

# Florida Regional Convention Guidelines and Policies

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# **Florida Regional Convention, Inc.**

## **Guidelines**

ADOPTED 6/20/1987, 4/8/1992, 10/24/1993, 1/1/1996, 2/1/1997, 3/1/1999  
REVISED 3/16/2003, 11/4/2005  
Effective, July 2006

## **Purpose**

The purpose of this Corporation shall be to plan, host and conduct the annual Florida Regional Convention of Narcotics Anonymous. The corporation will enter into any contract as directed by the Florida Regional Service Committee.

This Corporation shall be answerable and responsible to the Florida Regional Service Committee. It will comply with the Articles of Incorporation for the State of Florida along with the By-laws of the Florida Regional Convention, Inc. (FRC, Inc.)

## **Principal Office**

The principal office of the Corporation shall be the Florida Regional Service Office, located at:  
706 North Ingraham Ave  
Lakeland, FL 33801

## **Directors**

The Convention Board shall have eleven (11) Directors. The qualifications are (3) years abstinence from all drugs and at least one (1) year prior convention experience.

Convention experience may be categorized as:

1. Prior convention experience is specifically:
  - a. The planning and execution of a convention.
2. Comparable experience, which may be acceptable:
  - a. The planning and execution of an area activity.
  - b. Area involvement such as Activities Chair, Area Treasurer, or other positions that demonstrate leadership qualities.
  - c. Regional involvement such as Chair Position or RSO Board
  - d. Outside business experience.
3. Other Desirable Assets:
  - a. Leadership skills
  - b. Experience in fulfilling prior service positions
  - c. Experience in budgeting and finance.

## **Elections**

The Florida Regional Service Committee, at the July meeting, shall elect six (6) of the eleven Directors. **Three** of the Directors shall be elected by a majority vote of the Board at the July meeting in even numbered years. These Directors shall serve a two (2) year term. **Three** of the Directors shall be elected by a majority vote of the Board at the July meeting in odd numbered

years. These Directors shall serve a two (2) year term. There can be no more than ~~two~~ three people form any Area within the Florida Region, on the Board at the same time. (Motion #50 11-19-06) All persons wishing to be considered for any position must be present at time of elections.

Regional FRC Board nominees not elected cannot be elected to FRC Board during the same election year by the Board of Directors to occupy a Board elect position. This applies only when the nominee runs uncontested for that FRC Board position at the FRSC election.

To prevent conflicts of interest in serving as FRC Board Director, no one holding a position within the Florida Regional Service Committee or the Florida Regional Service Office Board of Directors, may serve as a FRC Director.

## **VACANCIES**

### ***Resignation***

Any Director may resign by giving written notice to the President. Relapse constitutes automatic impeachment. A Director must attend a minimum of four board meetings per year, in addition to the annual Support Workshop meeting. A Director will be impeached for missing two (2) consecutive Board Meetings. A Director may also be impeached by a majority vote of the Board. The vacancies and removal of Directors shall comply with section 6.05 and 6.06 of the Corporation by Laws.

In the event of the absence/incapacitation of any elected FRC Board Officer, the Board Vice-President will assume the duties and responsibilities of that office until an election is held.

### ***Directors Meetings***

The Directors will conduct a yearly workshop upon establishing a Support Committee. The purpose of this meeting is to introduce the Support Committee members to the Board along with outline duties and accountabilities. The meeting would occur in October. The Board shall develop, coordinate and implement the workshop.

### ***Place of Meetings***

Regular meetings of the FRC Board of Directors shall be held at the Florida Regional Service Committee's regular scheduled meetings.

### ***Annual Meeting***

The Board shall meet each September for the purpose of organization, election of officers and transaction of other business.

### ***Travel Expenses***

The FRC Board members are reimbursed travel expenses up to the current RSC reimbursement rate per FRSC and Support Committee meetings.

### ***Special Meetings***

The President, Secretary, or any two (2) Directors may call special meetings of the Board, for any purpose, at any time.

NOTICE – A notice of the time and place of special meetings must be given to each Director by one of the following methods:

- a. First Class Mail
- b. Telephone Communication
- c. Facsimile Machine
- d. E-mail.

All such notice shall be given or sent to Directors addresses or telephone numbers, fax or e-mail as shown on records of the Corporation. Notice of a “special meeting” must be mailed at least ten (10) days prior, or telephoned, e-mailed, or faxed, seven (7) days prior to the meeting.

### ***Quorum***

One more than half of the present Directors on roll call shall constitute quorum. Decisions shall be made by a majority of the quorum.

### ***Officers***

The Officers of the Corporation shall be a President, Vice-President, Corporate Secretary, FRC Sound Director and Chief Financial Officer. Any person, who qualifies under these Guidelines to sit as a Director, shall be qualified to be an Officer.

### ***Election of Officers***

The officers of the Corporation shall be chosen by the Board at the annual meeting in September of each year. All Officers terms are for one (1) year. An Officer may be elected to consecutive terms. Officers of the Board shall serve without compensation. An Officer may be removed from office, without impeachment, by a two-thirds (2/3) vote of the Board.

