

AL- SASK REGION
OF
NARCOTICS ANONYMOUS
POLICIES
&
PROCEDURES



Updated January 2020

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AL-SASK Purpose:

To support the Areas of the AL-SASK Region in effectively carrying the message of recovery by coming together in the spirit of unity to share experience, strength and hope.

AL-SASK Mission Statement:

The AL-SASK Regional Committee brings the entire Region together to further the common welfare of its Member Areas and Narcotics Anonymous as a whole.

As a Regional Service Committee we strive to do the following:

- Support our areas and groups, promote unity and offer mentorship
- Develop service forums to highlight and increase awareness
- To carry the conscience of the Region to the Canadian Assembly of Narcotics Anonymous (CANA) and the World Service Conference (WSC)
- To clearly communicate from the Canadian Assembly of Narcotics Anonymous (CANA) and the Narcotics Anonymous World Services (NAWS) to our member Areas
- To act always in accordance with the spirit of the Twelve Steps, Twelve Traditions, and the Twelve Concepts.
- To be ever mindful of spiritual principles

Accountability Statement:

As a Regional Service Committee we strive to:

- Conduct ourselves with integrity and accountability as trusted servants
- Communicate honestly and listen openly to each other
- Give our best efforts in a spirit of unity, commitment and service

Above all, we seek the guidance and direction of a loving higher power in all our affairs and decision-making processes.

I. GUIDELINES

The following guidelines will be used as reference to the service structure in the AL-SASK Regional Service Committee.

- 1.1. The AL-SASK RSC Policy and Procedures Document. This document will be revised as required by the Secretary and mandated workgroups, subject to RSC approval.
- 1.2. The Twelve Traditions.
- 1.3. The Twelve Concepts for NA.
- 1.4. A Guide to Local Service in Narcotics Anonymous.
- 1.5. The AL-SASK adopted Consensus Based Decision Making (CBDM) model
- 1.6. WSC approved NA Subcommittee handbooks.
- 1.7. Service representatives, holding Regional Admin positions, are to submit written reports to the Regional Secretary a minimum of 20 days prior to RSC meetings.

II. ROLES AND RESPONSIBILITIES FOR REGIONAL ADMIN POSITIONS

A. RSC Chairperson

- 2.1. To facilitate and provide the guidance necessary to assure adherence to the 12 Concepts and 12 Traditions in all of our decision making processes during the RSC meeting
- 2.2. Oversee the operations of the Regional Administrative Committee
- 2.3. To facilitate the Regional Administrative Committee meeting prior to the RSC meeting
- 2.4. Prepare and distribute the draft agenda at least 30 days before the RSC meeting via e-mail to all RSC participants.
- 2.5. Is responsible for booking an appropriate venue suitable for holding the RSC meeting.
- 2.6. Is responsible for booking up to 15 hotel rooms for RSC participants and observers.
- 2.7. To act as an information resource to the Region
- 2.8. Review and report any adjustments of the minutes to the RSC.

- 2.9. Distribute a written report to the RSC Secretary 20 days minimum prior to upcoming RSC meeting
- 2.10. Mentor and support the Vice Chair.
- 2.11. May be a signing authority on the Regional bank account

B. RSC Vice Chair

- 2.13. Facilitate the Regional meeting in the absence of the Chairperson
- 2.14. Work closely with Chairperson to ensure smooth facilitation of the RSC meeting
- 2.15. Facilitate ongoing review and updating of action plan under the guidance of the Chairperson
- 2.16. Ensure the AL-SASK Region Policies and Procedures are honoured by the RSC participants at the Regional body.
- 2.17. Be the monitor Admin Point Person for all workgroups
- 2.18. Helps to ensure workgroups are following the task list and informs the administrative committee of any major concerns.
- 2.19. Single point of accountability to coordinate room assignment if requested for AL-SASK regional meetings.
- 2.20. Remind RCMs to maintain AL-SASK regional calendar containing events for each of the seven areas for the next 12 months.
- 2.21. Provide a written report 20 days minimum prior to upcoming RSC meeting.
- 2.22. May be a signing authority on the Regional bank account
- 2.23. In the absence of an elected Secretary, the Vice Chair will fulfill the duties outlined in section C.

