ECSCNA CONVENTION COMMITTEE GUIDELINES

(Updated October 2025)

The Convention Committee should be open to all members of the Fellowship. The Convention Committee consists of a steering 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 Steering Committee and subcommittee chair positions are identified as follows:

Steering Committee (Accountable to Area) and clean time Suggestion

	Chair	**Vice Chair**
A. Chair Person	5 Years	
B. Vice Chairperson	4 Years	
C. Secretary	1 Year	6 Months
D. Treasurer	5 Years	4 Years

	Chair	**Vice Chair**
E. Entertainment.	2 Years	1 Year
F. Registration	4 Years	3 Years
G. Arts and Graphics	2 Year	1 Year
H. Programming	3 Years	2 Years
I. Merchandising	2 Years	1 Year
J. Task Force	1 Year	6 Months
K. Arts & Graphics	2 Year	1 Year
L. Accommodation & Information	1 Year	6 Months

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 Steering 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. If you are an observer, you have voting privileges after attending 2 consecutive convention committee meetings 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.
Procedures for reimbursing expenses vary with different conventions. When requested in advance, expenses can be considered by the full committee. These financial considerations should be taken into account when the budget is being drawn up.

Fundraising

Fundraising is carried out by a separate subcommittee of the area service committee. Use of the convention "theme" for fund-raising events is more likely to excite and increase the local members' involvement in the upcoming convention.
In conclusion, if fund-raising events for conventions are required, they 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.

STEERING COMMITTEE POSITIONS

CHAIR

FIVE YEARS CLEAN TIME

The Chair should be financially stable, and has administrative abilities.

- Maintains an atmosphere of recovery during committee meetings.
- Organizes subcommittees and delegates major tasks to specific subcommittees. Stays informed of the activities of each subcommittee, and provides guidance and support when needed.
- Keep activities within the principles of the Twelve Traditions and in accord with the purpose of the convention.
- 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.
- When a vote is tied, the chairperson has the deciding vote.
- Chairs the Convention Committee meeting as well as the convention.
- Goes to Area Service committee monthly and reports back to Area the progress of the convention.
- Hotel liaison, responsible for communications with the hotel.

VICE CHAIR:

4 YEARS CLEANTIME

Acts as the liaison between the subcommittees and the steering committee.

- Acts as chairperson if the chairperson is unavailable.
- Works closely with the chairperson to help delegate responsibilities to subcommittee chairpersons.
- Coordinates subcommittees and attends some subcommittee meetings, and provides the necessary support if and when needed to ensure tasks are completed with the best possible results.
- Reports to the host service committee on the progress of convention planning.
- Temporarily substitutes for any service post that may be lost, either in the executive committee or sub-committee chair.

TREASURER

CHAIR FIVE YEARS CLEAN TIME
VICE CHAIR FOUR 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. The budget is based on the subcommittees' 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 totaled, the income should be outlined: one source of income comes the area service committee 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.

Helpful Hints for 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 Arts and Graphics Committee takes into account the expenses needed for flyers, programs, 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 Entertainment 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.

The steering 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.

SECRETARY

CHAIR 1 YEAR CLEANTIME
VICE CHAIR 6 MONTHS CLEANTIME

Service experience and good typing skills with a willingness to ensure that accurate minutes are distributed to the committee members.

- Keep minutes of all committee meetings and subcommittee reports.
- Maintains a list of names, and phone numbers of committee members for committee use.
- Keep 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.
- Has previous years convention minutes & round up reports to hand for reference.
- E-Mails minutes to area service committee and convention committee *1 week* before area service committee meeting.
- E-mails area chair with minutes for that month of business.

SUBCOMMITTEES:

Nominated or appointed from Convention Committee members, the subcommittee chairpersons should have general qualifications as outlined in the qualification section listed 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.

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

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.

ENTERTAINMENT

CHAIR 2 YEARS CLEANTIME
VICE CHAIR 1 YEAR CLEANTIME

Area conventions will have a need for an entertainment committee. This entertainment subcommittee is to plan out the Friday and Saturday night entertainment followed by the clean time countdown on Sunday afternoon and to carry out activities at the convention such as meditation or yoga if required. The entertainment committee may need to interface with the ASC fundraising and events subcommittee to successfully complete any fundraising events. Have monthly entertainment committee meeting.

