

# TBRNA Policy



The Tejas Bluebonnet Regional Service Committee (TBRSC) was formed on February 12, 1994 to simply help unite and assist member Areas in fulfilling NA's primary purpose. Hopefully we shall always remain simple and avoid the perplexity of politics and financial debates. This region is a member of the Southern Zonal Forum and a participant in the World Service Conference.

Policy should always be guided by the principles of the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts of Service.

This policy shall be updated after each Regional Service Conference (RSC) as needed and emailed to all Tejas Bluebonnet Regional trusted servants. A Policy Change Log shall document policy changes made during the year. A Motion (pre-CBDM)/Proposal Log shall also be kept at each RSC.

## Table of Contents

1. THE CONFERENCE .....	4
1.1 TBRSC Hosting Area .....	4
1.1.1. In-Person Meetings (Face-to-Face [F2F]).....	4
1.1.2. Virtual Meetings (Zoom).....	5
1.2 Requirements for Seating an Area .....	5
1.3 Removal of an Area from the TBRSC Rotation .....	5
1.4 Reports.....	5
2. GUIDELINES FOR CONSENSUS-BASED DECISION-MAKING (CBDM).....	5
3. PROPOSALS.....	6
4. SELECTION PROCESS .....	7
5. SELECTION OF TRUSTED SERVANTS .....	7
5.1 Scheduled selections or unfilled positions .....	7
5.2 Standing Regional Subcommittees .....	8
5.3 Removal of a Regional Trusted Servant .....	8
6. REGIONAL ASSEMBLY .....	8
7. FINANCIAL .....	8
7.1 Travel and Expenses .....	8
7.2 Definitions.....	9
7.3 Bank Account .....	9
7.4 Receipt and deposit of funds .....	9
7.5 Reports.....	9
7.6 Audits .....	9
7.7 Committee Appropriations .....	10
7.8 Regional Tax Number .....	10
7.9 Federal and State Taxes.....	10
7.10 Distribution of Funds.....	10
7.10.1. Accounts.....	10
7.10.2. WSC and SZF Travel Reserve.....	10
7.10.3. Committee Standing Appropriations .....	11
7.10.4. TBRCNA Convention.....	11
7.10.5. Quarterly Funds for Standing Subcommittees .....	11
8. CONFERENCE PLANNING .....	12
8.1 November RSC .....	12
8.2 February RSC .....	12
8.3 May RSC .....	12

8.4	August RSC.....	13
9.	Appendix A – Position Qualifications.....	13
9.1	Facilitator.....	13
9.2	Co-Facilitator .....	14
9.3	Policy Facilitator .....	14
9.4	Treasurer .....	14
9.5	Co-Treasurer .....	15
9.6	Recorder .....	15
9.7	Regional Delegate (RD).....	15
9.8	Regional Delegate Alternate (RDA) .....	16
9.9	Adopt An Inmate (AAI) Facilitator.....	16
9.10	Hospitals and Institutions (H&I) Facilitator .....	17
9.11	Internet Technologies (IT) Facilitator.....	17
9.12	Literature Review Facilitator .....	18
9.13	Public Relations (PR) Facilitator .....	18
9.14	Contracts & Archives Facilitator .....	18
9.15	NA Texas Website Committee Facilitator .....	19
10.	Appendix B – Subcommittee Guidelines .....	19
10.1	Literature Review Subcommittee Policy.....	19
10.2	Tejas Bluebonnet Regional Convention of Narcotics Anonymous (TBRCNA) .....	20
10.3	NA Texas Website Subcommittee .....	20
<b>10.5</b>	<b>Public Relations</b> .....	<b>21</b>
11.	Appendix C – Audit Guidelines .....	23
11.1	Audit Frequency .....	23
11.2	Audit Participants.....	23
11.3	Audit Procedures .....	23
11.4	Audit Reporting.....	24
12.	Appendix D – RCM Service Guide .....	24
13.	Appendix E - Contracts & Archives .....	25

# 1. THE CONFERENCE

The Tejas Bluebonnet Regional Service Committee (TBRSC) meets quarterly the second Saturday of February, May, August, and November from 9am to 5pm.

Anyone is welcome to attend and encouraged to participate in the quarterly RSC. Service is one part of our program of recovery from the disease of addiction.

## 1.1 TBRSC Hosting Area

RSC Rotation is as follows: RSC Participants:

- Northside
- Central Texas
- Houston
- Brazos Valley
- Esperanza
- Coastal Bend
- Hill Country
- Southeast Texas
- Tri-county
- Regional Committee Members (RCMs) – Up to two per Area
- Facilitator
- Co-facilitator
- Treasurer
- Co-treasurer
- Policy Facilitator
- Recorder
- Regional Delegate (RD)
- Regional Delegate Alternate (RDA)
- Hospitals and Institutions (H&I) Facilitator
- Public Relations (PR) Facilitator
- Adopt An Inmate (AAI) Facilitator
- Internet Technologies (IT) Facilitator
- Literature Review (LR) Facilitator
- Contracts & Archives Committee Facilitator
- NA Texas Website Committee Facilitator
- Sponsorship Behind the Walls Facilitator

The RSC agenda will be emailed by the Facilitator at least one week prior to each RSC, along with meeting location.

### 1.1.1. In-Person Meetings (Face-to-Face [F2F])

Each Hosting Area will be responsible for finding a meeting space for the Regional Service Conference (RSC). The Tejas Bluebonnet Region of Narcotics Anonymous (TBRNA) will reimburse the hosting Area for facility rental for the RSC only. TBRNA will also pay for facility rental for workshops the following day of the RSC.

### 1.1.2. Virtual Meetings (Zoom)

For virtual meetings on electronic platforms, the Region shall provide the meeting code (and password if applicable) to all members and participants at least 48 hours before the time that the RSC convenes.

### 1.2 Requirements for Seating an Area

An Area requesting to join the TBRNA has clear geographical service boundaries within the boundaries of the Tejas Bluebonnet Region.

- The Area has a committee that meets regularly.
- The Area has an elected representative to serve as a Regional Committee Member (RCM).
- The Area will be recognized at the RSC and become a full participant of the Tejas Bluebonnet Region.
- The Area will be added to the bottom of the rotation for hosting the RSC.

### 1.3 Removal of an Area from the TBRSC Rotation

If an Area no longer meets, then the area will be removed from the RSC Rotation. It will be the responsibility of the RD, or Regional Delegate Alternate (RDA) or assigned Area trusted servant to visit the Area to verify that the Area no longer meets.

Such Area will be added back to the RSC Rotation at such time they meet the requirements for seating an area. TBRNA shall assist in helping a struggling Area.

### 1.4 Reports

All Administrative and Subcommittee members are responsible for supplying a report for each RSC. Reports should be emailed to the TBRNA email address ([all@tbrna.org](mailto:all@tbrna.org)) at least 24 hours before each RSC.