C. Secretary

- 2.24. Take accurate minutes of the RSC meeting.
- 2.25. Distribute the minutes a maximum of 21 days after completion of scheduled RSC meeting via e-mail to all RSC participants. An extra copy will be provided for archives on the Google Drive.

- 2.26. Make available 7 hard copies of the current reports, agenda, AL-SASK Region Policies and Procedures, Regional Action plan, Expense Forms, RCM Orientation Package and Welcome to the Region handout at every RSC meeting.
- 2.27. Provide a written report 20 days minimum prior to upcoming RSC meeting.
- 2.28. Distributes revised agenda and report package to the body 10 days prior to upcoming RSC meeting.
- 2.29. May be a signing authority on the Regional bank account

D. Treasurer

- 2.30. Responsible for overseeing the Regional bank account, presenting a revenue/expense projection, account and financial statements, and for payment of approved expenses of the RSC
- 2.31. Ensure that record keeping and accounting meets the needs of the Regional Body.
- 2.32. Maintains a written record of all income and expenditures.
- 2.33. Maintains a 4-point check system including: receipts written for contribution, a hard-copy ledger, the actual bank statement and the electronic spreadsheet.
- 2.34. Provides all pertinent data, as per 2.28, for the annual March RSC audit.
- 2.35. Provides a written report and a detailed spreadsheet to the RSC Secretary 20 days minimum prior to upcoming RSC meeting.
- 2.36. Is a signing authority on the Regional bank account.

E. Regional Delegate (RD and RD Alt)

- 2.37. Responsible for communication between Narcotics Anonymous World Services (NAWS), the Canadian Assembly of Narcotics Anonymous (CANNA/CNA) and the AL-SASK Regional Service Committee.
- 2.38. Acts as a World Service information resource to the AL-SASK Region, especially in relation to the World Service Conference (WSC).
- 2.39. Responds to the WSC Regional Questionnaire, which is distributed to the AL-SASK Regional Service Committee prior to submission to the WSC.
- 2.40. Attends the WSC and submits a written report to the next AL-SASK RSC meeting.

- 2.41. Attends the Canadian Assembly of Narcotics Anonymous (CANA/ACNA) and submits a written report to the next AL-SASK RSC meeting.
- 2.42. Handles service requests and inquiries from AL-SASK Member Areas and responds appropriately.
- 2.43. Facilitates CAR/CAT Workshops when requested by member Areas.
- 2.44. Provides written reports to the RSC Secretary 20 days minimum prior to upcoming RSC meeting.
- 2.45. RD mentors and supports the Regional Delegate Alternate (RD Alt).
- 2.46. May be signing authorities on the AL-SASK RSC bank accounts.
- 2.47. The RD / RD Alt will have available all Minutes of CANA/ACNA meetings and conference calls
- 2.48. The RD / RD Alt will have available the annual NAWS report, Conference Agenda Report (CAR), Conference Agenda Track (CAT) and WSC Minutes within a timely manner
- 2.49. The RD may vote at their own discretion on issues at the WSC, only when the RD does not carry Regional conscience.

F. AL-SASK PUBLIC RELATIONS CHAIRPERSON GUIDELINES

RESPONSIBILITIES OF THE PUBLIC RELATIONS CHAIRPERSON:

- Maintain and Update Website www.alsaskrsc-na.org
- Maintain and Update Regional Meeting List for phone line and na.org
- To reach out to the community as a whole by letting people know that NA exists, and how we can be reached
- Coordinate with CANA FD West to provide a NA Public Relations presence at events
- The Chairperson reports to the Regional Service Committee Meetings
- Checks phone line emails daily
- Responds to emails
- Supports and mentors area PR Chairs

CHAIRPERSON REQUIREMENTS

- 5 years of clean time
- Suggested experience as area Public Relations Chair with a completed term.
- Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA
- Working knowledge of AL-SASK REGIONAL Guidelines
- Basic understanding of websites and basic computer skills
- Basic understanding of the phone line

