**MRCNA**

**Michigan Regional Convention of Narcotics Anonymous**

**Guidelines**

**THE TWELVE TRADITIONS**

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare should come first; personal recovery depends on NA unity.

2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.

3. The only requirement for membership is a desire to stop using.

4. Each group should be autonomous except in matters affecting other groups or NA as a whole.

5. Each group has but one primary purpose—to carry the message to the addict who still suffers.

6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.

7. Every NA group ought to be fully self-supporting, declining outside contributions.

8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.

9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.

10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.

11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.

12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

**TWELVE CONCEPTS FOR NA SERVICE**

1. To fulfill our fellowship’s primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.

2. The final responsibility and authority for NA services rests with the NA groups.

3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.

4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.

5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.

6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.

7. All members of a service body bear substantial responsibility for that body’s decisions and should be allowed to fully participate in its decision-making processes.

8. Our service structure depends on the integrity and effectiveness of our communications.

9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.

10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.

11. NA funds are to be used to further our primary purpose, and must be managed responsibly.

12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

**Michigan Regional Convention of Narcotics Anonymous**

**GUIDELINES**

1**. PURPOSE**

The Michigan Regional Service Committee of Narcotics Anonymous will always conform to NA principles, reflect our primary purpose, and be guided by spiritual principles. Narcotics Anonymous conventions are held by members to bring our membership together in the celebration of recovery. Ourregional convention is designed to have meetings, workshops, and other activities to encourage unity and fellowship among our members, creating lasting memories and friendships for every member, every time.

**2. PLANNING**

The planning of a convention requires fiscal responsibility and the combined efforts of many members. Hosting a convention is a tremendous responsibility that requires significant planning, dedication, and effort.

Conventions can be complex and overpowering endeavors; therefore, every effort needs to be made to select key memberswho have had prior convention experience. This is done to ensure continuity of effort. Although some members change from year to year, enough experienced convention planners usually remain to ensure an effective planning process. Once the convention has been awarded, the first step is to get members of the selected area to attend and participate with the current convention committee to gain experience that will help them in their planning process.

At the post-convention wrap-up meeting, the previous convention planning committee's final reports will be given and the election of the next convention planning committee will take place.(See Bid Committee in appendix)

The convention planning committee is charged with the responsibility of organizing and carrying out the convention in its entirety, including dates and location, and being responsible to those they serve.

**3. CONVENTION PLANNING COMMITTEE**

The convention planning committee is generally made up of members who were involved in the preliminary planning and bidding process. Membership in the convention planning committee is open to all members of the fellowship. The convention planning committee consists of an administrative committee, subcommittee chairpersons, and attending members. The convention planning committee is a consensus base decision-making body.

**4. CONSENSUS-BASED DECISION MAKING**

This committee follows consensus-based decision-making as described in the [CBDM Basics worksheet from Local Service Tools via NAWS](https://www.na.org/admin/include/spaw2/uploads/pdf/servsys/CBDM%20layout_final.pdf). This document can be found on the NAWS website. A consensus is defined as a 2/3 majority.

**5. COMMITTEE POSITIONS**

 Administrative Committee:

 A. Chairperson

 B. Co-Chairperson

 C. Secretary

 D. Co-Secretary

 E. Treasurer

 F. Co-Treasurer

 Subcommittee Chairs:

 A. Arts & Graphics

 B. Convention Information

 C. Entertainment & Fundraising

 D. Hotel and Hospitality

 E. Huggers

 F. Merchandise

 G. Program

 H. Serenity Guides

 I. Tickets & Registration

**6. CONVENTION MEMBER REQUIREMENTS**

 Qualifications:

1. Clean time shall not be waived for any of these positions.

|  |  |
| --- | --- |
| Position | Clean Time |
| Chairperson | Five years |
| Co-Chairperson | Four years |
| Secretary | One year |
| Co-Secretary | 6 months |
| Treasurer | Five years |
| Co-Treasurer | Five years |
| Subcommittee Chairperson | Two years |
| SubcommitteeCo-Chairperson | One year |
| Anyone handling money, this may disqualify some Co-Chairs with only 1 year. | Two years |

1. Willingness to give the time and resources, e.g., the cost of driving to and from meetings.
2. Recommended to have one year of previous experience on a prior convention committee.
3. Ability to exercise patience and tolerance.
4. Active participation in Narcotics Anonymous.
5. Must sign Memorandum of Financial Responsibility Form.
6. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
7. Subcommittee Chairs will read a written report and provide an emailed copy to the Secretary monthly. The report will include the progress of the committee's plan and all funds spent or generated for the period.

**7. CONVENTION COMMITTEE MEETINGS**

The convention planning committee meetings should take place monthly on the 3rd Sunday of the month, but adjustments can be made for holidays. The schedule should be finalized and announced by the August planning meeting. There should be an option to meet twice in June.

The purpose of these convention planning committee meetings is to gather and share information between subcommittees regarding the planning and carrying out of the convention. Efforts should be made to encourage support and participation from all members. Care needs to be exercised during the planning process to involve as many groups and individuals as possible.

Subcommittees must meet monthly, preferably one hour prior to the monthly convention planning committee meeting at the same location. Subcommittees can meet in between monthly meetings. However, they need to make known to the convention planning committee when and where these meetings are being held.

It is advisable to schedule two to three hours to conduct the convention planning committee business. An agenda needs to be prepared prior to meetings. An example agendais in the appendix.

**8. VOTING**

Any member who participates on a regular basis – defined as two of the last three meetings – at the convention planning committee meetings is considered a voting member. All administrative and subcommittee chairs are expected to attend all convention planning committee meetings. At the first convention planning committee for elections, all members in attendance have a vote.

**9. ELECTIONS**

Elections will be by closed ballot. The vote count is not announced. The person elected will be announced by the Chairperson. Elections will be by simple majority; unless unopposed, then a 2/3 majority vote of the ballots cast is needed. At the first convention planning committee for the elections, all members in attendance have a vote.

At the first convention planning committee meeting of a convention cycle, administrative and subcommittee chair positions need to be filled. Each month, unfilled positions will be open for nominations and elections, until all positions are filled.

