

EAST COAST CONVENTION OF NARCOTICS ANONYMOUS (ECCNA)

HOST COMMITTEE POLICY

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Section 1. PURPOSE

1.1 Mission

The purpose of the East Coast Convention of Narcotics Anonymous (ECCNA) is to:

- A.** Make accessible a convention that is cost-effective for members to attend.
- B.** Carry the NA message of recovery by raising funds to facilitate the distribution of Narcotics Anonymous approved literature to correctional facilities.
- C.** Coordinate and conduct a convention that brings our fellowship together in a celebration of recovery and unity.

1.2 Scope

ECCNA operates in accordance with the Twelve Traditions and Twelve Concepts of NA Service. All activities of the Advisory Board and Host Committee shall further the primary purpose of NA: to carry the message to the addict who still suffers.

Section 2. DEFINITION AND FUNCTION

The East Coast Convention of Narcotics Anonymous (hereinafter referred to as “ECCNA”) functions with the support of the Host Area and ECCNA, Inc. Advisory Board (hereinafter referred to as “AB”).

2.1 Roles

- A. Advisory Board (AB)** – The AB is the corporate, administrative, legal, and financial “going concern” of ECCNA. The AB handles overarching matters that extend beyond the life of any single convention cycle, including corporate filings, legal compliance, financial accounts, contracts, insurance, and long-term policy.
- B. Sponsoring Body** – The Area or Region that was chosen to sponsor a given year's ECCNA. The Host Committee runs the convention on its behalf.
- C. Host Committee** – The Host Committee is the executive body for the current convention cycle. It plans and executes the yearly convention on behalf of the Sponsoring Body.

2.2 Relationship & Communication

The AB and Host Committee shall operate concurrently in a spirit of unity, cooperation, and integrity to achieve ECCNA’s Purpose.

- A.** The Host Chair is the primary liaison from the Host Committee to the AB.

- B.** The Host Vice Chair is the secondary liaison and acts only in the Chair's absence or at the Chair's request.
- C.** The AB President is the primary liaison from the AB to the Host Committee.

2.3 Policy Changes

The AB, Host Committee, or Sponsoring Body may submit a motion to the AB to add or amend Host Committee Policy.

A. The AB must approve the change.

B. The Sponsoring Body must then approve the change before it takes effect.

If a situation arises that is not addressed by current Bylaws or Policy, the AB shall be the final authority.

2.4 Dispute Resolution

If the AB and Host Committee cannot reach consensus on a matter essential to the convention, the issue shall be submitted to a mediation panel consisting of one (1) AB member, one (1) Host Admin member, and one (1) neutral member selected jointly. The panel shall review the matter and submit a written recommendation to the AB for final determination consistent with ECCNA Bylaws and Policy.

2.5 Binding Agreement

Acceptance of a bid constitutes a binding agreement whereby the Sponsoring Body agrees to abide by existing ECCNA Bylaws, Policy, and Fund Flow Guidelines.

Section 3. BID PROCESS

3.1 Eligibility

Any NA Area or Region may submit a bid to host ECCNA. The bidding entity becomes the "Sponsoring Body" if selected.

3.2 Bid Package Requirements

To be considered, a bid package must be submitted to the AB at least thirty (30) days prior to the first day of the current year's convention. The bid is for the convention to be held the following calendar year. The bid package must include:

- A. Letter of Intent** – A written statement reflecting the group conscience of the Area Service Committee (ASC) or Regional Service Committee (RSC). The letter must be signed by the Chairperson and Vice-Chairperson of the ASC/RSC.

- B. Contact Information** – Name, phone number, and email address of a primary contact person for the Area/Region.
- C. Host Committee Admin** – Names and service resumes of the proposed Host Committee Administrative members: Chairperson, Vice-Chairperson, Secretary, Treasurer, and Site Liaison. These members must meet the requirements in Section 8.
- D. Site Information** – At least one (1) letter of intent from a proposed facility must be submitted. The letter should include the proposed event date.
- E. Financial Statement** – A statement confirming the Area/Region understands it will abide by existing ECCNA Policy and Fund Flow Guidelines.

3.3 AB Review

Upon receipt of a bid package, the AB shall:

- A.** Confirm receipt in writing within seven (7) days.
- B.** Assign an AB member to contact the bidding Area/Region to verify information and answer questions.
- C.** Review the bid for completeness. Incomplete bids will be returned with a list of deficiencies.

3.4 Bid Proposal Meeting

- A. Scheduling** – The AB shall facilitate a Bid Proposal Meeting during the current year's convention. The time and location shall be published in the convention program.
- B. Presentation** – Each Area/Region submitting a complete bid must attend the meeting and present its bid. Presentations are limited to fifteen (15) minutes, followed by a question-and-answer period. Each presentation should include:
 - 1. event dates
 - 2. estimated guest bed capacity
 - 3. meeting space/capacity
 - 4. food & beverage availability
- C. Attendance** – The meeting is open to all NA members attending the convention.

3.5 Selection of Host Area/Region

- A. Voting** – After all presentations and Q&A, the members in attendance at the Bid Proposal Meeting shall select the Host Area/Region for the following year's convention.

