

## PURPOSE

The "Rainbow Weekend" is sponsored by New Path, Rainbow Group of Gold Coast Area and Rainbow Group of South Dade Area, to bring our fellowship together in the celebration of recovery. Meetings, workshops and other activities are scheduled to encourage unity and fellowship among our members. The Weekend should always conform to NA principles and reflect on our primary purpose.

**"Gay, Lesbian, Bi-Sexual, Transgender - Open to All" shall be placed into the convention material**

**\*\*NOTE: The prudent reserve for Rainbow Weekend shall be \$6,000.00**

## DEFINITION OF A SPONSOR FOR RAINBOW WEEKEND

A sponsor of Rainbow Weekend shall be a Narcotics Anonymous group, or area, that has the willingness to host or co-host a fund-raiser each year or contribute a monetary donation and designate a liaison that can communicate with the committee via e-mail or phone. A sponsor must be willing to distribute flyers, registration forms, etc. A sponsor should have members willing to lend support to the subcommittees.

Any fundraiser by a group, area, etc. must be cleared by the Rainbow Weekend Committee. Also, posters and or flyers must also be cleared by the same committee prior to distribution.

## DEFINITION OF A CONTRIBUTOR

A contributor to the Rainbow Weekend shall be defined as a group or area that meets part, but not all of the criteria for sponsorship. Unless requested to remain anonymous, all contributors will be listed inside the front cover of the Rainbow Weekend program with a special note of thanks for their support.

## WEEKEND COMMITTEE MEETINGS

All Weekend Committee meetings should take place at a regularly scheduled time and place. The purpose of these meetings is to gather and share information regarding the planning and carrying out of the weekend. Efforts should be made to encourage support and participation from all members. All meetings of the Weekend Committee and sub committees are open to any member of Narcotics Anonymous. Elections of officers should be based upon qualifications and experience. A description of Administrative Committee members and duties are presented in these guidelines.

Voting privileges are extended to each member of the Weekend Committee. Any member who holds an office or participated on a regular basis at the Weekend Committee meetings is considered a member. Subcommittee voting privileges are determined by the Chairperson of the Subcommittee. All subcommittees hold separate meetings. The Subcommittee Chairpersons submit reports, recommendations and other details about their areas of responsibility.

Weekend Committee meetings are scheduled monthly until four (4) months prior to the Weekend, at which time they may take place every two (2) weeks. At two (2) months prior to the Weekend, meetings may take place weekly. It is advisable to schedule two (2) or three (3) hours to conduct business.

## **MEETING FORMAT**

- A. Opening: Begin with a moment of silence asking that all members reflect on their involvement, thinking about who they serve and why. Follow with the Serenity Prayer and the Twelve Traditions of Narcotics Anonymous.
- B. Read and approve the minutes of the last meeting (aka Secretary's report).
- C. Chairperson's Report: Review of progress to date and relay recent information.
- D. Vice Chair's Report: Review of progress with subcommittees and relay recent information.
- E. Treasurer's Report: Update on expenses and new balance.
- F. Elections for open positions
- G. Subcommittee Reports: Reports include goals and progress of each subcommittee.
- H. Old business carried over from last meeting.
- I. New business to be undertaken before the next meeting.
  - a. All motions must be handwritten by the maker of the motion and submitted to the Secretary for insertion into the minutes. (3/18/01)
- J. Closing prayer.

## **WEEKEND COMMITTEE**

The Rainbow Weekend Committee is made up of the following members listed below. The Administrative Committee and Subcommittee Chair positions are identified as follows:

### **A. Administrative Committee**

Chairperson  
 Vice-Chairperson  
 Secretary  
 Treasurer  
 Hotel & Banquet Liaison  
 Alternate Hotel & Banquet Liaison

### **B. Subcommittee Chairpersons**

Arts & Graphics	Program
Fund-raising & Entertainment	Registration
Hospitality	Auction
Marathon	Merchandising
Serenity Patrol	Banquet
Convention Information	Website