When a position is open, the convention Co-Chair will be responsible for the duties and responsibilities of the subcommittee until a subcommittee chair is elected.

In the case of a tie for any elected position, the voting process will continue by closed ballot until one nominee is elected to that position.

**10. RESIGNATIONS/REMOVAL OF ELECTED POSITIONS**

Missing two consecutive meetings with or without a written report will result in the position being open. However, the convention planning committee can consider the circumstance and act appropriately. Removal of a position for other reasons requires a 2/3 majority vote. Possible reasons for removal may include, but are not limited to:

* Failure to follow guidelines.
* Excessive absences: if questioned by a committee member
* Disruptive behavior at MRCNA meetings

Automatic removal of any position requiring no vote:

* Relapse.
* Misuse and/or misappropriation of NA funds.

**11. BUDGETS**

All subcommittees will submit a projected detailed spending plan at the September convention planning committee meeting.

Detailed spending plans are approved by the convention planning committee prior to submission to the Regional Service Committee for approval in December.

Admin budget must always include event insurance included in the chairpersons’ budget. Chairperson will work closely with H&H while they choose the event insurance.

**12. PRUDENT RESERVE**

The convention planning committee starts the planning year with a prudent reserve of $15,000 plus all early registrations and fundraising proceeds. In addition, has a petty cash fund of $500.00. After all of the financial obligations on the previous convention are paid, the remaining funds of the convention are returned to MRSCNA. The Region Treasurer will do this final transaction in cooperation with the MRCNA Treasurer and report to Region.

**13. BIDS**

Being prudent with the convention money is important. When buying large purchases for the convention, it is suggested to get three bids, going with the bid that aligns best with our Convention Purpose.

**14. ADMINISTRATIVE COMMITTEE**

 **A. CHAIRPERSON RESPONSIBILITIES**

1. Helps prepare a budget for the administrative committee, keeping in mind annual expenses, such as P.O. box, bank fees, postage, any new or unusual purchase of equipment, etc.
2. Be present during subcommittee meetings to give guidance and support to subcommittees as needed, or when deemed necessary by the planning committee as a whole.
3. Trains the Co-Chairperson in the performance of the Chairperson's duties.
4. Executes judgment without giving personal opinions.
5. The Michigan Regional Convention is a subcommittee of the Michigan Region Service Committee; therefore, the Chairperson of the convention should not hold a position on the Administrative Board or the Board of Directors (RCM) of the Region to avoid spiritual conflict.
6. Attends all convention committee meetings and if unable to attend, notifies the Co-Chairperson and Secretary and submits a written report.
7. Chairs the Saturday banquet and the speaker session during the convention.
8. Attends all regularly scheduled MRSCNA meetings. If unable to attend, notifies the Regional Facilitator of their pending absence. Asks convention Co-Chairperson to attend in their absence and sends a written report including Treasurer’s report.
9. Brings back from the Regional meeting all issues regarding the convention planning committee.
10. Asks at every Regional meeting if any member areas are forming a bid committee to host the next convention cycle.
11. Makes sure all convention registration and fundraiser flyers get to the Regional meeting.
12. Brings the hotel contract to Regional Facilitator for its signature.
13. Submits convention spending plans for approval at the December Regional meeting.
14. Brings complete year-end final report including Treasurer’s report to the regional meeting. (See Treasurer Duties)
15. Works closely with the Treasurer in the disbursement of convention funds. Reviews the final hotel bill with the Treasurer and Hotel and Hospitality Chair before it is paid.
16. Could be a signer on bank accounts held by the MI Regional Convention Committee.
17. Will be the signer on all contracts: entertainment, food, merchandise items and tapers of speakers, etc., except the Hotel contract.
18. When available and practical, will be an observer during meetings with the hotel prior to the convention. If changes are made to the contract, ensures the changes are made in writing with the hotel giving back a signed receipt or email acknowledging the changes.
19. Has read and understands consensus-based decision-making as described in the CBDM Basics Worksheet. Practices CBDM in all meetings.
20. All Chairpersons will create a “tips and tricks” document to share with the next Chairperson so they have all the necessary and helpful information to execute their duties well.

 **B. CO-CHAIRPERSON RESPONSIBILITIES**

1. Works closely with Chairperson and will function as Chair when the Chairperson is not available.
2. Serves as a liaison between subcommittees and the administrative body. Attends subcommittee meetings and must be willing to help as needed. Make sure subcommittees are meeting deadlines.
3. Ensures each subcommittee has a reporting method to pass on to the next subcommittee chair the reports and notes of the convention.
4. Has read and understands consensus-based decision-making as described in the CBDM Basics Worksheet. Practices CBDM in all meetings.
5. Will chair the Sunday morning speaker session during the convention.
6. In the event of an open subcommittee chair position, the convention Co-Chairperson will facilitate that chair’s duties and responsibilities until the position is filled.
7. Attends all convention committee meetings and if unable to attend, notifies the chairperson and secretary and submits a written report.
8. Will attend Michigan Regional meetings when the Chair is not available. To gain experience, it is highly recommended they attend at least 2 Michigan Regional meetings with the Chair.
9. Prepares to become the Chair the following year.
10. Will keep an inventory of MRCNA property (such as cash registers, storage totes, credit card devices, tablecloths, and previous year’s merchandise) and have a record of who has the items.
11. All Co-Chairs will create a “tips and tricks” document to share with the next Co-Chair so they have all the necessary and helpful information to execute their duties well.

 **C. SECRETARY RESPONSIBILITIES**

1. Will attend and keep accurate minutes of all regularly scheduled administrative meetings and convention planning committee meetings.
2. Types and emails copies of the minutes to all members of the convention planning committee no later than ten days following each meeting.
3. Emails a copy of the minutes to the Convention Information chair for posting on the MRCNA website, making sure that personal information (such as full names, phone numbers, and addresses) is not included.
4. Has copies of all minutes during the convention year and has them available at all meetings.
5. As part of their final report, ensures the newly elected administrative body receives an electronic version of all minutes from the prior convention's meetings if requested.
6. Keeps accurate ongoing roll call and voting privileges for elections and removes members from roll call after their third absences.
7. Maintains contact list of all active committee members.
8. Prepares ballots for elections. Disburses and collects ballots during the voting of the election process; may ask for volunteers to assist in performing this task.
9. In the absence of the Chair and Co-Chair, will preside over the committee meeting until a temporary Chair can be elected to chair the convention planning committee.
10. Trains the Co-Secretary in the performance of the Secretary duties.
11. All Secretaries will create a “tips and tricks” document to share with the next Secretary so they have all the necessary and helpful information to execute their duties well.

