

MKACNA CONVENTION GUIDELINES

REVISED 2/2026

PURPOSE

The MKACNA Convention committee is a sub-committee of the Mo-Kan Area. The MKACNA committee's purpose is to make all necessary decisions affecting the convention. The convention's purpose is to provide a safe haven for addicts to celebrate recovery and encourage unity, but most importantly carry the message of NA. The convention will be held every other year starting on odd years

COMPOSITION

The MKACNA committee members consist of the Chairperson, Vice Chair, Treasurer, and Secretary and all subcommittee member chairs. All officers (except for the chair and treasurer) are elected at the annual meeting following each convention. The Vice Chair (if willing to step into chair) and treasurer should submit a resume to the MO-KAN ASC in the month of May for groups to vote on.

TRUSTED SERVANT POSITIONS

(requirements and suggested clean time for positions)

<u>Chairperson</u>	-----	2 years clean time
<u>Vice-Chair</u>	-----	2 years clean time
<u>Secretary</u>	-----	2 years clean time
<u>Alt. Secretary</u>	-----	2 years clean time
<u>Treasurer</u>	-----	5 years clean time
<u>Alt. Treasurer</u>	-----	5 years clean time
<u>Program, Activities</u>	-----	2 years clean time
<u>Registration, Merchandise</u>	-----	2 years clean time
<u>Alt. Subcommittee chairs</u>	-----	2 years clean time

1. A working knowledge of the 12 steps, 12 traditions and 12 Concepts of N.A
2. Willingness to give time and resources necessary
3. Attend all committee meetings, provide copies of monthly report for other committee members at meeting and updates over subcommittee meeting

4. Active participation in N.A
5. Although total consensus is our goal, all business related items require final approval by MKACNA committee by a simple majority (All trusted servants positions 50% + 1)
6. Any issues brought up by the subcommittees are to be presented to the committee and will be reviewed, prioritized and acted on in a timely manner
7. Any committee member that misses two consecutive committee meetings in a row without a report can or will be removed from their position. (You are our conscience, so it is important to have your physical presence)

SELECTION OF CONVENTION SITE

1. To be voted on by the homegroups within the area yearly
2. Sites to be considered must be within the Mo-Kan area and able to accommodate all aspects of the convection
3. Possible sites to consider are Atchison, Maryville, and St Joseph
4. End of each convention a vote shall be taken back to the groups and returned to the ASC in time for July ASC meeting

TRUSTED SERVANT DUTIES

Chair - Serves as a member of the committee

1. Chairs the convention planning committee meeting
2. Has oversight responsibilities for sub committees
3. Shall preside at all committee meetings and show have general supervision, direction and responsibility of all functions of the MKACNA committee
4. Stays informed of the activities of each subcommittee and provides help when needed. Coordinates with the Vice Chair regarding dividing attendance at subcommittee meetings
5. Keeps activities within the principles of the 12 Traditions and in accord with the purpose of the convention.
6. Responsible for contacting the facility to develop a contract for renting the space for the convention.

7. Responsible for contacting hotel to establish room blocks and pricing for convention
8. Monitors fund flow and overall convention costs and help organize the subcommittee budgets
9. Allows subcommittees to do their jobs with providing guidance and support
10. Responsible for all routine interactions with the ASC committee meetings throughout the year with a written report reflecting updated financial and other pertinent information for the ASC to review
11. Included in ASC in the month of August, prior to the convention, an invitation to groups to help in the hospitality room with time slots available.