Position	Time Limit
RD and RDA	30 minutes combined
RCM	15 minutes for each Area
Subcommittees	10 minutes for each

## 2. GUIDELINES FOR CONSENSUS-BASED DECISION-MAKING (CBDM)

1. RSC participants can bring proposals to the body. Only members who are trusted servants can participate in decision making.
2. Consensus is defined as 80% or more of the RSC participants in attendance, with each participant having only one voice (including one voice per Area in regards to RCMs).
3. The facilitator asks the body for clarifying questions about the proposal (not a debate on the merits but a brief session to be sure everyone understands the proposal). All Narcotics Anonymous (NA) members in attendance are welcome to participate in the discussion.
4. The facilitator asks whether anyone has any reservations about the proposal. These are heard, and they may be answered or the proposal may be amended.

5. When all reservations have been heard and answered in this way, the facilitator asks, "Do we have a consensus?"
6. Participants respond in one of four ways:
  - a. Assent: To support the proposal. Assent is signified by remaining silent. It may not mean that I agree with every aspect, but that I've heard the discussion and had my chance to participate in the process of finalizing the proposal and am prepared to support it.
  - b. Assent with Reservation: This is done by raising your hand and simply saying when the facilitator calls on you, "Assent with reservation." The Facilitator will ask if a participant wishes to share their reservation to be noted in the Record. This is not materially different from Assent, and is the option often left out for that reason, but it is sometimes included as a way of giving people a place to stand when they don't want to object more strongly, but they do want to note that they have reservations.
  - c. Stand Aside: It is a statement that I do not support the proposal, but my objection is not of the nature or the severity to warrant a block. A common misconception about the stand aside is that it is similar to an abstention. It is not. It is more accurate to say it is similar to a "no" vote. One of the RSC's guidelines needs to be how many or what proportion of stand asides indicate a consensus too weak to adopt the proposal.
  - d. Block: Given that a proposal can be defeated by a sufficient number of stand-asides, the block should be an extremely rare step taken only when a participant honestly believes that the proposal is in direct conflict with Traditions or Concepts, or some very fundamental moral position of the participant is violated. A member who blocks should be able to articulate which tradition, concept, or moral position with which the proposal is in conflict.
7. TBRNA Policy regarding behavior based on CBDM and Concepts of Service
  - Mutual respect is the expected standard of conduct during the regional meeting.
  - Some important concepts regarding conduct are:
    - Remarks must be confined to clarifying and understanding the proposal.
    - We cannot repeat what's already been said during the proposal discussion.
    - Proposal discussions will be closed by the Facilitator.
    - Another member's motives may not be attacked.
    - To speak, please raise your hand to be recognized by the Facilitator.
    - Refrain from speaking adversely about an idea that is not pending.
    - Refrain from speaking against your idea.
    - If the Facilitator interrupts, you must yield the floor.
    - You must not disturb the body.
    - A time limit on a particular subject may be implemented by the Facilitator with the consent of the regional body.

### 3. PROPOSALS

Any Regional Trusted Servant (RCMs, Committee Chairs, RD, RDA or Administrative Committee members) may submit a proposal. All proposals and their results brought before the body are recorded in the minutes. If at least 20% of the Regional Committee Members (RCMs) request that a proposal go back to the areas for discussion, it does. Proposals are made by any RSC participant. Decisions will be made by CBDM.

Exception: Any proposals intended to be presented in the CAR as a motion at WSC will go back to Areas for discussion.

## 4. SELECTION PROCESS

Decisions shall be made by CBDM when possible. Unless otherwise stated herein, consensus is defined as 80% or more of the participating members.

Only the regional committee members (RCMs) shall participate in the selection process during consensus-based decision making (CBDM) when proposals are discussed at regional service committee (RSC) meetings for the Texas Bluebonnet Region of Narcotics Anonymous (TBRNA). This includes both new and old business. Trusted servants are welcome to participate in discussing proposals, but RCMs carrying the conscience of their area are the only participants in the final decision-making process under CBDM.

Refer to section 2.2 for clarification.

## 5. SELECTION OF TRUSTED SERVANTS

### 5.1 Scheduled selections or unfilled positions

1. Scheduled selections or unfilled positions of service will be placed on the agenda.
2. TBRSC Facilitator, Co-facilitator, Treasurer, Co-Treasurer, Recorder, and Policy Facilitator will be selected every two years (in odd-numbered years) at the November RSC meeting.
3. Subcommittee Facilitators will be selected every two years (in even-numbered years) at the May RSC meeting.
4. Position requirements and responsibilities are developed by the Committee, approved by the RSC, and added to policy in Appendix A. Nominations are taken, volunteers are accepted, individual qualifications are given, questions are asked, consensus is reached, and the selected servant is announced.
5. Selection of Regional Trusted Servants: If three or more nominees are participating for the same position and no one nominee has consensus, the person with the least selections will be removed from the ballot and another poll will be taken. This process will continue until one nominee has a consensus. No Regional trusted servant will hold more than one elected regional position.

Positions of service are selected by paper ballot or by show of hands if consensus cannot be reached. A person with the majority of the selections is chosen. The majority is one plus half of the participating members (Regional Trusted Servants) present.

6. Selections for the RD team will occur at the Regional Assembly in the year following the in-person or hybrid WSC
  - a. The RDA automatically becomes nominated for the position of RD and no other nominations are taken. If there are one or more stand asides, then nominations are solicited from the Assembly, and normal selection procedures are followed. If there are no stand asides, then she/he assumes the RD position.  
EXCEPTION: If the RDA is selected to fill an unscheduled vacancy, both RD positions will be open for nominations or volunteers at the next scheduled selection.
  - b. Group Service Representatives (GSRs) and RCMs present at the Regional Assembly will participate in the selection via consensus. Only one GSR per group may have a voice. If a consensus is not reached or in the event of an unscheduled vacancy, the RD or RDA may be selected by the RCMs at an RSC.
  - c. The newly selected RD and RDA will assume their duties at the RSC immediately following elections.

Trusted servants selected to fill unscheduled vacancies will assume their duties upon selection and will serve out the remainder of the predecessor's term and conclude at the beginning of the next term.

## **5.2 Standing Regional Subcommittees**

1. Tejas Bluebonnet Regional Convention of Narcotics Anonymous (TBRCNA) - Refer to the TBRCNA policy posted on the website for position requirements and responsibilities.
2. Contracts & Archives Committee
3. Hospitals & Institutions (H&I)
4. Public Relations (PR)
5. Adopt An Inmate (AAI)
6. Internet Technologies (IT)
7. Literature Review (LR)
8. NA Texas Website
9. Sponsorship Behind the Walls

## **5.3 Removal of a Regional Trusted Servant**

Any trusted servant selected by the RSC may be removed by consensus with a paper ballot vote. If present, the trusted servant will be allowed to address the concerns presented. A trusted servant may be removed for the following:

- Relapse
- Missing two consecutive RSCs without notifying the Regional Facilitator or Co-Facilitator.
- Not capable or willing to fulfill the duties of the trusted servant position.
- Misappropriation of any NA funds.

The Regional Service Committee cannot remove an RCM from its position. However, the Committee can notify the Area of the situation.

## **6. REGIONAL ASSEMBLY**

The Regional Assembly will be held annually in March between 9 am to 3 pm on Saturday or Sunday. Elections for the RD Team will occur at the assembly in the year following the in-person WSC. All other regional assemblies can be used for CAR/CAT motions, IDTs or workshops.

The RD will schedule the date for the assembly in consultation with the RDA, Facilitator, and Recorder. The assembly will be held virtually.

