

LCNA committee guidelines

London Convention Guidelines – Revised November 2019

INTRODUCTION and OVERVIEW

These guidelines are the result of research, a search of motions at Region since 1992 and UK experience of conventions. Additions, revisions and updates to these guidelines have been added to make them more specific to the current needs of the London Convention committee and the needs of the London area of Narcotics Anonymous.

The original proposals are the result of a steering group meeting held in July 2007 and were the start of a process of providing future committees with a clear structure and guidelines regarding the running of this event.

The LCNA Committee of 2017-2018 have updated the original and it is our intention to distribute to the London areas for approval following the April 2018 convention.

It's worth noting that there are no official guidelines currently available to the fellowship – WSO printed some guidelines in 1988 (ISBN No. 09-12075-43-0) but do not endorse their use today. So, for additional information the WSO guidelines have been scanned, anglicised and reprinted in this document – where relevant – alongside the LCNA specific details to provide a guide to other conventions if required.

AREA CONVENTION

The convention is sponsored by the four London area service committees to foster unity and the celebration of recovery. Meetings, workshops and other activities are scheduled to encourage unity and fellowship among our members. Further fund-raising events support the convention throughout the year and during the event weekend.

Because service committees of Narcotics Anonymous sponsor conventions, they should always conform to the NA principles and reflect our primary purpose.

PLANNING COMMITTEE

Hosting a convention is a tremendous responsibility, which requires significant planning, dedication and effort. Conventions can be a complex and overpowering endeavour; therefore effort should be made to select key people who have had prior convention experience. The planning of a convention requires the combined efforts of many people. The suggested event content could include the following

- Details of venue, i.e. price, size of rooms, parking, accommodation on site, opening/closing times, availability of a crèche
- Timing of event
- Financial budget and estimation of attendance
- Local resources to support event
- Security and Safety
- Map of local area and the local places to eat/entertainment / attractions etc.
- Statement of local need i.e. how the London Convention will benefit the area

Background

In July 2007 the London Convention steering group set about revising the guidelines to bring them up to date and to keep them in line with the demands of the London fellowship around accountability and transparency with regards to service and the function of the London Convention Committee. The recommendations of the steering group were to streamline the subcommittee structure and to ensure that guidelines were in place for these new subcommittees.

It was also the function of this steering group to explore some of the unwritten historical guidelines that have formed the structure and content of previous conventions and to set them out for discussion and feedback from the London fellowship so that a standing mandate can be established.

The current committee of the LCNA Convention for 2017-2018, have now agreed to continue this process.

Mission Statement

The London Convention of Narcotics Anonymous is a spiritual celebration of recovery from the disease of addiction, bringing together addicts in recovery from all over London, the UK and the rest of the world. It is to inspire unity and strengthen bonds between the London areas, for members to share their experience, strength and hope with each other and to carry the message to the addict who still suffers so that no addict need ever die from the horrors of addiction without the knowledge of another way to live.

(Agreed by the LCNA 17 Committee July 2007)

Committee functions

Currently it is the standing conscience of the four London Areas (April 2007 feedback forms LCNA 16) to hold an Annual London Convention. As long as it is the will of the London Area Fellowship then monthly committee meetings take place at 6th Floor, Gordons Hospital, Bloomburg Street, Victoria, London, SW1V 2RH

Standing consciences October 2007

It is the aim of this current committee to demystify some of the unwritten historical consciences of the London Convention by documenting them for future generations of committee members. It is hoped that by clarifying and committing to print what have been traditionally unwritten guidelines that the spirit of unity and good conscience is maintained in our deliberations as a committee.

Convention Themes

It is the standing conscience of the LCNA to take future themes from the NA approved Literature only – this is to ensure unity and clear spiritual direction of the London Convention.

Convention Location

The agreed reoccurring current location for the London Convention is Friend's House, 173 Euston Rd, London NW1 2BJ. It's important to note that the Venue and gardens are completely non-smoking and non-vaping and unless this is adhered to at the LCNA, the venue may not be available the following year to host the convention.

Programming

We are an area fellowship but have always had an International link. We recognize the tradition of the LCNA to invite speakers from all over the world as well as speakers from the UK. It is the policy of the LCNA not to pay airfares or accommodation costs for speakers from overseas. Again, the message is one of unity and recognizing that a message of recovery can come from all over the world.

Another standing conscience to be honoured is the one of main speakers from H&I and PI on the main platform during the three days of the Convention. Service is the lifeblood of NA and without it we would not survive, subsequently we recognize the importance of creating space in the programme for these two service committees to be represented at LCNA. We also recognize that there are other service committees within Narcotics Anonymous, speakers from those committees will also be provided with a platform for workshops or stands within the event to enable those committees to attract members into service.

Currently Public Information have chosen to organize their own event at the LCNA which they invite professionals to attend. The prison or treatment centre Link up is an H & I event which also takes place as the main centre piece of the closing day with the closing chair.

Topic Meetings

The standing conscience has always been that the specialist meetings do not have a platform at this event. We strive to generate inclusiveness and unity within the fellowship. Our role is to reach and appeal to all addicts during the Convention and that specialist meetings can divide and bring controversy to this event. We are all in agreement that general topics and themes are welcome with subjects such as: Sponsorship, sexuality in recovery, illness in recovery, steps, traditions, parenting in recovery, doing service etc. (this list is not exhaustive and is just intended to give guidance for the event). Contributions ideas and topics will be welcome from individual members, groups and area level and will be discussed by the programming committee and considered during the planning phase of the convention.

Currently since the 2007 revision, specialist meetings are given meeting space in side rooms at the convention.