Vice-Chair - Serves as a member of the committee

1. Acts as Chair if the Chair is unavailable
2. Coordinates with the Chair and attend subcommittee meetings regularly in order to ensure that they get the necessary support to do a good job
3. Works closely with the Chair to help coordinates responsibilities to subcommittee chairpersons
4. Reports back to the committee all the activities and attendance of the subcommittee meetings over the past month
5. Makes all preparations necessary to step up to the Chair of the convection committee the following year

Secretary - Serves as a member of the committee

1. Keeps minutes of all committee meetings and subcommittee reports
2. Works with the Chair to prepare the agenda for committee meetings and disperse 1 week prior to the committee meeting
3. Mails or Emails minutes to committee members. Minutes should be sent out within 2 weeks of convention committee meeting
4. Maintain a list of committee member's names and contact information for the committee use
5. Keep an archive of all meeting minutes in case of request or need for them
6. Good computer and organizational skills required

7. After Convention Treasurer has been voted into Convention Treasurer position, a copy of the Area minutes will be provided to the Convention Treasurer. The convention and/or the Area Treasurer will take a copy of the minutes to the banking facility where the convention funds are located to assist in Convention Treasurer to be added to the aArea convention checking account. At this point all checks/debit cards will be turned over to the Convention Treasurer.

Treasurer - Serves as a member of the committee

1. Maintains the bank account for the convection committee
2. Works with the Chair and Vice Chair to prepare a budget for the convention which is used for planning activities. Budge is based on subcommittee's recommendations as to the monies they will need to carry out their tasks
3. No expenditures for the committee will be paid with cash
4. Responsible for reporting/recording all monies including revenues from registrations, pays all bills, and advises the Chair on cash supply, income flow and rates of expenditures
5. A complete treasurer's report should be submitted for the monthly committee meeting with copies for other committee members and one to the Chair for ASC meeting along with all fund distributions
6. A periodic review may be performed by the MKACNA Treasurer at the committee's request
7. Keeps an archive of all financial records in a computer compatible format
8. Works with the bank in making sure we keep an accurate up to date signature card on file
9. Makes all deposits (either in the safety deposit box at the hotel or the bank night deposit) EVERY night during the convention. The Chair and Vice Chair must sign off on each deposit and keep records in the receipt book
10. Treasurer will make quality reports to the MOKAN Area committees to include any funds raised by Area and/or groups fund raisers. This report will be provided to the Area groups.

Treasurer will record all monies spent on:

- * Merchandising: unit price, total cost.
- * Programing: materials, banners and other programing cost.
- * Registration packets: unit price, total cost.
- * Hospitality: cost of all items to be provided in the hospitality room (e.g. pop, water, snacks, coffee)
- * Raffles: items, 50/50 raffle, any cost to the area and profits.
- * Hotel cost: information to include facility cost, room cost for all speakers.

During the convention regular draws from registration and merchandising information to include time of money draw, amount of money drawn, and a receipt will be provided to the merchandising chair and the registration chair. This information will be included in a day's end total and include in final convention treasurers report.

SUBCOMMITTEES

1. Programming
2. Merchandise
3. Registration
4. Activities

Programming- Serves as a member of the committee

1. Responsible for all aspects of the development for the main meetings and workshops for the convention
2. Ensures diversity of speakers and workshop topics taken from NA approved literature
3. Determines the number of workshops needed for the attendance projected
4. Is responsible for the notification of all speakers
5. Coordinates with treasurer and submits a budget for the travel arrangements for the main convention speaker
6. Responsible for on-site speaker check in and assists with implementing the convection program. IE: people are where they need to be, readings are

printed and given to meeting chairs, clarity statements are prepared with all pertinent information

7. Prepare an written program to distribute to attending members and order printed program agenda on poster board
8. All final decisions about main speaker are to be a group conscience vote within the convention committee

SPEAKER SELECTION

A convention program should be a representation of the diversity of our fellowship. We would like to think that it would not be necessary but we would remind everyone involved in the speaker selection process to take into consideration issues such as bearing in mind issues such as race, sex, sexual preference and geographic origin

The basic criteria for selection will be a minimum of one year for workshops and a minimum of eight years for main speaker meetings. The committee should always strive to select speakers who have a message of recovery in NA. The speaker's message should be a demonstration of the progression of recovery by applying the principles of the 12 steps of NA. The final approval of main speakers shall be a convention committee group conscience