## **7. FINANCIAL**

### **7.1 Travel and Expenses**

Basic travel includes gasoline, plane fare, car rental and/or motel, only, up to the amount approved in this policy.

Administrative Committee: Basic travel to TBRSC meetings is \$300.

Subcommittee Members: Basic travel to TBRSC meetings is \$300.

Food allocation for travel out of the Region to represent TBRSC is \$50.00 maximum per day for persons approved before travel.

RD and RDA will be reimbursed \$100 for gas & food each per quarter for travel to TBR ASC's within the region.

Trusted servants who travel on TBRSC approved trips within the Region will receive \$100.00 for travel and \$25.00 per day for food.

Receipts are required for all expenses if the trusted servant wishes to be reimbursed.

## **7.2 Definitions**

Quarter is from the beginning of one RSC to the beginning of the next RSC.

The Fiscal Year for TBRNA is from January 1 through December 31.

## **7.3 Bank Account**

All TBRNA funds will be deposited in a non-interest-bearing account with a federal EIN, at a bank approved by the RSC. All checks will require a minimum of two of the following five authorized signatures: Facilitator, Treasurer, Co-Treasurer, Co-Facilitator, and RD.

## **7.4 Receipt and deposit of funds**

All funds received by the RSC from any source shall be delivered to the Treasurer immediately upon receipt. The Treasurer is responsible for depositing all funds within seven working days. The Treasurer shall not receive any cash over \$25.00 unless the receipt is countersigned by at least one other regional officer, trusted servant, or member.

## **7.5 Reports**

The Treasurer shall submit a quarterly report reflecting all income and expenses of the Region, and will include the following:

- Details of income and expenses of each subcommittee, so that they will have an ongoing record of funds available for operation.
- Breakdown of checks written
  - To whom
  - What for
  - Amount
  - Check number and
  - Date
  - Transaction details for the quarter

## **7.6 Audits**

The Treasurer will make available at each RSC meeting the previous bank statements, canceled checks and books for inspection by any TBR trusted servant to verify the quarterly financial report. The Treasurer will also, upon request of the Facilitator, make available all the financial records for review and audit.

The regional facilitator or co-facilitator will coordinate a full treasury audit once per year, following the audit guidelines in Appendix C, with the Treasurer, Co-Treasurer, and two RCMs. An audit will take place

at the end of a Treasurer's term and before a newly elected treasurer assumes their responsibilities. During the third weekend in November. The Facilitator will report the audit results at the following RSC.

## **7.7 Committee Appropriations**

Subcommittees will develop their own internal budgets to be approved by the RSC.

Subcommittee budgets will be submitted each year at the August RSC or three months after election when filling a vacancy. This budget will be developed by considering past expenditures and upcoming plans.

Budget amounts will be recorded by the Treasurer and compared to fund requests.

The subcommittees are authorized to responsibly and prudently spend the monies allocated to them as approved by the RSC. Regional funds will be used for subcommittee facility rental, literature, facilitator travel, and food. Anything other than these uses must first be submitted to the RSC for its approval.

Each committee Facilitator is directly accountable to the RSC for any expenditures. The financial responsibility of each committee is outlined by each of their respective policies, except for the World Service Conference donation, which will be mailed to the WSC after each RSC.

All receipts, along with a written record showing name, position, and reason for all expenses shall be turned over to the Treasurer as soon as possible. The time allowed is not to exceed the next RSC. The Treasurer will not release any more money to that person until all receipts are properly accounted for.

Any administrative or subcommittee expenditure beyond budget needs to be pre-approved by the RSC if the trusted servant wishes to be reimbursed.

## **7.8 Regional Tax Number**

Supply the Treasurer with the following information: If you as an individual or subcommittee need the tax number, then you need to get the regional Treasurer the information of the company you are doing business with, give the company the information on our Treasurer. They can then contact one another, and we are sure the tax number is being used properly.

## **7.9 Federal and State Taxes**

Federal income taxes are to be filed (Form 990) by the May RSC, if required under IRS regulations. It is the Treasurer's responsibility to file or have the TBR Regional income tax filed by a professional. Also, a quarterly sales tax report is required to be prepared and filed with the Texas State Comptroller.

TBRNA will use a service provider as our Corporate Registered Agent.

## **7.10 Distribution of Funds**

### **7.10.1. Accounts**

The treasury will be divided into separate accounts as approved by the RSC. Each account will be reported to the RSC separately, although all funds will be held in a single bank account.

Prudent Reserve equal to one calendar quarter of the RSC fixed expenses will be maintained by the Treasurer. This amount will be reviewed by the Administrative Committee on a yearly basis. This reserve cannot be used or changed without a consensus of the RSC.

### **7.10.2. WSC and SZF Travel Reserve**

A WSC Travel Reserve of \$1500.00 per year will be maintained by the Treasurer. Travel Reserve money is to be used for RD and RDA travel and expenses to World Service Conference meetings, and for RD and RDA travel and expenses to the SZF or other authorized events.

### **7.10.3. Committee Standing Appropriations**

The RSC authorizes the Treasurer to apply the following recurrent expenses per RSC:

- Printing and postage for official reports made to the RSC, and other business expenses. Maximum \$160.00.
- Travel for the Administrative Committee (Facilitator, Co-Facilitator, Recorder, Treasurer, Co-Treasurer, RD, RDA, Policy Facilitator, Contracts & Archives Committee Facilitator) and Committee Facilitator (Convention, H&I, PR, AAI, IT, Literature Review, and NA Texas Website Committee).
- Interpreter for the hard of hearing, as approved by the RSC.
- Meeting facility expenses. Maximum \$250.00.
- Narcotics Anonymous World Services (NAWS), 20% of funds remaining at the end of each RSC, excluding the prudent reserve.
- SZF travel and lodging.

### **7.10.4. TBRCNA Convention**

The TBRCNA Bank Account has been created by TBRNA. After each TBRCNA, \$18,000.00 will be set aside as seed money for the next TBRCNA. The remaining profit after the seed money is deducted will be distributed 50% to the RSC and 50% to NAWS.

Upcoming convention will write invoices to the current convention for expenses for the upcoming convention. To be deducted from seed money.

The TBRNA Treasurer will be a signer on the TBRCNA account. The address on the TBRCNA bank account will be the regional address.

\*\*\*Within five days after an activity, a report detailing all income and expenses, along with all funds and receipts, will be given to the Treasurer and a copy will be sent to the Facilitator of the RSC.

An audit of the TBRCNA account will be conducted within 60 days of the end of a convention. Auditors will include the Convention Treasurer, TBR Treasurer, TBR Facilitator and one RCM.

### **7.10.5. Quarterly Funds for Standing Subcommittees**

The following accounts are established to fund the activities of the Standing Subcommittees of the Region. All Area donations, profits from activities, or other income will be distributed to these accounts in percentages (%) determined by the RSC by a consensus.

The dollar amount of this percentage cannot exceed the ceiling set by the RSC. Amounts so distributed will remain in the committee account and may be accumulated from quarter to quarter to meet periodic expenses. The amount in a committee account may not exceed the allotted ceiling.

The RSC may determine, by consensus, that the accumulated account balance is more than the amount needed by a committee, (or is more than the cap), and may transfer these surplus funds to such other accounts as they may deem proper.