Sale of Merchandise

It is the conscience of the committee that the standing practice of giving priority to the LCNA for the sale of merchandise is to continue. Friday and Saturday of the event will be the LCNA authorized merchandise. NA literature and Official NA memorabilia from the UKSO may be sold either by the merchandising committee by a representative of the UKSO by invitation of the London Convention committee. Sunday being the final day of the convention is the time when all other areas will be given a stall to sell merchandise if requested.

Under no circumstances will LCNA permit the sale of non-endorsed merchandise or goods that will profit any individual other than Narcotics Anonymous.

Management and Finance

We have found that running a convention committee that attempts to encourage active participation from members of the London Area of Narcotics Anonymous will need to run along these lines:

The term of office is 14 months (May to the following June) so the committee can cover the post-convention wash-up meeting.

The wash-up meeting is held in the first published committee meeting in May following the holding of the convention. It is where the existing members come together to look at how the Convention went, hear feedback and look at issues, finalize accounts, collect reports and receipts from sub committees and to explore areas of improvement.

Currently all 4 London ASC's are requested to donate seed funds in June each year. The seed fund will be determined at the May meeting and communicated out to the areas by the treasurers. It is the proposal of the current LCC that as long as we have a fully ratified committee that this prudent reserve remains with the LCC committee so that forward planning can take place with sensible organization and manageability.

The £3500 seed fund is returned to the Areas after the wash up meeting in May with any excess split equally between the four London Areas and returned to them as soon as the LCNA accounts are settled.

In the past seed money has been held by the executive committee (as long as all commitments are filled at the time of elections) so funds are available to be able to organize deposits and secure services for the following year.

In effect the elections for committee members will take place in June, two months after the convention has been held. This is so that from our May wash-up meeting all vacant posts can be advertised and that all interested parties can attend the June meeting for elections.

In Summary:

- The LCC term of office is 14 months.
- The post-convention wash-up meeting in May looks at strengths and weaknesses of the Convention just held and produce flyers advertising potential vacancies and looks to attract NA members at the closing committee meeting in June.
- The June meeting will be the meeting where the committee members that have served their term in office will step down and nominations and proposals will be put forward for members to the executive committee.
- All new nominations to the executive committee will be ratified by the London RCMS accountable to the four London ASC's.

In the event of no executive committee being formed in the June meeting then the business of the current committee is wound up and all funds should be returned to the Four London Areas other than a small amount of funds to keep the LCNA account open until the London Area of Narcotics Anonymous members make a clear decision regarding future the London Convention.

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. Effort should be made to encourage support and participation from all members. Care should also be exercised during the planning process to involve as many groups and individuals as possible. Election of officers should be based upon qualifications and experience. A description of Executive Committee members and duties is presented in these guidelines.

Voting privileges are extended to each member of the Convention Committee. Any member who holds an office or participates on a regular basis at the Convention Committee meetings is considered a member. The chairperson of the sub-committee determines sub-committee voting privileges. All sub-committees hold separate meetings prior to Convention Committee meetings. The subcommittee chairpersons submit reports, recommendations and other details about their areas of responsibility.

The scheduling of convention committee meetings will vary. Up until 4 months prior to the convention, meetings may be monthly. Up until 6 weeks prior to the convention the meetings may be fortnightly. In the weeks preceding the convention meetings are weekly.

Convention Meeting Format (Suggestion)

- 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 and the Twelve Concepts
- Read and approve the minutes of the last meeting
- Chairpersons report (review progress to date and relay recent information)
- Treasurers report (update on expenses and new balance)
- Subcommittees' reports (reports include goals and progress of each committee)
- Old business carried over from the last meeting
- New business to be undertaken before the next meeting
- Closing prayer

Helpful hints for Sub Committee Budgets

The importance of making a budget for the Convention Committee and subcommittees needs to be emphasized. In the early stages of planning, the committee should list as many financial responsibilities as possible. Most of the subcommittees, should write a budget and adhere to it as closely as possible throughout the planning period.

The Design Committee takes into account the expenses needed for flyers, programmes, website banner(s), literature, and other displays and graphics that will be used at the Convention. The Program and Registrations Committees estimate the cost of stationery, mailing, and other office supplies needed to carry out their duties. The Fund-Raising Committee sets a budget based on the entertainment, which will be used at the convention. This committee also sets a new budget each month, which includes the expenses of tasks that the other committees perform on their behalf, such as designing flyers, or mailing.

For the sake of expediency, the Fund-Raising Committee maintains a closely monitored petty cash fund to aid in its operations. The Venue Operations Committee projects attendance figures before setting a budget. This is the most difficult area to budget because we can never really be sure of attendance until a few weeks prior to the convention.

THE EXECUTIVE COMMITTEE

The Executive Committee positions (accountable to the London Areas) and clean time suggestion:

A.	Chairperson	Five years
B.	Vice-Chairperson	Four Years
C.	Treasurer	Five Years
D.	Vice Treasurer	Four Years
E.	Secretary	Two Years
F.	Vice Secretary	One Year

Interested NA members come together on a monthly basis to plan for a London Convention (if it is clear that the 4 London Areas support the event). This is clarified by the attendance at a nominated monthly meeting by the four London Regional Committee Representatives usually at the election meeting in June, following the running of the London Convention that usually takes place early April.

In addition to this, a representative from the London Convention attends each of the four London Area meetings to report on any developments since the previous meeting – the accountability officer.

The election of members to the committee takes place following a clear advertising campaign within the fellowship. It is useful to advertise the date of the new committee meeting at the Convention itself. All efforts must be made to ensure that the activities of the committee are communicated throughout the London Fellowship.

New members to the executive committee are elected through the usual procedures, as in nominated and seconded by other NA members. The potential committee member is asked to present a service CV and may be asked a number of questions related to the position. The nominated member will be asked to leave the room whilst the committee members vote.