III. STANDING RULES OF THE COMMITTEE

- 3.1. The RSC conference will be held 3 times per year in Lloydminster for two days and not during a Convention unless previously agreed upon by the regional body. The body may choose to meet virtually if consensus is reached to do so.
- 3.2. Outside of regular scheduled meetings the body will meet virtually in November & January for work group updates and/or any concerns.
- 3.3. An Area may request to host the AL-SASK regional meeting in their respective area a minimum of two regional meetings prior, with the understanding that the host area will be responsible for securing a meeting place for the region, along with a projector and all necessary supplies.
- 3.4. The RSC will be held from 9:00 AM to 6:00 PM on Saturday and from 8:00 AM to noon on Sunday. The Administrative Committee will meet prior to the RSC if deemed necessary by the committee.
- 3.5. Open Forum/workshops will be held at every RSC, as requested. The open forum/workshop topics will be dependent on the needs expressed by Regional Participants or the local NA Fellowship.
- 3.6. All decisions at the AL-SASK Region will be made by Consensus Based Decision Making (CBDM) with the exception of proposals related to removal of trusted servants, and Elections, which will be finalized by secret ballot.
- 3.7. A minimum of 2/3, in favor of voting members, is required to elect service positions. In an election where two or more persons are nominated for a position, a preliminary "run-off" election shall occur. In this event, the person who receives the fewest votes will be dropped from the ballot and the remaining person(s) will then be voted upon again for the position. The minimum 2/3 (66%) in favor of voting members is then required to select a person to the position.
- 3.8. All NA members present can participate in CBDM discussions. Only members with a position at RSC can take part in determining consensus, removal of trusted servants, and elections.
- 3.9. All reports to this committee shall be typed when possible and be accepted as read unless there is an objection.
- 3.10. If a member of the RSC cannot be in attendance, a typed report is to be sent to this committee.
- 3.11. Any member of the Administrative Committee who misses two meetings within their term without supplying a report will automatically be removed from their position. A third absence will result in a vote to remove the member from their position regardless of reports. The 2/3 minimum in favor of voting members as per "3.5" will determine

the decision. The individual removed from their position will be notified promptly (within seven days) by the Administrative Committee, preferably the Chair.

- 3.12. Quorum shall be attendance of a minimum of 2/3rds of the Established Member Areas. Quorum as established shall be recorded in the minutes prior to business taking place, and before any final decision of a discussion item if quorum has changed during the RSC Meeting.
- 3.13. If quorum is not established from the member Areas, the Chair will contact non-participating Areas and request that they withdraw their CBDM privileges. If this is not possible, or if quorum has not been established, the RSC may conduct imminent business, but not finalize decisions.
- 3.14. Decisions that change the Policy and Procedures will be sent to the Areas before finalizing a decision, unless the RCMs agree by consensus that the change is of a housekeeping nature. 85% consensus will be required to finalize a decision that changes the Policy and Procedures of the AL-SASK RSC.
- 3.15. A proposal is a formally written statement that suggests action.
- 3.16. A 'request' is defined as an appeal to the Regional body for advice or support; a request is not formalized in the form of a proposal and can be brought forward during section e of the Agenda.
- 3.17. Proposals can be brought to the Regional body by any member of NA.
- 3.18. Proposals that have been sent back to the Areas for conscience will be allowed a process of discussion at the next RSC.
- 3.19. Area conscience by Proxy in regards to decisions on proposals sent by Regional Committee Members (RCMs) will be accepted as input pertaining to proposal decisions.
- 3.20. The Administrative Committee of the AL-SASK RSC consists of the Chairperson, Vice Chair, Secretary, Treasurer, RD, RD Alt., and ARCNA Chair.
- 3.21. All Admin members of the RSC shall hold only one position at the AL-SASK Region.
- 3.22. All Regional Participants shall serve on a Regional Workgroup.
- 3.23. The point person on each Regional Workgroup shall provide a written report 20 days minimum prior to the upcoming RSC meeting.