1. Voting shall be by show of hands or paper ballot. Each NA member present receives one (1) vote.
 2. The bid receiving a simple majority of votes cast shall be selected.
 3. If no bid receives a majority on the first ballot, the bid with the fewest votes is eliminated and voting continues until one bid receives a majority.
 4. In the event of a tie, the AB President shall cast the deciding vote.
- B. Notification** – The selected Area/Region’s contact person shall be notified immediately.
- C. Announcement** – The selection shall be formally announced from the stage during the Saturday Night Speaker Meeting of the current convention.

3.6 Acceptance and Formation

- A. Host Committee Activation** – Upon selection, the proposed Host Committee Admin becomes active and may begin conducting business.
- B. Mid-Cycle Policy Changes** – Any mid-cycle changes to Host Committee Policy or Fund Flow Guidelines must be approved by the AB and approved by the Sponsoring Body before taking effect.

3.7 Region Bids

A Region may submit a bid by following the same process outlined above.

Section 4. RESPONSIBILITIES OF THE AB

The AB shall:

- A. Contracts & Vendors** – Review and approve all contracts for facilities, merchandise, outside vendors, entertainment, and other services necessary for the convention. The AB is the signatory on all facility and insurance contracts.
- B. Pricing & Inventory** – Set the prices and quantities for pre-registration, registration, merchandise, and all activities held at the convention.
- C. Insurance** – Obtain and maintain all necessary insurance for the convention and for convention-related fundraising events.
- D. Budget** – Review, amend as needed, and approve the final budget submitted by the Host Treasurer and AB CFO.
- E. Financial Reporting** – The AB CFO provides a monthly financial accounting report to the AB and all participating board members.
- F. Financial Oversight** – Ensure the Host Committee handles all funds, receipts, and contractual obligations responsibly. If a loss is incurred, the AB is responsible for satisfying those obligations.

- G. Records Custodian** – Serve as the owner and steward of all financial accounts, corporate and legal documents, executed contracts, Bylaws, Policies, and Guidelines related to ECCNA.
- H. Policy Approval** – Approve all changes to Host Committee Policy, subject to approval by the Sponsoring Body per Section 2.3.

Section 5. AB LIAISONS

5.1 Purpose of Liaisons

The AB shall create liaison positions to establish direct lines of communication between the AB and the Host Committee. Liaisons provide experience and guidance to their assigned subcommittees and report issues to the AB as needed.

5.2 Liaison Assignments

The AB shall appoint a liaison to each Host Committee Subcommittee: Arts & Graphics, Auction, Convention Information, Entertainment & Fundraising, Hospitality, Marathon, Merchandise, Program, Registration, Serenity Keepers, and Literature Distribution.

In addition:

- A.** The AB Chief Financial Officer (CFO) shall serve as liaison to the Host Treasurer.
- B.** The AB President shall serve as liaison to the Host Site Liaison and Host Chair.
- C.** The AB Webmaster shall serve as liaison to the Host Committee for all matters involving the convention website, online store, and online payment portal, coordinating directly with the Registration, Merchandise, and Arts & Graphics Subcommittees as needed.

5.3 Duties of Liaisons

AB Liaisons shall:

- A.** Provide experience and support to their assigned Host Committee member or subcommittee.
- B.** Monitor progress on timelines, budgets, and planning for their area of responsibility.
- C.** Identify problems, conflicts, or concerns that require AB attention and report them promptly.
- D.** Review and provide input on contracts, major purchases, or policy questions within their area of responsibility before they go to the full AB.

- E. Maintain regular contact with their Host Committee counterpart via phone, email, or virtual meetings. Attendance at Host Committee meetings is not required.

5.4 Authority

Liaisons do not have authority to make binding decisions for the AB or to direct Host Committee members. Their role is advisory and communicative. All formal approvals must come from the AB per Section 4.

5.5 Vacancies

If a liaison position becomes vacant, the AB shall appoint a replacement at its next meeting to ensure continuity of support.

Section 6. BUDGETING AND FINANCIAL GUIDELINES

6.1 Budget Preparation and Approval

- A. Preliminary Budget** – Immediately following the bid award, the Host Treasurer and AB CFO shall collaborate to prepare a preliminary budget. This budget must detail all projected expenses for each subcommittee.
- B. Approval Process** –
 - 1. The preliminary budget shall be submitted to the AB for review, amendment, and approval.
 - 2. Upon AB approval, the budget shall be submitted to the Sponsoring Body. While the Sponsoring Body may provide input, any changes to line items require subsequent AB approval.
 - 3. No funds shall be expended prior to budget approval, except for essential administrative costs under one hundred dollars (\$100). Such expenditures require approval from the Host Chair and must be reported at the next Host Committee meeting.
- C. Budget Authority** – Following AB approval, the Host Treasurer or AB CFO is authorized to disburse funds for budgeted items, provided sufficient funds are available.

6.2 Non-Budgeted Expenses

Any request for funds exceeding an approved line item, or for items not included in the original budget, must be submitted in writing to the AB. Disbursement of these funds is prohibited until written approval is received from the AB.

6.3 Bank Account and Operating Balance

- A. Account** – The Host Committee shall participate in the management of the Host Committee checking account. The Host Committee shall provide authorized signers which shall be the Host Chair, Host Vice Chair, and Host Treasurer. All checks require two signatures.
- B. Operating Balance** – The Host Committee account shall maintain an operating balance not to exceed fifteen hundred dollars (\$1,500).
- C. Fund Transfers** – To replenish funds, the Host Treasurer shall submit a written request to the AB CFO, including:
 - 1. Current bank account balance.
 - 2. List of expenditures since the last transfer.
 - 3. Requested amount and specific purpose.Funds shall be transferred by the AB CFO only after this report is reviewed and approved.