 **D. CO-SECRETARY RESPONSIBILITIES**

1. Attends all regularly scheduled administrative meetings and convention planning committee meetings.
2. Assists Secretary in the completion of their duties and responsibilities as stated above.
3. Performs all duties and has all responsibilities of the Secretary in their absence.
4. Prepares to become the Secretary next year.

 **E. TREASURER RESPONSIBILITIES**

1. Attends all regularly scheduled administrative meetings and convention planning committee meetings and must be available to attend the convention in its entirety because of the money pick-ups and deposits.
2. Have previous treasurer experience at Area or Region level.
3. Assists subcommittees with a detailed spending plan.
4. Signer on the MRCNA checking account. Other signers are the MRSCNA Facilitator, Treasurer, Co-treasurer, and Regional Delegate.
5. Will have access to the debit card on the MRCNA bank account.
6. Checks will be made payable to vendors whenever possible.
7. Checks may not be signed in advance or written payable to “Cash.”
8. Prepares financial reports to be submitted at monthly convention planning committee meetings of the convention planning committee. These reports will cover a time period of “meeting to meeting”. Reports should include all income and expenses for each committee as well as the petty cash balance and expenditures of petty cash, also a screenshot of the bank statement with identifying information blocked out.
9. Will submit a detailed monthly report of all income and expenses and bank reconciliation which balances with the report. Also, report all income and expenses paid from petty cash and petty cash reconciliation.
10. Following the convention, the Treasurer will submit a final report which includes a detailed checkbook register of all income and expenses, and a detailed petty cash report for the year.
11. Responsible for all monies received (i.e., registrations, merchandise, activities, serenity guides, and huggers, etc.). Writes pre-numbered, carbon receipts for any cash or checks received.
12. Deposits are made to the MRCNA checking account within three (3) business days. The deposit will be any amount in excess of the petty cash fund.
13. Submits a monthly income and expense report to the MRSCNA treasurer.
14. Maintains a petty cash fund of $500.00 for incidental expenses. Cash is kept in a locked box. The petty cash fund will always contain the total amount of cash and receipts, which are equal to the amount of the fund, and is periodically audited by the convention Chair and Co-Chair.

Expenditures from petty cash need to have a Voucher Request Form (VRF) with receipts of purchases attached. The person requesting reimbursement is required to fill out the form, which includes the date, amount, payee name, subcommittee name, and reason for purchase. VRF needs to be approved by the subcommittee Chair.

For expenditures made in advance of a purchase, the payeewill fill out a Voucher Request Form completely, which includes the date, amount, payee's name, subcommittee name, and reason for purchase; to be completed by the person requesting reimbursement. VRF needs to be approved by the subcommittee Chair and will be attached to the VRF as soon as possible after the purchase is made, failure to provide a receipt may affect future requests.

1. Ensure that all taxes and financial obligations are submitted to Regional Treasurer in a timely manner. This would include all merchandise sold by the convention committee throughout the year.
2. Prepares a calendar-year-end report to be submitted to Regional Treasurer for use during the yearly audit.
3. Makes regular pick-ups during the convention from all areas that have cash and must be accompanied by the Co-Treasurer, Chair, or Co-Chair. Money pick-ups are never done alone.
4. Make bank deposits throughout the convention always with the Co-Treasurer or the Chair or Co-Chair can fill in; but NEVER done alone.
5. Communicates to the Co-Treasurer, Chair, and Co-Chair the schedule of when pick-ups and bank deposits will be happening during the convention to ensure that the second person is there. It is highly recommended that it be the Co-Treasurer so they learn for the next convention.
6. Pays the hotel bill after the Convention Chair, Co-Chair, and Hotel and Hospitality Chair have reviewed the final banquet, brunch, hotel, and equipment bills.
7. Will obtain and have tax-exempt forms from the Regional Treasurer. Any purchases made by the convention are tax-exempt.
8. Trains the Co-Treasurer in the performance of the Treasurer’s duties.
9. All Treasurers will create a “tips and tricks” document to share with the next Treasurer so they have all the necessary and helpful information to execute their duties well.

 **F. CO-TREASURER RESPONSIBILITIES**

1. Attends all regularly scheduled administrative committee meetings and convention planning committee meetings.
2. Have previous treasurer experience, preferably at Area, Region, or some subcommittee level.
3. Assists Treasurer in all duties during the planning year and at the convention and must be available to attend the convention in its entirety to assist with money pick-ups and deposits.
4. Will assume the duties and responsibilities of the Treasurer in their absence.
5. Prepares to become the Treasurer next year.

**15. SUBCOMMITTEE CHAIRS RESPONSIBILITIES**

 **A. Arts and Graphics (A&G)—Purpose**

This subcommittee is responsible for designing, and/or printing the convention banner, convention posters, and directional signs in and outside the hotel, and assisting other subcommittees with artwork ideas.

