

**Edmonton Area of Narcotics Anonymous
Events Subcommittee
Policy & Procedure Document**



Approved October 25, 2020

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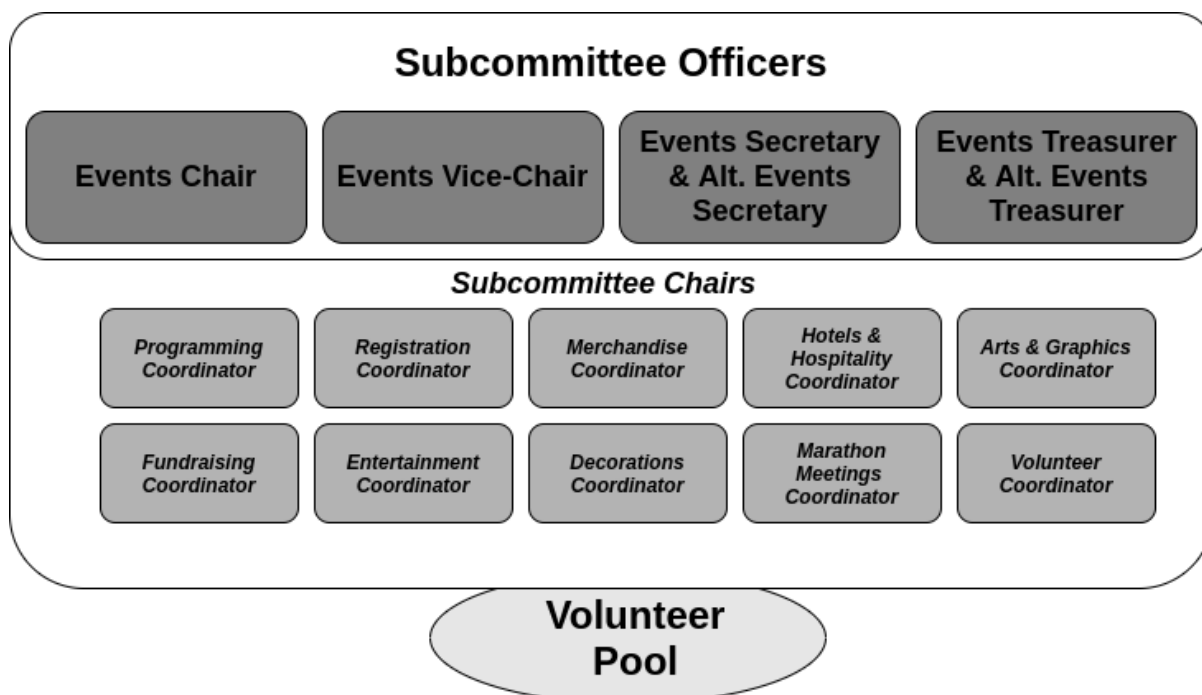
1. Name

- 1.1. The name of this Committee shall be the Edmonton Area of Narcotics Anonymous Events Subcommittee, hereinafter called the Events Committee.

2. Purpose, Mission

- 2.1. **Purpose:** *Our purpose is based on NA's 5th Tradition, "Each group has but one primary purpose – to carry the message to the addict who still suffers". Everything we do in NA Service must be motivated by the desire to successfully carry the message of recovery – that an addict, any addict can stop using drugs, lose the desire to use, and find a new way to live. The Events Committee is the working body for our combined group service efforts, and it is directly accountable to the ASC and the groups it represents in its actions, "The final responsibility and authority for NA Services rest with NA groups." (2nd Concept)*
- 2.2. **Mission:** The mission of the Events Committee is:
- 2.2.1. To coordinate and conduct an annual Edmonton Area Convention by members of Narcotics Anonymous to bring our fellowship together in the celebration of recovery.
- 2.2.2. To coordinate and conduct meetings, workshops, and other activities that are scheduled to encourage unity and fellowship among our members.

3. Structure



4. Service Meetings

The Events Committee meeting is a resource for the Groups and NA members interested in combining and coordinating efforts to reach the addict who still suffers. The Events Committee has established a time and place to meet that accommodates the needs of the groups and current or prospective committee members.

4.1. Regularly Scheduled Business Meetings

4.1.1. Regularly Scheduled Business Meetings will be held monthly at the Edmonton Area Service Office every second (2nd) Sunday of the month from 1:00 pm until 3:00 pm unless directed otherwise by the committee.

4.1.1.1. If the Events Committee meeting falls on a holiday weekend, the Committee will meet on the following Sunday after the holiday.

4.2. Special Meetings

4.2.1. Special Meetings may be called by the Chair of the Events Committee.

4.2.2. Special Meetings may also be called upon the written request of voting members of the Events Committee.

4.2.3. Special Meetings will be held at the Edmonton Area Service Office at a date and time designated by the members.

4.2.4. The purpose of the special meeting needs to be stated in writing.

4.2.5. No business other than that which is stated will be conducted.

4.2.6. At least one week's notice of the meeting will be given by the Secretary via email.

4.2.7. No special meeting will last for more than 2 hours, except when a decision to extend this time is made by the members present.