6.4 Financial Controls and Reporting

- A. Documentation** – A valid receipt or invoice is mandatory for all expenditures. Cash transactions should be avoided; if unavoidable, a signed receipt from the recipient is required for reimbursement.
- B. Monthly Reporting** – The Host Treasurer shall present a written Treasurer's Report at each Host Committee meeting.
- C. Audits** – The AB reserves the right to audit Host Committee financial records at any time. All requested records must be provided within seven (7) days of a formal request.
- D. Misuse of Funds** – Misuse, theft, or misappropriation of funds is grounds for immediate removal from service per Section 7.5B and may result in further disciplinary or legal action.

6.5 Post-Convention Fund Flow

Distribution shall occur within sixty (60) days of the convention's close. Before distribution, the Host Treasurer must ensure that all outstanding invoices, taxes, and contractual obligations have been fully satisfied.

The Distribution Waterfall

Funds shall be allocated in the following order of priority:

<u>Priority</u>	<u>Allocation</u>	<u>Description</u>
1. Seed Money	40% (Max \$5,000)	Retained by the AB to fund the next year's convention startup costs.
2. Operating Expenses	As Budgeted	Funds required for AB's administrative needs (taxes, insurance, legal, filings) for the upcoming fiscal year.
3. Literature	Remaining Balance	Purchase of NA approved literature for donation to jails and prisons.

Literature Distribution Hierarchy

Remaining funds designated for literature shall be used to purchase and distribute Narcotics Anonymous approved literature, prioritized as follows:

Tier A: Facilities within the Host Area.

Tier B: Facilities within East Coast regions, as per policy.

Tier C: Other NA regions upon request and subject to AB approval.

6.6 Asset Management

The current Host Committee Chair and the incoming Host Committee Chair must coordinate to exchange equipment. It is the responsibility of the current Host Committee to cover any needed costs for logistics and delivery, if necessary.

6.7 Record Retention

The Host Treasurer shall submit all financial records, including bank statements, receipts, and the final financial report to the AB within forty-five (45) days of the convention's conclusion. The AB shall retain these records for a minimum of seven (7) years for tax and audit compliance.

Section 7. HOST COMMITTEE

7.1 Purpose

The purpose of the Host Committee is to coordinate and conduct the East Coast Convention of Narcotics Anonymous (ECCNA). The Host Committee operates under the authority of the AB and in service to the Sponsoring Body.

7.2 Structure

The Host Committee consists of two parts:

- A. Administrative (Admin) Body** – Chairperson, Vice-Chairperson, Secretary, Treasurer, and Site Liaison. The Admin members are elected by the Host Area prior to the bid proposal meeting, per Section 3. The Chair and Vice Chair automatically serve as voting members of the AB during their term.
- B. Subcommittees** – Arts & Graphics, Auction, Convention Information, Entertainment & Fundraising, Hospitality, Marathon, Merchandise, Program, Registration, Serenity Keepers, and Literature Distribution. Subcommittee Chair positions are elected by the Host Committee at its first meeting after the bid is awarded.

No member of the Host Committee may be compensated for services rendered to the convention, whether as an employee, independent contractor, or otherwise.

7.3 Meetings

- A. Schedule** – The Host Committee shall meet at least once per month from formation until one month before the convention, at which time it shall meet weekly. All meetings shall be held at a regularly scheduled time and place announced in advance. Meetings are open to all NA members, and participation is encouraged.
- B. Format** –
 - 1. Opening Prayer
 - 2. Reading of the Twelve Traditions
 - 3. Roll Call
 - 4. Establishment of Quorum
 - 5. Open Forum
 - 6. Approval of Minutes
 - 7. Chair's Report
 - 8. Treasurer's Report
 - 9. Subcommittee Reports
 - 10. Nominations/Elections
 - 11. Old Business
 - 12. New Business
 - 13. Announcements & Next Meeting Plans
 - 14. Closing Prayer (Serenity Prayer)
- C. Agenda** – The Chairperson, in conjunction with the Secretary, shall prepare and distribute the agenda at least seven (7) days prior to each meeting. Committee members may request additions.

7.4 Motions and Voting

- A. Voice** – Any attending board or committee member has a voice on the floor.
- B. Motions** – The following may make or second motions: Standing Subcommittee Chairs or Vice-Chairs (one vote per subcommittee), Vice-Chairperson, Treasurer, Secretary, and Site Liaison. The Chair votes only in the event of a tie.
- C. Quorum** – Quorum shall be established at the beginning of each meeting and consists of 50% + 1 of all filled voting positions, with a minimum of six (6) voting members present. If quorum is not met, no binding business may be conducted but reports and discussion may proceed.
- D. Voting** – All decisions require a simple majority of voting members present once quorum is established, unless otherwise specified by Policy.