Distribution	%	Ceiling/Quarter
Hospitals and Institutions	45	\$500.00
Public Relations	35	\$900.00
World Service Donation	20	no cap
Donations for the SZF		\$300.00
		Not to exceed \$400 in acct. per quarter.
AAI		\$600.00
Literature Review		\$300.00
Contracts & Archives Committee		\$100.00
Information Technology		\$500.00

The Insurance premium is figured in the Regional Budget in Prudent Reserves starting February 2019. Regional Assembly expenses will not exceed \$ 400.00.

## **8. CONFERENCE PLANNING**

### **8.1 November RSC**

- Trusted Servant Reports.
- Reports from RCMs.
- Ongoing discussion and pending proposals.
- Reports from Subcommittees.
- New Discussion.
- Announce the location of the next RSC.
- In odd years: Selection of Facilitator, Co-Facilitator, Recorder, Treasurer and Co-Treasurer, and Policy Facilitator.

### **8.2 February RSC**

- Reports.
- Reports from RCMs.
- Ongoing discussion and pending proposals.
- Reports from Subcommittees.
- Administrative committee budget approval.
- RD, RDA and servants will submit estimated expenses for inclusion in the administrative committee budget.
- New Discussion.
- Announce the location of the next RSC.

### **8.3 May RSC**

- Reports.

- Reports from RCMs.
- Ongoing discussion and pending proposals.
- Reports from Subcommittees.
- New Discussion.
- Selection of Subcommittee Facilitator (H&I, AAI, Literature Review, PR, IT, NATexas.org, SBTW) in even-numbered years.
- Announce the location of the next RSC.

#### **8.4 August RSC**

- Reports.
- Selection of TBRCNA Facilitator.
- Selection TBRCNA Co-Facilitator.
- Selection TBRCNA Treasurer.
- Selection of new Contracts & Archives Committee Facilitator.
- Reports from RCMs.
- Ongoing discussion and pending proposals.
- Reports from Subcommittees.
- Subcommittee budget approval.
- Subcommittee facilitators will submit estimated annual expenditures for inclusion in subcommittee budget (including travel to RSC).
- New Discussion.
- Announce the location of the next RSC.

### **9. Appendix A – Position Qualifications**

- Position requirements and responsibilities.
- No regional servant will hold more than one position.

#### **9.1 Facilitator**

- Willingness to perform the below responsibilities for a full two-year term, ending after conclusion of the audit following the November RSC.
- Ability to facilitate regional meetings.
- Clean time requirement of five years.
- Responsibilities:
  - a. Attend all RSCs and Regional Assemblies.
  - b. Create agendas and publish them via email at least one week prior to the regional meeting.
  - c. Will have a minimum of five paper copies of the agenda for regional trusted servants at each RSC.
  - d. Facilitate all meetings per policy.
  - e. Coordinates certificate of insurance requests.
  - f. Coordinates treasury audits.
  - g. Participates in TBRCNA audits.
  - h. Serve as a signer on the regional bank account.
  - i. Manage the regional electronic mailbox.
  - j. File Periodic Report of a Non-Profit Corporation, State of Texas Form 802, after elections in odd-numbered years.
  - k. Other tasks as directed by the regional body.

## 9.2 Co-Facilitator

- Willingness to perform the below responsibilities for a full two-year term.
- Willingness to serve as Facilitator in the following cycle, if selected.
- Ability to facilitate regional meetings.
- Clean time requirement of five years.
- Responsibilities:
  - a. Attend all RSCs.
  - b. Attends all Texas State Convention Advisory Board meetings and provides reports on such at each RSC.
  - c. Will aid in hosting regional events.
  - d. Facilitate all meetings per policy in the absence of the Facilitator.
  - e. Coordinates certificate of insurance requests.
  - f. Serve as a signer on the regional bank account.
  - g. Serve as contact of the regional electronic mailbox.
  - h. Other tasks as directed by the regional body.

## 9.3 Policy Facilitator

- Willingness to perform the below responsibilities for a full two-year term.
- Clean time requirement of three years.
- Basic word processing skills.
- Must have access to a computer and internet.
- Experience with policy development is preferred.
- Responsibilities:
  - a. Attend all RSCs.
  - b. Update policy as directed by the RSC.
  - c. Work with the recorder to ensure that policy changes are accurately recorded in the Motion/Decision Log as well as the record taken at each RSC.
  - d. Email updated policy to the body within six weeks of RSC.
  - e. Will only form a committee for special projects, as directed by the Tejas Bluebonnet Region, formed of past and/or current regional trusted servants.
  - f. Act as an advisor to the region and to any member areas having policy questions.
  - g. Will have a minimum of five printed current regional policies for regional trusted servants at each RSC.

## 9.4 Treasurer

- Willingness to perform the below responsibilities for a full two-year term, ending after the conclusion of the audit following the November RSC.
- Clean time requirement of five years.
- Must have access to a computer and internet.
- Must be willing to learn or have knowledge of Quick Books Pro.
- Should have knowledge of 501(c)(3).
- Responsibilities:
  - a. Attend all RSCs.
  - b. Will deposit all funds on the next business day following the RSC.
  - c. Provide receipts at the RSC for all monies received at the RSC.
  - d. Send receipts within seven business days of receipt of monies by mail.

- e. Participate in treasury audits.
- f. Provide quarterly reports, as specified in the Financial Policy.
- g. Provide a full audit report at the RSC following each audit.
- h. Serve as a signer on the regional bank account.
- i. Serve as contact of the regional electronic mailbox.
- j. File all forms required to maintain the region's 501(c)(3) status.
- k. File quarterly sales tax.

### **9.5 Co-Treasurer**

- Willingness to serve a full two-year term.
- Willingness to serve as Treasurer in the following cycle, if selected.
- Clean time requirement of five years.
- Must be willing to learn or have knowledge of Quick Books Pro.
- Must have access to a computer and internet.
- Should have knowledge of 501(c)(3).
- Responsibilities:
  - a. Attend all RSCs.
  - b. Will deposit all funds on the next business day following the RSC.
  - c. Provide receipts at the RSC for all monies received at the RSC.
  - d. Send receipts within seven business days of receipt of monies by mail.
  - e. Participate in treasury audits.
  - f. Provide quarterly reports in the absence of the Treasurer.
  - g. Serve as a signer on the regional bank account.
  - h. Serve as contact of the regional electronic mailbox.

### **9.6 Recorder**

- Willingness to perform the below responsibilities for a full two-year term.
- Clean time requirement of three years.
- Must have access to a computer and internet.
- Must have strong word-processing skills.
- Experience like a secretary or recorder preferred.
- Responsibilities:
  - a. Attend all RSCs.
  - b. Attend Regional Assemblies in odd-numbered years.
  - c. Make a written record of each RSC, including basic actions and discussions of the body and reports made to the RSC.
  - d. Email record to the regional body no later than six weeks after each RSC/Assembly.
  - e. Must work with the Policy Facilitator to ensure the accuracy of policy changes.
  - f. At the Assembly, do the following:
    - g. Have each GSR or RCM who plans to vote check in by identifying the NA group or area that they are representing.
    - h. Hand out official identifiable ballots for the RD and RDA elections.
    - i. Make a record of the election portion of the assembly.