IV. TRAVEL EXPENDITURES

- 4.1. Reimbursements for travel expense to AL-SASK RSC meetings will be as follows: ½ shared accommodations at Host Hotel, \$50.00 per day maximum for meals, and full cost of reasonable ground transportation. Car-pooling is encouraged. All items must be receipted in order to receive reimbursement. If circumstances do not permit all AL-SASK members to share accommodations, the AL-SASK Region may cover ½ of the unpaired members accommodations cost at the Host Hotel.
- 4.2. All AL-SASK Admin members will submit receipts for all expenditures for the meeting period prior to the new funds being released.
- 4.3. The AL-SASK Admin will be reimbursed for expenses within the approved RSC budget. When an Area sends a member forward to stand for an open position at the Region, the Region will pay travel expenses according to Policy “4.1.” if the person is elected.
- 4.4. In the spirit of mentorship, contingent upon an area funding a representative to attend the RSC, the Region shall fund another Area appointed representative, from that same area.
- 4.5. Any AL-SASK Member Area may submit a request, two (2) weeks in advance of the next RSC, for RSC Travel Expense Assistance, when supported by their Area minutes, to the AL-SASK Regional Treasurer. The AL-SASK Admin shall consult and review such requests based on financial need as indicated in the written request and in accordance with this AL-SASK Regional Travel and Expense Policy.
- 4.6. Travel expenses shall be provided in accordance with policy 4.1 to any RSC Service Participant directed to serve on behalf of the AL-SASK Region to provide support services to Member Areas.
- 4.7. The AL-SASK RSC covers the transportation, shared accommodation, and meal allowance costs (to a maximum of \$50.00 per delegate per day-receipts required), of the RD, RD-Alt., and another AL-SASK Admin member in accordance to policy “4.1,” to the CANA/ACNA meetings. A budget for the cost of sending delegates to CANA/ACNA is to be submitted by the RD at the RSC prior to booking any CANA/ACNA related expenses.
- 4.8. The AL-SASK RSC may fund three delegates to CANA/ACNA. The three delegates will be the RD, RD alt. and another AL-SASK Admin member.
- 4.9. The AL-SASK RSC covers the transportation, shared accommodation, and meal allowance costs (to a maximum of \$60.00 U.S. per delegate per day-receipts required) of the RD-Alt. to WSC. In accordance to Policy “4.6” a budget for the cost of sending delegates to WSC is to be submitted by the RD at the RSC meeting prior to WSC.

V. Fellowship Development

- 5.1. Each area can request a workshop from the region once a year. Region will cover half the costs of travel (to a maximum of \$320 per request), with the area covering the other half of expenses. The maximum cost to the region annually will not exceed \$2240.
- 5.2. \$1000 will be allocated in each annual budget to be used for outreach efforts to the Northern Lights and Peace Areas. This money may be used to fund travel and event-related expenses.

VI. **BANKING & FINANCE**

- 6.1. All RSC funding will be solely the responsibility of the RSC.
- 6.2. The AL-SASK Region bank account is held by:

TD Canada Trust
4918 50th Ave
Lloydminster, AB
T9V 0W6

- 6.3. The signing authorities for the Region bank account shall be a minimum of 3 members from the following pool:

- Chairperson
- Vice Chair
- Secretary
- Treasurer
- RD
- RD-Alt.

- 6.4. The annual RSC Revenue/Expense Projection will be presented by the Treasurer to the RSC at the March RSC meeting each year for approval by the RSC. The AL-SASK Chair shall contact the Area Regional Committee Members to inform them of unexpected expenditures of a pressing nature which arise between Regional Meetings and gather their conscience regarding whether or not to approve the said expenditure.

