
3. Willing ness to give time, energy and resources necessary to perform responsibilities.
4. Ability to exercise patience, tolerance, and acceptance.
5. Active participation in Narcotics Anonymous.

**HOSPITALITY:**

**Responsibilities –**

This subcommittee should be made up of members who are out going and pleasant.

Responsible for providing and selling of refreshments at fundraisers and the convention.

1. Maintains accurate records of activities of the committee as well as all correspondences with vendors and other committees.
2. Should have a written report of financial needs, expenditures, and receipts with each sub committee report.
3. Should be aware of what responsibility each member has assumed, and make sure that every task assigned is carried out.
4. Submits a projected budget based on the cost of coffee, drinks, and other food items to be used at fundraisers and the convention. Also the cost of ribbons for the CPC members, huggers and runners. Additionally, any paper envelopes copies and other office supplies needed to carry out the assigned tasks.
5. Works with activities committee to provide drink and food items to be sold at fundraisers. Will make a list including prices and selling price for CPC approval.
6. Maintain hospitality suite at the convention, will submit a list of drink and food items and prices for the convention for approval of CPC. This list should include a variety of items; for example, Apples, bananas, or other fruits, chips or other snacks coffee, sodas, and any other budgeted items.
7. Orders ribbons to be worn by CPC staff, huggers, and runners.
8. Once the food and drink items and expenses for each are approved by the CPC, the chair will acquire funds from the treasurer to purchase.
9. Responsible for collecting and holding any auction items that are obtained.

10. All auction items will be inventory with a description and stored until the day of the convention. This list should be updated for each CPC meeting.
11. All monies collected will be turned over to treasurer.
12. Attend all fundraisers, responsible for cooking foods, making sandwiches ect. Also collecting monies for food and drink items.
13. Confirm and coordinate volunteers.
14. Follows time line set up by CPC.
15. At convention end will turn over all materials and notebook to new CPC chair.

**Qualifications –**

1. Working knowledge of the 12 Steps, Traditions and Concepts of NA and familiarity with Spiritual Principals.
2. Minimum of 2 years consecutive clean time, or one years of close involvement with the convention.
3. Willing ness to give time, energy and resources necessary to perform responsibilities.
4. Ability to exercise patience, tolerance and acceptance.
5. Active participation in Narcotics Anonymous.

**CONVENTION INFORMATION:**

**Responsibilities –**

This subcommittee acts as our voice to make known the information regarding our convention. Responsible for sending out any information on fundraisers and the convention. Will keep information accurate and up-to-date.

1. Maintains accurate records of all activities as well as correspondence with treatment center and halfway houses.
2. Should have a written report of financial needs, expenditures and receipts with each subcommittee report.
3. Should be aware of what responsibility each member has assumed and make sure that every task is carried out.
4. Submit a projected budget based on the cost of postage, phone charges, envelopes, copies, and other office supplies needed to carry out the assigned tasks.
5. Will work with art and graphics regarding flyers of activities, fundraisers, and pre-registration. Should send or deliver to all groups in the area as well as other source that addresses may be obtained.
6. Acquire list of treatment centers, halfway houses, and groups, send out convention information and pre-registration with a letter of invitation.
7. Make available and distribute the information regarding the convention and pre-registration to WSO, and to follow up that information is correct as displayed on the internet as well as printed in the N A WAY.
8. Visit other groups and get the word out about the the convention, and give out flyers.
9. Confirm and coordinate volunteers.
10. Follow time line set up by the CPC.
11. At convention end turn over all materials and notebook to new CPC chair.

**Qualifications –**

1. Working knowledge of the 12 Steps, Traditions and Concepts of NA and familiarity with Spiritual Principals.
2. Minimum of 2 years consecutive clean time, or one years of close involvement with the convention
3. Willing ness to give time, energy and resources necessary to perform responsibilities.
4. Ability to exercise patience, tolerance and acceptance.

5. Active participation in Narcotics Anonymous.

### **FACILITIES**

#### **Responsibilities –**

This subcommittee holds a very important role in the scope of the convention. This chair should be a strong member, with regard to negotiations, contracts with hosting facilities, problem solving skills, and attention to detail. This chair is the direct link between the CPC and the facility itself, and so strong communication skills are valued.

1. Maintain accurate records of all activities of the committee and correspondence with facility.
2. Should have a written report of financial needs, expenditures and receipts with each subcommittee report.
3. Should be aware of what responsibility each member has assumed and make sure that every task assigned is carried out.
4. Submit projected budget based on facility deposit, cost of office supplies needed to carry out the assigned task.
5. Research into facilities available this researcher should be thorough and a list brought back to CPC for approval.
6. The needs of each subcommittee should be taken into consideration when researching facilities, and so this list should include the location, availability, size, space, and pricing. The layout should be given careful consideration.
7. Responsible for negotiating the best possible contract to meet the convention's needs and will follow out throughout the year, to ensure that there have been no changes or alterations that will affect the convention.
8. Once the facility has been voted on and chosen by the voting members of the CPC, the appropriate contract should be presented by the facility chair to the Administrative Committee, and the contract will be signed when all is in order.
9. Schedule a walk through of the facility for the entire CPC. This will allow the members to orient themselves with the facility prior to the convention. Providing a map of the facility available spaces and room allocations for the convention is also beneficial.
10. Follow time line set up by the CPC.
11. Work with activities for location of fundraisers.
12. At convention end turn over all materials and notebook to new CPC chair.