## **DUTIES OF BOARD OFFICERS**

### **1 President**

Presides at all board and support committee administrative meetings

- a. Prior to meetings, prepares the agenda
- b. Follows Robert’s Rules of Order to conduct Board Meetings
- c. Only votes in Case of a tie.
- d. Serves as Hotel Liaison
- e. Provides a report to the Recording Secretary to be included in the FRC BOD minutes.
- f. Following FRSC emails the FRC Report to the Webpage Coordinator for posting and the FRSC Secretary for the Regional minutes.
- g. Point of accountability for receiving and responding to e-mail questions, conflict or discussion pertaining to FRC in accordance with FRC and FRSC policy.

#### **1.2 Co-signer on FRC bank account:**

- a. Reviews the financial accuracy of expenditures.

- b. Works with the CFO to prepare annual budgets for the Board and Convention.
- c. Attendance required at Convention site the day prior to Convention as the hotel liaison.
- d. Assist CFO during the Convention in the accounting of funds.
- e. Attendance required the day after the Convention to assist the CFO in closing out business with the hotel.

1.3 Signer on all contracts between the Corporation and any hotels, Vendor etc., pertaining to FRC INC and FRCNA.

- a. Works with the Site Selection Committee to secure FRC sites for a 3 year period per FRSC Policy.

- b. Appoints each Board Member to chair and oversight a specific Support Committee for the planning, hosting and conduction of the Convention.

1.4 Serves as liaison between the Board and the Regional Service Committee

- a. Attends all FRSC meetings

- b. Attends all FRSC Policy Sub-Committee meetings per policy

1.5 Reviews and signs all contracts for Florida Regional Service Committee Weekends.

## **2 Vice-President**

2.1 Will assume the responsibilities of the President in the event of his/her absence.

2.2 Cosigner on FRC checking account.

2.3 Serves as Vice-Chair of Support Committee admin in the planning, hosting and conduction of the Convention.

2.4 Will become President by vote of acclimation in the event of resignation or impeachment of the President.

2.5 In the event of the absence or incapacitation of any FRC BOD officer, the Vice President of the Board will assume the duties and responsibilities of that office until an election is deemed necessary.

## **3 Corporate Secretary**

3.1 Holder of the Corporate Seal

3.1 Co-Signer on Corporate checking account

3.3 Shall ensure that all insurance policies pertaining to contracts and events are active annually.

3.4 Shall ensure any changes to By-laws are properly submitted to the attorney for updating with the State of Florida.

3.5 Chairs and oversees a specific support function for the planning, hosting and conducting of the Convention.

## **4 Chief Financial Officer**

4.1 Shall maintain the corporate bank accounts.

4.2 Co-signer on the FRC bank account

4.3 Shall prepare and distribute bi-monthly financial statements.

- 4.4 Prepares budgets for each Support Committee and its assigned Board Director.
- 4.5 Maintains the files of all receipts made for expenditures of Corporate funds and works.
- 4.6 CFO collects, and oversees all Convention funds.
- 4.7 CFO will work with the FRSO and Support Committee Board Director assigned to Registration in maintaining and receiving pre-registration records and funds.
- 4.8 Secure volunteers to work the cash registers in the Merchandise Room and Registration during the Convention. (Volunteers must have at least three (3) years clean)
- 4.9 CFO is required to be present at the convention site the day prior to convention for setting, training and organization of cash registers.
- 4.10 CFO is required onsite the day after the convention to conclude business with the hotel.
- 4.11 In November, the CFO must have an annual budget of Convention and Board expenses for approval by the Board
- 4.12 Each May the CFO shall renew the business license of the Corporation with the State of Florida.
- 4.13 The CFO shall work with the Accounting firm to ensure that Corporate taxes are filed by December 15<sup>th</sup>, annually.
  - a. Keeps records of all income and expenditures.
  - b. Is responsible for the payment of Committee expenses.
  - c. Coordinates with the Entertainment Committee Chair for the collection of funds at Fun-raisers held prior to and during the convention.
  - d. Coordinates with the Merchandise Chairperson to collect funds from the sale of pre-con merchandise at Fun-raisers within 7 days of receipt.
  - e. Provides the Board a financial statement of Support Committee operational.
- 4.14 (a) Alternate CFO: The Alt CFO shall have all the powers and functions of the CFO during the absence or disability of the CFO. (Motion #63 1-21-07)

## **5 Accounting Firm**

The Board shall contract an accounting firm. This accounting firm will work closely with the CFO. It shall submit a bi-monthly financial report of the Board's bank statements, under the direction of the CFO. It shall provide and submit the necessary tax forms to the proper authorities and submit any annual financial report in conjunction with the CFO. The Board shall require a Letter of Agreement from the accounting firm. The agreement will define what the Board expects from the accounting firm and what the firm requires from the Board. Compensation shall be at the discretion of the Board.