4.3. Any Narcotics Anonymous member or interested person may attend any Events Committee meeting.

5. Participation

5.1. Any Narcotics Anonymous member may become an Events Committee member by attending one regularly scheduled Events Committee meeting.

6. Accountability: Privileges and Loss of Privileges

This section makes mention of "voting". All decisions are to be reached using the consensus process outlined in Section 12, except for elections. Elections will be conducted through voting, more specifically by secret ballot.

6.1. Any Events Committee member, who has attended 2 consecutive regularly scheduled Events Committee meetings, except for the Chair, is eligible to vote at the 3rd regularly scheduled meeting.

6.2. Any Events Committee member who has missed three consecutive Events Committee meetings will lose their voting privileges.

6.3. Any Events Committee member or observer may introduce discussion topics or proposals and participate in discussions if recognized by the Chair.

6.4. Any Events Committee member may propose an amendment to these guidelines; however, all Events Committee guideline changes are finalized by the ASC.

6.5. All Events Committee members have one vote regardless of the number of positions held.

7. Trusted Servants

The Events Subcommittee has a structure that clearly outlines the members that oversee the services we provide yet is flexible enough to accommodate fluctuations to those services. Our Events Committee consists of:

Six (6) Officers: A Chair, Vice-Chair, a Treasurer and their Alternate, a Secretary and their Alternate.

Ten (10) Administrative Coordinators: Registration Coordinator, Hotels & Hospitality Coordinator, Programming Coordinator, Entertainment Coordinator, Fundraising Coordinator, Marathon Meeting Coordinator, Merchandise Coordinator, Arts & Graphic Coordinator, Decorations Coordinator, and Volunteer Coordinator.

These individuals are responsible for administering the general affairs of the entire Events Committee. Because of that, great care must be taken in their selection. For more discussion of the role of leadership in NA Services, see Concept Four in the Twelve Concepts for NA Service.

7.1. Officers

7.1.1. The Officers of the Events Subcommittee will be:

- 7.1.1.1. Chair
- 7.1.1.2. Vice-Chair
- 7.1.1.3. Secretary and Alternate Secretary
- 7.1.1.4. Treasurer and Alternate Treasurer

7.1.2. Events Admin shall not hold more than one Admin position at the Area or Subcommittee concurrently.

- 7.1.2.1. If holding more than one position concurrently, the member must resign from the former position before commencing the new one.

7.2. Administrative Body

7.2.1. The Administrative Coordinators of the Events Subcommittee will be:

- 7.2.1.1. Registration Coordinator
- 7.2.1.2. Hotels & Hospitality Coordinator
- 7.2.1.3. Programming Coordinator
- 7.2.1.4. Marathon Meeting Coordinator
- 7.2.1.5. Entertainment Coordinator
- 7.2.1.6. Fundraising Coordinator
- 7.2.1.7. Merchandise Coordinator
- 7.2.1.8. Arts and Graphics Coordinator
- 7.2.1.9. Decorations Coordinator
- 7.2.1.10. Volunteer Coordinator

7.3. All elected Officers and Subcommittee Coordinators will perform their duties as described in these guidelines.

8. Election of Trusted Servants

8.1. Events Admin and Administrative Coordinators will be elected through a (2) two-month process. Nominations, intent and a question period shall occur in July followed by elections taking place at the August Events meeting each year.

8.1.1. The question period shall conform with the questions outlined in *Appendix A: Nomination Questionnaire*.

8.2. The officers shall be elected to a 1-year term but may serve for three consecutive one-year terms.

- 8.3. The term of the office shall commence at the September Events meeting or the next following regular meeting of the Events Committee following the election.
- 8.4. Nominations:**
- 8.4.1. Any member of the Events Committee may nominate a qualified individual for an Admin position.
- 8.4.1.1. The qualification guidelines should be followed whenever possible as outlined in Section 10.
- 8.4.1.2. The Members of the Events Committee may decide during the intent process, using the CBDM Process to waive these qualifications and requirements to allow a candidate to stand for election.
- 8.4.2. Events Members are not eligible to serve more than three consecutive terms in the same position.
- 8.5. Intent:**
- 8.5.1.1. Intent to stand for each Admin position must be presented to the appropriate Events meeting:
- 8.5.1.1.1. In-person;
- 8.5.1.1.2. EANA Members will be given the opportunity for questions directly relating to the qualifications of the nominee;
- 8.5.1.1.3. A nominee who does not follow the above procedure will be considered to have withdrawn from the election process;
- 8.5.1.1.4. The Question Period shall conform with the content of *Appendix A: Election Nomination Questionnaire*.
- 8.6. Voting Procedure:**
- 8.6.1.1. Elections will be held by secret ballot with the count to be reflected in the minutes as such:
- 8.6.1.1.1. Yes – No – Present but stand aside No Vote.
- 8.6.1.2. Multiple nominees will be reduced to a single nominee by popular vote.
- 8.6.1.3. A single nominee will undergo a vote of confidence requiring a 2/3 majority.
- 8.6.1.4. The chair will appoint two non-voting participants to distribute and collect ballots and report their results to the Admin.
- 8.7. Interim Positions:**
- 8.7.1. An open position can be filled at any time, outside of the regular election schedule, however, it will result in an interim position.
- 8.7.2. Interim elections will follow the procedure outlined in 8.6 through 8.8.
- 8.7.3. Nomination and intent may occur during the same meeting for interim positions.