#### **Qualifications –**

1. Working knowledge of the 12 Steps, Traditions and Concepts of NA and familiarity with Spiritual Principals.
2. Minimum of 2 years consecutive clean time, or one years of close involvement with the convention.
3. Willing ness to give time, energy and resources necessary to perform responsibilities.
4. Ability to exercise patience, tolerance and acceptance.
5. Active participation in Narcotics Anonymous

### SUBCOMMITTEE VICE-CHAIRS

#### ELECTION

For the purpose of continuity, each subcommittee will elect its own vice-chair. This vice-chair position will be a 2-year commitment, with the first year serving as vice-chair and the second as the chair of that particular subcommittee, if so elected to that position by the CPC.

#### **Responsibilities –**

Vice-chair will work closely with chair and assist with all responsibilities.

#### **Qualifications –**

1. Working knowledge of the 12 Steps, Traditions and Concepts of NA and familiarity with Spiritual Principals.
2. Minimum of 2 years consecutive clean time, or one years of close involvement with the convention.
3. Willing ness to give time, energy and resources necessary to perform responsibilities.
4. Ability to exercise patience, tolerance and acceptance.
5. Active participation in Narcotics Anonymous

### BUDGETS

The importance of making a budget for the CPC and its subcommittees needs to be emphasized. At this stage of planning, the administrative committee and subcommittees will list as many financial responsibilities as possible. They should include projected profit from registrations, fund raising and merchandising. Information for these may be obtained from past CPC minutes and prior year-end budget spreadsheets, as well as past members who have served.

These budgets will be set as early in the year as possible, with regard given to past year's expenses. Each subcommittee will turn into the treasurer a projected budget for the entire year, with consideration to the following for each individual subcommittee:

### FLOW OF FINANCES AND ACCOUNTABILITY

#### ACCOUNTS

1. As per CPC policy, the Treasurer will deliver a full finical report at each monthly meeting of the CPC.
2. A copy of each monthly report will be presented to the ASC, including a photocopy of the current bank statement, regardless of activity.
3. The signatures for the account will be as follows:
4. Treasurer
5. Alt. Treasurer
6. Area Chair
7. The account shall be known as "Spirituality is the Key"
8. Bank statements will be mailed to the current treasurer's home address

#### **PROCEDURE FOR REQUESTING FUNDS AT EACH CPC MEETING**

1. Proposed expense to be motioned and discussed at the CPC meeting with a
2. Specific explanation of need and exact dollar amount of expenditure.
3. A written request for funds will be given to the treasurer and must be signed by the Chair or Vice-Chair.
4. The check will be signed and issued at the CPC meeting
5. Blank checks are not to be issued under any circumstances
6. Receipt(s) and excess funds, if any are to be given to the treasurer at the next CPC meeting.

#### **PROCEDURE FOR EMERGENCY REQUISITION OF FUNDS**

1. Checks will only be issued under this provision only when approved and deemed by the Chair and the Treasurer to be a time sensitive matter that will impede the progress of the convention to wait until the next CPC meeting.
2. The member making the request contacts the CPC Chair and Treasurer to give a specific explanation of need and exact dollar amount of expenditure.
3. The Chair and Treasurer will discuss the expenditure, seeking input from other members if so needed.
4. Upon approval of the Chair and Treasurer of the CPC, a check will be issued.
5. Blank checks are not to be issued under any circumstances
6. At the next CPC meeting, it is the responsibility of the member who made the request to explain the cause of the emergency and to provide the treasurer with a receipt(s) and excess funds if any.

#### **FUNDS RECEIVABLE**

1. Funds shall be receive by the following subcommittees:
2. Activities
3. Merchandising
4. Registration
5. Any other member or persons who receives monies on behalf of the CPC
6. The above listed subcommittees, members and persons shall keep accurate records and issue receipts at the time of transaction.
7. Subcommittees shall transfer funds to the treasurer on a monthly basis at he the monthly CPC meetings up until the actual convention.
8. Subcommittees shall transfer funds to the treasurer on a daily basis during the convention.
9. No funds are to be kept and re-used for subcommittee expenses. All monies received will be routed through the treasurer.
10. The treasurer shall issue a receipt when funds are received from subcommittees.

#### **AFTER CONVENTION FINAL REPORTS AND TALLIES**

1. The treasurer shall deliver a complete financial report at the CPC meeting following the convention.
2. If a positive balance is shown 5,000 will be banked as seed money for the next convention. The rest will be forwarding to ASC.
3. A full and complete financial report shall by delivered to the ASC by the Chair of the CPC at the first ASC meeting following the end of the convention

Friday, November 14, 2008  
10:39 AM

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**STORAGE OF CONVENTION ITEMS**

A storage unit shall be kept in a central location to store all remaining item such as, left over merchandise, supplies from hospitality, banners, and all the CPC art chives.