## **6 Annual Report**

The Board CFO shall cause an annual report to be sent to the Directors within 120 days after the end of the Corporation's fiscal year. That report shall contain the following information, in appropriate detail, for the fiscal year:

- 6.1 The assets and liabilities, including the trust funds of the Corporation as of the end of the fiscal year.
  - a. The principal changes in assets and liabilities, including trust funds
  - b. The revenue or receipts of the Corporation both restricted and unrestricted to particular purposes.

c. The expenses or disbursements of the Corporation for both general and restricted purposes. Any information required by the Annual Statement of certain transactions and indemnification of these guidelines.

6.2 FRC Inc. will be required to maintain a current business license, property insurance, event and liability insurance for indemnification.

6.3 Budgeting The Board at the November meeting will vote on the final budget. After the Board approves the budgets, it will then be submitted to the RSC for final approval. Once the budgets have been approved by the RSC, any requests to change any line item must have the approval of the CFO or else the budget stands.

## **FRC SOUND GUIDELINES**

### *Duties of Other Directors*

This body shall be known as FRC Sound and Support committee, directly reportable to FRC. Inc. Board of Directors. FRC Sound's purpose is to coordinate and conduct the recording of workshops and speaker meetings of the Annual Florida Regional Convention of Narcotics Anonymous. FRC Sound will also, when practical, serve any other convention or event sponsored by FRSC, upon request.

FRC Sound consists of members from the geographical region, which make up the FRSC. The Chairperson of FRC Sound shall be the FRC Sound Director who is elected by and a member of the FRC BOD. Director is elected at the annual election of officers of the FRC BOD. The FRC Sound Director's term of office shall be one year, but may be re-elected as long as the FRC BOD qualifications are met.

### **Recording FRCNA**

7 FRC Sound Director's first responsibility is to inventory and become familiar with the supplies and equipment involved with FRC Sound.

a. The Director shall be completely responsible for all equipment and supplies during the workshops or Convention.

b. Shall store all FRC Sound equipment and supplies at the Florida Regional Service Office, or other insurable, secured a/c storage facility, which is accessible to the FRC Board.

c. Shall insure adequate staffing for recording and dubbing of events during the convention.

d. FRC Sound shall be responsible for turning over, immediately at the conclusion of the convention, all Master Tapes and CD's to the FRSO. These master Tapes and CD's then become the property of the FRSC.

### **Recording other than FRCNA (within the Florida Region)**

FRS Sound shall record any Convention or workshop sponsored by the FRSC, any Area or Group within the Florida Region, upon request, when practical.

8 The FRC Sound Director may appoint an Assistant if the Director cannot attend the event.

a. A Fee of \$1.00 per recording sold by that event will be charged by FRC Sound. The requesting event shall provide a sleeping room for no more than three FRSC Sound members. This includes the Director and two Committee members. The requesting group shall also provide gas expenses to and from the event.

b. If the event is planning any event to be recording, which requires a fee to attend, the requesting event shall provide free access to the activity for FRC Sound members (i.e. Registration & Banquet.)

c. All Masters shall become the property of the FRSC. Requests for copies should be made directly with the FRSO.

d. The FRC Sound Director shall be responsible for corresponding and coordinating the recording request for these events.

### **Recording Conventions outside the Florida Region**

FRC Sound shall provide no more than three members. The FRC Sound members are to include the Director or the Assistant Director, and two Committee members. The following are the FRC Sound requirements for recording Conventions outside the Florida Region:

1. Provide sleeping rooms for no more than three FRC Sound members.
2. Provide travel expenses to and from the Convention site for FRC Sound members, (i.e. gas expense.)
3. Provide registration and Banquet for FRC Sound members or a one time \$25.00 fee per member, for food allowance, in lieu of a Banquet Ticket.
4. There will be a fee of \$1.00 per tape sold by the Convention.
5. All master's become the property of the FRSO, Inc. for resale by FRSO, Inc. thru the Florida RSO. The Florida RSO upon request will make order forms available to the hosting region. The master will be stored at the RSO.
6. The FRC Sound Director will be responsible for corresponding and coordinating the recording request from the other Regions.

## Standard Taping Agreement for other than FRCNA

DATE: \_\_\_\_\_  
TO: Convention/Event Committee  
FROM: FRS Sound  
RE: FRC Sound Recording Services

Dear Committee,

Per your request for FRC Sound to record your upcoming convention/event, we have enclosed the following standard agreement. FRC Sound is a Narcotics Anonymous service Committee. A \$1.00 per recording service fee by FRC Sound remains in the NA service structure, paying for FRC Sound materials and equipment. FRC Sound materials and equipment are owned by all of us in NA, through FRSC/FRC Inc. In the spirit of excellent service through NA, we continue to upgrade equipment and we guarantee quality. FRC Sound committee members are trained volunteers, the same as H&I, and PI volunteers. Providing recordings is yet another way of “carrying the message of hope and the promise of freedom”.

### AGREEMENT

FRC Sound agrees to provide:

1. Recording for each event as requested by the convention/event committee.
2. Audio duplicates (labeled and in cases) for each recorded event, delivered to the conventions merchandise room promptly after each event.