**(See Requirements and Qualifications on next page)**

Requirements and qualifications suggested for the Administrative Committee and the Subcommittee Chairpersons as follows:

**A. Requirements:**

- Chairperson: Four (4) years clean time.
- Vice Chairperson: Three (3) years clean time.
- Secretary: One (1) year clean time.
- Treasurer: Four (4) years clean time.
- Hotel & Banquet Liaison: Two (2) years clean time.
- Alternate Hotel & Banquet Liaison: Two (2) years clean time.
- Registration: Three (3) years clean time.
- Merchandise Chair: Three (3) years clean time.
- Subcommittee Chairpersons: Two (2) years clean time.

**B. Qualifications:**

- Working knowledge of the Twelve Steps and Twelve Traditions of NA.
- Willingness to give the time and resources necessary.
- Active participation in Narcotics Anonymous.  
Administrative Committee members are nominated and elected by all members of the weekend Committee.
- Subcommittee Chairperson nominated and elected by Administrative Committee and all members of the Weekend Committee.

## ELECTIONS

The Rainbow Weekend Committee shall meet during the 1st week following the convention. At that time a new administrative committee shall be elected. At the regularly scheduled December meeting, the subcommittee chairs shall be elected.

**\*\*NOTE:** Nominees for administrative and subcommittee chair positions must be present to be elected.

## ADMINISTRATIVE COMMITTEE

The Administrative Committee carries out (executes) the will of the overall committee. It functions as the Administrative Committee of the Weekend and holds separate, periodic and special committee meetings. Its function is to ensure that the various subcommittees work together and to assist any subcommittee that may need extra help. However, it is not necessary for the Administrative committee to involve itself directly in the specific workings of each subcommittee. The members of the Administrative Committee discuss the performance of the subcommittee as well as the Weekend budget and other matters which affect the Weekend. The results of these discussions are included in reports at Weekend Committee meetings. As soon as it is possible, the Administrative Committee drafts a schedule of meeting dates for the Weekend Committee. This schedule is then approved by the Weekend Committee and distributed to all members. It is advisable to choose a particular night on which meetings will be held and schedule all meetings on that night throughout the duration of the planning period.

**\*\*NOTE:** Each member of the Administrative Committee is to receive a copy of the proposed contract with the host hotel.

## CHAIRPERSON

1. Organizes Subcommittees and delegates major tasks to specific subcommittees. Stays informed of the activities of each subcommittee and provides help when needed.
2. Help resolve all conflicts.
3. Keeps activities within the principles of the Twelve Traditions and in accordance with the purpose of the weekend.
4. Monitors the fund flow and overall weekend costs, and helps organize the subcommittee budgets and prepares a budget for the Administrative Committee functions.
5. Allows the subcommittees to do their jobs while providing guidance and support. Only major issues need to be brought to the Weekend Committee meeting. Subcommittees should be given trust and encouragement to use their own judgment.
6. Votes only to break a tie.
7. Chairs the Weekend Committee meetings as well as the Rainbow Weekend.
8. Shall have a key and access code to storage unit.
9. Co-Signer on all Hotel Contracts

## VICE-CHAIRPERSON

**\*\*NOTE:** The Vice-Chairperson shall be in training for the chairperson's position if voted in by the Weekend Committee.

1. Performs duties of the Chairperson in his/her absence.
2. Coordinates and makes sure deadlines are met by the subcommittees and helps when needed.
3. Assumes subcommittee responsibilities for all committees where there are open chair positions.
4. Assists the Chairperson in his/her responsibilities.
5. Attends all Weekend and Administrative Committee meetings.
6. Co-signer on the Weekend bank account.
7. Acts as parliamentarian at all Weekend Committee meetings.
8. Shall have a key and access code to storage unit.

## SECRETARY

1. Should possess general office or secretarial skills and some organizational abilities.
2. Drafts concise minutes to reflect the essence of what is conducted at the meeting.
3. Types and distributes the minutes at the beginning of the next meeting.
4. Attends all Weekend and Administrative Committee meetings.
5. Keeps copies of minutes of all Weekend meetings for the archives.
6. Calls all administrative members and subcommittee chairs prior to scheduled Weekend meetings.