 **Duties:**

1. Will develop a detailed spending plan to include the following costs: the banner, transportation of banners to and from the convention site, printing for signs and flyers, posterboard/cardstock for signage, permanent markers for signing the banner, and printing the programs.
2. Will present a variety of recovery phrases for the selection of the convention theme. After soliciting theme suggestions from the fellowship, a paper ballot voting process will take place to select a theme for the convention offering free registration to the addict whose theme is selected.
3. Will present logo designs to the convention planning committee for official convention logo selection. Soliciting theme suggestions from the fellowship, a voting process will take place to select a logo design for the convention, offering free registration to the member whose design is selected.
4. Will work with Hotel & Hospitality for the hanging of banners during the convention.
5. This committee is responsible for the care of the banners. This includes the maintenance and storage of the banner collection. This committee will report on the condition of the banner collection to the convention planning committee from time to time.
6. Will post all signage for workshops and events during the convention.
7. Works closely with Programming to prepare a written program of convention events. Obtains three bids from printing companies and selects the company that best suits our needs.
8. Will ensure that the “®” trademark registration symbol appears on any convention material containing the NA logo or symbol.
9. Will arrange a time and place for the banner to be signed by the convention planning committee followed by allowing all convention attendees the opportunity to sign the convention banner.
10. While working with the convention Co-Chairperson, will develop a process to pass on reports, ideas, and learning suggestions to the next year’s chair.
11. Will work with any subcommittee with any artwork needs. Depending upon which subcommittees decide to use A&G, those subcommittees will allocate the appropriate funds from their budgets to the A&G proposed budget for the year.
12. All Arts and Graphics chairs will create a “tips and tricks” document to share with the next Arts and Graphics Chair so they have all the necessary and helpful information to execute their duties well.

 **Co-Chair—Duties:**

1. Will assist the Chair in the performance of their duties.
2. Conduct the business of this subcommittee in the absence of the Chair.

 **B**. **Convention Information (CI)—Purpose**

The purpose of the subcommittee is to provide information about the convention to hospitals and institutions as well as members of the NA community. This is done by the distribution of various materials such as letters, information pamphlets, and the website, and for the purpose of answering questions relating to the convention and fund-raisers.

  **Duties:**

1. Develop a detailed spending plan.
2. Will inform NA members, hospitals, recovery houses, treatment centers, and other institutions within the surrounding area about the convention and fundraisers.
3. Will email a flyer to socialmedia@na.org
4. Will contact treatment centers and other institutions within a 50 miles radius of the hosting convention site. The intent of these communications is to inform addicts new to the NA Fellowship and to potential members of the fellowship.
5. Will prepare for collaboration with members of the media, such as newspapers, radio, and television if they appear at the convention. Maintaining the anonymity of our members is of primary importance.
6. Will be available during the convention for press interviews. Will have ready a room for such interviews, if needed.
7. Will make up press packets consisting of NA pamphlets and a welcome letter explaining the purpose of our convention, a brief introduction to NA.
8. Will maintain the MRCNA page of the regional website, ensuring that all information is up to date.
9. Will collaborate closely with all committees during the planning year.
10. While working with the Convention Co-Chairperson, will develop a process to pass on reports, ideas, and learning suggestions to the next year’s chair.
11. All Convention Information chairs will create a “tips and tricks” document to share with the next Convention Information chair so they have all the necessary and helpful information to execute their duties well.

 **Co-Chair Duties:**

 1. Will assist the Chair in the performance of their duties.

 2. Will conduct the business of this subcommittee in the absence of the Chair.

 **C. Entertainment and Fundraising (E&F)—Purpose**

The purpose of the subcommittee is to generate interest and support for the convention from within the fellowship, in addition to co-hosting area fundraising events.

 **Chair duties:**

1. Will develop a detailed spending plan including the cost for the DJ, other types of entertainment, possible transportation for entertainers, fundraising flyers, and concessions.
2. Will communicate with Area Activities Chairs throughout Michigan and coordinate dates for possible MRCNA fundraisers and will work with Areas to develop successful fundraisers.
3. Will turn in receipts and an event expense log to the MRCNA Treasurer at each convention planning committee meeting.
4. Will ensure that all events are conducted in good taste, consistent with our spiritual principles.
5. May plan and conduct various activities throughout the year; dances, picnics, bowling parties, and any other activity which will generate funds for the convention.
6. Plans all entertainment activities for the convention. Prior to the convention, will confirm all entertainment needs and requirements: dance setups, DJ access and requirements, comedian’s requirements including possible sales of items, karaoke, and photograph needs.
7. Will work closely with other subcommittees.
8. While working with the Convention Co-Chair, will develop a process to pass on reports, ideas, and learning suggestions to the next year’s Chair.
9. All Entertainment and Fundraising chairs will create a “tips and tricks” document to share with the next Entertainment and Fundraising Chair so they have all the necessary and helpful information to execute their duties well.

 **Co-Chair—Duties:**

1. Will assist the Chair in the performance of their duties.
2. Will conduct the business of this subcommittee in the absence of the Chair.

 **D. Hotel and Hospitality (H&H)—Purpose**

The purpose of the Hotel and Hospitality subcommittee is to work with bidding areas to secure adequate facilities including those of the Americans with Disabilities Act for the convention and function as the liaison between the convention committee and the hosting hotel. The Hotel & Hospitality subcommittee will convey all requirements of the convention to the hotel staff.

 **Duties:**

1. When communicating with the hosting hotel prior to the convention, a minimum of two members are needed to be present. Suggestions would be the Hotel & Hospitality Chair and Co-Chair, Convention Chair, or a member of the Administrative committee.
2. Will develop a detailed spending plan including hospitality room items, additional coffee, Wi-Fi expenses, the possible expense for monthly meetings if not at the hotel, etc.
3. Works with the Bid Committee to determine all the convention resources that are made available with the hotel; be aware of additional service fees that may be added to the price of meals, service, and equipment rentals. See suggested items in the Bid Committee in the Appendix.
4. Will provide the convention planning committee with an update on the number of hotel rooms reserved at each convention planning committee meeting.
5. Will secure meeting space for all convention planning committee meetings, preferably at the host hotel or somewhere in the hosting area.
6. Will oversee the disbursement of coffee if the convention committee chooses to provide coffee. Only one person may have the authority to order coffee as determined by the Hotels and Hospitality subcommittee.
7. Will arrange site tours of the Convention hotel. This will ensure the Convention Planning Committee can see the variety of sleeping rooms and meeting rooms provided by the hotel. Other tours will be necessary with select subcommittees to discuss room arrangements for the convention. It is helpful to have sketches of seating and table arrangements with you when you make final preparations with the hotel.
8. Will arrange for a walk-through of the hotel approximately thirty days before the convention. This meeting is so the hotel managers can meet face-to-face with convention members.
9. Will reserve a large safe deposit box for the Treasurer’s use.
10. Will review the final hotel bill with the Treasurer, Convention Chair, Co-Chair, and Co-Treasurer before it is paid.
11. Advise the hotel of any special requirements that our members may have with regard to the Americans with Disabilities Act. i.e., arranges special seating at workshops, banquets, brunch, and speaker meetings.
12. Will work with the Arts & Graphics subcommittee in securing ample space for storage and hanging of convention banners. Arts & Graphics chair will supervise the hanging of the banner. Will also work with Arts & Graphics to provide input on the design/printing of tickets for the Banquet.
13. Will secure a space for making last-minute signage on site.
14. Will work with the Convention Information subcommittee to arrange adequate space for a press conference at the hotel on the rare chance that a news outlet shows up. Convention Information needs a table set preferably next to the Tickets & Registration space.
15. Will work with Entertainment & Fundraising subcommittee to provide adequate space for preconvention fundraisers if E&F chooses to use the hotel we’re contracted with.
16. Prior to the convention, will discuss with the E&F subcommittee the entertainment needs and requirements for: dance setups, DJ access and requirements, and banquet decorating needed during the convention with the E&F Fundraising committee.
17. Will work with the Merchandise subcommittee to secure adequate space for convention merchandise sales, jeweler merchandise, taper space, and any other vendors the committee chooses. It should be a room with separate entrance and exit doors, preferably on opposite sides. This room will be secure by limiting the number of keys available to the Hotel and Hospitality Chair and Co-Chair, and Merchandise Chair and Co-Chair and vendors that are in the room.