Where a position is that of vice chair the elected person is expected to serve for a period of two years, taking on the chair position the second year assuming they are re-elected by the committee at the May wash-up meeting.

The Convention Executive Committee is generally made up of members who were involved in the preliminary planning and bidding process. However, membership in the Convention Committee is open to all members of the Fellowship. The Convention Committee consists of an Executive Committee, subcommittee chairpersons and attending members.

The basic requirements of those wishing to serve on the Convention committee are

- Working knowledge of the Twelve Steps and Twelve Traditions of NA
- Willingness to give the time and resources necessary
- Ability to exercise patience and tolerance
- Active participation in Narcotics Anonymous

The Executive Committee carries out (executes) the conscience of the overall committee. It functions as the administrative 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 subcommittees that may need extra help.

However, it is not necessary for the Executive Committee to involve itself directly in the specific workings of each subcommittee. The members of the Executive Committee discuss the performance of subcommittees as well as the Convention budget and other matters that affect the Convention. The results of these discussions are included in reports at Convention Committee meetings.

As soon as possible, the Executive Committee drafts a schedule of meeting dates for the Convention Committee – these are currently set as the first Wednesday of the month. This schedule is then approved by the Convention Committee and distributed to all members. It is advisable to choose a particular night on which meetings will be held and schedule all meetings on that night throughout the duration of the planning period.

THE EXECUTIVE COMMITTEE (cont.)

The Executive Committee are also responsible for monthly updates and regular reports to the four London ASCs through the convention accountability committee – this committee supersedes the previous, monthly London Accountability meetings. (It was decided in July 2006 that in order for LCNA to function as a committee they would need to create a committee that would inform the London Fellowship on a monthly basis by attending ASCs or by sending electronic reports that would consist of budget reports advising of income and expenditure and written reports detailing subcommittee activity and development.

Currently the accountability chair attends to provide a report in person to bring back to the monthly committee meetings. This is done alongside the minutes of the committee meeting being sent to the secretary of all 4 ASC's in the London area.

EXECUTIVE COMMITTEE TIMELINE:

- April – Convention
- May – Wash-up Meeting,
 - Election of members to the Executive Committee
 - Ratification of new Chairperson by Areas
 - Treasurer attends Areas to deliver Treasury report, Seed Fund and excess return to Areas and request for following years Seed Fund
- June – Election of Sub Committee members

RESPONSIBILITIES AND QUALIFICATIONS OF THE EXECUTIVE COMMITTEE

CHAIRPERSON

Five years clean time, financially stable, and has administrative abilities.

- Maintains an atmosphere of recovery during committee meetings.
- Organizes subcommittees, aids and delegates major tasks to specific subcommittees. Stays informed of the activities of each subcommittee and provides guidance and support when needed.
- Keeps activities within the principles of the Twelve Traditions and in accord with the purpose of the Convention.
- With the treasurer, prepares a budget for the Executive Committee functions. Monitors the fund flow and overall convention costs, and helps organize the subcommittee budgets
- Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
- Prepares the agenda for Convention Committee meetings and Executive Committee meetings.
- When a vote is tied, the Chairperson has the deciding vote.
- Chairs the Convention Committee meetings as well as the Convention
- Organise Walkie Talkie Hire for the Convention
- Advise and keep current the views and LCNA guides on Social Media use at the convention
- Acts as the main point of contact with the Venue during planning of the convention

VICE CHAIR

Personable and familiar with all committee members in order to serve as a liaison between the subcommittees and the hosting community.

- Acts as Chairperson if the Chairperson is unavailable.
- Works closely with the Chairperson to help delegate responsibilities
- Coordinates subcommittees and attends some subcommittee meetings. Provides the necessary support if and when needed to ensure tasks are completed with the best possible results.
- Ensures the accountability sub-committee reports to the four London areas on the progress of convention planning.
- In the event of no accountability sub-committee being formed the Executive Committee via the Vice Chair will ensure the role is performed.
- Temporarily substitutes for any service post that may be lost either in the executive committee or subcommittee chair.

TREASURER

Five years clean time, financial stability, accounting skills, service experience with Conventions or other large-scale Fellowship activities and accessibility to other committee members, especially the Registration Subcommittee.

1. Opens a bank account for the Convention Committee. Usually the signatures required for the account are any two of four signatories, which are the Convention Committee Chairperson, Vice-Chairperson, Treasurer and regional Treasurer. The cards and account information are filled out at the committee meeting.
2. Works with the Chairperson to prepare a budget for the Convention, which is used for planning fund-raising activities. The budget is based on the subcommittees recommendations as to the monies that they will need to carry out their task. The budget can be a rough estimate at the beginning of the planning and revised as the Convention draws near. When all of the financial needs of the subcommittees are listed and totalled, the income should be outlined: one source of income comes from fund-raisers, and the second from registrations.
3. Writes all cheques and is responsible for collecting receipts from subcommittees for money paid out.
4. Responsible for all monies, including revenues from registration and banquet tickets; pays all bills; and advises the Chairperson on cash supply, income flow and rate of expenditures.
5. Reviews subcommittee reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained. This information is included in the Treasurer's report.
6. Maintains a clear and accurate account record book with details of all income and expenses, which should be available at all convention committee meetings.

Additionally, a complete treasurer's report within three months of the Convention should be submitted to the sponsoring service committee along with fund distribution.

VICE TREASURER

Four years clean time, financial stability, accounting skills, service experience with the fellowship, willing and able to stand in for the treasurer as required.