9. Removal of Trusted Servants

- 9.1. Any Events Committee Trusted Servants will be removed from office for non-compliance only after the person has been notified by either letter, email, phone call, or in-person by either the Events Committee Chair or Vice-Chair.
- 9.2. Non-compliance includes, but is not limited to:
 - 9.2.1. Loss of abstinence from drugs.
 - 9.2.2. Misappropriation of NA funds or NA materials.
 - 9.2.3. Failing to perform the duties of their position as outlined in Section 11.
 - 9.2.4. Acts of physical violence harassment and/or sexual misconduct.
- 9.3. If situations of alleged non-compliance arise, an investigation into these matters will be conducted by EANASC Admin and three impartial EANASC GSRs.
- 9.4. An Events Committee Trusted Servant may be removed by a 2/3 majority vote for non-compliance defined as:
 - 9.4.1. Failure to submit a written report for two consecutive Events Committee meetings as defined in Duties and Responsibilities.
 - 9.4.2. Inability to meet the outlined qualifications or perform duties as defined in roles and accountability.
 - 9.4.3. Missing 3 consecutive regularly scheduled Events Committee meetings without reasonable justification.
- 9.5. A six-month moratorium will be required of Events Committee Trusted Servants removed from their elected position.

10. Roles and Qualifications for Trusted Servants

- 10.1. It is recommended that all Events Committee Officers, Subcommittee Administrators, and Administrative Coordinators possess the following qualifications.
 - 10.1.1. Have the willingness and desire to serve.
 - 10.1.2. Have a working understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
 - 10.1.3. Have read the Guide to Local Services Handbook and the Events Committee Policy and Procedure document.
 - 10.1.4. Understand the roles and responsibilities of the position.
 - 10.1.5. Have the time and resources to be an active participant.
 - 10.1.6. Willingness to commit to a one-year term of service.

Officers of the Events Committee

10.1.7. Events Committee Chair:

The Events Committee Chair is responsible for guiding the group to reach consent through the CBDM process, cultivating an atmosphere of respect, and various other administrative duties. The Chair's primary tools are the Consensus Process Model, a firm hand, a calm spirit, and a clear mind.

- GLS – pg.48 (Amended)

- 10.1.7.1. Five years uninterrupted clean time at the time of the election.
- 10.1.7.2. Willingness to commit to a one-year term of service.
- 10.1.7.3. Has served as either the Vice-Chair of the Events Committee for a full term or served as an Administrative Coordinator for a full term.
- 10.1.7.4. Familiar with all NAWS approved Events relevant handbooks.

10.1.8. Events Vice-Chair:

The primary responsibility of the Events Committee Vice-Chair is the coordination of the Subcommittee Coordinators. The Vice-Chair keeps in regular touch with the Subcommittee Coordinators to stay informed of their projects and problems whenever possible. If disputes arise, the Events Committee Vice-Chair helps find solutions to them. The Vice-Chair is also responsible to assist the Events Committee Chair in conducting Events Committee meetings. The Vice-Chair pays close attention to people's body language and reactions so that the body may come to a more complete proposal, embodying all viewpoints, and to conduct the Events Committee meetings in the chairperson's absence.

- GLS – pg.48 (Amended)

- 10.1.8.1. Two years uninterrupted clean time at the time of the election.
- 10.1.8.2. Willing to move into the Events Committee Chair position through an election.
- 10.1.8.3. Familiar with all NAWS approved Events relevant handbooks.

10.1.9. Events Committee Secretary:

Secretaries handle all their committee's paperwork, a formidable job. Their first responsibility is to take clear, accurate minutes of committee meetings. In the process of keeping the minutes for each meeting, secretaries should regularly update the P&P document, and forward all changes to the ASC for adoption. Because effective communication is the ideal we strive for, secretaries should email minutes to Events Committee members and the ASC Secretary. They will need to keep an updated email list of participants' email addresses.

- GLS – pg. 48 (Amended)

- 10.1.9.1. Two years uninterrupted clean time at the time of the election.
- 10.1.9.2. Familiar with all NAWS approved Events relevant handbooks.

10.1.10. Events Committee Alternate Secretary

- 10.1.10.1. One-year uninterrupted clean time at the time of the election.
- 10.1.10.2. Familiar with all NAWS approved Events relevant handbooks.

10.1.11. Events Committee Treasurer

The Events Committee Treasurer's job is critical to the committee's work. Because of the added responsibility of handling money associated with service as Treasurer, the Events Committee must select their treasurer with care. If the committee selects someone who is not capable of handling the job, then the committee is at least partly responsible if money is stolen, Events Committee expenses are not paid, or funds aren't properly accounted for. It's recommended that the Events Committee elect people to this position who are financially secure, good at managing their finances, inspire the trust of the committee, and have substantial clean time. Experience in business, accounting, bookkeeping, or as a successful group treasurer is also very helpful. The Events Committee Treasurer manages money to/from the EANASC Treasurer, administers the Events Committee checking accounts, reimburses Officers, Subcommittee Coordinators for their budgeted expenses, keeps careful records of all transactions, and reports on the financial Committee general fund, the Treasurer is also responsible to prepare an annual budget for the Events Committee. The Treasurer's Handbook, available from the World Service Office, contains a more detailed description of the Treasurer's job and most of the form's treasurers need for keeping their records.

