

Canadian Assembly of *Narcotics Anonymous* (CANA)



Guidelines (2014)

CANA Vision statement

Inspired by the primary purpose of the groups we serve, our Vision provides direction for all the efforts and actions of the Canadian Assembly of Narcotics Anonymous.

In our vision is a time:

- *When addicts throughout the geographical expanse we serve need no longer suffer and die without having had the opportunity to discover and experience the miracle of recovery offered by Narcotics Anonymous.*
- *When the NA message of recovery is freely carried in every language and across all boundaries of culture, ethnicity and geography from coast to coast to coast.*
- *When the Canadian Assembly is universally recognized as a dynamic and reliable resource for NA services and information.*

This vision directs all our service efforts. With the guidance of a loving Higher Power we strive towards these ideals.

Table of Contents

1. PURPOSE AND FUNCTION OF THE CANADIAN ASSEMBLY
2. OPERATIONAL GUIDELINES
3. COMPOSITION OF THE CANA BODY
4. SEATING PROCEDURES
5. DECISION MAKING PROCESS
6. PROPOSALS
7. VOTING
8. GENERAL DISCUSSION PROCEDURE
9. SMALL GROUP DISCUSSION PROCEDURE
10. CONSENSUS BASED DECISION MAKING PROCEDURE
11. INTERIM DECISIONS
12. ELECTION PROCEDURES
13. QUALIFICATIONS OF OFFICERS AND SUBCOMMITTEE CHAIRS
14. JOB DESCRIPTIONS
15. DISMISSAL AND RESIGNATION
16. CANADIAN ASSEMBLY FUNDS
17. CCNA (CANADIAN CONVENTION OF NA)
18. FELLOWSHIP DEVELOPMENT
19. NATIONAL CONVENTION RESOURCE COORDINATOR (NCRC)
20. TRANSLATION POLICY
21. DEFINITIONS

1. PURPOSE AND FUNCTION OF CANA

1.1 The name of this body shall be the Canadian Assembly of Narcotics Anonymous.

1.2 The purpose of this Assembly is to allow its member Regions to assemble and meet the needs of the Fellowship and to encourage CANA unity, cooperation and communication. This body has been created to complement the existing service structure of Narcotics Anonymous.

1.3 The Canadian Assembly of Narcotics Anonymous is directly responsible to the Fellowship of Narcotics Anonymous through its Regional service.

1.4 The immediate goals of the Canadian Assembly of Narcotics Anonymous shall be:

- 1.4.1** To sponsor a Canadian Convention.
- 1.4.2** To provide N.A. services in English and French.
- 1.4.3** To develop, conduct and coordinate Public Relations efforts.
- 1.4.4** To maintain a National website.

Future meetings of the Canadian Assembly of Narcotics Anonymous will develop additional goals.

1.5 Some of the functions of the Canadian Assembly of Narcotics Anonymous shall be:

- 1.5.1 To meet as a body at least one (1) time per year.
- 1.5.2 To form subcommittees and Workgroups to accomplish the goals of the Assembly.
- 1.5.3 To maintain a post office box address.
- 1.5.4 To maintain and make available an electronic archive of NA service material and tools relevant to NA services in Canada.
- 1.5.5 To generate and distribute minutes/reports of the Assembly to its constituent membership as described in article 3.
- 1.5.6 To manage funds in accordance with established NA guidelines.

- 1.6 The Canadian Assembly of Narcotics Anonymous shall be self-supporting through its own fund raising activities including the Canadian Convention (CCNA) and by the voluntary contributions of the Fellowship.

*This Purpose and function was originally adopted by the delegates to the Mississauga meeting of July 29, 1989 for submission to and ratification by Regional Service Committees of Canada.
Ratified by the B.C., AL-SASK, Ontario, and Quebec Regions and the Winnipeg Area on January 19, 1990 in Calgary, Alberta.*

2. OPERATIONAL GUIDELINES

- 2.1 CANA will develop and adopt as practice or procedure, the programs, policies, guidelines and events it may find desirable, from time to time, to fulfill and implement the broad purpose and functions authorized by the Canadian Fellowship for CANA.