7.5 Attendance & Removal

- A. Absences** – Any Admin member or Subcommittee Chair who is absent for two (2) consecutive meetings without prior notice to the Chair or Vice-Chair, or who exceeds three (3) total absences during their term, shall have their position automatically opened for re-election at the next Host Committee meeting.
- B. Removal for Cause** – Any Host Committee member may be removed for: relapse, theft or misuse of NA funds, or failure to fulfill duties. Removal requires a motion, discussion, and a majority of the Host Committee at a meeting where quorum is present. The member shall be given an opportunity to respond before the vote.
- C. Vacancies** – Vacancies in Admin positions shall be filled by election of the Sponsoring Body. Vacancies in Subcommittee Chair positions shall be filled by election of the Host Committee.

7.6 Responsibilities & Reporting

- A. Initial Duties** – The first responsibilities of the Host Committee are to select a theme and logo and begin work on a pre-registration flyer. Subcommittee Chairs shall form their subcommittees and coordinate with their AB liaison on timelines and budgets.
- B. Reporting** – Subcommittee Chairs shall submit written reports at each Host Committee meeting. All Host Committee bank statements must comply with the AB CFO reporting requirements defined in the financial reporting best practices.
- C. Records** – The Secretary shall maintain minutes of all meetings and ensure copies are distributed to the Host Committee, AB, and Sponsoring Body within fourteen (14) days.

Section 8. REQUIREMENTS OF THE HOST COMMITTEE ADMIN

All Host Committee Administrative members must be members of Narcotics Anonymous and demonstrate an understanding of and commitment to the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service.

8.1 General Requirements

- A. Active NA Membership** – Each Admin member must have a home group, an NA sponsor, and be actively working the NA program.
- B. Willingness to Serve** – Each Admin member must have the time, resources, and willingness to fulfill the duties of their position for the full convention cycle.
- C. Conflict of Interest** – No Admin member may hold a financial interest in any vendor, facility, or service being considered by the convention. All potential conflicts must be disclosed to the Host Committee and AB immediately.

8.2 Position-Specific Requirements

A. Chairperson

- 1. Minimum of four (4) years continuous clean time.
- 2. Minimum of two (2) years prior service experience on an NA convention committee, or prior experience as a chairperson or Vice-Chairperson.
- 3. Working knowledge of ECCNA Policy and Bylaws.
- 4. Strong organizational, leadership, and communication skills.

B. Vice-Chairperson

- 1. Minimum of four (4) years continuous clean time.
- 2. Minimum of two (2) years prior service experience on an NA convention committee, or prior experience as a chairperson or Vice-Chairperson.
- 3. Willingness and ability to assume Chairperson duties if needed.
- 4. Working knowledge of ECCNA Policy and Bylaws.

C. Secretary

- 1. Minimum of one (1) year continuous clean time.
- 2. Prior service experience at the group, area, or regional level is suggested.
- 3. Proficiency in written communication, minute-taking, and record-keeping.
- 4. Access to a computer and ability to distribute minutes electronically within fourteen (14) days of each meeting.

D. Treasurer

- 1. Minimum of four (4) years continuous clean time.
- 2. Prior experience as a Treasurer at the group, area, or regional level, or professional experience in accounting/bookkeeping.

3. Proficiency with basic spreadsheets and willingness to use the financial reporting format approved by the AB CFO.
4. Access to a computer and ability to participate in shared financial document management.

E. Site Liaison

1. Minimum of four (4) years continuous clean time.
2. Minimum of two (2) years prior service experience on an NA convention committee, or prior experience as a Chairperson, Vice-Chairperson, or Site Liaison.
3. Experience negotiating contracts or working with facilities is preferred.
4. Ability to travel to potential sites and attend walk-throughs with facility management.

8.3 Verification & Waivers

- A.** All Admin members shall state their clean date and service experience when standing for the position.
- B.** The Host Area may waive service requirements, but not clean-time requirements, by a majority vote, provided quorum is established under Section 7.4C, if no qualified candidates are willing to serve. Any waiver must be documented in Host Area minutes and reported to the AB.
- C.** Clean time is considered “continuous” unless there is a break. If a candidate has had a break in clean time, their current continuous clean time must meet the minimum requirement.

Section 9. DUTIES OF HOST COMMITTEE ADMIN

The duties of the Host Committee Administrative members begin upon acceptance of the bid by the AB and Sponsoring Body and continue until the final financial report is accepted by the AB, no later than the September AB meeting following the convention.

9.1 Chairperson

The Chairperson shall:

- A.** Preside at all Host Committee meetings and maintain order using Robert’s Rules of Order as needed.
- B.** Prepare and distribute a written agenda in collaboration with the Secretary at least seven (7) days prior to each meeting.

- C.** Serve as the primary liaison between the Host Committee and the AB.
Communicate all motions, concerns, and requests from the Host Committee to the AB, and report AB decisions back to the Host Committee.
- D.** Attend all AB meetings as a voting member of the AB during their term.
- E.** Ensure all committee members are notified promptly of changes to meeting times, locations, or urgent matters.
- F.** Serve as a co-signer on the Host Committee bank account with the Treasurer and Vice-Chairperson per Section 6.3A.
- G.** Vote only to break a tie at Host Committee meetings per Section 7.4B.
- H.** Provide a written or verbal update at each Host Area Service Committee meeting.
- I.** Coordinate the overall planning and execution of the convention in cooperation with Admin and Subcommittee Chairs.
- J.** Secure facility/event insurance for convention weekend.