- GLS – pg.49 (Amended)

- 10.1.11.1. Five years uninterrupted clean time at the time of the election.
- 10.1.11.2. Has read the Treasurer's Handbook.
- 10.1.11.3. Familiar with all NAWS approved Events relevant handbooks.

10.1.12. Events Alternate Treasurer

- 10.1.12.1. Four years uninterrupted clean time at the time of the election.
- 10.1.12.2. Has read the Treasurer's Handbook.
- 10.1.12.3. Familiar with all NAWS approved Events relevant handbooks.

Administrative Coordinators of the Events Committee

10.1.13. Hotels & Hospitality Coordinator

Purpose: *To procure potential venues for EANA Events Committee Events. They are also responsible for maintaining business relationships with the vendors we secure locations with.*

- 10.1.13.1. Two years uninterrupted clean time at the time of the election.
- 10.1.13.2. Willing to become familiar with all NAWS approved Events relevant handbooks.

10.1.14. Registration Coordinator

Purpose: *To track the purchase and sale of tickets to all EANA Events Committee Events. They are also responsible for maintaining a registry for all EANA Events Committee Events where applicable.*

- 10.1.14.1. Three years uninterrupted clean time at the time of the election.
- 10.1.14.2. Willing to become familiar with all NAWS approved Events relevant handbooks.

10.1.15. Entertainment Coordinator

Purpose: To book and coordinate all entertainment for EANA Events Committee Events.

- 10.1.15.1. One-year uninterrupted clean time at the time of the election.
- 10.1.15.2. Willing to become familiar with all NAWS approved Events relevant handbooks.

10.1.16. Fundraising Coordinator

Purpose: To aid in the planning and execution of all fundraising efforts done by the EANA Events Committee.

- 10.1.16.1. Two years uninterrupted clean time at the time of the election.
- 10.1.16.2. Willing to become familiar with all NAWS approved Events relevant handbooks.

10.1.17. Programming Coordinator

Purpose: To plan the itinerary for all EANA Events Committee Events. They are also responsible for picking the speakers and workshop facilitators at the EANA Convention.

- 10.1.17.1. Three years uninterrupted clean time at the time of the election.
- 10.1.17.2. Willing to become familiar with all NAWS approved Events relevant handbooks.

10.1.18. Merchandise Coordinator

Purpose: To procure and distribute items for sale at EANA Events Committee Events. They are also responsible to maintain business relationships with vendors we purchase from.

- 10.1.18.1. Three years uninterrupted clean time at the time of the election.
- 10.1.18.2. Willing to become familiar with all NAWS approved Events relevant handbooks.

10.1.19. Arts and Graphics Coordinator

Purpose: To pick designs and themes for all EANA Events Committee Events. They also provide opportunities for the fellowship to submit artwork and ideas for themes.

- 10.1.19.1. One-year uninterrupted clean time at the time of the election.
- 10.1.19.2. Willing to become familiar with all NAWS approved Events relevant handbooks.

10.1.20. Decorations Coordinator

Purpose: To coordinate and assist in decorating for all EANA Events Committee Events.

- 10.1.20.1. One-year uninterrupted clean time at the time of the election.
- 10.1.20.2. Willing to become familiar with all NAWS approved Events relevant handbooks.

10.1.21. Volunteer Coordinator

Purpose: To provide all coordinators with volunteers for EANA Events Committee Events.

- 10.1.21.1. Two years uninterrupted clean time at the time of the election.
- 10.1.21.2. Willing to become familiar with all NAWS approved Events relevant handbooks.

10.1.22. Marathon Meeting Coordinator

Purpose: To coordinate and organize all marathon meetings. (i.e. Holiday and Convention)

- 10.1.22.1. One-year uninterrupted clean time at the time of the election.
- 10.1.22.2. Willing to become familiar with all NAWS approved Events relevant handbooks.

11. Roles of Admin and Trusted Servants

"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." (2nd Tradition). Being of service to the fellowship of Narcotics Anonymous is recognized as a valuable tool for the addict seeking recovery. This section lists many of the basic responsibilities for those members who serve as an Events trusted servant. Our groups have shown their trust in these individuals by, "delegating to the service structure the authority necessary to fulfil the responsibilities assigned to it." (3rd Concept). Once we select them, we trust our trusted servants.

11.1. All Admin and Trusted Servants are required to:

- 11.1.1. Attend all Events Committee Meetings
- 11.1.2. Make written monthly reports to the Events Committee on the status of all proposed, current or completed plans.
- 11.1.3. Submit their completed written monthly reports via email to the Events Committee Secretary one week before the Events Committee meeting.
- 11.1.4. Ensure that the Traditions and Concepts are upheld in all matters.