- Works with the Chairperson to prepare a budget for the Convention, which is used for planning and fund-raising activities. The budget is based on the sub committee's recommendations as to the monies that they will need to carry out their tasks. 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 subcommittees are listed and totalled, the income should be outlined: one source of income comes from fund-raisers, and the second from registrations.
- Collects receipts from subcommittees for money paid out and collects money in from fundraising and ticket sales.
- In conjunction with the Treasurer is responsible for all monies, including revenues from registration and dance tickets; pays all bills; and advises the chairperson on cash supply, income flow and rate of expenditures.
- Reviews subcommittee reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained. This information is included in the Treasurer's report.
- In conjunction with the Treasurer maintains a clear and accurate account record book with details of all income and expenses, which should be available at all Convention and Area committee meetings. Additionally, supports the treasurer to complete treasurer's report within three months of the Convention and should be submitted to the sponsoring service committee along with fund distribution.

SECRETARY

Two years clean time, service experience and good typing skills, with a willingness to ensure that accurate minutes are distributed to the committee members.

- Keeps minutes of all committee meetings and subcommittee reports.
- Maintains a list of names, addresses, and phone numbers of committee members for committee use.
- Keeps and extra sets of minutes, updated after each committee meeting, for archival use.
- Communicates to the local NA membership regarding the progress and planning of the Convention. Assists all committees in mailing and correspondence.
- Send monthly minutes to all four London Areas

THE SUBCOMMITTEES

Nominated or appointed from Convention Committee members, the subcommittee chairpersons should have general qualifications as outlined in the qualification section stated above. Specific service or vocational experience should be considered prior to election or appointment. It should be clearly understood that the subcommittees have specific service responsibilities to perform.

Subcommittees are vital to the Convention, and individuals should expect to be replaced if they are unable to serve for any reason. Naturally, relapse necessitates replacement; this is because we are as concerned for the member as we are for the service responsibility. Once elected, the chairperson of each subcommittee will then recruit further committee members to serve. A list of committees is provided in this manual, although other committees may be established if needed. Experience has shown, however, that most other responsibilities can be incorporated within the framework provided.

As with the Executive Committee, new members to the sub-committees are elected through the usual procedures, as in nominated and seconded by other NA members. The potential committee member is asked to present a service CV and may be asked a number of questions related to the position. The nominated member will be asked to leave the room whilst the committee members vote.

Where a position is that of vice chair the elected person is expected to serve for a period of two years, taking on the chair position the second year assuming that they are re-elected by the committee at the June wash-up meeting.

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

Subcommittees maintain accurate records of the activities of the committee as well as all correspondence. A financial report, including needs, expenditures, and receipts are included with each subcommittee report. The subcommittees of the Convention Committee work together. At the onset, each subcommittee should decide whether or not it would use the services of another committee or address that particular area of business itself. Although either way is effective, remember cooperation and consideration is the key that will make it work.

An established/mature NA community may have their own routine for holding their convention and this guide does not try to negate their autonomy.

The London Area may wish to hold their Convention in the same place each year, or to move the Convention around their area. However, a LCC wishes to conduct this business, the convention subcommittee remains accountable to the four London ASCs. It is wise to have a convention committee ratified up to 8 months before the event.

SUB COMMITTEE'S (accountable to the Executive Committee)

	Chair	Vice Chair
Programming	4 Years	3 Years
Accountability	4 Years	3 Years
Fundraising (& Entertainment)	4 Years	3 Years
Registration	4 Years	3 Years
Website and Design	3 Years	2 Years
Merchandise	4 Years	3 Years
Stewarding	3 Years	2 Years
Creche	2 Years	1 Year
Audio visual and CD production	3 Years	2 Years
Literature	2 Years	1 Year
Venue Management and Hospitality	3 Years	2 Years
New Location Finder	3 Years	2 Years

PROGRAMMING COMMITTEE

Without a good program, the trouble and expense of putting on a convention isn't justified. The reports of the Program Subcommittee should therefore be given appropriate attention.

The Program Subcommittee plans all the workshops and meetings at the Convention. The members of the Program Subcommittee select speakers, meeting chairs and others to help with the program. They schedule all events to take place during the convention and prepare the written program to be distributed to attending members. They attempt to have a balance of workshops for newcomers, service-minded persons and spiritual discussions. One of the main problems in scheduling is the event of no-shows (people who don't call when they are unable to attend). The recommended procedure for speakers, chairpersons, readers or anyone else involved in the program is to note somewhere on the program or the registration package that a check-in table will be set up. Include the specific location and times. This way, all program participants can sign in, thus assuring the Program Subcommittee that they are willing and able to fulfil their responsibilities. In the event of a no-show, the Program Subcommittee should have a pool of members available from which to select replacements.

The basic qualification for participation on the program of an N.A. convention is membership in N.A.

A speaker or workshop chair at a convention shares his/her personal experience of recovery in Narcotics Anonymous.

Potential speakers and program participants are people who base their recovery on powerlessness over addiction, identify themselves as addicts and attend N.A. meetings to sustain their recovery. These qualifications assure an N.A. member hears a clear NA message at the convention.

The best speakers for conventions are those who address recovery as if their lives, as well as the lives of the listeners, depend on it. It is important to keep in touch with speakers as the convention draws near and assist them in any way possible to ensure their attendance.

Workshops are held to satisfy the needs of our membership for information or discussion on specific topics and services related to N.A. These workshops allow attending members to ask questions and learn about various aspects of the program and recovery. It is important to schedule similar workshops consecutively rather than at the same time. This allows interested members to attend an entire series of related workshops rather than having to choose between two or more workshops they would like to attend.

Taping the speakers and workshops allows members who are unable to attend all functions the opportunity of hearing them at home or sharing them with others. Care should be taken to inform the speakers and/or workshop participants that they are being taped and gain written consent form the speakers that they agree to be recorded.