Will inform the hotel that this room is off-limits to all hotel personnel except when the Hotel and Hospitality Chair or Co-Chair makes a request for services.

1. Will work with the Programming subcommittee to address all room requirements for workshops, marathon meetings, and audio recordings. The details need to be conveyed to the hotel in a timely manner prior to the convention. The hotel will provide written documentation or email that they received this information.
2. Will work with the Tickets & Registration subcommittee to arrange adequate space for registration tables. T&R will need secure storage for registration packages. This storage area needs to be available on the registration “package-stuffing day” if T&R needs it, either before the convention or during.
3. This subcommittee is responsible for the collection of banquet and brunch tickets. Care should be taken so the convention committee does not pay for overages, or meals served but not paid for. Work with Serenity Guides to help maintain serenity and order during the convention, especially during the brunch, banquet, and entertainment times. Serenity Guides will collect tickets or check wristbands at the door.
4. Will arrange for a Hospitality room where members can congregate and fellowship. It is the Hotel and Hospitality subcommittee’s responsibility to keep refreshments in this room (water, cookies, fruit, peanut butter, bread, jelly, etc.).
5. The committee will authorize the usage of complementary rooms, ensuring that more rooms are not given out than are available. Main speakers and special entertainment are given first consideration.
6. Will provide a secure room for Treasurer and Co-Treasurer to count money during the convention.
7. Works with E&F and Programming subcommittees to host the Opening Ceremony on the opening night of the convention. Ensures food is available if the convention planning committee chooses to have food.
8. Work with the Serenity Guides to ensure all doors to the rooms are locked except for one entrance door for ticketed events.
9. While working with the Convention Co-Chair, will develop a process to pass on reports, ideas, and learning suggestions to the next year’s chair.
10. Works closely with the admin body while choosing event insurance.
11. All Hotels and Hospitalities Chairs will create a “tips and tricks” document to share with the next Hotels & Hospitalities Chair so they have all the necessary and helpful information to execute their duties well.

 **Co-Chair**

1. Will assist the Chair in the performance of their duties.
2. Conduct the business of this subcommittee in the absence of the Chair.

 **E. Huggers—Purpose:**

The Huggers subcommittee is comprised of energetic members who welcome attendees to the convention with a hug. Clean time requirement for a Hugger is one day.

 **Duties:**

1. Will develop a detailed spending plan including the cost of t-shirts and supplies.
2. Enlist artwork or design for the Hugger T-shirt logo working with Arts and Graphics subcommittee. The final logo design will be approved by the convention planning committee.
3. Works with other subcommittees on related issues.
4. Recruit members to participate at the convention and encourage new members to be huggers.
5. Designate locations at the convention to station huggers.
6. Prepares a list of responsibilities for members who participate as Huggers.
7. Establish a schedule with time slots to ensure they cover all stations as needed.
8. Huggers will have knowledge of convention grounds and schedules to help guide members if needed.
9. While working with the convention Co-Chair, will develop a process to pass on reports, ideas, and learning suggestions to the next year’s chair.
10. Keep in mind that we may not be the only group at the hotel. Let volunteers know that we do not force hugs on people because they may not be members, or they may not want a hug. Watch for the signals others give and follow their lead and know that each of us gets to determine if, when, and how we want to be hugged (Spiritual Principal a Day, p. 190).
11. The Huggers and Serenity Guides subcommittees may combine and function as one subcommittee if necessary.
12. All Huggers chairs will create a “tips and tricks” document to share with the next Huggers Chair so they have all the necessary and helpful information to execute their duties well.

 **Co-Chair:**

1. Will assist the Chair in the performance of their duties.
2. Conduct the business of this subcommittee in the absence of the Chair.

 **F. MERCHANDISE—Purpose:**

The Merchandise Subcommittee assists with the financial success of the convention by generating revenue through the sale of commemorative convention merchandise. Proper planning is important. Please be conservative with ordering merchandise; it is better to sell out than to have a lot of merchandise left over.