- 2.1.1 Matters affecting the document "The Purpose and Functions of the Canadian Assembly of Narcotics Anonymous" will require consensus of the Delegates after being returned to the Canadian Fellowship for approval.

- 2.1.2 Any amendment or revision to the CANA Guidelines must be translated into English and French before being inserted into the official version of the guidelines.

- 2.2 Each CANA subcommittee is required to have their own guidelines, which are subject to CANA approval.

- 2.2.1 Each subcommittee is responsible for the distribution of their guidelines, preferably in electronic format, to the entire CANA body.

- 2.3 In all its actions, CANA will refer to the following documents in succession:

- 2.3.1 The Twelve Traditions
 - 2.3.2 The Twelve Concepts
 - 2.3.3 The Statement of Purpose and Function
 - 2.3.4 The current CANA Guidelines
 - 2.3.5 A Guide to Local Service in Narcotics Anonymous
 - 2.3.6 The current editions of all NA handbooks

- 2.4 The CANA Meeting will take place at least once a year in the same location as, and immediately preceding our annual convention (CCNA). The second weekend in November is the traditional time for this event; however other dates may be considered.

- 2.5 A copy of all archive materials from the main body and all subcommittees of CANA will be retained by the CANA Secretary in an electronic format stored in the secure section of the

CANA website. These archives will be accessible by all admin members. All original archives are to be returned to new Officers and Subcommittee Chairpersons at the end of each annual CANA Meeting.

3. COMPOSITION OF THE BODY OF CANA:

3.1 CANA is made up of the representatives of the seated regions as well as all trusted servants elected to serve the Body. These are all known as *CANA Members/Participants*.

3.2 CANA's trusted servants: the trusted servants of CANA are to be grouped into three (3) different committees, the purpose of which is to assess, initiate and coordinate actions based on the Body's decisions – these committees do not govern; they perform the tasks assigned to them and report to CANA.

3.3 The CANA committees are the following:

3.3.1 CANA Administration Team (Admin):

- 3.3.1.1** Chairperson
- 3.3.1.2** Vice-Chairperson
- 3.3.1.3** Secretary
- 3.3.1.4** Treasurer
- 3.3.1.5** NCRC
- 3.3.1.6** Webservant

3.3.2 Canadian Convention Committee of NA (CCNA)

- 3.3.2.1** Incoming and Outgoing CCNA Chairperson

3.3.3 Canadian Fellowship Development Team (FD)

- 3.3.3.1** Fellowship Development East
- 3.3.3.2** Fellowship Development West
- 3.3.3.3** Fellowship Development Central

3.4 CANA Regional Members: these are the duly elected representatives (Regional Delegates & Alternates) from seated Regional Service Committees, which are:

- 3.4.1** Alberta-Saskatchewan Region (Al-SASK)
- 3.4.2** British Columbia Region
- 3.4.3** Canadian Atlantic Region
- 3.4.4** Le Nordet Region
- 3.4.5** Ontario Region
- 3.4.6** Quebec Region

3.5 CANA will recognize a maximum of two (2) Service Delegates from each seated Region.

4. SEATING PROCEDURES

4.1 Requirements for Regional seating at CANA:

- 4.1.1** Registered with WSO.
- 4.1.2** Agreement with the "Purpose and Functions of the Canadian Assembly of Narcotics Anonymous".
- 4.1.3** Represented by a Service Delegate elected by the Region.

4.2 Procedure for Regional seating at CANA.

4.2.1 Introduction by a seated participant.

4.2.2 Brief Regional report stating a commitment to the *"Purpose and Functions of the Canadian Assembly of Narcotics Anonymous"*.

4.2.3 Agreement by Consensus to seat by the CANA body.

5. DECISION MAKING PROCESS

5.1 In all its decisions, CANA strives to reach consensus.

5.1.1 In order to minimize the time spent discussing topics within the Assembly, a Workgroup system, and/or forum or small group system may be used instead.