When contracting with someone to record meetings, it should be clearly understood that the copyright to the tapes are held by the Convention Committee.

Procedures for reimbursing travel expenses vary with different conventions. Whenever funds are available, a speaker's travel expenses are paid, thereby assuring attendance and participation. These financial considerations should be taken into account when the budget is being drawn up in order to provide the Program Subcommittee with an idea of available funds for securing speakers.

It is often the case that Programming provides the floral displays and makes sure there is water for the speakers and chairs, although not at LCNA.

LCNA Specific:

Other responsibilities include:

- Printing and distributing of all meeting Preamble and Reading Cards
- Organisation of daily Speaker Registration area
- Provide Consent forms for recording of Speakers

It's also the responsibility of the Programming Chairperson to let the Committee know in advance who the Conference closing Speaker will be.

FUNDRAISING AND ENTERTAINMENT

Members not familiar with the Twelve Traditions may be confused by the concept of "fund-raising" in Narcotics Anonymous because it is so unlike the kind of fund-raising done in other organisations.

We never, under any circumstances, accept any financial contribution from any outside source. We affiliate ourselves with no one, choosing to be entirely self-supporting through our own contributions. In Narcotics Anonymous, whenever we do need to "raise funds," we fund-raise from our own membership.

Purpose of fund-raising: We must remember that we have only one need for money in Narcotics Anonymous, and that is to further our primary purpose of carrying the message to the addict who still suffers.

The experience of many regions and areas is that fund-raising for conventions is extremely important as it generates interest and support from the local NA community, in addition to raising money.

Area and regional conventions will probably continue to have a need for a fund-raising and entertainment committee. This subcommittee plans and carries out activities such as dances and will need to interface with other subcommittees to successfully complete the projects.

This subcommittee also has responsibility for entertainment activities; selecting the bands or DJ's to be used at all fund-raising and convention dances. They also arrange for all other forms of entertainment, which are provided in conjunction with the convention. This subcommittee also has responsibility for organising the convention raffle this will include proposing prizes, advertising and arranging for NA members to sell the tickets throughout the convention. It is the standing conscience of the LCC (July 2007) that all prizes for the raffle will be recovery orientated, for examples tickets and travel for other NA conventions, NA literature or NA merchandise.

Activities can be held throughout the year. Communication about your events is extremely important. A list of planned functions should be prepared and distributed through the area and regional service structure to the groups you serve to spark interest, encourage participation and support. Well planned and publicised functions are generally more successful. Poor turn out and unsuccessful fund-raisers can generally be traced back to a lack of planning and/or exposure within the local NA community.

Care should be exercised concerning the concept and design of flyers. This is especially critical because many of these flyers find their way into hospitals, institutions and other facilities, which relate to NA. Appropriate use of language and graphics is crucial; these flyers may represent NA to the public. Utilise the expertise of the Arts and Graphics Subcommittee.

The NA logo, which will be in use on flyers, T-shirts, mugs, etc., is the property of the Fellowship of Narcotics Anonymous. Our World Service Office holds the trademark on our logo and symbol.

Special and serious care needs to be maintained in order to assure that the use of the NA logo is always in good taste and in keeping with our Twelve Traditions. Any NA service board or committee created through our Ninth Tradition may use the NA logo, as well as any Narcotics Anonymous group.

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

In conclusion, fund-raising events for conventions should be held first to generate interest and support for the convention, and second to raise money. All fund-raising events held in support of the conventions should include an explanation as to why money is needed.

Finally, all of our events, be they to raise money or simply to provide entertainment for our Fellowship, should always be in good taste, consistent with our spiritual principles, and set a tone which emphasizes caring and sharing the NA way.

LCNA Specific:

Other aims over the convention dates:

- Source and manage the Raffle prizes and tickets throughout the convention
- Responsible for organising the Clean Time Countdown including music during the day in the main hall
- Organise a London held New Year's Eve Dance
- During the Convention organise entertainment for the Friday and Saturday Evening Entertainment

REGISTRATION

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

The Registration Subcommittee is one of the busiest committees of every convention. Although its most intensive work is completed in the weeks just prior to and during the convention, its responsibilities begin with advance planning. This advance planning by the committee includes drafting the flyers and forms, which must be done well in advance (at least five or six months prior to the convention date) in order to allow sufficient time for review by the full committee. The mailing schedule for flyers and pre-registration forms should also be established at this time.

The development of the convention flyer should be a co-operative effort between the Registration and the Website and Design Subcommittees and should include venue address (possibly with small location map), date(s), and time, prices for entry and pre-reg. price with pre reg. cut-off date. Care should be exercised in the production of flyers and registration forms. They should be clear and informative, not confusing. Flyers should be attractive but need not be ornate or expensive.

The Registration Subcommittee should develop the convention registration form for the Website and Design Subcommittee. This form is customarily placed at the bottom of the Convention Flyer. After the convention flyer is completed, it is given to the Convention Information Subcommittee for distribution.

The number of members needed for this committee will depend on the anticipated attendance and length of registration hours. It is not advisable to have the same members working five to eight hours without a break or a few members handling registration for a large rush of people.

A clear understanding should be reached between the Registration Subcommittee Chairperson, the full committee, and the Convention Committee Treasurer on the procedures for handling registrations and money. Registration form records should be maintained on a weekly basis and all money received transferred to the Convention Committee Treasurer prior to full Convention Committee meetings.

As each registration is received, whether it's by mail or a direct sale, a record should be made indicating information about the registrant and all money received. If free registrations are given out as part of promotional activities, the committees must keep careful records of what is provided and to whom. When registrations are made at fund-raising activities, numbered cash receipts are used as a confirmation to the convention.