 **Duties:**

1. Develop a detailed spending plan of projected purchases and supplies.
2. Solicit fellow addicts to serve as members of the committee, with knowledge of pricing and merchandising techniques.
3. Solicit possible vendors for t-shirts, sweatshirts, etc.; preferably with 30-day billing after the convention, if possible.
4. Keep track of sales for sale tax purposes. See the Treasurer for direction.
5. Work with Arts and Graphics to design artwork to be placed on saleable pre-convention and convention merchandise with the approval of the convention planning committee. Ideas can be solicited.
6. Develop a list of affordable items to be made available for both pre-convention and convention sales.
7. When selecting t-shirts, sweatshirts, jackets, shorts, hats, etc. ensure that the quality of the item(s) versus the cost is considered.
8. Work with H&H to select a room large enough for merchandise and vendors with entrances and exits that can be locked. The room needs to be available the day before the convention and up to 2:00 PM on the last day of the convention.
9. Be the point person for the added vendors such as the Regional office or jewelry, etc., excluding the taper.
10. Get Arts & Graphics to make signs for merchandise hours, prices, “No Food or Drinks” signs, directional signs, etc.
11. Establish money pick-ups with the Treasurer. Example: every hour to 1½ hours.
12. Be the point person for other regions to sell merchandise.
13. Sales of the current year’s merchandise will not be reduced at the convention (if there is any leftover).
14. While working with the Convention Co-Chair, will develop a process to pass on reports, ideas, and learning suggestions to the next year’s chair.
15. All Merchandise chairs will create a “tips and tricks” document to share with the next Merchandise Chair so they have all the necessary and helpful information to execute their duties well.

 **POLICIES:**

1. Logos for all merchandise must be approved by the convention planning committee.
2. The “®” trademark registration symbol must appear on any convention material containing the NA logo or symbol.
3. Sales of NA merchandise from other NA service committees will be allowed on the last day of the convention provided prior approval was obtained from the Merchandise committee.
4. Utilize NAWS-approved licensed vendors. Vendors need to provide proof of license.
5. Special merchandise for individual subcommittees needs to be avoided.
6. It is suggested that MRCNA committee members be recruited to sell merchandise at their local area events and out-of-state conventions that they may be attending.

 **Co-Chair**

1. Will assist the Chair in the performance of their duties.
2. Conduct the business of this subcommittee in the absence of the Chair.

 **G. PROGRAM—Purpose:**

The Programming subcommittee plans all workshops and marathon meetings and selects main speakers, workshop speakers, and chairpersons for the workshops at the convention.

Successful conventions center on the thoroughness and creativity of the program to attain an atmosphere of recovery and fun; because of the demands on this committee, it has (2) Co-Chairs.

 **Duties:**

1. Develop a detailed spending plan including the following: travel expenses for main speakers (plane tickets and/or accommodations), translators/signers if needed, books for newcomers, tapers (if necessary), any materials that may be needed for workshops or working at the table during the convention, and registrations or banquet/entertainment tickets for main and guest speakers.
2. Develop a task sheet, including completion dates of all the planned activities.
3. Be prepared to hire interpreters for the hearing impaired, depending on the needs of the convention. The committee is aware of the Americans with Disabilities Act, and the T&R subcommittee will alert Programming if someone requests this on their registration.
4. Plans a balance of workshops for newcomers, old timers, and service-minded attendants, with a variety of topics covering spirituality, barriers to recovery (physical, mental, secondary illnesses), steps, traditions, and common needs (women, men, youth, LGBTQIA+).
5. Provides formats for speaker, workshop, and marathon meetings.
6. Establishes a staffing schedule to ensure that subcommittee work during the convention is covered (chairing workshops, signing in speakers).
7. Schedules all events that will take place at the convention, except what Entertainment and Fundraising plan, coordinating time so Entertainment and Fundraising events don't take place at the same time as main speakers.
8. Disperse a flyer requesting that anyone interested in taping the convention submit a bid by a certain date. When selecting the vendor, make it known that all copyrights are the property of MRCNA. All contracts, such as recording, or any other legal and binding contracts need to be approved by the convention planning committee and signed by the convention Chair.
9. Seeks and compiles input on speaker tapes, with the goal of selecting convention main speakers with a minimum of 5 years clean and workshop speakers with 3 years clean. Use discernment and discretion when picking speakers, reviewing IP #2, paragraph entitled “Speaker”, as a basis for selection. Potential speakers and program participants are members who base their recovery on powerlessness over addiction, identify themselves as addicts,and attend NA meetings to sustain their recovery. The best speakers seem to be those who address recovery as if their life, as well as yours, depends on it. Speakers should be given at least three months’ notice.
10. Contacts candidates for convention speakers to ascertain their willingness and availability to speak at the convention.
11. Works with Hotel and Hospitality subcommittee to see that the housing needs of convention main speakers are covered. Communicates to T&R subcommittee the number of registration packages including banquet and event tickets that will be needed for the main/guest speakers.
12. Arrange transportation for main speakers to and from the airport and hotel.
13. Works with Hotel and Hospitality to ensure that all speaker/workshop rooms have adequate sound systems, podiums, etc.
14. Will disperse a speaker roll call flier asking for willingness, which will have a deadline for submitting speaker tapes. Compiles a list of willing members to serve as chairperson (six months clean time) and speakers (three years clean time) for workshops. Tickets and Registrations will be able to provide a list of pre-registered members who have indicated a willingness to chair or speak at workshops. Speakers and workshop chairs need to be members of NA.
15. Establishes a schedule for the marathon meeting room if the subcommittee chooses to hold a marathon for that convention year.
16. Works with Arts & Graphics to establish signage and map needs for the convention and set a timeline to develop and print the program.
17. Responsible for planning the clean time countdown and related functions including obtaining NA books to be given away to new members.
18. Be responsible for checking in all speakers.
19. While working with the convention Co-Chair, will develop a process to pass on reports, ideas, and learning suggestions to the next year’s chair.
20. All Programming chairs will create a “tips and tricks” document to share with the next Programming Chair so they have all the necessary and helpful information to execute their duties well.

 **Co-Chairs**

1. Will assist the Chair in the performance of their duties.
2. Conduct the business of this subcommittee in the absence of the Chair.

 **H. Serenity Guides—Purpose:**

The Serenity Guides subcommittee's purpose is to maintain serenity and order at the convention in a positive, non-confrontational, assertive manner. Also provides directions to members as to where Ticket & Registration and other convention activities can be found. The clean time requirement for a Serenity Guide is six months.