9.2 Vice-Chairperson

The Vice-Chairperson shall:

- A.** Assume all duties and authority of the Chairperson in the Chairperson's absence.
- B.** Serve as the secondary liaison to the AB. Acts in the primary liaison role only when the Chairperson is unavailable or delegates the task per Section 2.2.
- C.** Attend all AB meetings as a voting member of the AB during their term.
- D.** Assist the Chairperson with overall coordination of the convention.
- E.** Serve as a co-signer on the Host Committee bank account per Section 6.3A.
- F.** Attend as many Subcommittee meetings as possible. Maintain regular contact with Subcommittee Chairs to identify needs, resolve issues, and provide support.
- G.** Perform other duties as assigned by the Chairperson or Host Committee.

9.3 Secretary

The Secretary shall:

- A.** Record accurate minutes of all Host Committee meetings, including attendance, motions, votes, and action items.
- B.** Distribute draft minutes to Host Committee members within seven (7) days of each meeting for review.
- C.** Distribute final approved minutes to the Host Committee, AB, and Sponsoring Body within fourteen (14) days of each meeting per Section 7.6C.

- D. Maintain a current contact list of all Host Committee members, Subcommittee Chairs, and AB liaisons.
- E. Handle all Host Committee correspondence as directed by the Chairperson.
- F. Notify members of upcoming meetings per Section 7.3C.
- G. Secure and maintain the Host Committee post office box. Collect mail weekly and distribute to appropriate members.

9.4 Treasurer

The Treasurer shall:

A. Custody of Funds & Bank Account

1. Serve as custodian of all Host Committee funds and manage the shared Host Committee bank account per Section 6.3A.
2. Serve as a co-signer on the Host Committee bank account with the Chairperson and Vice-Chairperson. Two signatures are required on all checks per Section 6.3A.
3. Maintain the operating balance not to exceed fifteen hundred dollars (\$1,500) per Section 6.3B.

B. Budget Responsibilities

1. Work with the AB CFO to prepare the preliminary and final convention budgets per Section 6.1A.
2. Submit budgets to the AB for approval per Section 6.1B.
3. Disburse funds only for approved budget items, provided sufficient funds are available, per Section 6.1C.
4. Submit written requests to the AB for any non-budgeted expense and receive written approval before payment per Section 6.2.

C. Deposits & Fund Transfers

1. All monies received by the Host Committee shall be deposited into the Host bank account within 72 hours (3 business days) of receipt. Upon deposit, the Host Committee shall notify the AB CFO.
2. When additional operating funds are needed, submit a written request to the AB CFO per Section 6.3C including: current account balance, list of expenditures since last transfer, amount requested and purpose, and remaining budget for each line item. Funds shall be transferred by the AB CFO only after the report is reviewed and approved.

D. Convention-Day & Event Cash Handling

1. At the convention, work with the AB CFO to collect all funds from Registration, Merchandise, Auction, and Entertainment & Fundraising subcommittees.

2. All monies shall be counted and deposited daily during the convention.
3. At all fundraising events, ensure two (2) NA members are present whenever money is accepted.
4. When accepting a check at any event, ensure the check includes the name, address, and phone number of the person writing the check.

E. Financial Records & Controls

1. Keep accurate, current financial records of all income and expenses utilizing the reports and forms found in the AB CFO best practices.
2. Require a receipt or invoice for all expenditures. Cash transactions are discouraged. If cash is used, a signed receipt from the recipient is required per Section 6.4A.
3. Submit all receipts, invoices, and supporting documentation to the AB CFO monthly per Section 6.4B.

F. Reporting

1. Provide a written Treasurer's Report at each Host Committee meeting per Section 6.4B.
2. Make all records available within seven (7) days for any audit requested by the AB per Section 6.4C.

G. Post-Convention Duties

1. Prepare the final financial report within sixty (60) days of the convention's close and submit to the AB and Sponsoring Body per Section 6.7.
2. Submit all financial records and the final financial report to the AB within sixty (60) days of the convention per Section 6.7.

H. Accountability

1. Cooperate fully with any financial audit requested by the AB or Sponsoring Body per Section 6.4C.
2. Misuse, theft, or misappropriation of NA funds is grounds for immediate removal per Section 7.5B and may result in legal action per Section 6.4D.

9.5 Site Liaison

The Site Liaison shall:

- A.** Serve as the primary point of contact between the Host Committee and all convention facilities, hotels, and contracted venues.
- B.** Work with the AB President, who serves as AB liaison to the Site Liaison per Section 5.2B, on all facility negotiations.
- C.** Obtain competitive bids for facility contracts from several sites when possible and present them to the Host Committee.

- D. Coordinate site visits and walk-throughs with Admin members and relevant Subcommittee Chairs.
- E. Maintain copies of all facility contracts, floor plans, and certificates of insurance. Provide copies to the AB.
- F. Communicate facility rules, restrictions, and deadlines to all Subcommittee Chairs.
- G. Be on-site during the entire convention to resolve facility issues and serve as liaison to facility staff.
- H. Prepare a final site report after the convention, including recommendations for future use, and submit to the AB.

Section 10. SUBCOMMITTEES

10.1 Formation and Authority

- A. Subcommittees are formed by the Host Committee to carry out specific functions of the convention. Each subcommittee operates under the direction of the Host Committee and within the budget approved by the AB.
- B. Subcommittee Chairs are elected by the Host Committee at its first meeting after the bid is awarded, per Section 7.2B.
- C. Each Subcommittee Chair may appoint a Vice-Chair and form a working committee of NA members.
- D. All subcommittees shall meet at least monthly and weekly within one (1) month of the convention.