11.2. In addition to the qualifications and requirements listed above, further requirements for each service position are as follows:

Officers of the Events Committee

11.3. Chair

- 11.3.1. Coordinates all Events Committee efforts.
- 11.3.2. Calls the meeting to order, keeps the meeting on task and focused on the agenda, with all decisions being made using the CBDM adopted by EANASC.
- 11.3.3. Represents the Events Committee at the regular meeting of the ASC Meeting and Special Meetings.
- 11.3.4. Takes responsibility as a signing officer for the Events Committee bank account.
- 11.3.5. Responsible for the Edmonton Area Service Office Key.

11.4. Vice-Chair

- 11.4.1. In absence of the Chair, assumes the responsibilities normally carried out by the Chair until Chair returns or the Events Committee has an election for that position.
- 11.4.2. Takes responsibility as a signing officer for the Events Committee bank account.
- 11.4.3. Works closely with the Chair.
- 11.4.4. Works with all Subcommittee Administrators to assure the most effective and efficient use of available resources.
- 11.4.5. If an elected Admin position is vacant, ensures the duties of that position are fulfilled and/or delegated.

11.5. Secretary

- 11.5.1. Keeps a complete record in the form of minutes of every Events Committee meeting.
- 11.5.2. Maintains complete files of all Events plans, minutes, and correspondence.
- 11.5.3. Help the Chair prepare and distribute the Agenda for each Events Committee meeting.
- 11.5.4. The Secretary will be responsible for distributing the following to Admin and members of the Events Committee 48 hours before the next Events committee meeting:
 - 11.5.4.1. The previous Events Meeting Minutes.
 - 11.5.4.2. All Advanced Reports that were received.
 - 11.5.4.3. Current Events P&P document.
- 11.5.5. Keep and update the list of Events Admin and members, particularly email addresses.
- 11.5.6. Record ballots with a Chair appointed observer and record the outcomes of elections of all elected positions.
- 11.5.7. Maintain a living record of the policies and procedures and make monthly amendments as directed by the Committee and forward them to the ASC body for adoption.
- 11.5.8. Conduct any correspondence that may be required.
- 11.5.9. In the absence of the Chair and Vice-Chair, call the meeting to order and act as Chair until the immediate election of a Chair for that meeting.

11.6. Treasurer

- 11.6.1. Be the custodian of the Events Committee funds.
- 11.6.2. Takes responsibility as a signing officer for the Events Committee bank account.
- 11.6.3. Make an annual financial summary within 3 months following the Annual Convention, as well as having the books available for auditing at any time.
- 11.6.4. Disburse funds as necessary following committee decisions.
- 11.6.5. Maintain regular communication with Subcommittee Administrators.
- 11.6.6. Must present detailed budgets to the Events Admin according to the schedules in the Budgets and Financial Responsibility Section 13.

Administrative Coordinators of the Events Committee

11.7. Registration Coordinator

- 11.7.1. Must present detailed budgets to the Events Admin according to the schedule in the Budgets and Financial Responsibility Section 13.
- 11.7.2. Is responsible for ticket recording, ticket distribution, and ticket reconciliation for all events including the Convention.
- 11.7.3. Provide all information, 4 months in advance, to the Arts and Graphics Coordinator for the design and set up of a Pre-registration form for the Convention.

- 11.7.4. Is responsible for preparing and distributing a finalized registration package for the Convention 2 months in advance of the Convention.
 - 11.7.4.1. A minimum of three bids must be obtained for approval by the Events Admin for any items the Registration Coordinator would like to provide in the Welcome Package.
- 11.7.5. Must deliver all ticket sales and registration monies collected to the Treasurer immediately, or as soon as possible within five days of incoming funds.
- 11.7.6. Be responsible for setting up and maintaining a registration table at all EANA Events once the Pre-registration form for the Convention is finalized.
- 11.7.7. Be responsible for setting up and maintaining a registration table for the duration of the Convention.
 - 11.7.7.1. Deliver all registration monies collected at the Registration table to the Treasurer periodically throughout the day and immediately after it closes.

11.8. Hotels & Hospitality Coordinator

- 11.8.1. Must present detailed budgets to the Events Admin according to the schedules in the Budgets and Financial Responsibility Section 13.
- 11.8.2. Is responsible for choosing a location and negotiating contracts for the events.
 - 11.8.2.1. Keeps and maintains a list of venue rentals including costs, contact names, and phone numbers, size, location, and seating capacity.
 - 11.8.2.2. All contracts must be in writing and signed by the venue representative.
 - 11.8.2.3. Final approval must be given by the Events Committee.
- 11.8.3. Responsible for the cooking and cleaning of all meals at all events, or to make appropriate arrangements of food choice if prepared by another party.
 - 11.8.3.1. Can request the Volunteer Coordinator for human resources to help with this task.
 - 11.8.3.2. Prices must be submitted to the Events Committee for review and approval.
- 11.8.4. Is responsible for ensuring that there are concession items at all events.
- 11.8.5. Must present the Events Committee with a minimum of three bids for menu choices for all events if applicable.
 - 11.8.5.1. Must present the Events Committee with a menu of all meals as well as the proposed cost of meals for all events and the Convention Registration Package.
- 11.8.6. Oversee authorizing and signing for services (i.e. coffee, etc.) before and during all events.