 **Duties:**

1. Will develop a detailed spending plan for t-shirts and supplies.
2. Enlist artwork or design for the Serenity Guides T-shirt logo working with Arts and Graphics subcommittee. The final logo design will be approved by the convention planning committee.
3. Set up a work schedule for volunteers at the convention. When needed, the Chair and Co-Chair will relieve, fill in for, or take the place of a person assigned to a job station. Serenity Guides should work in pairs.
4. Coordinate, plan, and discuss schedules with other subcommittees regarding their needs for Serenity Guides during the convention.
5. Will work with the Merchandise subcommittee at the entrance to the Merchandising Room to keep the flow of traffic moving. Remind members that there is NO food or drinks allowed in the Merchandising Room.
6. Work with Tickets & Registration keeping orderly lines at the registration table, keeping traffic moving as needed.
7. Serenity Guides are not a police action body. There is no need for any committee member to intervene on any other member when they chose to act in an unacceptable manner. Serenity Guides Chair or Co-Chair should first contact the Admin Chair/Co-Chair as to the incident taking place and allow the Chair/Co-Chair to take appropriate action. Usually, this will be in the form of contacting the facility security and/or management.
8. Be aware of smoking areas.
9. This subcommittee is responsible for the collection of banquet and brunch tickets. Care should be taken so the convention subcommittee does not have to pay for overages, or meals served but not paid for.
10. May need to assist members’ special requirements (disabilities) by allowing them to enter rooms prior to scheduled events (speaker meeting, banquet, brunch, and entertainment) to obtain proper seating for their comfort and safety.
11. The Serenity Guides and Huggers work together in accomplishing their duties.
12. While working with the Convention Co-Chair, will develop a process to pass on reports, ideas, and learning suggestions to the next year’s chair.
13. All Serenity Guides chairs will create a “tips and tricks” document to share with the next Serenity Guides chair so they have all the necessary and helpful information to execute their duties well.

 **Co-Chair**

1. Will assist the Chair in the performance of their duties.
2. Conduct the business of this subcommittee in the absence of the Chair.

 **I. Tickets and Registration (T&R)—Purpose**

This subcommittee sells registrations and tickets for all ticketed events for the convention and maintains a current list of all registrants.

 **Duties:**

1. Will work with the Arts & Graphics subcommittee to develop pre-registration, registration, and Early Bird flyers to include the date of the convention, hotel information with phone numbers and prices, contact names and numbers for registration information, contact name and number for hotel information, Hotel and Hospitalities Chair name and phone number, P.O. Box # to mail registrations, and whom to make payable check or money order to MRCNA. Make sure Convention flyers are available early to inform the fellowship in-state and out-of-state.
2. Develop a detailed spending plan. Items to consider include items for registration packets, name tags, printing, and postage.
3. Maintain communications with all subcommittees for information they may want to be included on the registration flyer.
4. The Chair and another committee member need to have a key or combination to MRCNA P.O. Box.
5. Have a representative of T&R or another committee member willing to take registrations to be available at all fundraising events. The proceeds from these events are turned over to the Treasurer at the next MRCNA meeting.
6. Disperse registration forms to all nearby regions and regional service offices. Registration forms need to be available for distribution at the December Regional meeting.
7. Select and order items to be included in the registration packets. Arts & Graphics will supply artwork. Make sure that registration symbol ® appears on all convention material containing the NA logo or symbol.
8. Print/provide banquet and brunch tickets or wristbands as needed, with the option to work with A&G Chair to create and print tickets/wristbands.
9. Compose a list of members who have indicated a willingness to be of service and provide the names and contact information to the appropriate subcommittee. Advises the Hotel and Hospitality committee if a member has indicated that they have ADA or other special requirements.
10. Work out a time schedule with Treasurer for money pick-ups.
11. Have a sign at the registration table clearly stating that members are responsible for the tickets/wristbands they received, as they will not be replaced.
12. Keep records of all pre-registrations with the necessary information: name, address, phone, banquet, brunch, and event tickets and additional donations.
13. Include in your monthly report the total pre-registered, banquet, brunch, and event tickets and additional donations.
14. Assemble packets prior to the convention or the day of.
15. Distribute registration packets and take payment at the convention site.
16. Have forms ready: clean time sheets, registration forms for on-site registrations, and registrations for the next year’s convention.
17. For the pre-registered persons, email registration flyers as soon as they’re available to allow time for making hotel reservations and/or ordering banquet, brunch, and entertainment tickets.
18. If asked for, will allow a refund on registration on an as-needed basis.
19. The registration fee will not be discounted during the convention. However, no addict will be turned away if a financial impairment is an issue.
20. Compile the total amount of clean time at the convention, giving the amount to Programming to be announced Saturday night.
21. While working with the convention Co-Chair, will develop a process to pass on reports, ideas, and learning suggestions to the next year’s chair.
22. Finalize the selection of swag items by the April meeting to have items available at least two weeks prior to the convention.
23. Make at least three alphabetized and numerical lists of registered persons. Included in this list are banquet, brunch, and entertainment tickets.
24. Be responsible for the count and distribution of banquet, brunch, and entertainment tickets or wristbands.
25. Set hours when the registration table will be open.
26. All T&R chairs will create a “tips and tricks” document to share with the next T&R Chair so they have all the necessary and helpful information to execute their duties well.

 **Co-Chair:**

1. Will assist the Chair in the performance of their duties.
2. Conduct the business of this subcommittee in the absence of the Chair.

**APPENDIX**

**BID COMMITTEE**

When bidding for convention sites is appropriate, ad-hoc committees from interested Area Service Committees is formed to prepare a bid. This committee needs awareness of the bidding criteria, presentation requirements and formats that are required. See Program, Merchandise and Hotel & Hospitality duties. The Bid Committee needs to submit a bid no later than no later than April, two years prior to the proposed hosting Area's projected convention date, to Regional committee meeting and presents it to theRegional administrative committee. The winning bid will be announced during the June Regional meeting.

Once the convention has been awarded, the first step is to get members of the selected area to attend and participate with the current convention committee to gain experience that will help them in their planning process.

At the August meeting, the previous Convention Planning Committee final reports will be given and election of the next Convention Planning Committee will take place. The Convention Planning Committee is charged with the responsibility of organizing and conducting the convention in its entirety, including dates and location, and being responsible to those they serve.