### **9.7 Regional Delegate (RD)**

- Willingness to serve a full three-year term.

- Clean time requirement of five years.
- Must have access to a computer and internet.
- Should preferably have a laptop and/or smartphone.
- Must have the willingness to explore and learn to apply and share current and new communication technologies.
- Must be willing and able to facilitate workshops and learning days and to attend all TBRNA RSCs, TBRCNAs, Regional Assemblies, Southern Zonal Forum (SZF) meetings, and the WSC.
- Responsibilities:
  - a. Attend all RSCs, Regional Assemblies, SZF meetings, and the World Service Conference (WSC).
  - b. Facilitate area workshops upon request, if possible.
  - c. Work with the RDA to plan and facilitate at least one Regional Learning Day per quarter, with workshops based on topics discussed at the Southern Zonal Forum meetings.
  - d. Work with the RDA to coordinate scheduling with interested Areas, and the Area will be responsible for providing the venue.
  - e. Must be a signer on the regional bank account.
  - f. Provide quarterly reports at each RSC. The RD/RDA combined reports should not exceed 30 minutes.
  - g. Must be willing to facilitate workshops at the Tejas Bluebonnet Regional Convention of NA (TBRCNA).
  - h. Will make available to the RSC all reports they obtain from the SZFs that they attend so that they can more effectively communicate what they have learned to the RSC.

### **9.8 Regional Delegate Alternate (RDA)**

- Willingness to serve a full three-year term.
- Willingness to serve as Regional Delegate in the following cycle, if selected.
- Clean time requirement of five years.
- Must have access to a computer and internet.
- Should preferably have a laptop and/or smartphone.
- Must have the willingness to explore and learn to apply and share current and new communication technologies.
- Must be willing and able to facilitate workshops and learning days and to attend all TBRNA RSC's, Regional Assemblies, SZF meetings, and the WSC.
- Responsibilities:
  - a. Attend all RSCs, Regional Assemblies, SZF meetings, and the World Service Conference (WSC).
  - b. Facilitate area workshops upon request, if possible.
  - c. Work with the RD to plan and facilitate at least one Regional Learning Day per quarter, with workshops based on topics discussed at the Southern Zonal Forum meetings.
  - d. Work with the RD to coordinate scheduling with interested Areas, and the Area will be responsible for providing the venue.
  - e. Provide quarterly reports at each RSC. The RD/RDA combined reports should not exceed 30 minutes.

### **9.9 Adopt An Inmate (AAI) Facilitator**

- Clean time requirement of two years.
- Willingness to serve a full two-year term.

- Willingness to learn or have existing knowledge of spreadsheets.
- Responsibilities:
  - a. Attend all RSCs.
  - b. Provide detailed quarterly reports.
  - c. Develop and present annual budgets.
  - d. All subcommittees are required to schedule and conduct at least one meeting between RSC.
  - e. Will be responsible for the distribution of one piece of literature per request to addicts who are unable to attend regular meetings due to confinement.
  - f. Check the regional mailbox every two weeks or make arrangements to have the AAI mail delivered to the AAI Facilitator.
  - g. Keep in regular contact with jails and prisons within our region's geographical service boundaries.
  - h. Responsible for communications with the Areas and Groups in our region as to how they can support AAI.

### **9.10 Hospitals and Institutions (H&I) Facilitator**

- Panels can be formed to carry our message of recovery directly to addicts housed in medical, psychiatric, or correctional facilities.
- Clean time requirement of three years.
- Willingness to serve a full two-year term.
- Previous experience with H&I committee work.
- Must be willing to facilitate workshops.
- Responsibilities:
  - a. Attend all RSCs.
  - b. Provide quarterly reports.
  - c. Develop and present annual budgets.
  - d. All subcommittees are required to schedule and conduct at least one meeting between RSCs.
  - e. Work closely with AAI, PR, and other subcommittees.
  - f. Become thoroughly knowledgeable of guidelines contained in the Hospitals and Institutions Handbook.

### **9.11 Internet Technologies (IT) Facilitator**

- Clean time requirement of three years.
- Willingness to serve a full two-year term.
- Previous experience as web servant or webmaster preferred. Proficiency in other information technologies may be considered.
- Must have access to a computer and internet.
- General knowledge of website management and familiarity with technologies and software required to manage the TBRNA.org website.
- Responsibilities:
  - a. Coordinate website maintenance with the special worker, which would include site structure, and contents.
  - b. Develop and present annual budgets.
  - c. IT Facilitator may form a committee to aid in keeping up with regional information, and a budget will be provided for website upkeep and development.
  - d. All subcommittees are required to schedule and conduct at least one meeting between RSCs.

### **9.12 Literature Review Facilitator**

- Clean time requirement of three years.
- Willingness to serve a full two-year term.
- Willingness to facilitate workshops upon request.
- Responsibilities:
  - a. Attend all RSCs.
  - b. Provide quarterly reports.
  - c. Develop and present annual budgets.
  - d. All subcommittees are required to schedule and conduct at least one meeting between RSCs.
  - e. Facilitate the gathering of input for potential literature projects.

### **9.13 Public Relations (PR) Facilitator**

- Clean time requirement of three years.
- Willingness to serve a full two-year term.
- Willingness to facilitate workshops upon request.
- Previous experience with NA public relations.
- Responsibilities:
  - a. Attend all RSCs.
  - b. Provide quarterly reports.
  - c. Develop and present annual budgets.
  - d. All subcommittees are required to schedule and conduct at least one meeting between RSCs.
  - e. Work closely with AAI, H&I, and other subcommittees.
  - f. Become thoroughly knowledgeable of guidelines contained in the Public Relations Handbook.
  - g. Inform professionals and the public about Narcotics Anonymous as a resource.

### **9.14 Contracts & Archives Facilitator**

- Clean time requirement of ten years.
- Willingness to serve full three-year term.
- Working knowledge of the Steps, Traditions, Concept of Service and familiarity with spiritual principles.
- Willingness to give time, resources and energy necessary.
- Previous convention experience.
- Organizational skills and negotiation skills.
- Data mining, reviews past archives for patterns and anomalies of past conventions

Experience in any of the following:

- Hotel industry experience. (Management, Event Planning, Reservations, Banquets, etc.).
- Regional or area convention executive committee experience (Facilitator, Co-Facilitator, Treasurer and Recorder).
- Entertainment industry experience (Booking Agent, Producer, Talent Buyer, etc.).
- Hospitality industry experience (Hotel, Catering, Travel Agent, Convention Center, etc.).
- Legal experience. (Attorney, Paralegal, Contract Negotiator, etc.).

Responsibilities and duties (contracts)

- Negotiate all Hotel contracts including but not limited to room pricing, flat rate for 1-4 occupants, etc. based on RFP template (see appendix).

- Four (4) years prior to the date of the convention, research should begin to find a location, following the TBRNA policy rotation found in TBRCCNA Guidelines.
- All hotel/facility locations and contracts should be established three years prior to the date of the convention, when possible.
- All hotel/facility contracts must be signed by one of the signers on the articles of incorporation (Facilitator, Co-facilitator, Treasurer, Recorder).
- To advise and help develop the TBRCC budget and attend the TBRCC budget meeting.
- To advise on all contracts pertaining to TBRCC for a consensus before approval from TBRCC.