5.1.2 Input to the Assembly, including questions, ideas, proposals, suggestions, experiences and needs may be referred to an ad-hoc or standing committee and/or forum or small group.

5.1.3 The basic purpose of these committees and open forums or small groups is to collect, clarify, define and state the decisions of CANA within specific areas of concern and to initiate and co-ordinate actions based on these decisions. These committees do not govern; they perform the necessary task, reporting the results to CANA.

6. PROPOSALS

6.1 Only Assembly participants are allowed to participate in the decision making process, submit proposals and discussion items or address the Assembly except as directed by the Assembly.

6.1.1 CANA encourages regions to present their issue as a topic discussion item or proposal.

6.1.2 All proposals that commit the Assembly to a policy or an action are to be submitted in writing.

6.1.3 All proposals recorded in the Assembly's Minutes shall include the members name and the region that submitted the proposal.

7. VOTING

7.1 A person chairing the Assembly, conducting a vote or officially counting a vote, does not have a vote while serving in this capacity except to break a tie.

7.2 In the absence of the CCNA Chairperson, the Vice Chairperson of that committee will be recognized as a voting participant at CANA meetings.

8. GENERAL DISCUSSION PROCEDURES

8.1 The Chairperson shall have the right to limit the time for each participant to speak. This may be invoked by the Chairperson at any time and is subject to appeal.

8.2 No member may speak on a proposal or discussion item more than once unless others desiring to speak have exercised their opportunity.

- 8.3** Only one (1) voice per Region will be recognized on any proposal referred by CANA for Regional conscience.

9. SMALL DISCUSSION GROUPS' PROCEDURE

- 9.1** At the start of each group discussion a Recorder and a Facilitator will be appointed from each group's participants. Participants will rotate the responsibilities of the Recorder and Facilitator throughout the following days of the Assembly. This will allow each member an opportunity to share in the activities and discussion.
- 9.2** The duty of the Facilitator is simply to keep the group focused on the solution and not the problem. If the subject of discussion is too large, the subject can be broken into smaller items.
- 9.3** The duty of the Recorder is to take minutes or record ideas during the meeting and to formulate and submit a written report to the Assembly.
- 9.4** Decide at the start of the meeting what the purpose for the discussion group is. The group should be able to define a goal they wish to achieve.

10. CONSENSUS BASED DECISION MAKING PROCEDURE

Consensus Based Decision Making is used where ever possible.

1st level:

- 10.1** Proposal or item is presented with budget implication if any; any clarification needed is provided, short discussion period if warranted.
- 10.2** Facilitator asks for consensus. Does item receive 100% approval or rejection? If 100% approval, proposal carries, if 100% rejection, proposal fails, record the results in the minutes. If item does not receive 100% in either go to the **2nd level**.

2nd level:

- 10.3** Facilitator facilitates consensus building. More information is provided, with full intent for proposal. A brief break may be necessary. Discussion is had for/against the proposal; small group discussion may be warranted.
- 10.4** Facilitator asks for consensus. Does item receive 100% approval or rejection? If 100% approval, proposal carries; if 100% rejection, proposal fails; record the results in the minutes; if item does not receive 100% in either go to the **3rd level**.

3rd level:

- 10.5** Straw Poll is taken.

10.6 If 85% in favour/15% opposed: listen to the minority point of view or have small group discussion; discuss to reach consensus. Accept the proposal as proposed – If 50% in favour/50% opposed, 40%/60%, 25%/75% we need reflection:

10.7 Delay the decision to the next meeting or specified time, doing one of the following:

10.7.1 Form a workgroup with members with experience on the topic.

10.7.2 Seek more information to present at the following meeting.

10.7.3 Send back to the regions/workgroup.

10.7.4 Make an interim decision and set a time to continue discussion

10.8 Stand Aside: When a concern has been fully discussed and cannot be resolved, the person with the concern is willing to stand aside: that is, acknowledge that the concern still exists, but allow the proposal to be adopted.