(referred to workgroup)

- i. The Budget will include standard expenses such as:
 - a. RSC Meeting Expenses
 - b. WSC & CANA Conference Attendance and Travel
 - c. Phone-line (moved from 8.2) - \$2400
 - d. Website (moved from 8.2) - \$500
 - e. Mailbox (added as annual expense due in Aug)

- 6.5. All AL-SASK Admin members will spend funds allocated to them by the RSC according to the specific projected expenditures approved by the RSC.
- 6.6. A prudent reserve of \$500.00 will be established, and increased at the rate of \$200.00 per meeting period from additional funds from future RSC meetings until the prudent reserve reaches \$3500.00.
- 6.7. Annually, on Saturday night at the March RSC meeting, the AL-SASK Chair, the RD or RD/Alt, along with a regional participant selected by the Regional Body will audit the AL-SASK Treasurer's books from the previous March to February of the current year.
- 6.8. In the event of a change in AL-SASK Treasurer, an interim audit will be conducted at the next RSC in accordance with 5.7.
- 6.9. At the end of each meeting this region will contribute 10% of its income to CANA/ACNA and 10% to NAWS. In addition, this body may approve additional contributions or choose to withhold contributions in lieu of financial shortcomings. These deviations from standardized 10% contributions are treated independently, are proposed as an Issue Discussion Topic (IDT), and are approved by consensus.
- 6.10. All member reimbursements and payments shall be made by cheque drawn on the RSC account to allow for duplication of documentation.
- 6.11. In the event of known theft or misappropriation of Regional funds, the following seven-point procedure will be implemented:
 - i. The individual involved will be invited to meet with this body, for the purpose of discussing the matter and clarifying the issues.
 - ii. A payment plan will be developed between the individual and this body or a delegate of this body.
 - iii. If a payment is not received according to the terms of the payment plan, a letter requesting payment will be sent to the individual.
 - iv. If payment is not received according to the timelines specified in the letter, a registered letter will be sent to the individual requesting payment.
 - v. If payment is still not forthcoming, legal action will be implemented at the RSC's discretion.
 - vi. If the individual member is a member of the AL-SASK Admin, they shall automatically be removed from their position.

- vii. The AL-SASK Admin shall conduct an internal investigation regarding the incident and present its findings to the RSC with recommendations to prevent future occurrences.

VII. ELECTIONS

- 7.1. The AL-SASK Admin positions will be two-year terms, and open to all interested candidates. The option to serve a second term will be open to all Admin members.
- 7.2. Nominations for elections will open the meeting prior to the election date and will close on the election date.
- 7.3. Elections will be staggered as:

i. October	(Each Year)	ARCNA Chair	Ratification Required
ii. October	(Even Year)	Chairperson	
iii. October	(Even Year)	Vice Chairperson	
iv. March	(Odd Year)	Treasurer	
v. June	(Odd Year)	Secretary	
vi. October	(Even Year)	RD & RD-Alt	

A newly elected Admin member will receive mentorship from the previous holder of the position throughout the remaining RSC weekend and their official duties will commence at the end of the RSC meeting on Sunday. Once ratified, the ARCNA Chair assumes responsibilities immediately.

- 7.4. If a required election of an AL-SASK Admin member does not coincide with these dates, the member's position will be classified as interim. Persons elected to interim positions assume their responsibilities immediately upon election. Nominations and Elections for these positions will be held again according to the stated dates. Time spent in a position on an interim basis will not count towards the two (2) term limit.
- 7.5. The nominee and nominator as speaking to the nomination will do so either verbally at the RSC or in a written manner.
- 7.6. The AL-SASK Admin, excluding the Chair, will be allowed to vote with the RCM's on elections of Admin positions only.
- 7.7. Committee participants shall cast 1 vote only for election purposes.
- 7.8. Voting will be done by ballot. A minimum of 2/3, in favor of voting members, is required to elect service positions. In an election where two or more persons are

nominated for a position, a preliminary “run-off” election shall occur. This will be accomplished by the person who receives the fewest votes being dropped from the ballot, the remaining person(s) will stand then for the position. The minimum 2/3 (66%) in favor of voting members is then required to select a person to the position. As per section III, Standing Rule, 3.5.

7.9. Clean Time Requirements:

i. Chairperson	5 years
ii. Vice Chairperson	4 years
iii. Regional Delegate	5 years
iv. Regional Delegate Alternate	4 years
v. Secretary	3 years
vi. Treasurer	4 years
vii. ARCNA Chair	5 years

If a nominee with sufficient clean time is not available, the clean time requirements can be waived by consensus.