## TREASURER

1. Opens a bank account for the Weekend Committee. The signatures for the account are: Treasurer, Weekend Chairperson and Weekend Vice-Chairperson.
2. Works with the Chairperson and Vice-Chairperson.
3. Writes all checks and is responsible for collecting receipts from subcommittees for money paid out.
4. Responsible for all monies, including revenues from Registration, pay all bills, and advises the Chairperson on money in account.
5. Each check shall require two (2) signatures.
6. Must attend all Weekend and Administrative committee meetings.
7. All monies collected by the Treasurer prior to and during the Weekend shall be receipted with what the money represents, i.e. two T-shirts = \$20.00, three registrations = \$30.00, soda sales = \$120.00. All checks given to the Treasurer will be receipted as well. (12/19/00)
8. Shall have a key and access code to storage unit.

## HOTEL & BANQUET LIAISON

The Hotel Liaison is responsible for coordinating all activities in the hotel during the Weekend as well as arranging all setups at meetings (number of chairs, rooms, times, sequences, audio equipment, types of setups, podiums, risers, tables, etc). The Hotel Liaison also makes arrangements for the distribution of coffee throughout the Weekend. The Hotel Liaison must work with the Entertainment and Fund-raising subcommittees in order to get the required equipment necessary for the functions at the hotel. The Hotel Liaison should remember that there may be a need for extra rooms that may be necessary for Meditation, Hospitality, Weekend Committee Office, Marathon, etc. Also, try to let the room setups remain the same throughout the Weekend.

1. Gathers bid packages for presentation to Weekend Committee.
2. Co-signer on all hotel contracts.
3. Acts as spokesperson on behalf of Weekend Committee and its subcommittees with hotel personnel.
4. Coordinates Weekend Committee needs as they pertain to hotel registrations.
5. Fields and handles all questions regarding hotel services in a timely fashion.
6. Provide a copy of the proposed and signed contracts to all members of the Administrative Committee.

Purpose: This subcommittee is responsible for decorating the banquet room and for collecting tickets for all pre-paid food events.

## ALTERNATE HOTEL LIAISON

Works closely with and assists the Hotel Liaison with carrying out the duties and responsibilities outlined in Hotel Liaison's position. The Alternate Hotel Liaison will step up to Hotel Liaison's position by a vote of acclamation during the yearly elections. Alternate Hotel Liaison is responsible for finding a hotel for the following year's Rainbow Weekend.

## QUALIFICATIONS & RESPONSIBILITIES OF ALL SUBCOMMITTEE CHAIRPERSONS

Nominated and elected by the Administrative Committee and the Weekend Committee members. It should be clearly understood that the subcommittees have specific service responsibilities to perform. Subcommittees are vital to the Weekend, and individuals should expect to be replaced if they are unable to serve for any reason. Each subcommittee has only one (1) Chairperson who then recruits subcommittee members. Subcommittee Chairperson should be aware that every task assigned is carried out. Subcommittees maintain accurate records of the activities of the subcommittee as well as all correspondence.

- The subcommittees of the Weekend Committee will work together; remembering that cooperation and consideration are the keys that will make it work!
- All subcommittees will consist of a Chairperson, Vice-Chairperson, Secretary and Members.
- Subcommittee Chairs will furnish a budget by the February business meeting for their projected expenses.
- Subcommittee Chairpersons must attend all Rainbow Weekend committee meetings.
- If a Subcommittee is not represented at two consecutive committee meetings by either the Chair or Vice-Chair with any excused absences then the position of Chair for that Subcommittee will be open.
- All contracts must be presented to the Administrative Committee for record, i.e. DJ, website, merchandise, and other vendors requiring money transaction.