The Convention/Event Host Committee agrees to provide:

1. Sleeping rooms for up to three FRC Sound committee members for the term of the Convention/Event
2. A secure work room for FRC Sound supplies and equipment for the term of the Convention/event
3. Up to three full Registration and Banquet packets for committee members
4. \$1.00 service charge per recording sold at the convention.

Suggested sales price(s):

- 1 recording for \$4.00 with individual Norelco case
- 2 recordings for \$8.00 with individual Norelco cases
- 4 recordings for \$15.00 with individual Norelco cases
- 6 recordings for \$20.00 with individual Norelco cases
5. Payment of \$1.00 per tape service charge must be made by check payable to FRC, Inc. at the end of the convention.

***Master Recordings***

FRC Sound archives all master tapes at the Florida Regional Service Office. After the Convention, the speaker recordings and select workshops become the property of the FRSO and will be added to the order form at the RSO. All recordings made by FRC Sound are available for order thru the Florida RSO.

**Agreed to by:**  
**FRC Sound, Representing FRC, Inc.**

\_\_\_\_\_

**Convention/Event Committee Representative**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If you have any additional questions or comments, please feel free to contact the FRC sound Director at the address, phone number or e-mail listed above.

Thank you for your request. We look forward to serving your convention/event.

In loving service,  
FRC Sound.

## FRC Sound Agreement with FRCNA Support Committee

### **FRC Sound agrees to provide:**

1. Taping for each event as requested by the convention committee. (Volunteers are needed and appreciated.)
2. Audio cassette duplicates (labeled and in cases) for each taped event, delivered to the convention merchandise room promptly after each event.

### **MULTIPACKS**

FRC Sound will provide multipacks (2, 4, or 6 pack albums of tapes) by request of the convention committee. Paper inserts of the convention artwork for the multipack sleeve is to be provided by the convention committee.

### **TAPES FROM OTHER NA EVENTS**

FRC Sound provides “Blast from the Past” stock tapes of other NA events. Sales of these tapes benefit the convention equally as on-site tapes.

### **The Convention Support Committee agrees to provide:**

1. Sleeping room(s) for up to three FRC Sound committee members for the term of the convention.
2. A secure work room for FRC Sound supplies and equipment for the term of the convention.
3. Gasoline and toll expenses to and from the convention site for up to two FRC Sound vehicles.
4. Full convention/event registration packets for up to three FRC Sound committee members including banquet tickets. A one time \$25.00 meal allowance per member may be substituted for banquet ticket.
5. Suggested sales price(s)
  - a. 1 tape: \$ 4.00 with individual Norelco Case
  - b. 2 tapes: \$8.00 with individual Norelco cases or free multipack (optional)
  - c. 4 tapes \$15.00 with individual Norelco cases or free multipacks (optional)
  - d. 6 tapes: \$20.00 with individual Norelco cases or free multipacks (optional)
6. Subcommittee participation by local members and other members attending the convention is needed (volunteers). Experienced committee members set up the equipment and do most of the taping and duplicating. Help is usually required to label tapes, monitor workshops, (flip tapes to side B), deliver copies to the Merchandise Room; assist at tape display in Merchandise Room, etc. Please remember, FRC Sound is a Narcotics Anonymous Subcommittee, rather than an outside enterprise.

Master Recordings – All speaker tapes made by FRC Sound are available for order through the Florida RSO.

### **Agreed to by:**

FRC Sound Director, Representing FRC, Inc.

Name

Address

Phone1:

Phone 2

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Event:

Date of Event.

FRCNA Convention Committee Representative:

Address

Phone1:

Phone 2

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any additional questions or comments, please feel free to contact the FRC Sound Director at the address and phone number listed above. If for any reason you cannot reach the FRC Sound Representative at the provided number, call the Florida Regional Service office for assistance.

**We would also like to offer our experience, strength and hope....**

1. Limit the number of workshops offered to 2 at a time in the early morning and 3 at a time in the late morning and the afternoon. Good attendance is important for good taping and merchandising results.
2. Late night workshops (starting at 10:00 p.m. or 11:00 p.m.) are often well attended by people who choose not to attend scheduled entertainment events.
3. Place "Tape #1", "Tape #2", etc. directly on the Convention Program to help tape buyers find the tapes they are looking for in the busy Merchandise Room.
4. Place a statement in the closing format of each meeting/workshop reminding participants about tape availability, e.g. "Audio tapes of this meeting, as well as other speakers and workshops that you may have missed, are available in the Merchandise Room, located in....."

Best wishes for all of us in putting on another great event. FRC Sound Director.

## **Miscellaneous Guidelines**

### **Recording Secretary**

The FRC BOD will elect a recording secretary at the September BOD meeting on an annual basis. This person's function is to take minutes at the Board Meetings, is not a Director, and has no vote or voice in the Board Meetings. Compensation is the same as Board members.

~~The Recording Secretary will deliver FRC Board minutes no later than two weeks after the Board meeting, to the RSO for distribution, by direct mail, or email, as directed by the Board. (Removed by Motion #41-P 7-16-06)~~

### **Special Worker**

The Board may acquire special workers. Compensation will be at the discretion of the Board. Special workers are not Directors of the Board, and have no vote.