- Report back to the convention committee on a monthly basis & send a digital report to the secretary.
- Post on Facebook time & venue of monthly committee meeting
- Organise the Entertainment on the Friday, Saturday night & Clean-time Countdown on Sunday afternoon.
- Organise flowers & chocolates for the hotel
- Source projector for clean time countdown
- Get basic texts on sale or return for newcomers for the Clean-time countdown.
- Organise a sound system for the weekend if the hotel does not have a working one for the weekend of the convention.
- It is suggested that a budget be prepared for entertainment activities

.

STEERING COMMITTEE

Once the task of selecting a convention site is complete, the steering committee can begin planning to host the Fellowship. To assist in this planning, it will be necessary to adopt and implement the procedures, or reasonable communication, as they are outlined in this section.

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 honor bills with specific signatures. Final approval of any contracts will be the responsibility of the full 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, the steering 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 the majority of 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 the steering committee performs and communicates.

REGISTRATION

CHAIR 4 YEARS CLEANTIME
VICE CHAIR 3 YEARS CLEANTIME

CASH BOX RESPONSIBILITY 2 YEARS
SERVICE ON REGISTRATION DESK 6 MONTHS

Usually, the first people convention attendees meet are those members manning the registration tables. How well they are greeted in many ways sets the tone for how well the convention comes off. Smooth, prompt, orderly, and hospitable service is 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 it's most intensive work is completed in the weeks just prior to and during the convention, its responsibilities begin with the advance planning.

This advance planning by the committee includes organising pre-registration with the treasurer which should be established at least 5/6 months prior to the convention date. This should also be co-ordinate with the arts and graphics and the website committee.

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 online or at the registration desk, 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 fundraising 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 pre-registration is received, a confirmation email is sent to the registrant. Most conventions only send confirmation for registrations that are received by the announced cut off date.
The Registration Subcommittee is responsible for preparing a complete registration packet. The packets include:

A convention program Name tag or badge
Tickets (banquet, brunch, etc.)

A suggested shift for a team to work is three hours on and three hours off. 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 the registration chair should do their part to make sure you and your fellow members do not use over the pressures of handling money and meet clean time requirements. Stay clean and grow together!

- Report back to the convention committee on a monthly basis & send a digital report to the secretary.
- Get Land-yards & plastic pockets for programs
- Create rota for registration desk
- Maintain the convention committee registration book for clean time and area recognition.

ARTS AND GRAPHICS SUBCOMMITTEE

CHAIR 2 YEARS CLEANTIME
VICE CHAIR 1 YEARS CLEANTIME

The Arts and Graphics Subcommittee is comprised of members who are artistic and energetic. Prior to the convention, this committee is responsible for designing and/or printing a banner, programs, tickets, flyers, convention posters and directional posters. The Arts and Graphics also design logos for coffee cups, T-shirts, pens or other merchandise for sale at the convention. 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 Chairperson of the Arts & Graphics Subcommittee develops costings of each of the items needed, which includes all printing and other expenses. Once the costing's have been gathered & when the items are needed these costings are then submitted to the Convention Committee for approval. The Arts and Graphics Subcommittee should present a variety of designs for each item to the convention committee.

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.

- Report back to the convention committee on a monthly basis & send a digital report to the secretary.
- Design & get flyers printed
- Work with the program committee to help design & get programs printed ● Design & get pop up banners made.
- Design & get front of table banners made
- Design Merchandise i.e T-Shirts, Mugs etc
- Order name badge holders
- Order name badge clips
- Post finished flyer & Info onto UKNA, NA.ORG and social media
- Send finished flyer to Facebook admin so it can be used as a header on ECSCNA page
- Make the Facebook flyers & flyers for meetings for each event for F & E.
- Send flyers to UKSO & distribute the rest round the Scotland area

PROGRAMMING

CHAIR 3 YEARS CLEANTIME VICE CHAIR
2 YEARS CLEANTIME

SUGGESTED GUIDELINES FOR SPEAKERS

MAIN STAGE – 5 YEARS WHEN ASKED

TOPIC MEETINGS – 2 YEARS WHEN ASKED

MARATHON MEETINGS – 1 YEAR WHEN ASKED

CHAIRER FOR MAIN STAGE – 2 YEARS WHEN ASKED

CHAIRER FOR TOPIC / MARATHON MEETING – 1 YEAR WHEN ASKED

Main stage speakers are to be asked to share once in a three-year period to enable new speakers the opportunity to take part.

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. This will include the specific location and times.
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 gets an N.A. 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.

Recording 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 recorded. When contracting with someone to record meetings, it should be clearly understood that the copyrights to the recordings are held by the Convention Committee. Each speaker should be asked if they are ok with there share being recorded for the distribution via social media etc. by the convention committee & they should be asked to sign a consent form saying that they are ok with this.