The Convention Committee Chairperson, in conjunction with the Treasurer, should establish a good working system for handling cash registrations received at these fund-raising activities. All registrations, with numbered cash receipts, are used for preparing confirmations. Each member of the Registration Subcommittee who is authorised to accept registration money should work out of one cash receipt book with three-part carbon copies.

The Registration Subcommittee conducts its activities within the scope of the budget authorised by the full committee. When funds are needed for expenses, they are obtained from the Convention Committee Treasurer.

The record system developed by the Registration Subcommittee should be simple and clearly understood by all members of the Committee. It should detail all sales and state whether they are made in cash or cheque. The records of all registrations and banquet or brunch ticket sales should be updated at least once a week. In this way, the full committee can be apprised of the financial status. This record system can be used to verify the Committee Treasurer's records and provide an indication of the solvency of the convention.

As each mailed registration is received, a confirmation card is sent to the registrant. Most conventions only send confirmation cards for registrations that are received by the announced cut-off date.

REGISTRATION cont.

LCNA Specific:

Other aims over the convention dates:

- Order Cash Tills for Registration Desk
- Request Credit Card Readers from Treasury
- A suggested shift for a team to work is three hours on and three hours off
- Source pens for Name Tags
- Manage Clean Time Registration Books and tally time for Sunday
- Source Lanyards and Pass Holders for Access Passes
- Work with Website and Design on Access Passes and Flyer design
- Ensure Convention Programme is available for attendees

One last note for Registration Subcommittee members: At times there will be a lot of responsibility and pressure on you. It is important that you look out for one another. Set personalities aside and help each other in our spirit of unity and purpose. Our personal recovery comes first, and you should do your part to make sure you and your fellow members do not use over the pressures of handling money.

Accountability

- Attend regular ASC meetings and act as a conduit, keeping the lines of communication open between LCNA and the four London areas
- Report to the committee any concerns or questions the areas have about the LCNA
- Report back to the ASC's about any decisions the committee make on their behalf.

WEBSITE AND DESIGN

Role: WD is comprised of members who are detail orientated, creative and energetic. It would be advantageous to have worked in the industry or be familiar with the design process, design software and print processes.

Website and email: As WD you will be responsible for the content and security of the website and also the management and flow of LCNA email communication. To maintain a smooth transition from one committee to another it is important to organize a handover and walkthrough as quick as possible. You will then receive all system user names, passwords. GoogleMail is forwarded to the relevant subcommittees and the mail is generally sorted into appropriate folders depending on whether actioned or pending and if it relates to hospitality, payments, information requests and such.

- Squarespace (webhost)
- GoogleMail (mailserver)
- Stripe (online payments)
- Others to be added

Theme: It is the role of the WD to create a theme for the convention based around the chosen NA slogan for that year. The theme will then be reformatted, resized or modified to suit a range of products or merchandise. Example of products are listed below with shown in the table below.

Type	Product	Colour	File type
Print	Posters, banners, flyers, tickets, signs	CMYK	pdf
Merchandise	Tote bags, t-shirts, hoodies, mugs,	Dye-sub	Vectors (fonts outlined)
Web graphics	Ads, tickets, mobile, images, icons, quick codes	RGB	jpg, jpeg, png
Web docs	Newsletters for download	CMYK	pdf
Sound	Speaker shares		mp3

Promotional events: LCNA F&E team organize a series of promotional or fundraising events ahead of the convention itself. By way of example, an events schedule may include parties and events on key dates such as Halloween, Bonfire Night, Christmas, New Year and the like.

Planning: F&E committee will communicate a schedule of events, dates, times, key contacts to WD who will be then create the associated materials for those events, such as event designs, printed flyers and tickets, digital adds for mobile distribution as well as web graphics for the UKNA and the LCNA websites. It is important to promote the LCNA events on the UKNA website at the time of ticket release.

Merchandising: Merchandising team will produce a final list of products to be source for the convention. The merchandise can also be posted to the online shop on the LCNA website to be sold independently of any event. The artwork for merchandise should be created for each product as soon as the theme is agreed by the LCNA committee. Bear in mind that it is essential to know print area size rather than product size.

Merchandise items are generally printed using a dye-sub process and therefore it is important to get proper print sizes and instruction from the printer before producing the artwork. Providing .ai files will help the printer because they can then make minor adjustments themselves it willing. Do a colour check before print and if time permits do a small order first to check quality, especially on new products or new suppliers. Most products are available to order online and delivery is generally within 5-10 days, even on larger orders.

Convention: WD will be responsible for all of the convention advertising and information materials, including event stands, displays, posters, banners, programs, tickets, signs, amongst others. Plan ahead and use a reliable printer.

LCNA website: WD is also responsible for managing the LCNA website, which includes, creating deleting, editing, or replacing content. WD produce and upload events, tickets, ads to the website and setup and manage electronic payments from credit card. Prior to the event, export a list of those who purchased tickets for that event and send to F&E so they can use the list on the door to check names from the online sales receipts. As there are no paper tickets for online sales, only an email confirmation, this will assist the admissions team identify visitors who paid online.

WEBSITE AND DESIGN cont.

Speaker share recordings: WD help to edit, clean and down sample the convention recordings, after the event them make those available on the speaker share section of the website.

MERCHANDISE

Merchandising is important to the financial success of the convention and should therefore be approached in commercial terms. A commercial approach is essential when deciding on which products to produce and offer for sale. Decisions should be based strictly on the need to generate funds and to ensure the success of the event. Too often the merchandising efforts of the Convention Committee detract from the primary focus. The focus of any convention is the celebration of recovery. Our efforts to generate funds from our members should be based solely on what is necessary to ensure that the convention is successful.