#### Responsibilities and duties (archives)

- Keep an archive of all Hotels: name, location, room rates, room nights and breakout/ballrooms, etc.
- Record Food and Beverage (F&B) costs, including coffee.
- Record AV costs.
- Misc. costs: banner hanging, parking, electricity drops, internet/wifi, setup fees.
- Keep an archive of all convention themes/slogans, dates, attendance, registrations, newcomer packets, treatment center participation, weather.
- Record Registration costs and beginning and ending dates: pre-registration, registration and onsite registration.
- Record all newcomer donations.
- Record all merchandise purchases/sales including cost, sales price, style, color, quantities, and designs (catalog artwork).
- Record NA Literature and centerpiece gifts given away at banquet and to newcomers during countdown.
- Record hospitality suite costs including paper goods, drinks, ice, etc.
- Record all entertainment costs to include compensation, travel, per diem, AV costs, lodging, etc.
- Keep a list of all contracted vendors, i.e. jeweler, RSO/ASO, printer, radio rental, promotional products.
- Delegate some of these numbers and information to compile to Facilitator, Co-Facilitator, Treasurer and Committee Facilitators, as appropriate. They should forward these figures by ten days close of convention. Spreadsheet is provided.
- Attend as many of the Committee meetings for TBRCCNA in order to answer any questions and be able to assist in contracts with vendors and outside entities as well as questions regarding the hotel contract.

#### **9.15 NA Texas Website Committee Facilitator**

- Clean time requirement of five years.
- Willingness to serve a full five-year term.
- Willingness to facilitate workshops upon request.
- Responsibilities:
  - a. Attend all RSCs.
  - b. Provide quarterly reports.
  - c. Develop and present annual budgets.
  - d. All subcommittees are required to schedule and conduct at least one meeting between RSCs.

## **10. Appendix B – Subcommittee Guidelines**

### **10.1 Literature Review Subcommittee Policy**

Purpose: To carry the message of recovery from addiction in NA through our NA literature.

- The Facilitator shall be selected by the RSC.
- The Facilitator or a representative shall attend all RSC meetings.
- A report shall be given at all RSC meetings.
- Any subcommittee position, office, or branch (excluding the Facilitator) that needs to be appointed or selected, should be done within the subcommittee.

#### Function of the Committee

- a. Facilitate the gathering of input for potential literature projects.
  - b. Coordinate the distribution of Review and Input literature and Approval Forms.
  - c. Formulate criteria and procedures for the evaluation of Review and Input literature and Approval Form literature.
  - d. Conduct and support Literature Review workshops at the Area and Regional levels within the Tejas Bluebonnet Region to review and gather input for all phases of Review and Input literature and Approval Form literature.
  - e. Formulate recommendations on Review and Input and Approval Form literature from Areas within the Tejas Bluebonnet Region and forward that input to the project workgroup.
  - f. Seek input from members, Groups and Areas, compile the material and forward it to the World Service level.
- Membership shall be composed of the Regional Literature Review Facilitator, Co-Facilitator, Secretary and Chairpersons from all Area Literature Review Subcommittees within the Tejas Bluebonnet Region. Any Member of the fellowship who wishes to carry the message of recovery from addiction that is found in NA through NA literature.
  - This committee shall not make any motion or take any action that conflicts with the Spiritual Principles of the 12 Steps, 12 Traditions and 12 Concepts.

### **10.2 Tejas Bluebonnet Regional Convention of Narcotics Anonymous (TBRCNA)**

Facilitator is to be selected by the RSC during the August meeting, TBRCNA Co-facilitator & Treasurer will be selected at The November RSC. TBRCNA Facilitator position ends at the closing of the RSC of their last report.

### **10.3 NA Texas Website Subcommittee**

A website for NA Texas has been created. It will be the decisions made by this committee to determine what information is to be included. We have over the years been identified by individualized names with the autonomy offered in Narcotics Anonymous. We have found that lacking when attempting to interface with outside entities that interact with individuals who could benefit from contact with NA.

We will create, maintain and/or support Public Relations activities that impact all meetings and service bodies in Texas.

The purpose of this Committee is to create an interface between the Service Committees in Texas with the public services (hospitals and institutions), the State of Texas and its citizens.

- Members
  - Two members of each Region identified in the State of Texas. Best Little Region, Lone Star Region, Tejas Bluebonnet Region; one member from Areas in the State of Texas that

- are attached to regions outside of Texas, El Paso Area or a member from Rio Grande Region, Okla-Tex Area or a member Red River Region.
- These members should have at least three years of clean time and be willing to commit for a minimum of three years.
- They should be selected or appointed by their local service committee. They may serve for two consecutive cycles. Repeated absences (two consecutive or 50% of meetings in a year) will require resignation and notification of the region or area they represent.
- **Trusted Servants**
  - **Facilitator:** To call, conduct, and create an agenda for regular meetings of this committee. Maintain integrity of the website, and to assure that decisions made by the committee are implemented.
  - **Co-Facilitator:** To assist and act in the absence of the Facilitator or as requested.
  - **Secretary:** To record minutes of the meetings and to send out notices of the next meetings. Minutes to be distributed within two weeks of the end of each meeting. Meetings should be recorded for backup, accuracy or distribution in lieu of written minutes.
  - **Treasurer:** To collect contributions from member service committees and to pay costs incurred. (website, Zoom, and other projects as determined and approved by member regions and areas).
  - **Public Relations and H&I Coordinator:** These members should have a minimum of five years clean and be willing to serve this position for at least five years. They may serve two consecutive cycles. These members may initially be volunteers, or selected, and/or appointed by the committee. Repeated absences (two consecutive or 50% of meetings in a year) will require termination and a new trusted servant will be selected or appointed.
- An annual budget for activities will be submitted to all regions and areas. An annual contribution will be assessed to each region and area. Initially, for startup funding, we would ask that each region contribute \$400.00 and each area outside of a region \$100.00.
- A financial report will be sent to each region with a brief report of activities at the end of each year along with a proposed budget for the next year.
- A commitment to this source of funding will be required as there are no plans for other funding or fundraising. Any additional project will be proposed to all member regions and areas with a budget and plan and will require approval before the onset or undertaking of the project.
- The guidelines of the NA Texas Website can only be changed by that committee.