Merchandise - Serves as a member of the committee

1. Suggests selection, quantity, and pricing for all items to be sold and expenses incurred and submit this budget to the convention committee for approval
2. Works with groups to get members to submit primary convention logo design for use at convention, flyers, banner etc
3. Oversees the sales of merchandise at the convention. Communicating with Chair for space needed at the convention site and coordinating with Programming to insure proper scheduling
4. Manages all graphic designs for each convention and may modify any designs submitted

5. Procures equipment, labor, shipping and receiving cost on all items sold at the convention
6. Coordinates with outside vendors. IE: RSO, Merchandise (if the committee wants outside product sold)
7. Pre and post-convention material inventory and sales
8. Responsible for storage of all items and the delivery of all receipts promptly to the treasurer along with an accurate list of remaining items
9. Coordinates a volunteer base for on-site merchandise sales
10. The final decision on graphics quantities, and packages rest with a Convention committee, the rough draft shall be submitted to the committee for approval

Registration - Serves as a member of the committee

1. Handling of registration funds, before and during the convention. Precise accounting and transferring of said funds to the treasurer
2. Oversee registrations at the convention
3. Drafts registration and work with the Activities chair for creation of all event flyers. Dispersing to the following: Chair of ASC, GSR's, webmaster, different group events, MKACNA Secretary and any email groups
4. Maintains and handles records of all registration forms both before and during the convention and receipts for all approved expenditures including any Pay-Pal registrations
5. Coordinates a volunteer base for on-site registration at the convention

Activities - Serves as a member of the committee

New members not familiar with the 12 traditions may be confused by the concept of "fund raising" in NA because it is so unlike the kind of fund-raising done in other organizations, even non-profit organizations. We never, under any circumstances, accept monetary contributions from any outside source. We affiliate ourselves with no one, choosing to be entirely self supporting through our own contributions. In NA whenever we need to "raise funds" we fundraise from our own membership.

1. Coordinates 4-5 events to raise funds throughout the convection year to promote unity, preregistration and “raise-funds” for the convention committee to more easily be able to purchase the space and supplies to put on the convention
2. To work closely with Treasurer and the rest of the committee to get the funds where they are needed as quickly as possible and the keeping of accurate records at the events of attendance and costs versus total income
3. Provides all budgets and menus of each event to the committee for approval
4. Coordinates with each group’s meeting space (via attending home group meetings or group conscience) for clear communication and contact help for facility
5. Ensure that the event reflects a special celebration for our members
6. Convention Committee helps with the following at each event: Door entry, food preparation, food purchase, and entertainment coordination

Alt. Subcommittee Chairs -

1. It will be the duty of all alternate subcommittee chairs to assist their perspective chairpersons and the committee itself in all ways possible
2. Having fulfilled their commitment for the year the alternate can step up to the chair position with a vote by the committee if no other members express willingness for the position

NOMINATION AND ELECTIONS

Decision Making - Quorum is identified as 50% + 1. Committee members who are eligible to vote at the committee meeting are: Vice Chair, Secretary, Treasurer and all Subcommittee chairs. While the committee strives for consensus, a simple majority can make normal decisions and elections. Hotel site and internal guidelines changes require $\frac{2}{3}$ of those present.

All candidates for full term positions must be present at the ASC meeting. All nominations at that meeting must be seconded. When all questions have been answered and discussion is over the candidate and /or candidates will be asked to leave the room. The Chair will entertain no more than 3 pro and 3 con points of view, close discussion and call for a vote according to “Robert's Rules” The

exceptions to this procedure will be as follows: when the nominee is a returning Vice Chair or Alternate Subcommittee Chair with no opposition and willingness to step up has been expressed the candidate will be asked to leave the room and a vote will be taken. If approved the member will step up, if not the position will be held as OPEN. All open positions from February on will be filled Pro-Tem. Candidates with willingness for open positions may come to the committee meeting and may be voted in by the committee using vice chair and alternate subcommittee chair procedure.