### **FRC, Inc. Site Selection Guidelines**

To fulfill the function of locating, assessing and selecting facilities for FRCNA, the FRC Board shall form a Site Selection Committee from among its members. The FRC BOD will elect one Director as the Site Committee Chair. This person shall not hold another position within the Board

COMPOSITION: The Site Selection Committee will include the BOD President, Vice President, along with one other board member who is selected by the Board at the September meeting.

QUALIFICATIONS: The Site Selection Committee members should have experience in negotiating agreements. General business experience in combination with past FRC or FRCNA hotel liaison experience.

OPERATIONS: The Site Selection Committee shall solicit bids from as many suitable facilities as is practical. This Committee shall visit each of the prospective sites. Key factors to consider should be:

- a. Location
- b. Size
- c. Number of meeting rooms available
- d. Room rates
- e. Comp. rooms
- f. Recreational facilities
- g. The site's past history of accommodating large conventions.
- h. Consideration of handicap accessibility.

While visiting a prospective facility, the Committee members will not accept any services beyond rooms and any accompanying service that is a standard part of the room rate. The Committee will report all of its findings to the FRC Board, which will in turn report to the Florida RSC.

## **SUPPORT COMMITTEE GUIDELINES**

Florida Regional Convention of Narcotics Anonymous, Support Committee Guidelines.

This body shall be known as the Support Committee of the Florida Regional Convention of Narcotics Anonymous and operates under the FRC, Inc., Board of Directors, who in turn, is directly responsible to the Florida Regional Service Committee.

The purpose of the Support committee is to assist the FRC Board in coordinating and conducting the annual Florida Regional Convention of Narcotics Anonymous. Members of the Support Committee are directly responsible to the FRC BOD.

### **Support Committee**

The FRC BOD President serves as Chair of the Support Committee. The FRC BOD Vice-Chair, CFO, Corporate Secretary and Recording Secretary will perform the same duties and responsibility for the Support Committee as defined in their BOD duties and responsibilities. The Support Committee is comprised of Fun-raising/Entertainment, Hospitality, Marathon, Merchandising, Program and Registration. Arts and Graphics will be incorporated within Merchandising. FRC Sound will handle the recording. The position of chairperson for each committee will be held by a FRC BOD member.

Each Board member will set about the formation of their Committee, meeting schedules, budgets, etc. The Board members will submit reports, recommendations, and other details about their areas of responsibility for approval by the entire Board of Directors.

The Support Committee meets Bi-monthly, except one month prior to the Convention, when they meet weekly (if possible, at the main Convention site,) and follow the current edition of "RSC Rules of Order". The purpose of these meetings is to gather and share information regarding planning and carrying out the Convention. All Convention committee meetings should take place at a regularly scheduled time and place; advance notice of 30 days must be given for any unscheduled meetings.

Support Committee meetings are open to anyone. However, only members of the committee and FRC Board members have a voice on the floor and any other NA member at the discretion of the Chairperson. The only ones with a vote are the Support Committee members, and the Chairperson in case of a tie.

BOD travel expenses for the Support committee meetings and fun-raisers are in accordance with the current Regional reimbursement policy.

The first responsibility of the Support Committee should be selection of theme and logo. Once accomplished, work should begin on the creation of a registration flyer. The Committee will solicit the fellowship for logos and theme ideas. It is preferred that logo/theme artwork be generated from the NA membership and be donated to the fellowship.

Otherwise, reasonable compensation is to be determined by the FRC BOD. In either case an appropriate release shall be executed. All artwork becomes the property of the FRC Board. The person submitting artwork waives any rights associated with its use, and will sign a release. (See attached release.)

The Support Committee will make a schedule for every night of the Convention that will insure that at least two (2) Support Committee members (Chairpersons) will be on duty until 2:00 a.m. every night of the Convention.

### ***Support Committee Positions***

- Chairperson FRC President
- Vice-Chair FRC Vice President
- Secretary FRC Recording Secretary
- Treasurer FRC CFO
- Registration FRC BOD
- Merchandise FRC BOD
- Entertainment FRC BOD
- Marathon FRC BOD
- Hospitality FRC BOD
- Program/Recording FRC Sound

### ***Duties of FRC BOD Support Committee Chairs***

#### **FRC President/Chairperson**

- a. Presides at all Support Committee meetings
- b. Attends all FRC Board meetings, acting as the primary liaison between the Support Committee and FRC BOD.
- c. Prepares an agenda, with input from other Committee Chairs
- d. Insures that Committee members are informed of any sudden changes in meeting times or places.
- e. Only votes in case of a tie
- f. Acts as final authority in clarification of these Guidelines
- g. Keeps activities in accordance with the Twelve Traditions & Concepts, and Purpose of the Convention.
- h. Allows simple discussion on major issues before calling for vote.
- i. Helps to resolve personality conflicts
- j. Attendance is required at the Convention site the day prior to the Convention for organization.