11.9. Fundraising Coordinator

- 11.9.1. Must present detailed budgets to the Events Admin according to the schedules in the Budgets and Financial Responsibility Section 13.
- 11.9.2. Must make sure that all events are done within the Twelve Traditions of NA and abide by all local laws and ordinances.
 - 11.9.2.1. Fundraising should only be done within the fellowship.
- 11.9.3. Is responsible for all fundraising efforts.

- 11.9.3.1. All events must be approved by the Events Committee before they are carried out.
- 11.9.3.2. Events need to be planned ninety days before give the fellowship adequate information.
- 11.9.3.3. A list of all expenses must be presented for approval 30 days before each event to the Events Committee.

11.9.4. After the Events Committee has approved the event and the expenses, the Treasurer will issue a check for the approved amount.

Expenses will include:

- 11.9.4.1. Raffle prizes.
- 11.9.4.2. Door prizes.
- 11.9.4.3. Auctions, etc.

11.9.5. Must deliver all monies collected to the Treasurer immediately, or as soon as possible within the five days of receiving funds.

11.10. Programming Coordinator

11.10.1. Must present detailed budgets to the Events Admin according to the schedules in the Budgets and Financial Responsibility Section 13.

11.10.2. Maintains the Events Committee collection of speaker files.

- 11.10.2.1. Submit an inventory of all speaker files to the ASC Archivist within thirty days after an event has taken place, for presentation.

11.10.3. Is responsible for the itinerary of all events.

- 11.10.3.1. Must submit an itinerary to the Events Committee thirty days before the event for approval.

11.10.4. Is responsible for picking speakers and setting up speaker meetings and workshops for the EANA Convention.

11.10.5. Is responsible for the recording of all speaker meetings and workshops, while always keeping within the Twelve Traditions of N.A.

11.11. Entertainment Coordinator

11.11.1. Must present detailed budgets to the Events Admin according to the schedules in the Budgets and Financial Responsibility Section 13.

11.11.2. Is responsible for the planning of entertainment at all events.

11.11.3. Maintains a list of entertainment services including contact names, phone numbers, and costs.

11.11.4. Must provide the Events Committee with a minimum of three quotes for any entertainment services according to the schedules in the Budgets and Financial Responsibility Section 13.

11.11.5. Book and coordinate all entertainment services 60 days before the event with approval from the Events Planning Team.

11.12. Merchandise Coordinator

11.12.1. Must present a detailed budget to the Purchasing Administrator of all estimated costs within 30 days of each event being planned.

11.12.2. Must present detailed budgets to the Events Admin according to the schedules in the Budgets and Financial Responsibility Section 13.

11.12.3. Work closely with the Arts and Graphics Coordinator for the design of merchandise before contracting with a company.

11.12.4. Be responsible for the contracting of all Events merchandise.

- 11.12.4.1. A minimum of three bids must be obtained for approval by the Events Planning Team.

- 11.12.5. Make sure that all items sold by the Merchandise Coordinator, or people authorized to sell merchandise, are paid for in full before it is handed over.
- 11.12.6. Must maintain a record of all merchandise purchased and sold.
 - 11.12.6.1. Must keep this record up to date.
 - 11.12.6.2. Include this information in monthly reports to the Events Committee.
- 11.12.7. Is responsible for the sales of all merchandise.
 - 11.12.7.1. See that the sale of all commercial merchandise is prohibited.
 - 11.12.7.2. Oversee the sales of all other NA merchandise.
 - 11.12.7.3. Be responsible for the operation of a store at the event, where merchandise can be sold.
- 11.12.8. Must include in their report a list of all leftover items at the next regularly scheduled Events Committee meeting.

11.13. Arts and Graphics Coordinator

- 11.13.1. Is responsible for introducing a new Convention theme and logo each year.
- 11.13.2. Is responsible to obtain a release from all persons submitting artwork, written materials, etc., used by the Events Committee, releasing all rights and privileges of ownership to the Events Committee.
 - 11.13.2.1. Such a release must be signed by the donating person, or the material will be returned and not used.
- 11.13.3. Is responsible to ensure that the original logo is put into digital format and saved in the EANASC Shared Drive before it is used for anything.
 - 11.13.3.1. Must submit these digital logos to the ASC Archivist for preservation.
- 11.13.4. Is responsible for the designing of all banners, programs, tickets, flyers, posters, and all merchandise for all events including the Convention.
 - 11.13.4.1. All banners, programs, tickets, flyers, posters, and all merchandise displaying the approved logo for the convention must be submitted four months before the Convention taking place.
 - 11.13.4.2. All banners, programs, tickets, flyers, posters, and all merchandise displaying the approved logo for the convention must be ready for distribution four months before the Convention taking place.

11.14. Decorations Coordinator

- 11.14.1. Must present detailed budgets to the Events Admin according to the schedules in the Budgets and Financial Responsibility Section 13.
- 11.14.2. Is responsible for the purchasing of decorations 30 days before the event.
- 11.14.3. Is responsible for coordinating and assisting in decorating the event.
- 11.14.4. Is responsible for the clean-up of the venue after the event.
 - 11.14.4.1. Can request the Volunteer Coordinator for human resources to help with this task.
- 11.14.5. Works in conjunction with Hotels and Hospitality Coordinator to book an appropriate time to set up and tear down the venue.