10.2 Requirements for Subcommittee Chairs

All Subcommittee Chairs must meet the following requirements:

- A. **NA Membership** – Must be a member of Narcotics Anonymous with a home group, an NA sponsor, and be actively working the NA program.
- B. **Clean Time** – Minimum of three (3) year continuous clean time.
- C. **Service Experience** – Prior service experience at the group, area, or regional level is suggested. Prior convention committee experience is preferred.
- D. **Willingness** – Must have the time, resources, and willingness to fulfill all duties of the position through the convention cycle.
- E. **Conflict of Interest** – Must disclose any financial interest in vendors or services being considered by their subcommittee to the Host Committee and AB immediately.
- F. **Verification** – Must state a clean date and service experience when standing for the position.

- G. Waivers** – The Host Committee may waive service requirements, but not clean-time requirements, by a majority vote, provided quorum Section is established under Section 7.4C, if no qualified candidates are willing to serve. Waivers must be documented in minutes.

10.3 Duties of Subcommittee Chairs

All Subcommittee Chairs shall:

- A. Meetings** – Schedule and chair regular meetings of their subcommittee. Provide agenda and notify members in advance.
- B. Reporting** – Provide a written report at each Host Committee meeting including progress, budget status, needs, and concerns.
- C. Budget** – Operate within the approved budget created and agreed to by the AB CFO and the Host Chair. Obtain AB approval for any non-budgeted expense per Section 6.2.
- D. Records** – Keep accurate records of all activities, inventories, correspondence, and expenditures. Submit all receipts to the Host Treasurer monthly.
- E. Volunteers** – Recruit, train, and schedule sufficient volunteers to carry out subcommittee functions at the convention. Maintain a contact list.
- F. AB Liaison** – Maintain regular contact with their assigned AB liaison per Section 5.3 and include the liaison in major decisions.
- G. Attendance** – Attend all Host Committee meetings or send the Vice-Chair as alternate. Absences are subject to Section 7.5A. Must be on-site during the duration of the convention.
- H. Coordination** – Coordinate with other Subcommittee Chairs when functions overlap, especially Arts & Graphics, Registration, Convention Information, and Site Liaison.
- I. Final Report** – Submit a final written report, including financial accounting, inventory, and recommendations, to the Host Committee within fourteen (14) days of the convention.
- J. Equipment** – Ensure all equipment is in working order and tested two (2) weeks prior to the start of the convention. This includes Square cash register equipment, voice recorders, walkie-talkies, etc.

10.4 General Requirements for All Subcommittee Members

- A.** All subcommittee members must be NA members.
- B.** All subcommittee expenditures must be within the approved budget per Section 6.

- C.** No subcommittee may enter contracts or financial commitments without AB approval.
- D.** Subcommittees shall dissolve after submitting final reports and inventories, no later than thirty (30) days after the convention.

10.5 Subcommittee Descriptions and Specific Duties

A. Arts & Graphics

Purpose – To create and produce all convention-related artwork, printed materials, and digital media in a manner consistent with NA's Twelve Traditions that carry the theme and message of recovery.

The Arts & Graphics Subcommittee shall:

- 1.** Theme & Logo Development – Work with the Host Committee to finalize the convention theme and design an original convention logo.
The Subcommittee should try to solicit the fellowship for logo ideas once the theme has been selected. This should be done at least eight (8) months in advance of the convention. Submit all theme and logo concepts to the Host Committee for a vote and approval prior to use.
- 2.** Flyer Design & Production – Design the pre-registration flyer, registration flyer, and any other promotional materials. Coordinate with Convention Information on content and with Registration on mailing timelines. All flyers require Host Committee approval prior to printing or distribution.
- 3.** Signage & Banners – Design and produce all on-site signage including directional signs, meeting room signs, main stage banners, and welcome banners. Ensure signage is professional and consistent with the theme.
- 4.** Merchandise Artwork – Provide camera-ready artwork for all merchandise items as requested by the Merchandise Subcommittee. All merchandise designs require Host Committee approval.
- 5.** Website & Digital Graphics – Provide any digital graphics necessary for use on the ECCNA.org website.
- 6.** Estimates – Provide estimates for all printing, supplies, and production costs. Obtain at least two (2) competitive bids for major printing jobs and submit to Host Committee for approval.
- 7.** Ensure all artwork complies with NA World Services' Fellowship Intellectual Property Trust (FIPT). Do not use copyrighted, clip art, or infringing AI-generated images.
- 8.** Coordination – Collaborate with Registration, Convention Information, and Merchandise to meet deadlines. Maintain consistency across all platforms.

B. Auction

Purpose: To solicit, collect, and display donated items and to conduct the convention auction in a fiscally responsible manner consistent with NA's Twelve Traditions to help fund the convention.

The Auction Subcommittee shall:

1. Solicit, collect, and inventory donated items for the convention auction. The Auction Subcommittee will receive at least one (1) of each item of merchandise from previous years convention.
2. Coordinate auction displays, bidding process, and payment collection at the convention.
3. Maintain accurate records of all donated items, winning bids, and funds collected.
4. Provide a final auction report including total funds raised within fourteen (14) days of the convention.