#### **FRC Vice Chairperson**

- a. Will assume the responsibilities of the Chair in the event of his/her absence.
- b. Assists the Chairperson in overall coordination.
- c. Coordinates with the Committees to make sure that deadlines are met

## **FRC Recording Secretary**

- a. Shall record minutes of all Support Committee Admin meetings
- b. In coordination with the FRSO, will maintain files of all Committee minutes and distribution of Committee minutes to the Committee and the FRC Board President.

A list of all Committees is provided in this manual, although other Committees may be established as needed. However, experience has shown that most other responsibilities can be incorporate within the framework provided.

Committee meetings operate according to “RSC Rules of Order”. Each Committee Chairperson should be aware of the responsibility each member has assumed and make sure that every task is carried out. Committees must maintain accurate records of the Committee, as well as correspondence. Financial reports, including needs, expenditures and receipts will be included with each Committee report.

## **Requirements for Committee Chairpersons**

1. Must be a FRC Board Member

## ***Duties of Committees***

### **Program Committee**

The Committee is comprised of two (2) representatives elected from each Area within the Florida Region, with the FRC Board member as the Chairperson.

1. The selection of topics, Chairperson & times of all meetings held at the convention except for Marathon.
2. The Program Committee should have a pool of members available from which to select replacements.
3. Will submit two (2) choices of speakers for each of the three main meetings, in the order of preference of the Program Committee. These choices will be submitted to the FRC Board for approval at the March Board Meeting.
4. The final program will be submitted to the FRC Board at the May Board meeting for approval.
5. ~~Once approved by the Board, the Program will be submitted to the FRSC for final approval at the May Regional.~~ (Removed by Motion #36-P 11-19-06)

### **Speaker Guidelines:**

1. The main speakers shall be a member of Narcotics Anonymous with a minimum of five (5) years clean time, and should not be a member of the Support Committee or the Board.
2. The banquet and closing meeting speakers shall not be Florida Region residents; members of the South Florida Region shall be eligible for the banquet and closing meetings.

3. None of the main speakers shall have previously been a speaker at a Florida Regional Convention (FRCNA) within the last 10 years.
4. To be considered as a main speaker at FRCNA, person may not have been a speaker at any other convention in the State of Florida during the 18 months preceding FRCNA. This does not include members of the Florida Region.
5. The Florida Regional speaker ~~must live in the~~ considers themselves to be a member of the Florida Region. (Motion #62 11-19-06)
6. A registration packet, lodging and banquet ticket will be given to the main night time speakers, (not the day time speakers.)
7. A four day Convention will have three (3) main speakers – Fl Regional, Banquet, Sunday Morning; A five day Convention will have four (4) main speakers – Fl Regional, Saturday, Banquet and Monday morning.
8. Tapes submitted for consideration, as speakers at FRCNA must be no older than three years from the FRCNA they are being considered.

### **Hospitality**

The Committee is comprised of two (2) representatives elected from each area within the Florida Region along with the FRC Board member as the Chairperson.

The primary responsibility of this Committee is to provide a hospitality room that is preferably open 24 hours a day for the entire convention. For the hospitality suite, coffee, snacks, or fresh fruit should be provided, at least in the morning.

The Committee shall get at least three (3) bids for the snacks, supplies, and fruit, taking the lowest price which is within their budgeted amount.

Some additional items to provide in the hospitality room would be:

1. Lost and Found Bulletin
2. Local Meeting Schedule
3. NA Literature
4. Map of the Area and any local restaurants
5. Information on transportation to and from the airport.

Activities such as backgammon, cards, chess, checkers and other board games may be provided for conventioners. The Committee should check with the RSO for the Merchandise room for return to the RSO.

### *Additional Hospitality Duties & Responsibilities.*

*Chair forms 3 teams:*

1. Greeters
2. Hospitality Suite Monitors
3. Serenity Keepers

Within each team, a team leader is appointed by the Chair.

The Greeters responsibility:

- Welcoming

- Hugs
- Providing information
- Welcoming each member to workshops with hugs and dots.

The Hospitality Suite Monitors responsibilities;

- Have poster boards with the Do's and Don'ts displayed in the hospitality room or rooms.
- Monitors the room for inappropriate behavior such as gambling, sex, storage or personal effects, smoking, fighting, rough housing, unsupervised children, etc.

The Serenity Keepers responsibilities:

- Assist with crowd and line control
- Badge monitors – encourage those without badges to go to the registration area.
- They are also an information source for members at the convention.

### **Merchandise**

The Committee is comprised of two (2) representatives elected from each Area within the Florida Region along with the FRC Board member as the Chairperson.