## **10.5 Public Relations**

- **Definition**  
Public Relations (PR), is an operating subcommittee of the Tejas Bluebonnet Regional Service Committee (TBRSC) of Narcotics Anonymous (NA). We are supported by and accountable to the TBRSC and meet at least once quarterly or monthly based on the decision of the members of the PR subcommittee.
- **Purpose**
  - To carry the message following the Twelve Traditions of Narcotics Anonymous.
  - To open and maintain lines of communication externally with the public and internally at all levels of our service structure so that the message of recovery can reach addicts who may not have heard of our program.
  - To be a resource to the Region to help strengthen and support the PR subcommittees that we serve.
- **Spiritual Guidance**  
In all of its endeavors, the TBR Public Relations Subcommittee will adhere to the following:

- The Twelve Traditions of Narcotics Anonymous.
- The Twelve Concepts of Service for Narcotics Anonymous.
- The current publication of A Guide to Local Services.
- The current publication of A Guide to Public Relations.
- TBR Guidelines.
- Any special rules of order adopted by this subcommittee.
- In the case of a conflict, the TBR Public Relations Subcommittee will turn to the TBRSC for guidance.
- Responsibilities
  - To become the resource and coordinating body for all TBR Public Relations efforts, responding to any requested information within the Region.
  - To maintain a close working relationship with Public Relations within the Southern Zonal Forum and the WSC.
  - To maintain a close working relationship with other subcommittees within this Region, being careful not to interfere with their responsibilities.
  - Take vigorous steps to make our program widely known.
- Officer Qualifications and Duties
  - Suggested General Requirements for all Trusted Servants of the TBR PR Subcommittee:
    - Present either physically or virtually at the time of nomination.
    - Regular participation at the TBR PR Subcommittee meetings.
    - Previous service experience.
    - The willingness to serve.
    - A working knowledge of the 12 Steps, 12 Traditions, 12 Concepts for NA Service, and the PR Handbook.
    - All Subcommittee positions selected by the TBR PR Subcommittee are to serve a 2-year term.
- Facilitator \*See TBR Guidelines for clean time and full requirements for the Facilitator. \*
  - Duties:
    - Arrange times and agendas for subcommittee meetings.
    - Initiates all necessary correspondence, including communications between areas, regions, and WSC-PR or delegates.
    - Is ultimately responsible for all files, records, and overall functioning of the Subcommittee.
    - Set the time and date of the next Subcommittee meeting with committee approval.
    - May appoint task force coordinators or Ad-hoc Chairpersons as needed.
- Co-Facilitator
  - Duties:
    - To assume responsibility for the subcommittee in the Facilitator's absence.
    - To work closely with and assist with all duties of the Subcommittee.
    - Carry out responsibility delegated by the Facilitator and/or the Subcommittee.
    - At least 2 years of clean time.
- Removal from Office
  - Subcommittee officers and coordinators may be removed from office for non-compliance, which includes but is not limited to:
    - Loss of clean time.
    - Non-fulfillment of the duties of their position.
    - Non-attendance of two (2) or more subcommittee meetings without notification to the Chairperson.
- Amendments to Guidelines

- Any member of the PR subcommittee may propose an amendment to these guidelines at a regularly scheduled subcommittee meeting utilizing the CBDM process.

## **11. Appendix C – Audit Guidelines**

Adapted from Washington Northern Idaho RSC Audit Procedures.

“NA funds are to be used to further our primary purpose and must be managed responsibly.” – 11th Concept of NA Service.

Experience has shown that regular and accurate financial audits are essential to managing NA funds responsibly. In the Texas Bluebonnet Region of NA, we have established the following audit procedures for our Regional Service Committee (RSC) and regional convention committee.

### **11.1 Audit Frequency**

All RSC, Subcommittee and Host Committee financial audits are scheduled, coordinated and facilitated by the RSC Treasurer.

The audits are held for TBCNA and RSC as scheduled by their respective treasurers. Although this list represents the minimum number of scheduled audits, the RSC Administrative Committee, TBCNA committee shall promptly participate and cooperate with any additional audits requested by the RSC.

- RSC Audit Schedule: One annual audit during the third weekend in November.
- TBCNA Committee Audits: immediately after the convention.

### **11.2 Audit Participants**

Although attendance at audits is open to all interested NA members, participation is limited to the following trusted servants unless other members are requested to participate:

- RSC Audit: RSC Facilitator, RSC Treasurer, Two Regional Committee Members selected by RSC Treasurer (attending to answer questions but not to participate in audit tasks).
- TBCNA Committee Audit: current facilitator and treasurer, incoming facilitator and treasurer, and RSC treasurer.

### **11.3 Audit Procedures**

Treasurers must keep in mind that they are responsible for all monies taken in and disbursed. It is their responsibility to have sufficient backup for each transaction as described in the audit procedures below.

1. The Treasurer for the account being audited shall provide the following:
  - a. Treasury Ledger (that is reconciled and in the Quicken format).
  - b. Checkbook.
  - c. Reconciled bank statements.
  - d. RSC, subcommittee or host committee meeting minutes.
  - e. Written reimbursement/funding requests with money motions.
  - f. Copies of all signed contracts for which payments have been made.
  - g. Receipt book.
  - h. Deposit receipts.
2. The RSC Auditor shall provide Bank statements with printed check images.
3. Voided checks shall not be destroyed and must be present.

4. All budget requests/ money motions (with backup) should be filed in the chronological order of the ledger.
5. Bank statements should be in order or be in chronological order with all information such as receipts for checks written, and receipts for all deposits made.
6. Meeting minutes must include all budget requests.
7. All budget requests, deposits, or any transactions must have backup. Backup is defined as receipts for purchases and receipts for monies received.
8. All budget requests and/or money motions must have a receipt to accompany the request.
9. All deposits must have receipts from the recipient of the monies turned in.
10. All audits are performed in sequential order and are derived from the bank statements, line by line, and all money transfers are verified sent and received by the other account bank statement.
11. Every check written is matched up with the budget request with receipts or monthly bills.
12. Every deposit must be supported with a receipt from every donation, or monies turned in.
13. The Quicken checkbook register is used to organize the bank statement and match it up with all budget requests and deposits.
14. Usually the RSC Auditor will take notes of all procedural errors and anomalies. Experience has shown that it works well for one person to review the Ledger/checkbook, another to verify the bank statements, another to verify the budget requests with receipts, another to verify receipts for deposits in concert, and the RSC Auditor to take notes for anomalies or procedural errors.
15. An anomaly for the purposes of the audit, is an irregularity, a breakdown or malfunction; a problem to be addressed and might indicate that we haven't identified the reason for the variance. Example: when you cannot reconcile the check register to the bank statement and the dollar amount of the difference is known but we don't know why or when a deposit in checkbook register does not match the bank statement deposit.
16. A procedural error for the audit is something that goes against documented procedure; a break from routine. Example: we didn't get two signatures on a check or signed our check, or when a budget request is approved but not noted in the minutes or a budget request is not supported by a receipt of purchases.
17. All accounting books (both hard copy and/or electronic), copies of the checkbook register, budget requests with receipts, bank statements with canceled checks (if provided), meeting minutes, and anything else pertaining to the treasury are turned over to the FSA Auditor after the final audit. All these materials are to be archived.
18. In case of any change in the treasurer's position, such as leaving abruptly, an audit will take place immediately.
19. The treasury balance shall be plus or minus \$500 of the current bank statement.

#### **11.4 Audit Reporting**

Within two weeks of an audit, the RSC Auditor will complete the audit report and submit a copy, along with any other information the RSC Auditor believes the RSC or service committee audited should receive, and submit it as follows:

TBRCNA Committee Audit: Submit within two weeks via email to all members of the TBRCNA Administrative Committee. A copy of the TBRCNA Committee Audit Report will also be submitted as part of the RSC Auditor's report to the TBRCNA Committee meeting following the TBRCNA audit.