VIII. SUBCOMMITTEES

8.1. Fundraising, with subcommittee themes, may be conducted. All funds raised will be given unconditionally to the AL-SASK Regional Treasury.

8.2. Regional Annual Expense Projection

The following is a guideline for the disbursement of funds to the Administrative Committee. Cost of travel etc. is not included. The disbursement is based solely on the availability of funds and all requests for funds are to be approved by the AL-SASK Regional body except for regular expenses that are part of the regular approved line item expense projection for Administrative Committee functions.

Admin Committee	\$300.00 (Including Bank Fees)
a. Phone-line	(moved to 6.4) - \$2400
b. Website	(moved to 6.4) - \$500

8.3. Clean time requirements for subcommittee positions shall follow in accordance with policy sections “6.9” of this document as it relates to the specific position and the clean time requirement policies.

8.4. AL-SASK Admin members must complete an expense report, with receipts attached, to receive reimbursement from the Region.

IX. ARCNA CONVENTION COMMITTEE

9.1. **ARCNA Mission Statement**

The AL-SASK Regional Convention Committee's mission is to celebrate recovery, build unity throughout the region and carry the message. As individual members of this Committee, we are committed to fulfilling this mission with integrity, dignity, and adherence to spiritual principles.

With a balance of fun and fundraising, may it be shared with newcomer and long-timer alike, that truly 'We are never Alone'.

9.2. **Finances**

- i This subcommittee is directly responsible and accountable to the AL-SASK Region of Narcotics Anonymous.
- ii This subcommittee will strive to ensure that the programming and content of our Annual Convention promotes Service and Unity within our Region.
- iii The AL-SASK RSC is responsible for any loss from the AL-SASK Regional Convention of Narcotics Anonymous (ARCNA).
- iv Ten percent of the overall profit from each ARCNA will be added to the current seed fund until this sum reaches \$5000.00. Seed money, profits, remaining merchandise, memorabilia and archives will be returned unconditionally to the RSC at the next meeting following the Convention.
- v A total of \$3,700.00 will be budgeted annually for an AL-SASK Regional GSR Assembly of which \$3,000.00 is allocated for 60 GSR convention attendance reimbursements, and \$700.00 allocated for food and beverages.
- vi The signing authorities for the ARCNA account will be a minimum of 5 members from the following pool:
 - ARCNA Chairperson
 - ARCNA Vice Chairperson
 - One of the two ARCNA Treasurers
 - ARCNA Secretary
 - AL-SASK Treasurer

9.3. **Rotation of Responsibility**

- i A rotation of the Regional Convention held annually will be as stated:
 - Edmonton Area
 - Central Saskatchewan Area

- Peace Area
 - Chinook Area
 - Southern Saskatchewan Area
 - Northern Lights Area
 - Central Alberta Area
- ii If an Area chooses to pass on their turn in the rotation, they will not have an opportunity to host the ARCNA convention until their next turn in the rotation, as listed in 9.3 i.
- iii Each Host Area has the option of combining the Regional Convention with their Area Convention. The Area and Regional Committee will negotiate details of cost and profit sharing prior to any Seed funds being disbursed.
- iv The Region will notify Areas that are to host ARCNA two years in advance.
- v The Member Area must confirm their commitment to host ARCNA within six months of being notified and further inform the RSC if their intent is to combine the AL-SASK Regional Convention.
- vi The ARCNA Chairperson will attend the RSC and provide detailed reports and financial statements to the host ASC and the RSC at regular scheduled meetings on the progress of the Regional Convention.
- vii The incoming ARCNA Chairperson will be ratified by the RSC at the last meeting of the RSC each year. Prior to any Seed funds being disbursed to the Host Area, the Region will approve a detailed Revenue/Expense Projection.