- Report back to the convention committee on a monthly basis & send a digital report to the secretary.
- Make a layout of program with sharers to take to the convention committee once completed.
- Work with the Arts & Graphics committee to help design & get programs printed.
- Have monthly program committee meetings.
- Post on Facebook time & venue of monthly committee meeting
- Report back to the convention committee on a monthly basis & send a digital report to the secretary.
- Ask each sharer if they have the clean time required to share, Do they work an N.A program and carry a clear N.A message.
- Get cards to be read at meetings & organise meeting formats i.e Press Statement, Clarity Statement & Anonymity Statement for both meetings also
- Contact The Local Service Committee to organise program for P.I & H&I shares
- Organise recording of Shares on the day of the convention

MERCHANDISING

CHAIR 2 YEARS CLEANTIME
VICE CHAIR 1 YEARS CLEANTIME

CASH BOX RESPONSIBILITY 2 YEARS
SERVICE ON MERCHANDISE DESK 6 MONTHS

The merchandising effort of any convention should be based strictly on the need to generate funds to ensure the success of the event. Too often the merchandising efforts of the 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 Merchandising Subcommittee should be fairly business minded and have an understanding of the Twelve Traditions, especially regarding the sale of N.A. related items. Any funds generated from an

N.A. convention should be used to further enhance our Fellowship either locally or worldwide. Careful consideration should be made in negotiating the purchase price of items selected for sale.

The Chairperson of the Merchandise Subcommittee develops costings of each of the items needed, which includes all printing and other expenses. Once the costing's have been gathered & when the items are needed these costings are then submitted to the Convention Committee for approval. The Merchandising Subcommittee is responsible for the sale of all merchandise.

The Merchandising Subcommittee is responsible for communicating with the Registration Committee for the provision of space for a table at the convention site.

The Merchandising 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 (1) week from the closing date of the convention. This information should be included in the Treasurer's final convention report. In addition to the statement of remaining inventory a complete set of records showing all subcommittee orders for merchandise, expenditures, and sales should be given to the Treasurer to assure accountability for all merchandise and expenditures.

On occasion there will be representatives from other N.A. conventions or similar activities at a convention. Many times, these committees would like to sell items from a previous or upcoming N.A. event. This should be allowed as long as it is separate and does not conflict with the merchandising effort of the sponsoring convention committee. One very practical approach is to establish a specific time and place for these sales to take place (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.

Merchandising can generate considerable cash-flow and should not be the responsibility of a single N.A. member. A rota of two members per 2-hour shift works well, plus close liaison with the treasurer so monies are not accumulated over too long a period.

All receipts of transactions between merchandise and treasurer should be recorded and signed by both parties.

- Report back to the convention committee on a monthly basis & send a digital report to the secretary.
- Get costings for 25 & 50 T-shirts.
- Source & get pricing for merchandise to be sold at & before the convention.
- Badges & Key-ring’s from UKSO on sale or return
- Get literature for merchandise desk
- Make a rota for sitting at the desk for the weekend of the convention.

TASK FORCE

CHAIR 1 YEAR CLEANTIME
VICE CHAIR 6 MONTHS CLEANTIME

Task force is 'first in and last out' of any convention. The role is one of chair moving and 'leaving the venue better than we found it', as well as helping committees to set-up and break-down the convention. Stewarding 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.

Hotel conventions will have staff on hand to maintain areas but we need to be mindful that our reputation relies on how we conduct ourselves. A small TaskForce 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 committee.

What a Task force 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 Task force 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 Stewarding service.

- Have Task force committee meetings every 2 weeks for the last 2 months before the convention.
- Report back to the convention committee & send a digital report to the secretary.
- Create a rota of willing members for the weekend of the convention
- Post on Facebook time & venue of committee meeting
- Liaise with hotel throughout the course of the convention
- Print off signs for hotel i.e. signs for donation bucket, marathon meeting direction signs.

ACCOMMODATION & INFORMATION

CHAIR 1 YEAR CLEANTIME
VICE CHAIR 6 MONTHS CLEANTIME

This position consists of receiving phone calls from members interested in attending the convention & pre-registration. A phone owned by the convention committee may be given to the person who takes on this position, if required. The phone number for this phone will be advertised on flyers, websites, social networking site etc.

- To have all relevant information for the hotel i.e. Discount codes, the address of the venue, starting time etc
- To have all relevant information for pay pal account for pre-registration.
- Have alternative accommodation prices for local bed & breakfasts.
- To provide convention phone number for enquires by members about the convention.