## **12. Appendix D – RCM Service Guide**

The following is a guide to RCMs with the intent to better assist them in what might be a new service position. This is not a directive of duties or responsibilities. Simply an outline that experience has proven

valuable in the smooth transfer of information between World, Zonal Forums, TBRNA Region and the Areas and Groups it serves.

TBRNA is the service body established to provide coordinated services beyond the usual capability of individual Areas and Groups within the south-central geographic area of Texas. These services are based on the Twelve Traditions and Concepts of Narcotics Anonymous and require a two-way flow of information. This information typically consists of (but is not limited to) direct contact with the World Services Office (WSO), Narcotics Anonymous World Services (NAWS), Zonal Forums, outside entities, through H&I and PR, and a Regional Convention.

Important Information from the Area and Group Level to the Region: Basics in an RCM report

1. Area name.
2. Number of Groups and meetings in the Area.
3. Area-level trusted Servant positions filled.
4. Area and Group events, report on past and announcements (with flyers) for upcoming events.
5. Group tally on old regional business and proposals previously sent back to Area.
6. Request for services to the Area and Groups from the Region and its sub-committees.
7. Any other request for local support.
8. Donations to Region (for treasurer's verification).

Important Information from Region to the Areas and Groups

1. Proposals directed to be taken back for Group Consensus.
2. Information provided by the Regional Delegate Team (RD and RDA; our direct connection to World and Zonal Forums).
3. Information and meeting dates of Regional sub-committees.
4. Administrative business decisions conducted by the Region.
5. Information and events from other Areas in the Region.
6. Providing access to a copy of regional minutes.

### **13. Appendix E - Contracts & Archives**

- Call Convention & Visitors Bureau in each city and inquire Name and all contact information as to who to send an RFP (Request for Proposal) to.
- Email the contact person our RFP. After one week call and make sure they have received and see if they have any leads for you. Stay in contact on a regular basis until you get the information you need.
- After proposal received:
  - Review all key points.
  - If interested in the property and you feel it's a negotiable proposal in our favor, travel to hotel for a tour and stay the night. Eat a meal there. Have lunch with the sales representative. Negotiate the contract.
  - Wait for next proposal. Negotiate again, if needed.
  - Once you have a viable proposal, request a contract.
  - Contract should be signed by Chair of the Region.
- Another way is to search the internet and look at floor plan specifications for hotels in the area you are looking at. It should have a large enough ballroom to accommodate our banquet and Saturday night meeting. It should have enough breakouts to accommodate 2-3 Workshops, a

marathon room, merchandise room, etc. to all be going on at the same time. Enough Pre-Function space is important too. You can usually send a RFP (Request for Proposal) online.

- Follow up with a phone call to Sales Department if you have not heard back from them by one week.
- After proposal received:
  - Review all key points related to RFP.
  - Please get with someone in our Region who is knowledgeable about negotiations before you proceed. Don't give up crucial negotiating tactics to salesperson at hotel. This is vital.
  - If interested in the property and you feel it's a negotiable proposal in our favor, travel to hotel for a tour and stay the night. Eat a meal there, if you can. Over lunch with the sales representative, negotiate the contract.
  - Wait for next proposal. Negotiate again, if needed.
  - Once you have a viable proposal, request a contract.
  - Contract should be signed by Chair of the Region.
- You may not use personal points from a loyalty program.
- You may not get a free room in the contract. No perks!
- Keep detailed notes on each phone call with salesperson.
- Get everything in writing!
- Obtain a packet including floor plans, room capacity and menus (even though they will change by the time of the event.)
- Once Convention Committee is established for this contract, request the Facilitator and Co-Facilitator be points of contact for the hotel and step aside unless needed.
- If needed to step in and clarify anything regarding the hotel, do so.

### **Tejas Bluebonnet Region of Narcotics Anonymous RFP (Request for Proposal)**

Thursday (20 rooms)

Friday (150 rooms)

-General Session: Theater Style for 750 with a speaker

-Vendor Room: (10) 8 ft tables, 8 chairs, with electrical access

-Registration Room or Area (4) 8ft tables, 6 chairs, with electrical access

-Marathon Meeting Room: 50 person hollow square style

-Exhibit Space A: (3) 8ft table, 6 chairs, (convention information, Hospitals & Institutions, PR)

-Exhibit Space B: (8) 8ft tables, 6 chairs with electrical access

\*\*\*Could be separate room/or vendor room depending on size

- Hospitality Room (electrical access is required) large enough for a flow of at least 50 people, ability to make our own coffee and serve snacks.

-3 Breakout Rooms: Theater style for 100, head table for 2-4

Saturday (150 rooms)

-Breakfast – 40-60 people or maybe a price fixed card for a buffet breakfast.

-Dinner (Plated or Buffet - \$45-\$55 Inclusive) in rounds of 8 or 10 for 125-150-Lunch Pricing

- General Session: Theater Style for 750 with a speaker
- Vendor Room: (10) 8 ft tables, 8 chairs, with electrical access
- Registration Room or Area (4) 8ft tables, 6 chairs, with electrical access
- Marathon Meeting Room: 50 person hollow square style
- Exhibit Space A: (3) 8ft table, 6 chairs, (convention information, Hospitals & Institutions, PR)
- Exhibit Space B: (8) 8ft tables, 6 chairs with electrical access

\*\*\*Could be separate room/or vendor room depending on size

- Hospitality Room (electrical access is required) large enough for a flow of at least 50 people, ability to make our own coffee and snacks.
- 3 Breakout Rooms: Theater style for 100, head table for 2

#### Sunday

- Breakfast (\$25-\$30 Inclusive) in rounds of 40-60 with a speaker
- General Session: Theater Style for 400 with a speaker
- Vendor Room: (10) 8 ft tables, 8 chairs, with electrical access
- Registration Room or Area (4) 8ft tables, 6 chairs, with electrical access
- Marathon Meeting Room: 50 person hollow square style
- Exhibit Space A: (3) 8ft table, 6 chairs, (convention information, Hospitals & Institutions, PR)
- Exhibit Space B: (8) 8ft tables, 6 chairs with electrical access

\*\*\*Could be separate room/or vendor room depending on size

- Hospitality Room (electrical access is required) large enough for a flow of at least 50 people, ability to make our own coffee and snacks.
- 3 Breakout Rooms: Theater style for 100, head table for 2

#### Concessions requested:

- Complimentary Microphones (3) and podium with house sound for general sessions & breakouts
- 1/30 comp ratio
- 2 Comp Rooms for Chair and Treasurer (safe in room is requested for treasurer)
- 12 Comp upgrades at group rate
- Comp Risers and Podiums
- 20 Comp skirted tables
- 20% discount on F&B
- 10% discount on AV

- Complimentary Wi-Fi access for group in meeting and sleeping rooms
- Complimentary meeting space with F&B minimum
- Two-week reservations cutoff date
- Group rate available 4 days pre and 4 days post event
- Complimentary or Discount on banner hanging (27)
- Rebate on Rooms \$5 - \$10
- Single to Quad – same rate
- Free Parking
- 2-3 Committee Meetings throughout the year at hotel. (2 with a walk through)
- 50 gallons free coffee
- Discounted additional coffee
- Reservations are made and paid for by each individual; group is not responsible for any rooms not guaranteed.
- We are a non-profit and need a direct bill application.