9.4. **Clean Time Requirements:**

- i The suggested clean time requirements for the Regional Convention Committee shall be:
- | | |
|---------------------------------|------------------------------------|
| • Chair | 5 years |
| • Vice-Chair | 4 years |
| • Treasurers | 3 years |
| • Secretary | 3 years |
| • Hotel and Hospitalities | 3 years |
| • Fundraising and Entertainment | 3 years |
| • Registration and Information | 4 years |
| • Arts and Graphics | 3 years |
| • Programming | 3 years |
| • Merchandising | 3 years |
| • Other Committee members | At the discretion of the committee |

- ii The AL-SASK Convention Committee shall have two Treasurers with the sufficient clean time requirements.

9.5. **Convention Subcommittee Service Positions Responsibilities:**

i **Administrative Committee:**

This subcommittee will consist of the ARCNA chairperson as ratified by the AL-SASK RSC, a vice-chairperson, two treasurers, a secretary, and subcommittee chairpersons. The duties and responsibilities shall include, but are not limited to; the fulfillment of the ARCNA mission statement, being the signing authorities of the ARCNA bank account, as per the AL-SASK RSC policy and procedure package and the single point of decision and accountability. The Admin subcommittee shall have a working knowledge of the 12 Steps, 12 Traditions and the 12 concepts for NA service. They shall keep accurate and detailed records of meeting minutes, contracts, financial statements, receipts and all fiscal activities of the ARCNA committee, and report on such records to the host ASC as well as the AL-SASK RSC. This subcommittee shall be the focal point of all communications between all ARCNA subcommittees, host area service committees and the AL-SASK Region Service committee.

ii **Hotels and Hospitality (H & H):**

This subcommittee will act as the liaison between the ARCNA Committee and the convention facility. It will be responsible for any negotiations with the convention facility personnel regarding any questions or concerns, which may arise either during or prior to the convention, arrangement of shuttle transportation between plane/train facilities and the prepare costs estimates and discern whether they are prudent and acceptable based upon feasibility for banquets, brunches, breakfasts, coffee, specialty meeting rooms, and the sale of on site snacks. This subcommittee will be responsible for preparing a map of local points of interest, restaurants, alternative lodging facilities, transportation and sightseeing information. It shall work closely with the Registration and Information subcommittee to help coordinate and accommodate the proper meeting room facilities.

iii **Fundraising and Entertainment (F & E):**

This subcommittee is responsible for, coordinates and oversees all events and pre-events for the ARCNA committee remembering for the pre-event fundraisers that the functions need not and should not be isolated to the host area to prevent unnecessary financial drain on that area and also to promote unity throughout the Region. This subcommittee is one of the primary ways to help promote excitement and support with regard to the upcoming convention. This subcommittee is responsible for the selection of all entertainment for the convention (i.e. bands, disc jockeys, comedians, performing artists, etc.). This subcommittee should work closely with the merchandising subcommittee to help raise the pre-event funds so necessary when putting on a convention.

iv Registration and Information (R & I):

This subcommittee is responsible for both the pre-registration and on-site registration, which includes pre-registration confirmations and special registrations, for the ARCNA. It shall keep an accurate count of all pre-registrations received and pass the information regarding banquet tickets or other special events offered on to the ARCNA Committee for proper correlation. This committee shall be responsible for the preparation of the pre- registration flyers for the ARCNA and upon approval of the ARCNA Committee, shall distribute those flyers at least 6 months prior to the ARCNA to the fellowship of NA. The avenues of distribution may be obtained from the RD of the AL-SASK Region and past ARCNA committees for mailing to other areas, regions, etc., and also by distributing to all the RCMs at the AL-SASK RSC. This subcommittee is also responsible for the preparation of the registration packets at the ARCNA. R & I will act as public relations for the ARCNA serving both the NA members, the general public and any questions posed prior to or during the convention from the media. This subcommittee works closely with the Hotels & Hospitality subcommittee to coordinate a projected attendance for the ARCNA.

v Art and Graphics (A & G):

This subcommittee is responsible for the design and printing of the ARCNA banner, programs, tickets, signs for the meeting rooms etc., flyers, coffee mugs, t-shirts (both pre- event and event), and any other souvenir merchandise which may be decided upon by the committee. A & G is to be used by any and all other subcommittees as the need arises. A & G works closely with the Merchandise subcommittee to help coordinate the printing of the merchandise and the timeliness necessary for the completion of such.