The Merchandise Subcommittee should be business minded and have an understanding of the Twelve Traditions, especially regarding the sale of NA related items. Any funds generated from an NA convention should be used to further enhance our Fellowship either locally or worldwide. Careful consideration should be made when negotiating the purchase price of items selected for sale.

The Merchandise Subcommittee prepares a budget consisting of the items to be sold and expenses incurred. This budget is then submitted to the Convention Committee for approval.

The Merchandise Subcommittee is responsible for the sale of all merchandise.

For UK and area conventions a convention pack is available from UKSO. For UKCNA, members of UKSO will often merchandise approved N.A. merchandise themselves. For area conventions UKSO will provide a convention pack sale or return. What is in that pack will depend on the area.

The Merchandise Subcommittee is responsible for communicating with the Registration Committee for the provision of space for a table at the convention site. The Merchandise Subcommittee is responsible for the storage of all items, in a secure place, and the delivery of all receipts promptly to the Convention Committee Treasurer along with an accurate list of remaining items in the inventory. Following the convention, a final statement of remaining inventory is given to the Treasurer. This should be provided no more than one week from the closing date of the convention. This information should be included in the Treasurer's final convention report. In addition to the statement of remaining inventory, a complete set of records showing all subcommittee orders for merchandise, expenditures, and sales should be given to the Treasurer to assure accountability for all merchandise and expenditures.

On occasion there will be representatives from other N.A. conventions or similar activities at a convention. Often these committees would like to sell items from a previous or upcoming N.A. event. This should be allowed as long as it does not conflict with the merchandising effort of the sponsoring convention committee. One practical approach is to establish a specific time and place for these sales to take place (usually Sunday morning). This not only simplifies the situation for the sponsoring committee, but also allows attendees the opportunity to purchase items from these committees at one time and in one place. It is customary for the sponsoring committee to receive some type of advance notification of a committee's intention to be present to sell. This allows the host committee ample time to plan for the provision of space and the scheduling of the sale so as not to interfere with the convention program. It is important that the host committee be reasonably sure that such sales will benefit the Fellowship.

This can generate considerable cash-flow and should not be the responsibility of a single NA member. A roster of two members per three-hour shift works well, plus close liaison with the treasurer so monies are not accumulated over too long a period.

Helpful Suggestions:

- Develop a set of priorities and keep first things first.
- Encourage members with artistic talents to get involved
- Solicit the help of as many members- as possible (especially newcomers).
- Find a large room in which to work: banner and poster makers need a lot of space.
- 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.
- Always present ideas and suggestions to the entire Convention Committee for feedback.
- Always adhere to the group conscience of the Convention Committee, remembering that our Ultimate Authority is a loving God expressed through the group conscience

STEWARDING

Stewards are 'first in and last out' of any convention. The role is one of venue security, crowd control, room organisation, chair moving and leaving the venue better than we found it, as well as helping committees to set-up and break-down the convention. Stewards will prepare and maintain areas that people congregate in: the main hall, meeting rooms, communal areas (inside and out) and in the case of smaller conventions, toilets.

- Provide a completed Rota for stewards over the convention one month in advance, including reserve volunteers. A rough guideline would be 20 stewards per day
- Working with the Venue Management and Programming committees to support their roles during the convention
- Manage Radio units for the convention (sourced by the Committee Chairperson)
- Forecast and source volunteers for the convention dates

General Notes across Conventions (not LCNA Specific)

As with Catering, the stewards committee will need to agree if its role is solely convention based or if it will support other committees in the build up to the convention. Hotel conventions will have staff on hand to maintain areas, but we need to be mindful of our reputation and how we conduct ourselves. A small task-Force is advisable to minimise any chance of damaging relations with the hotel management (we may want to go back).

Smaller conventions, at area level, will need an extensive and committed task-force. For an area hosting 350 plus attendees, a committee of at least 20 people is advisable, working a shift pattern. Remember that task-force need to be in place each day from the start of business to the end of the last event.

What a stewards committee actually does will be discussed at committee stage before the convention but remembering that we leave a venue better than we found it is good guidance.

Clean time for stewards is not relevant (except for the chair). It is ideal service for those new to the fellowship or to service in general. It is known as thankless service, which indicates that humility is the key. It is the experience of the authors of these guidelines that members report growth, unity and belonging as a result of stewards' service.

CRECHE

1. Organise and book Creche professionals for LCNA weekend (Saturday and Sunday)
2. Request space from LCNA committee and prepare for use (Friday)
3. Book Laptop's / DVD's for entertainment liaising with Venue Management Committee
4. Greet and Manage Creche bookings
5. Organise tea, coffee etc and kettle from creche staff

AUDIO VISUAL (and CD Duplication)

Job description for both service positions as outlined below:

1. Has knowledge and experience of recording and using recording equipment
2. Liaise with programming committee to find out who is sharing, when and in what rooms
3. Set up microphones for speakers, monitor shares making sure sound levels are correct, check and purchase batteries for radio microphones
4. Upload finished shares onto Dropbox for Website committee to share the link with the wider fellowship
5. Check with Programming that a Disclaimer recording release form has been signed by all members sharing before distribution to the wider fellowship is agreed
6. Set up and test the main hall link up (Sunday final Speaker) with the Helpline / Website Committee representative on site

LITERATURE

1. Identify and source literature and medallions from UKSO and organise delivery
2. Manage the literature table at the convention
3. Return unsold stock to UKSO
4. Work with committee to source basic texts for clean time countdown

VENUE MANAGEMENT AND HOSPITALITY

Once the task of selecting a Convention site is complete, the Venue Management Subcommittee can begin planning to host the Fellowship. To assist in this planning, it will be necessary to adopt and implement the procedures, or a reasonable facsimile, as they are outlined in this section. Care should be exercised in the development of this committee to ensure that the tasks assigned to it are properly accomplished.