**Michigan Regional Service Committee of Narcotics Anonymous (MRSCNA)**

**Convention Guidelines – Bid Process**

**Area Qualification**:

 1. Four (4) years membership in MRSCNA

 2. Fifteen or more group meetings

 3. Bid committee with seven (7) or more members.

 4. Members of the Bid Committee do not have to be members of the Bidding Area.

 5. Two (2) or more members with ten (10) or more years clean.

 6. Two (2) or more members with three (3) years previous convention experience.

**Area Responsibilities:**

1. Form an Ad-Hoc Convention Bid Committee, per section above.
2. Conduct a survey to determine local home group/area’s interest.
3. Review available sites to ensure that appropriate facilities, *i.e.,* hotels, motels, colleges, universities, are available for the dates of the annual convention. Prior to negotiating with major hotels, contact the Region and Narcotics Anonymous World Services (NAWS).
4. Provide Area History paper describing the number of groups, meetings, H & I meetings, when the area was formed, and any other pertinent information about the Area.
5. Provide Letter of Need describing how and why hosting the convention will benefit the Area.
6. Submit the bid to the Regional committee.

**Bid Content:**

1. Area History.
2. Results of survey.
3. Prior to negotiating with major hotels, contact the Region and Narcotics Anonymous World Services (NAWS). They can assist with obtaining bids from hotels. No finalized contract is needed to submit a bid to the region. The Region Facilitator signs the hotel contracts.
4. Letter of need for the Area.
5. Registry of Bid Committee members with contact information.

**Bid Timetable:**

1. A bid shall be submitted at the March Regional committee meeting. The winning bid will be announced by the Regional upon acceptance. Rotation of the convention shall be sought with Areas bidding for its location with MRSCNA approval.
2. In the event no bid is submitted, the Hotel and Hospitably subcommittee shall select the convention site and provide its rationale to the Regional Committee for approval of the next convention.

**Suggested items for Hotel Negotiations:**

Guest Rooms

Extend the convention rate two days before the convention and one day after.

Eight complimentary rooms Thursday - Sunday of the convention or

One complimentary sleeping room for three nights every twenty-five rooms rented.

MRCNA Rate during MRCNA fundraisers and the room will count towards the total rooms nights needed**.**

Ask for a $2.00 to $5.00 rebate per sleeping night for each room pickup during the convention.

Arrange early check-in and late checkout for committee members.

Ask for one complimentary Hospitality Room for members to enjoy food and fellowship.

Drinks

680 gallons of coffee; 600 gallons for the convention, and 40gallons will be used at planning meetings throughout the year. After that, MRCNA will buy coffee (price to be determined) but will be inclusive (tax and gratitude include in price). MRCNA will set coffee hours.

Hot water and tea are available whenever coffee is available.

300 gallons of punch,

Pre-Convention Space

Need space for two fundraisers to accommodate up to 300 members, with dance floor, to be held during the convention year; with the option of a third fundraiser if space is available. Hotel to give MRCNA a list of open dates. Fundraiser space may include 80 round tables and one head table from 10 a.m.-10 p.m. for possible workshops or events, all complimentary. Convention room rate for fundraisers.

Need a room with 9 (nine) round tables & one head table for 6 people for convention planning committee meetings, once per month from July through June, with the possibility of two in June, provided the committee chooses to meet at the hotel.

Convention Space

All meeting space is complimentary during the convention. Besides all meeting rooms, need three rooms that can be secured throughout the convention with four keys per room.

Storage: Negotiable number of days prior to the convention and two days after.

MRCNA has 5 banners that will need to be hung by the hotel supervised by Arts and Graphics subcommittee, at no charge to us.

Need phone line at Convention Registration counter. Free Wi-Fi during the convention in the convention area for Merchandise Room and Registration

Need a large safety deposit box.

Need ample supply of tissue at workshops during the convention.

Misc.

Ask for the right to know if any other functions or parties are on premises during the convention.

A sampling of meals for the banquet, for a minimum of 5 people.

A Banquet for 150 to 200, the price of the banquet will include beverages and dessert, the price will be inclusive of service charges and gratitude (tip) will be included in the price.

We have a Tax ID Number.

The largest dance floor possible, preferably 20 by 30 feet.

Need 5 easels and two writing easels complimentary.

If the host hotel offers a free breakfast consider eliminating the brunch, keeping in mind brunch tickets do not tend to sell well. Either negotiate a low minimum attendance or eliminate the brunch.

**Agenda Example:**

**MRCNA**

**Agenda**

**Date and time**

**Location of meeting**

**Opening:**

Call to Order/Welcome

 Convention Purpose

 Recognize new committee members

 Readings: 12 Traditions

 12 Concepts

 Recognize recent clean time

 Roll Call

 Consensus on accepting the previous month’s minutes as printed

**Nominations and election:** For open positions

**Reports:**

Chair

Co-Chair

Secretary

Treasurer

Subcommittees:

 1. Arts & Graphics

 2. Convention Information

 3. Entertainment & Fund raising

 4. Hotel & Hospitality

 5. Huggers

 6. Merchandise

 7. Program

 8. Serenity Guides

 9. Ticket & Registration

 10. Ad hoc: If needed

**Old Business:**

**New Business:**

**Open Floor:**

**Adjourn and Close**

**MICHIGAN REGIONAL SERVICE COMMITTEE OF NARCOTICS ANONYMOUS MEMORANDUM OF FINANCIAL RESPONSIBILITY**

 I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a trusted servant of the fellowship for the Michigan Region of Narcotics Anonymous, agree to properly and safely use any money or other assets entrusted to me by the fellowship of NA. I agree to use fellowship money or other assets only as directed by the fellowship of NA. I agree that if I misappropriate or misuse fellowship money or other assets because of my personal negligence or dishonesty, I will accept full responsibility for their replacement. While in service at any time, or if I am removed from service or leave service, I agree to promptly turn over any Fellowship money, assets, records, or any other fellowship property. I have agreed to follow and adhere to the MRSC Financial Responsibility Policy as outlined on the Financial Responsibility Addendum.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Trusted Servant) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OFFICER MRSCNA BY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This document was created to implement the MRSCNA Financial Responsibility Policy. The MRSC has adopted guidelines and operational policies, which apply to and shall guide the conduct of our NA Trusted Servants. Current Copies of these documents are available on request. This agreement shall be held in the MRSCNA Archives.