

Convention Committee Positions

All committee positions must share the same qualities below:

- Be a member of Narcotics Anonymous
- Willingness to serve, give time and energy as required for the role
- Ability to exercise patience, tolerance and acceptance
- Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA Service
- Attend Committee meetings on a monthly basis
- Be available on the Convention weekend

Vice Chair

- Minimum 2 years clean time
- Steps in for the Chair if the Chair is unavailable
- Acts as a “subcommittee chair /coordinator” if they are not available
- Attend all monthly meetings
- Assist the chair in business meetings and ensure meetings are conducted in orderly and efficient manner
- Attend and provide the WA ASC if the Chair is unable to or unavailable
- Assist the Chair as requested

Secretary

- Minimum 1 year clean time
- Demonstrates good record keeping and typing skills
- Ability to communicate effectively and accurately in writing
- Attends all monthly meetings
- Records the minutes of those meetings. Compiling and editing those minutes and forwarding to the Chair for final report to the WA ASC
- Keeps a record of all committee member details and contacts such as their phone numbers and emails

Set Up /Down

- Minimum 1 year clean time
- Attend monthly committee meetings
- Submit monthly written reports to the committee prior to committee meeting
- Liaise with the relevant coordinators on what is required to set up the convention and to pack away
- Organise a group of volunteers willing to assist with on the first and last days

- If items needed for the convention are required to be picked up and dropped off - arrange this

Merchandising

- Minimum 1 year clean time
- Attend monthly committee meetings
- Submit monthly written reports to the committee prior to committee meeting
- Responsible for the sale of merchandising at the Convention as well as any surplus
- Presents all options to the committee for approval before final ordering – there should be a minimum of 3 quotes
- Work with the Arts and Graphics Coordinator where applicable
- Responsible for accurate recording of all stock and left over and reporting to the committee
- Liaise with the Treasurer on all financial aspects including a final Inventory Statement after the Convention
- Ability to negotiate
- Responsible for the acquisition of NA approved literature to sell at the Convention also

Greeting/Hospitality

- Minimum 1 year clean time
- Attend monthly committee meetings
- Submit monthly written reports to the committee prior to committee meeting
- Serves as convention hosts
- Responsible for welcoming attendees, monitoring events, directions/info
- Works with the Registration Coordinator where applicable
- Organises a group of volunteers to assist with these tasks on the weekend

Registration

- Minimum 1 year clean time
- Attend monthly committee meetings
- Submit monthly written reports to the committee prior to committee meeting
- Arranging the drafting of flyers and forms for registration and seeking approval from the committee
- Creating clear dates and a timeline for pre registrations, online registrations etc and ensuring these dates are on flyers and forms
- Distribution of the flyers and forms either to the WA ASC to distribute to groups and/or to the RSC to distribute to the Australian region (depending on travel climate)
- Liaising with the Treasurer to adhere to correct procedures of handling money
- Record effectively and accurately both financial and member details

- Creating a registration pack which includes the schedule, name badges, any tickets (for dinner/dance etc) and any other information for convention attendees
- Working with the Hotel & Facility Coordinator to ensure that any applicable on maximum numbers of attendees to accommodate social distancing rules are adhered to (if applicable)
- Setting up of a registration desk at the convention and having enough volunteers to manage this over the weekend – must work with the Treasurer on the weekend in relation to the handling of money.
- Any proposals of “no charge” admittance – for example to those in treatment centres etc brought to the committee for discussion

Hotel & Facilities

- Minimum 1 year clean time
- Attend monthly committee meetings
- Submit monthly written reports to the committee prior to committee meeting
- Sources a minimum of 3 quotes for as venue for the committee to review - provide written report on the advantages/disadvantages of each for proposal to the ASC (if that is the process but assuming it is)
- Be aware of open ended charges by hotels to avoid future costs that we may not budget for
- Be aware of unexpected charges and ensure the venues are not left with unpaid charges at the end of the weekend
- Make sure to include all inclusions or exclusions in the quote information – for example is coffee and tea provided etc
- Is comfortable negotiating with venues on cost etc
- Works closely with the Program Coordinator, Entertainment/Activities Coordinator Set up/down Coordinator on room set up for meetings/activities or workshops and the Saturday night dinner/dance etc
- Coordinates layouts of the rooms and set ups etc and works with Set up/down Coordinator on those requirements

Art/Graphics

- Minimum 1 year clean time
- Attend monthly committee meetings
- Submit monthly written reports to the committee prior to committee meeting
- Solicits artwork and logo ideas from the fellowship
- Presents all ideas and artwork for approval and feedback to the committee
- Reviews all logos and makes recommendations to the committee eg. Banners, registration brochures, flyers, convention posters, tickets, items used by other coordinators
- Responsible for designing and printing of all required work- posters, programs, tickets, flyers etc
- Ensuring that all artwork follows “Guidelines for use of NA Trademarks”

- All artwork must be have a artist release form associated to use – recording and storing of this information
- Creating of any signage required at the venue for example directional, informational etc
- Prepares a budget for the committee to approve
- Liaises with all other coordinators where applicable to assist on the art/graphic requirements

Catering

- Minimum 1 year clean time
- Attend monthly committee meetings
- Submit monthly written reports to the committee prior to committee meeting
- Arranging of coffee and tea services
- Arranging of cold drinks available
- Arranging of any food vendors or meal services during the convention
- Arranging of Saturday night dinner
- Liaising with the Hotel & Facility coordinator on what is available/included or required
- Preparing budgets for the committee to approve
- Organisation of volunteers where needed