This subcommittee should consist of a chairperson to conduct business meetings, make sure the duties of the committee are carried out and make progress reports, a co-chairperson to act as chairperson if necessary, and a secretary to record the minutes of the subcommittee. Additional responsibilities may be added or removed, as the Convention Committee feels appropriate.

Main Aims:

- Act as conduit with the venue once the venue has been confirmed and booked
- Once Programming plans are in place, work with that committee and the Executive committee to finalise rooms required at convention
- Run and staff the cloakroom
- Work with Stewarding Committee on required volunteers
- Organise refreshments and request facilities (i.e. DVD players) from the venue for the Creche as requested by that committee
- Organise and assist set up of tables requested for other committees – Merchandise, Literature, Helpline, Speaker Registration, Creche, H & I etc
- Over the convention dates, unlock meeting rooms and set up to assist the Programming Committee
- Source water and supply to meeting rooms / Main Stage
- Assist Programming in distributing meeting readings if required
- Be available for members who wish to volunteer during the days of the convention (table, signs, contact point)

General Notes across Conventions (not necessarily relevant to LCNA)

The first objective is to project an attendance figure to help determine the amount of meeting space that will be needed. The projected figure need not be accurate, although using criteria from previous conventions should help the committee to project a reasonable figure from which to work.

Once the committee has become comfortable with the projected attendance figure, they can plan how much meeting space will be needed, how the space can be utilized most effectively, and what would be the lowest possible expense. It would be wise to have alternative plans if the actual attendance should be higher or lower than the projected figure. Ideally there should be some flexibility to cover any the need for unscheduled meeting rooms.

Secondly, this committee will submit, for approval, any catering proposals such as coffee, banquets, and brunches. Special attention should be given to the wording of any proposal. Beware of open end or additional charges. Make sure that the quote is full and comprehensive, taking into account every detail of the catering requirements. This would ensure that there are no unexpected bills, which might be difficult to pay. If the Convention is not at a venue that incorporates catering, then a separate catering committee will need to be established.

Establish an arrangement so that a minimal number of individuals will have the authority to sign for services. Make it clear that the committee will only honour bills with specific signatures. Final approval of any contracts will be the responsibility of the Convention Committee. Information regarding transportation to the host site should be included on the convention flyer. Information regarding the location of airport, bus and train stations in relationship to the convention site is necessary for members to know. It helps them to make appropriate arrangements for their arrival.

Finally, this committee should open and operate a hospitality area where the Fellowship can gather and relax and obtain refreshments. Information on local attractions, restaurants and transportation should be available within the hospitality area. Keep in mind that most of the problems arise from poor communication. Good communication between the Hotels and Hospitality Subcommittee and all other subcommittees is extremely important. Almost everything that will be done by other committees will hinge on how well Hotels and Hospitality performs and communicates.

It is important to not to lose sight of the reason why your committee is doing all of their work. Stay in tune with the spirit of recovery. As the convention draws near there will be several tasks available for newcomers to perform. Try to enlist the help of as many local members as possible.

INFORMATION COMMITTEE (Not relevant to LCNA)

Information provided may include a description of the planned event, dates, locations and other pertinent information. Because of the work of which C.I. is responsible for, it becomes especially important for them to maintain close contact with the Programming, Hotels and Hospitality, and the Design Subcommittees. All information must be up-to-date and accurate.

Within the Fellowship:

Preparation and distribution of flyers, programs and a map of the area if necessary. Distribution is usually accomplished by handing out or mailing the information to the GSR's and RCM's in the hosting region/area. Members' names should never be used on an envelope with any NA identification. The Convention Committee could rent a post office box and that box number, with no reference to NA on the return address, can be used on all mailings. Flyers and personal phone contact numbers can be distributed freely within NA groups at regular meeting places, but even here, attraction is our aim and discretion and good taste should prevail.

Outside the Fellowship:

Pre-convention information of the activities of the C.I. Subcommittee's activities outside the Fellowship should be extended only to those hospitals, treatment centres and similar agencies, which provide direct service to addicts. The purpose of this is to attempt to bring addicts in the hospital, centre or facility to the convention. This is in keeping with our primary purpose. The H&I subcommittee in your area or region should be asked to help by providing names and addresses of those agencies and institutions which are already aware of the Fellowship and have H&I panels currently operating. Addresses of other agencies that have direct contact with addicts may be available from the area or regional P.I. subcommittee. A short cover letter to tie agencies should be included with the convention flyers or other information being mailed. The letter might be a simple statement acknowledging their ongoing support of recovery from addiction and a request that their clients be informed of the upcoming convention.

If the treatment centres are residential, a request might be made that the Convention Committee is advised about the number of residents that they expect to attend. This information would then be turned over to the Registration Committee. A member of the C.I. Subcommittee may be assigned to the registration desk to greet and assist members from treatment centres. Assuring that institutionalised addicts have the chance to attend a convention serves our primary purpose by showing them that there are clean, recovering addicts in the outside world living and enjoying life without the use of drugs.

It is a good idea for the C.I. Subcommittee to prepare a press packet to have available at the registration desk in case a reporter shows up. AH members staffing the registration desk should be informed that if a reporter enquires they should give him/her the information and immediately direct the reporter to a member of the steering committee. A well informed, knowledgeable committee member should be readily available to accommodate the reporter's needs or questions.

Currently a clarity statement is made asking press to identify themselves to the committee at registration, so they can be informed of traditions and acceptable conduct.

- ***These Guidelines are based on guidelines authored by UK Resource Committee: January 2003 revised updated by the LCC steering committee July 2007 and distributed for discussion and agreement in August and October 2007***
- ***Additional notes relating to the evolution of the committee functions added May 2018 / August 2018***