C. Convention Information

Purpose: To serve as the central point of contact for all convention-related inquiries and to provide accurate, timely information to NA members and public relations regarding the convention.

The Convention Information Subcommittee shall:

1. Act as the central point of contact for all information requests regarding the convention.
2. Develop a list of frequently asked questions (FAQs) for use by all committee members.
3. Coordinate with Arts & Graphics to ensure all flyers contain accurate dates, times, locations, and contact information.
4. Prepare information packets including local meeting lists, area maps, restaurant guides, and 12-Step contact information.
5. Staff the convention information table during all hours of the convention.
6. Prepare signs directing attendees to meetings, registration, hospitality, and other convention areas.
7. Submit all printed materials to the Host Committee for approval prior to distribution.
8. Maintain a log of all inquiries and submit a final report to the Host Committee after the convention.

D. Entertainment & Fundraising

Purpose: To plan and conduct approved fundraising events prior to the convention and to coordinate recovery-oriented entertainment and fellowship activities during the convention in a manner consistent with NA's Twelve Traditions.

The Entertainment & Fundraising Subcommittee shall:

1. Plan and execute fundraising events prior to the convention to help defray convention expenses.
2. Submit a cost estimate for any fundraising event to the Host Treasurer prior to the event.
3. Ensure that all entertainment is consistent with NA's Twelve Traditions. No outside enterprises may be promoted.
4. Negotiate contracts for DJs, bands, or other entertainment. All contracts must be submitted to the AB for approval. No contracts may be signed by the subcommittee.
5. Work with the Site Liaison to schedule entertainment in appropriate rooms and time slots.
6. Submit all monies collected to the Host Treasurer within 72 hours (3 business days). At fundraising events, two (2) committee members must be present when accepting money.
7. Submit a final report including income, expenses, and recommendations to the Host Committee after the convention.

E. Hospitality

Purpose: To provide a welcoming, recovery-oriented environment for convention attendees by coordinating the hospitality room and offering refreshments and fellowship space throughout the convention.

The Hospitality Subcommittee shall:

1. Coordinate the hospitality room and provide refreshments for convention attendees.
2. Obtain donations of coffee, snacks, and supplies, when possible, to reduce costs.
3. Maintain the hospitality room during all posted hours of operation.
4. Ensure the hospitality room is kept clean and that all health department regulations are followed.
5. Recruit and schedule volunteers to staff the hospitality room.
6. Coordinate with the Site Liaison regarding room setup, equipment, and access.
7. Post hours of operation and any rules for use of the hospitality room.

F. Marathon

Purpose: To ensure continuous NA meetings are available throughout the convention by coordinating marathon meetings for the fellowship.

The Marathon Subcommittee shall:

1. Coordinate marathon meetings during the convention from the last official meeting of the day to the first meeting on the next day.
2. Recruit NA members to chair marathon meetings. Ensure all chairs have at least one (1) year clean time.
3. Prepare a schedule of marathon meetings and submit to Programming for inclusion in the program book.
4. Provide marathon meeting format and readings.
5. Ensure the marathon meeting room remains open and staffed during all scheduled hours.
6. Coordinate with the Site Liaison for room setup and signage.
7. Maintain order in the marathon meeting room. Marathon meetings are closed, for NA members only.

G. Merchandise

Purpose: To select, obtain, and sell convention-related merchandise in a fiscally responsible manner to help fund the convention and provide members with memorabilia.

The Merchandise Subcommittee shall:

1. Select merchandise items for sale at the convention, subject to AB approval per Section 4B.
2. Obtain at least three (3) competitive bids for all merchandise items and submit to the Host Committee for approval.
3. Coordinate artwork with Arts & Graphics.
4. Maintain an inventory of all merchandise purchased and sold.
5. Designate a Subcommittee member to be at fundraisers and other NA functions to sell merchandise.
6. Set up and staff the merchandise sales area during posted hours at the convention.
7. Ensure two (2) committee members are present when money is collected for merchandise sales.
8. Display prices and merchandise in a professional manner.
9. Submit a final report including sales, inventory, and recommendations to the Host Committee after the convention.

H. Programming

Purpose: To plan and coordinate the convention program, including selection of speakers, workshops, and meetings, to carry NA's message of recovery at the convention.

The Program Subcommittee shall:

1. Select NA speakers for all events.
2. Friday night, Saturday night and Sunday morning main speakers must have at least ten (10) years clean time.
3. Workshop speakers must have at least two (2) years clean time.
4. No individual may serve as a main speaker if they have held that role at any designated East Coast Regions, World, or East Coast convention within the preceding five (5) years.
5. Speakers must not be members of the AB or the Host Committee.
Main Speakers may not have a close personal or sponsorship relationship with any AB or Host Committee member, including as a spouse, sponsor, significant other, or sponsee.
6. Submit a minimum of two (2) speaker nominations to the Host Committee for each main meeting and provide a recommendation to be completed no later than three (3) months prior to the convention.
7. Select a pool of backup speakers in the event of no-shows.
8. Submit main speaker selections to the AB for approval prior to extending invitations.
9. Confirm all speakers in writing and provide travel and lodging information as needed.
10. Develop the convention program, to include times and locations of main meetings, workshops, marathon meetings, entertainment, auction, open board meeting, bid meeting and group photo.
11. Assign topics for workshops and panels. Recruit workshop and panel Chairs.
12. Arrange for recording of speaker meetings. No recording without written release from the speaker.
13. Prepare a written schedule of all meetings and events for posting at the convention.
14. Submit a final report to the Host Committee after the convention.