Duties and Responsibilities:

1. Three (3) different bids are submitted for consideration.
2. All items selected by the Committee must be presented to the entire Board for final approval.
3. Sample merchandise items and proposed pricing are to be presented to FRC Board for approval at the March FRC Board meeting.
4. This Committee also has the responsibility for seeking bids for the development and production of the Convention Banner or banners and any signs needed for all committees.
5. The Merchandise Committee will submit a complete summary of information regarding the ordering, marketing, pricing and shipping of the items recommended for sale at the Convention, and the time frames for obtaining the items. The FRC BOD CFO will ultimately decide the amount of merchandise ordered and the selling price for these items.
6. Pre convention merchandise sales help promote the event across the regional. A member of this committee will be at attendance at all fun-raisers and as many other NA events as possible, to sell pre-con merchandise.
7. The chair will deliver all receipts and purchase orders along with a list of outstanding pre-con inventory items to the CFO at the monthly Support Committee meeting.
8. The Merchandise Committee will follow the store hours established in this policy package.
9. During the Convention, volunteers will be needed to man the tables in the store. Members working the cash register during the convention are assigned by the CFO (see CFO responsibilities for details.)
10. Due to the handling of large amounts of money, it is required that anyone working with the cash drawer has at least three (3) years clean time.
11. All money collected prior to the convention by this Committee will be turned over to the CFO within 7 days.

12. Attendance is required at the convention site the day prior to the convention for organization and inventory.
13. At the close of the Convention this committee will perform a close out inventory and packing.

### **Fun-Raising/Entertainment**

The Committee is comprised of two (2) representatives elected from each Area within the Florida Region, along with the FRC Board member as the Chairperson.

At the RSC, all RCM's are asked that their areas hold a fun raiser, individually or in conjunction with surrounding Areas. FRC BOC will provide up to \$200.00 seed money for this event if needed.

#### **Duties and Responsibilities:**

1. The fun-raising Chairperson should stay in touch with Area Activities Chairpersons and provide any support that they feel they may need.
2. Someone from this Committee will attend all fun-raisers for support and collect any funds generated and then immediately turn them over to the CFO within 7 days of receipt.
3. Preview and recommend DJ's or a band for the fun raiser
4. Committee is also responsible for recommending entertainment activities; DJ's or bands to be used at the Convention.
5. Arrange for all other forms of entertainment, which are to be provided in conjunction with the convention. There are many activities that the committee can put on besides dances. Some that have been done in the past are pool parties, comedy shows, a coffee shop with either professional or fellowship entertainers, tug of war, volleyball and many other games and contests.
6. It is also the responsibility of this Committee to set up the decoration at the convention dances and the banquet keeping within the budget.
7. Purchasing and setting up decorations, securing volunteers to collect money and sell raffle tickets.
8. Anyone handling money must have at least 3 years clean time.
9. Prior to distribution of all posters and flyers must be approved by the Board.
10. When designing flyers, remember that they are released into hospitals and institutions as well as other facilities, which relate to NA. Appropriate use of language and lithography is crucial because these flyers, in a sense, represent NA to the public. If a performer is performing, a promotional picture or logo should not appear on the flyer as this is promoting an outside enterprise; however, names of performers, hotels, golf courses are appropriate information on the flyer with a disclaimer. It should be noted on the flyer that NA is not affiliated with any outside enterprises listed on the flyer.
11. Posters and flyers must be distributed two (2) months prior to the fun raiser. Research should be done in the surrounding areas to insure that there are no other NA functions going on at the same time.
12. All actions of this Committee are subject to approval by the Board. All events should be planned, taking into consideration the Program and times for each event should be included in the Convention Program.

## **Marathon**

The Marathon Committee is comprised of two (2) representatives elected from each area within the Florida Region along with the FRC Board member as the Chairperson.

### **Duties and Responsibilities:**

1. Secure people to chair Marathon Meetings
2. Responsible for keeping the meeting running smoothly
3. Select the format for the marathon Meetings, although experience has shown that the best format seems to be opening the meeting at the beginning of the Convention with any necessary readings, and then having the Chairperson open the meeting up for discussion. Subsequent Chairperson will then only introduce them and carry on the discussion taking place at the time. This is in contrast to each Chairperson opening and closing separate meetings. If needed, they suggest topics. Typically most chair people bring their own topics.
4. Secure Chairpersons by distributing flyers or request letters at the FRSC and at ASC's. When you have enough names you can draw them from a hat or assign them to particular time slots. Replies are mailed out to all Chairpersons to inform them of their respective time and day to chair.
5. Post a list of the Chairpersons and their times to chair outside the Marathon room as a convenient reminder.
6. One way to get chair people is to go over the registration forms for people who had requested to chair a meeting, or get list from FRSO.

## **Registration**

The Registration Committee is comprised of two (2) representatives elected from each area within the Florida Region along with the FRC Board member as the Chairperson.

1. The first task is to design a registration flyer, which must be done will in advance (at least 8 months prior to the Convention) and approved by the FRC Board.
2. The registration form should be written with clarity, organization, and ease of understanding in mind. All information that could possibly be needed must be considered and included on the registration form. The cut off date or pre-registration should appear on all registration forms.
3. Once approved by the FRC Board, it is the responsibility of the Registration Chair to ensure that the flyers are produced and distributed throughout the fellowship as soon as possible. (The RSO should be used for production and distribution unless more cost effective measures are found.) The RSC shall also be used as a resource for distribution of flyers to the RCM's at the RSC. Other recipients are to include: All known fellowship Webistes, WSO News Line, NA Way and other Regional Delegates and any other known interested groups or members.
4. A minimum order of 10,000 flyers ~~shall~~ should be purchased for the first printing. (Motion 2007-05 1-21-07)
5. The procedures for handling registration money can be found in the CFO's guidelines.
6. The Committee shall select contents for the packet based on the approved budget line item