11.15. Volunteer Coordinator

- 11.15.1. Must present an updated Volunteer Pool List to the Events Committee.
- 11.15.2. Is responsible for having an updated Volunteer Pool List.
- 11.15.3. Works in conjunction with all Coordinators to supply adequate human resources for events.
 - 11.15.3.1. Is responsible for assigning Volunteers to appropriate coordinators when necessary.

11.16. Marathon Meeting Coordinator

- 11.16.1. Scheduling and coordinating volunteers for the Marathon Meetings
- 11.16.2. Responsible for keeping an accurate master schedule and contact details for meetings.
- 11.16.3. Providing meeting format and materials to chairpeople.
- 11.16.4. Responsible for meeting setup and clean-up after the Marathon Meeting.

12. Grievances

The Tenth Concept is our fellowship's guarantee of respect for the individual trusted servant. This concept may seem self-evident, but our belief in the principle involved is so strong that we want to say it loudly and clearly. Narcotics Anonymous is a spiritual society, with high ideals for how we treat each other. Our members, however, are only human, and we sometimes mistreat one another. The Tenth Concept is our spiritual society's promise that if one of us is wronged in the service environment, the aggrieved trusted servant may ask that the wrong be made right.

The Tenth Concept's guarantee of the right to appeal for a redress of a personal grievance is designed, in part, to protect those who exercise their Ninth Concept responsibility to speak their mind in service discussions. Together, the Ninth and Tenth Concepts support an atmosphere in which our members feel free to express themselves frankly on matters at hand. This open atmosphere is essential in developing an effective group conscience. If, after having demonstrated the courage of their convictions, individuals become the subject of reprisals initiated by those who have disagreed with them, the Tenth Concept allows them to petition the appropriate service body for redress of their grievance. Thus, the respect of our service structure for the rights of the individual NA member is guaranteed. In a fellowship such as ours, whose success is based upon mutual support and cooperation, that kind of respect for the individual is indispensable.

-Excerpt from the Tenth Concept

- 12.1. The first item of new business at all regularly scheduled monthly meetings will be Grievances.

Procedure for Filing a Grievance

- 12.1.1. To be heard, a grievance must:
 - 12.1.1.1. Be written and forwarded via email to the Events Chair before the Events Committee meeting.
 - 12.1.1.2. Clearly state the problem.
 - 12.1.1.3. Propose a resolution.

Discussion

- 12.1.2. Voting and Non-Voting participants will discuss and attempt to resolve the grievance.

- 12.1.3. A time limit to discuss grievance will be set up by the Facilitator, subject to appeal.

Special Meeting

- 12.1.4. The grievance escalation special meeting will only be conducted once.
- 12.1.5. This special meeting will be facilitated by the Events Chair until a resolution is reached.
- 12.1.6. The participants of the grievance escalation special meeting will be the aggrieved, Events Chair, Events Vice-Chair, two ASC or Subcommittee Officers of the aggrieved choosing, and one member of the aggrieved choosing.
 - 12.1.6.1. The Events Chair will invite the participants via email.
 - 12.1.6.2. Only the invited participants will take part in the EANA Consensus Process.
- 12.1.7. Once a resolution has been reached by consensus, the Events Facilitator will report the following summary to the Events Committee:
 - 12.1.7.1. The date the grievance escalation was received by the Events Facilitator.
 - 12.1.7.2. The nature of the reason the email was sent, excluding the name of the aggrieved.
 - 12.1.7.3. The nature of the original grievance excluding names.
 - 12.1.7.4. The date and time this special meeting took place.
 - 12.1.7.5. The resolution of the grievance reached during the special meeting.

Grievances with Events Committee Offices

- 12.1.8. If there is a grievance with any Events Committee Officers, the same process will be followed except that a neutral Subcommittee Chair will follow up with the aggrieved.
 - 12.1.8.1. When a grievance that involves any of the Events Committee Officers is received by the Events Chair, they will forward the email to one of the Committee Chairs to conduct the follow-up.
 - 12.1.8.1.1. The Committee Chair will be asked to conduct the follow-up of the grievance escalation in the following order:
 - 12.1.8.1.1.1. ASC
 - 12.1.8.1.1.2. PRC
 - 12.1.8.1.1.3. Literature

13. Budgets and Financial Responsibility

Budgets are simply a projection of anticipated expenses but should be prepared so expenses are anticipated as closely as possible. All funding needs above 10% over the approved budgeted amount for the Events Committee will be brought before the EANASC by the Events Chair for approval by the GSRs.

- 13.1. Schedule of budget deadlines.
 - 13.1.1. For Events
 - 13.1.1.1. The Treasurer must submit a budget thirty (30) days before the event.
 - 13.1.1.2. To allow the Treasurer to accomplish this, Administrative Coordinators must submit their budgets to the Treasurer sixty (60) days before the event.