### ARTS & GRAPHICS SUBCOMMITTEE

- Responsible for all designs at the Weekend, including the themes for the Weekend.
- Comprised of members who are artistic and energetic.
- Prior to the Weekend, this subcommittee is responsible for designing and securing Weekend Banner, tickets, logos, flyers, weekend posters, directional posters, etc.
- Design T-shirts, coffee cups and other merchandise logos
- Obtain a minimum of three bids on printing of the program and to work with the printer.
- Produce Weekend Program

This subcommittee should present a variety of designs for each item to the full Weekend Committee for vote. All material must be kept within our Twelve Traditions, and must be voted on by the entire Weekend Committee.

### FUNDRAISING & ENTERTAINMENT SUBCOMMITTEE

The purpose is to raise funds to help finance the Weekend, through activities such as dances, picnics, talent shows, etc. All activities should be coordinated with the Information and Website subcommittees. If tickets are sold for a function, ticket sellers must have one year clean. All money must be turned in to the Weekend Treasurer within 24 hours. Also, this subcommittee is responsible for the dances at the Weekend and comedy show, entertainment, skit, play, hiring a DJ, collecting money at the door, etc. The Weekend will not split door with DJ, or for rent, at any function. This subcommittee shall have a key and access code to the storage unit.

- Also to sell tickets for plays and or shows during Rainbow Weekend
- Clean time requirement for members of this committee collecting money at fundraising events is 2 years
- All monies turned into the Treasurer prior and during the weekend must be receipted and accompanied with a list of what that money represents i.e., door donation \$500.00, soda sales \$120.00, donation (basket) \$50.00, coffee \$42.00, etc.

NOTE: Treasurer should not work the door at fundraisers or the Weekend, allowing the Treasurer time to do money pickups from Merchandise, Registration, and Snack Bar, and to be available to make change for the different committees. All receipts and monies should be balanced at the end of each day by the Treasurer and must include either the Vice Chair or the Chair of the Weekend.

## HOSPITALITY SUBCOMMITTEE

The purpose of this committee is to help people at Rainbow Weekend feel at home and to welcome them. To help them feel a part of the Weekend by offering a pleasant and hospitable environment. Develop a list of Do's and Don'ts for the hospitality suite. Membership includes welcome greeters and hospitality suite sitters.

**\*\*NOTE:** Hospitality room will be closed during the Friday night and Saturday night speaker meetings from 8pm - 10pm.

## CONVENTION INFORMATION

The purpose of the Convention Information Subcommittee is to inform the fellowship about the Weekend and to provide information services during the Weekend.

- Works with the ASC Public Information Subcommittee.
- Must work within all of the Twelve Traditions of NA.
- Works with other subcommittees in regard to dispensing information.
- To provide updates to Area Public Information, Region and World with events to be placed on the calendars.

## WEBSITE SUBCOMMITTEE

To design, maintain, host and update a website for Rainbow Weekend, in order to provide addicts current information about planned events, ways to get involved with subcommittees, weekend registration, hotel rates and contact numbers, etc.

## MARATHON SUBCOMMITTEE

The purpose of the Marathon Subcommittee is to offer any Weekend registrant a non-topic open meeting in which he/she may participate throughout the Weekend. The objective of the subcommittee before the Weekend is to gather volunteers to chair the marathon meetings. During the weekend this subcommittee is responsible for keeping the meeting running smoothly.

All persons chairing the marathon meeting at the Weekend must have 90 days and more to chair a meeting in marathon.

## MERCHANDISING SUBCOMMITTEE

The purpose of this subcommittee is to work with the Weekend Committee in implementing the theme and designs for the Weekend and to do all purchasing and retailing of memorable items. All monies collected will be turned in to the Weekend Treasurer during and immediately after the Weekend. In addition, this subcommittee is responsible for communicating with the Hotel & Banquet Liaison to provide for rooms at the Weekend site. Hours should be established in conjunction with the Program Subcommittee in order to provide harmony. Also, this subcommittee delivers all receipts and monies promptly to the Weekend Treasurer. All merchandise should be ordered at least two (2) months prior to the Weekend. This subcommittee shall have a key and access code to storage unit.