7. The budget set for the registration packet shall include any and all items that are associated with the packet; including envelopes, badges, tickets, small trinkets, ribbons and anything else the Committee wishes to put in the packets. After this is done, prices for items to be included in the packet should be obtained.
8. Bids for prices should be solicited from at least three (3) different vendors; one of the 3 vendors must be the RSO. After this is done and the Support Committee and the FRC Board approves the items, the items will then be ordered.
9. Final preparation for the Convention includes buying all supplies for the Registration table, assembling packets, ordering banquet & Committee ribbons and having all records of pre-registrations up to date. A number of indigent packets must be made for NA members who cannot afford to register.
10. No person should be turned away.
11. Volunteers are required to sit at the registration table. A suggested shift for a team to work is two (2) hours.
12. The Registration Time Schedule in the Policy Package will be followed.
13. A member of the Registration Committee will attend all fun-raisers.
14. Attendance is required at the convention site the day prior to the Convention for set-up.

The following work is handled by the FRSO for the Registration Committee:

1. As each registration is received, a record shall be made indicating information about the registration and all money received. If free registrations are given out at fun raisers, the Committee must keep careful records of what is provided and to whom, and provide this information to the FRSO.
2. A record system must be established to record all pre-registrants. A record of registrations, banquets, clean time and area or state must be kept. A record of registrations of those individuals who are non-addicts must be kept also.
3. Once a month, and then weekly beginning six (5) weeks prior to the convention, the Registration Chair shall contact the RSO to be apprised of the registration status.

### ***Registration Schedule FRCNA***

Duties and Responsibilities:

1. Check returned check log before presenting registration packet
2. Check returned check log before accepting checks
3. If name of registration appears on list contact CFO or FRC President
4. Place all voided register slips in the register do not throw them away.
5. If you are managing a register, do not leave your station
6. If you are unable to complete your scheduled time, please contact the CFO – Do not allow anyone to substitute for you.
7. Do not leave your register until the next person scheduled arrives. If that person fails to show within the 20 minutes please contact CFO ~~or Host Treasurer~~. (*No position of Host Treasurer exists with adoption of new FRC Policy, 2006.*)

### ***Registration Hours and Days of Operation***

(Changed by Motion 2007-19-P (3-18-07))

Thursday:

2:00p.m.        until 11:30 p.m.

Friday:

8:00 a.m.        until 11:30 p.m.

Saturday

8:00 a.m.        until 11:30 p.m.

Sunday: Pre registration for FRCNA

9:00 a.m.        until 10:00 a.m.

\*at the conclusion of the pre-registration time all forms and materials will be packed up and delivered to the Merchandise Room, for transport to the FRSO.

### ***Merchandise Schedule FRCNA***

Duties and Responsibilities

1. Check returned check log before presenting Merchandise
2. Check returned check log before accepting checks
3. If name appears on list contact CFO or FRC President
4. Place all voided register slips in the register, do not throw them away.
5. If you are managing a register, do not leave your station.
6. If you are unable to complete your scheduled time, please contact CFO on radio – do not allow anyone to substitute for you.
7. Do not leave your register until the next person scheduled arrives. If that person fails to show within the 20 minutes please contact CFO

### **Hours and Days of Operation**

Thursday

9:00 p.m.        until 12:00 a.m.

Friday:

9:00 a.m.        until 12:00 p.m.

1:00 p.m.        until 5:00 p.m.

10:00 p.m.       until 12:00 a.m.

Sunday:

9:00 a.m.        until 12:00 p.m.

Two (2) Table Monitors needed per shift, please encourage your sponsee's to monitor tables in Merchandise during your shift.

Florida Regional Convention Committee  
706 North Ingraham  
Lakeland, FL 33801

TRANSFER OF RIGHTS AGREEMENT

Date:

Convention artwork for FRCNA\_\_\_ on \_\_\_\_\_, 200\_\_\_

FEE PAYMENT

As reimbursement for services, Designer will receive

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ITEMIZED EXPENSES

Design Fee \_\_\_\_\_ Type Setting

Color Separations \_\_\_\_\_ Proofs & Copies

SubTotal

Total Designer Fee

Donation:

Rights Transferred: The Designer transfers to the client the following rights of usage.

Title or product

FRCNA: \_\_\_\_\_

Category of Use Non-profit organization.

Medium of Use: No restrictions or any reproduction prior to or after the convention by FRC  
Geographic Area no restrictions. Through a mutually agreed method of compensation all usage  
rights of artwork and or designs are transferred exclusively to FRC Inc without restriction of  
use. Upon signing of the release the designer waives any further rights or claims to artwork,  
design or monies associated with it's use.

Designer Signature:  
Date

FRC BOD President Signature

Witness: \_\_\_\_\_

Notary: \_\_\_\_\_

Revision date: 11/4/2005

## ***BY LAWS***

This section reserved for the By Laws of the Florida Regional Convention, Inc.