I. Registration

Purpose: To manage all aspects of convention registration, including pre-registration and on-site registration, to accurately record and account for all registrants and funds in accordance with the Seventh Tradition.

The Registration Subcommittee shall:

1. **Record System** – Establish and maintain a record system for all registrations. The system shall track each registrant's name, address, phone number, email if provided, amount paid, date received, type of registration, and any pre-purchased items. The record system format must be approved by the Host Chair.
2. **Registration Materials** – Prepare the registration flyer and registration form in coordination with the Arts & Graphics Subcommittee, eight (8) months in advance of convention. Submit all pre-registration, registration and event prices to the Host Committee and AB for approval prior to printing or distribution.
3. **Distribute approved materials** to all Regions on the East Coast and as many other Areas as possible.
4. **Sent direct mail/email** to NA members listed on previous convention attendance rosters.
5. **Deposit of Funds** – Deposit all registration funds with the Host Treasurer within 72 hours (3 business days) of receipt.
6. **Monthly Reporting** – Provide a written report to the Host Committee at each monthly meeting. The report shall include total number of pre-registrations received to date by category, outstanding items, and any issues or needs. Weekly reports begin two (2) months prior to the convention.
7. **Registration Packets** – Prepare registration packets for distribution at the convention. Packets shall include name badge, any pre-purchased merchandise, meal tickets, or special event tickets. Prepare registration packets within the allotted budget.
8. **On-Site Registration** – Set up and staff the registration area during all posted hours at the convention. Post hours of operation in the program book and at the registration area. Registration for the convention is required by all.
9. **Designee** – Designate a Subcommittee member to attend fundraisers and other NA functions to sell registrations.
10. **Name Badges** – Issue name badges to all registrants. Lost badges may be replaced for a fee set by the Host Committee and approved by the AB. Instruct, print, and post, 'All badges must be worn while on convention site.'
11. **Refunds** – No refunds shall be given after the pre-registration cut-off date. All requests for refunds prior to the cut-off date must be submitted in writing and approved by the Host Committee.
12. **Final Report** – Submit a written report to the Host Committee within thirty (30) days after the convention, including registration totals by type, income, expenses, and recommendations for future conventions.

J. Serenity Keepers

Purpose: To help maintain a safe, orderly, and recovery-oriented atmosphere at the convention and all related events by providing guidance and support to attendees consistent with NA principles.

The Serenity Keepers Subcommittee shall:

1. Maintain an atmosphere of recovery and respect through order and safety at the convention and all related events.
2. Assist with crowd and line control as directed by the Site Liaison.
3. Recruit and schedule volunteers to serve as Serenity Keepers. All Serenity Keepers must have at least one (1) year clean time.
4. Work with the Site Liaison and facility security to understand facility rules and emergency procedures.
5. Wear identification as Serenity Keepers while on duty. T-shirts may be designed and must be approved by the Host Committee.
6. Monitor meeting rooms, hallways, and common areas to ensure a safe recovery-oriented atmosphere.
7. Maintain charging walkie-talkies.
8. Address disruptions in a firm but loving manner, consistent with NA principles. Request assistance from facility security or local authorities if needed. Contact the Subcommittee chair, Host committee chair, and AB president immediately if any situations arise.
9. Monitor doors at main speaker meetings and dances to prevent non-registered persons from entering ticketed events.
10. Assist with crowd control and lines at registration, merchandise, and banquet.
11. Ensure smoking/vaping is in designated areas only.
12. Submit a final report to the Host Committee after the convention.

K. Literature Distribution

Purpose: To coordinate the planning, purchase, inventory, packaging, and distribution of NA-approved literature. The Literature Distribution Subcommittee shall ensure literature is distributed in an organized, accountable, and equitable manner to correctional facilities and approved recipients in support of ECCNA's mission.

The Literature Distribution Subcommittee shall:

1. Develop and maintain a distribution plan based on the literature budget approved by the Host Committee and AB.

- 2.** Coordinate with Regional H&I and Corrections Committees, and other appropriate NA service bodies to identify and verify eligible literature recipients.
- 3.** Develop recommended literature packages based on available funding, documented need, and available inventory.
- 4.** Verify recipient information, shipping requirements, and delivery restrictions prior to ordering or shipping literature.
- 5.** Prepare a literature purchase recommendation for approval by the Host Committee.
- 6.** Coordinate the ordering of NA-approved literature through approved vendors.
- 7.** Receive, inspect, inventory, and securely store all literature until distribution.
- 8.** Coordinate the packaging, labeling, and shipment of literature to approved recipients.
- 9.** Maintain accurate records of inventory, distributions, shipping documentation, expenditures and coordinate with the Host Committee Treasurer.
- 10.** Recruit volunteers for packaging, inventory, and distribution activities.
- 11.** Maintain all distribution records, correspondence, inventories, and supporting documentation for inclusion in the final Host Committee records.
- 12.** Submit monthly reports to the Host Committee.
- 13.** Submit a final report, including literature purchased, expenditures, and a distribution summary to the Host Committee at the conclusion of the convention.