- 13.1.2. For the Convention
 - 13.1.2.1. The Treasurer must submit a budget four months before the event.
 - 13.1.2.2. To allow the Treasurer to accomplish this, Administrative Coordinators must submit their budgets to the Treasurer five months before the event.
- 13.2. All Events Committee Admin and Administrative Coordinators are required to submit budgetary requests according to the schedule above including the following information.
 - 13.2.1. A list of what items are required.
 - 13.2.2. A determination of costs.
 - 13.2.3. A revenue projection, if applicable.
 - 13.2.4. Submit actual costs to the Treasurer after each function for future historical use.
- 13.3. The Events Committee account shall not exceed \$5000. As soon as possible after each event or convention, the Treasurer shall transfer any excess amount to the EANASC.
- 13.4. Upon approval, the budgetary requests will be submitted by the Events Chair to the EANASC for approval by the Edmonton Area GSRs.

Events Committee Audits

13.5. Treasurer Audits

- 13.5.1. Audits are to take place within 3 months after the Convention.
- 13.5.2. People that are to be present for the Audit are:
 - 13.5.2.1. 1 Officer from the Events Committee.
 - 13.5.2.2. 1 Committee Member with one-year experience.
 - 13.5.2.3. The current EANA Events Committee Treasurer.
 - 13.5.2.3.1. The Treasurer is there for questions only and is not to take part in the audit.
- 13.5.3. Materials needed for Audits of all EANA Events Committee Books.
 - 13.5.3.1. Monthly records provided by the EANA Events Committee Treasurer.
 - 13.5.3.2. Cheque stubs from September to August annually.
 - 13.5.3.3. Expense sheets and/or receipts for all cheques written.
 - 13.5.3.4. Bank statements.
 - 13.5.3.5. Deposit books and receipt books.
 - 13.5.3.6. Treasurer's ledger (electronic copy)
- 13.5.4. Audit Process for each month.
 - 13.5.4.1. The Audit Lead will use the bank statement and Treasurer's Ledger for each month.
- 13.5.5. The Assisting Member will use:
 - 13.5.5.1. Deposit Book.
 - 13.5.5.2. Receipt Book.
 - 13.5.5.3. Expense Receipts.
- 13.5.6. The Audit Lead will call out to the assisting member transactions and cheque numbers, line by line, off the bank statement and verify the same transactions, line by line, are recorded on the EANA Events Committee Treasurer's Ledger.
 - 13.5.6.1. Each verified line item is to be check marked in red ink.

- 13.5.7. The assisting member will confirm deposit transactions on the bank statement by way of:
 - 13.5.7.1. Deposit book recorded amounts are congruent with bank statement deposits.
 - 13.5.7.2. Deposit receipts are congruent with EANA Events Committee Treasurer's Ledger deposit entries.
 - 13.5.7.2.1. Each verified document is to be check marked and signed in red ink.
- 13.5.8. The assisting member will confirm expense transactions on the bank statement by way of:
 - 13.5.8.1. Ensuring that cheque stubs are congruent with bank statement transactions, as well as comparing bank statement cheque visions.
 - 13.5.8.2. Expense receipt amounts are congruent with bank statement withdrawals.
 - 13.5.8.3. Expense receipts are congruent with EANA Events Committee Treasurer's Ledger withdrawal entries.
 - 13.5.8.3.1. Each verified document is to be check marked and signed in red ink.
- 13.5.9. The Audit Lead will record any missing information and discrepancies discovered during the comparison of the material provided for each month.
- 13.5.10. Each member will initial the material they are responsible for handling and have verified during the Audit Process.
- 13.5.11. Both Auditors are to initial the bank statement on the bottom right-hand corner of each page.
- 13.5.12. Once the month is completed, the materials are placed in the same order each month and returned to the month's envelope for archiving.
- 13.5.13. Both auditors are to initial the bank statement on the bottom right-hand corner of each month's envelope.
- 13.5.14. The August envelope for each year's Audit will contain:
 - 13.5.14.1. Deposit receipts for the entire year.
 - 13.5.14.2. The EANA Events Committee Treasurer's Ledger (Electronic Copy)

13.6. Audit Reporting

- 13.6.1. After each Audit completion, the Audit Report Template will be used to provide all information recorded during the Audit.
 - 13.6.1.1. The Audit Report Template can be found in Appendix B.
- 13.6.2. Each Auditor must read and sign the Audit Report
 - 13.6.2.1. An original signed copy of the Audit Report will be provided to the ASC Secretary to be included in the Advanced Reports for the next EANASC meeting.

Appendix A: Election Nomination Questionnaire

1. How long have you been clean?
2. How long have you been in service?
3. What positions in service have you held?
4. Do you currently have a sponsor?
5. Do you attend NA meetings regularly?
6. Do you have a working knowledge of the 12 Steps? 12 Traditions? 12 Concepts?
7. Have you read our Policy and Procedures document?
8. Why do you want this position?
9. What special skills or experience can you bring to this position?
10. Do you have the time and resources to fulfil this commitment?
11. Are you familiar with all the roles and duties of this position?
12. Have you ever not fulfilled and/or been asked to step down from a service position?
13. Are you standing in any other service positions/roles currently?
14. Are you comfortable and able to provide this body with reports as per our P&P?
15. Have you ever misappropriated or stolen NA funds?
16. Are you comfortable dealing with NA funds knowing that there are regular audits of this position?
17. Do you have experience preparing financial reports?
18. Do any members have any further pertinent questions at this time?