vi Program:

This subcommittee is responsible for planning the itinerary for the entire convention. This includes, but is not limited to, the selection and confirmation of all speakers, secretaries and readers for the meetings, marathon meeting chairpersons, the ARCNA schedule, and any workshops/panels. The Program subcommittee will be responsible for contracting a convention site, hospitality rooms, and accommodations for the guest speakers. Program subcommittee shall be responsible for the selection of speakers who carry a clear NA message so as not to cause any confusion to any newcomers in attendance at ARCNA. The language used to carry the message of NA at ARCNA is vitally important to the unity, not only throughout the AL-SASK Region, but also throughout the fellowship as a whole. The Program subcommittee shall work closely with the Hotels & Hospitality subcommittee in order to coordinate the proper meeting facilities for each meeting and also to assist in coordinating the lodging of the speakers selected. Finally, the program for ARCNA must include at least one regional service workshop conducted by AL-SASK Regional Members, as well as the

GSR assembly, also facilitated by AL-SASK Regional Members. The GSR Assembly is the sole financial responsibility of the AL-SASK Region and will be held on the last day at the end of the AL-SASK Regional convention or combined AL-SASK/Area Convention.

vii **Merchandising:**

This subcommittee is responsible for the acquisition and sale of pre-convention and commemorative items to be sold during the convention. The Merchandising Committee shall bring proposals to the Admin Committee of the merchandise the subcommittee has recommended, the quantity to be ordered, and the cost of such, for final approval prior to purchase of said merchandise. This committee shall work closely with the Arts and Graphics subcommittee and the Fundraising and Entertainment subcommittee with regard to the acquisition and sale of such merchandise. They will also need to work with Program and Hotels and Hospitality for coordination of location and times for sale of merchandise.

viii **Security:**

This subcommittee is responsible for aiding the ARCNA Committee and the convention facility in keeping the convention secure. They can be responsible for such things as patrolling the parking lot, assisting members in attendance to locate a specific meeting room, helping to insure the safety of the members in attendance or any other related duties, which may arise during the convention. This committee shall work closely with the Hotels and Hospitality subcommittee to help insure the amicable relationship with the convention facility and the general membership in attendance

Regional GSR Assembly Guideline

The AL_SASK Regional Assembly is to be held on the last day at the end of the AL-SASK Regional or Regional/Area combined Convention and is to be included in the Convention Program for informational purposes.

It is encouraged and requested of the service members running the GSR Assembly do so with a spirit that would best generate interest in the recovery benefits of service for attendees and that the assembly be facilitated by two AL-SASK Regional Members.

The GSR Assembly is the sole financial responsibility of the AL-SASK Region and as such will be supported by a reimbursement at half the Convention Ticket Cost to a maximum of \$50.00 from the paid cost of one Convention Ticket per GSR Participant.

Convention Ticket reimbursement will be provided by check to the GSR participants at end of the GSR Assembly

Only one Funded Participant is to be sent from a Home Group and must be from an AL-SASK Member Area. A maximum of 60 GSR Participant reimbursements will be provided and will be allocated by the AL-SASK Regional Service Committee on a per capita basis. The Member Areas will be informed of their GSR allocation numbers a minimum of one RSC Meeting prior to the AL-SASK Regional Convention.

As an example, the following such allocation and funding is presented as:

Central Alberta Area	10	GSRs
Central Sask. Area	11	GSRs
Chinook Area	10	GSRs
Edmonton Area	10	GSRs
Northern Lights Area	4	GSRs
Peace Area	5	GSRs
Southern Sask. Area	10	GSRs

Additional participants may be funded from the above areas if other areas do not fill their allocated number of GSRs.

A maximum of \$700 is budgeted for lunch and will be provided at the beginning of the GSR Assembly; and is dependent on approval of the Convention Venue.

Member Areas are to inform the GSR Assembly Lead of their GSR names, Home Group, and contact information, for each of their confirmed member area GSR Assembly Attendees, within 30 days prior to the first day of the convention.