All monies turned into the Treasurer prior to and during the Weekend must be receipted and accompanied with a list of items sold, i.e., two T-shirts = \$20.00, three mugs = \$15.00, etc. All monies will be collected at the end of each shift.

## PROGRAM SUBCOMMITTEE

This subcommittee is responsible to the Weekend Committee. The function of the Program Subcommittee is to select speakers, select workshop topics and workshop chairpersons, put together and make sure all scheduling coordinates with other Weekend activities.

### GUIDELINES

#### Speakers:

1. The main speakers have a minimum of five (5) years clean time and may come from any area of the world.
2. All others should have three (3) years clean time.
3. Administrative Committee and Weekend Committee have final vote on main speakers.
4. All speakers must have a strong NA message of recovery.
5. At least 1 of the 3 main speakers is a member of the GLBT community.

#### Workshops:

1. A compiled list of topics will be made from input by any member of NA.
2. By process of elimination, these topics will be voted on within the Program Subcommittee until the number of topics has been selected.

#### Workshop Chairpersons:

1. Must have one year clean time.

### ADDITIONAL GUIDELINES

1. All speakers and chairpersons should be knowledgeable of the Twelve Traditions of NA.
2. Speakers, chairpersons, and workshop leaders should be notified or asked no later than one (1) month prior to the Weekend date.
3. During the Weekend, chairpersons and speakers check in fifteen (15) minutes prior to the designated meeting or workshop time on the floor on which the workshop or meeting is being held.

### OTHER RESPONSIBILITIES:

- Coordinate with taping
- Work with Hotel & Banquet Liaison and Weekend Chairperson to provide work space and accommodations
- Coordinate volunteers for taping of all workshops and meetings either via chairpersons or as a committee
- To prepare meeting formats for all meetings and workshops
- Acquire all reading cards for all meetings

## REGISTRATION SUBCOMMITTEE

The purpose of the Registration Subcommittee is to handle all matters regarding Weekend registration.

- Keep accurate record of monies received and names of people registered, preparing registrations packets and operating registration table at the Weekend.
- Must work within all Twelve Traditions.
- Must deliver all monies promptly to the Weekend Treasurer.

### ADDITIONAL GUIDELINES

- Have a minimum of three years clean time and be elected by the Weekend Committee
- Vice-Chair of the Registration subcommittee shall have a minimum of two years clean time and be elected by the Registration Subcommittee
- All persons on this subcommittee who collect money shall have a minimum of two years clean time
- Registration subcommittee members working the registration table during Rainbow Weekend who take/handle money shall have a minimum of two years clean time

**\*\*NOTE:** Refund requests must be received (7) seven days prior to the 1st day of the Weekend in order to get a refund of any kind.

All monies turned into the Treasurer prior and during the weekend must be receipted, and accompanied with a list of items sold, i.e., 3 registrations, \$30.00, 2 banquet's \$60.00, 2 comedy shows, \$20.00. All checks given to the treasurer must be accompanied with a list of items sold as well. All monies will be collected at the end of each shift.

## AUCTION SUBCOMMITTEE

- Responsible for collecting donated NA memorabilia and keeping an accurate inventory
- Merchandise is to be sold at the Rainbow Weekend on Saturday night after the main speaker meeting
- This subcommittee should arrange for an Auctioneer
- Have a member with a minimum of four years clean time collect the money and promptly deliver to the Rainbow Weekend Treasurer with a detailed report of what was sold and how much was collected.
- Shall have a key and access code to the storage unit

Auction Committee must work with Fundraising Chair to coordinate auctions at fundraising events held by Rainbow Weekend.

## SERENITY PATROL SUBCOMMITTEE

Purpose: To encourage an atmosphere of recovery during the weekend, as well as respect for the facility in which the convention is held.

- Maintain a watchful presence, so as to avoid damages and/or disturbances that would harm the facility, offend its guests and, consequently, impact Rainbow Weekend in a negative fashion.
- Responsible for clean up when necessary at Rainbow Weekend events and during Rainbow Weekend

Serenity Patrol must also work with the Fundraising Committee to assist in set up and clean up of fundraising events.