10.9 Block: A blocking concern must be based on a generally recognized principle (violates one of the 12 Traditions or 12 Concepts), not a personal preference, or it must be against the entire group's well being. Before a concern is considered to be blocking, the group must have already accepted the validity of the concern and a reasonable attempt must have been made to resolve it. If legitimate concerns remain unresolved and the person has not agreed to stand aside, consensus is blocked.

Note: *With such a small number of participants, the Chairperson shall be aware of a high number of stand asides as an indication for discussion to continue.*

11. INTERIM DECISIONS

Interim decisions: In order to achieve consensus on a proposal or discussion item, the following process will be utilized.

11.1 Any discussion item or proposal is sent to the CANA Chairperson for review and input. Proposals requesting funds require a fixed dollar amount. Proposals affecting our "Purpose and Functions" document must always return to the Regions.

11.2 The CANA Chairperson will present the proposal to the body by e-mail, for discussion only, for a period of one (1) week.

11.3 Following one (1) week of discussion, the CANA Chairperson will facilitate consensus. If unanimity cannot be reached then 85% will be considered consensus as per our consensus guidelines.

11.4 One (1) week following the presentation of the proposal to the body for consensus, in the absence of sufficient responses to indicate a decision, the CANA Secretary shall attempt to contact by telephone, those who have not yet participated in discussion.

11.5 Two (2) weeks following the presentation of the proposal or discussion item to the body for consensus, in the absence of sufficient responses to indicate a decision, the CANA Chairperson shall consider those who have not voted to have stood aside.

12. ELECTION PROCEDURES

12.1 Terms of office for all positions will be two (2) CANA Conference Cycles (each conference cycle is one (1) year), renewable by the standard conference election process to a maximum of two (2) consecutive terms, except for the FD team positions.

12.2 It is strongly recommended that at least one member of the CANA Admin be bilingual.

12.1.1 Each FD team position: FD West, FD Central and FD East shall be for a three (3) year period.

12.1.2 The FD Team positions cannot be elected for a second term.

12.3 Requirements to be elected as an Officer or a Sub-Committee Chairperson of CANA:

12.3.1 A commitment to service.

12.3.2 Service experience.

12.3.3 The willingness to give time and resources necessary to do the job.

12.3.4 A good working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA and Consensus Based Decision Making.

12.4 Although written nominations from CANA participants or Regional service Committees are preferred, the body can approve a nomination that does not have regional support and is not a CANA participant. Careful consideration will be given to the qualifications and commitment of the candidate and mentorship will be provided.

12.5 If a Regional Delegate is elected to a CANA Admin or Sub-committee Chair position, it is understood that they will be returning in the CANA capacity and not as a Delegate.

12.6 If a CANA Officer or Sub-committee Chair should be elected to a position as a Regional Delegate between CANA Meetings, there will be an election for that position at the next scheduled CANA Meeting. Requirements for the position remain as above.

12.7 Election Procedures for Officers of CANA:

12.7.1 Nominations are accepted from:

12.7.1.1 CANA participants

12.7.1.2 CANA Regions

12.7.1.3 The incoming CCNA Chair will be granted voting privileges after the election process

12.7.2 Absentee nominations are accepted in writing.

12.7.3 Nominations must be seconded by a participant of CANA.

12.7.4 Nominees may decline, but only after nominations have been closed.

12.7.5 Upon acceptance of a nomination by nominee:

12.7.5.1 Each nominee shall provide a statement of his/her qualifications.

12.7.5.2 Each nominee shall be given the opportunity to respond to questions concerning his/her qualifications.

12.7.5.3 Should the nominee not be present due to personal circumstances, the nominator shall address questions from the Assembly on behalf of the nominee.

12.7.5.4 CANA participants shall be given the opportunity to give their objections (if any) to any nominee.

12.7.6 Nominations open thirty (30) days prior to the election meeting.

12.7.7 Elections are to take place on the last day of the Assembly Meeting.

12.7.8 Voting to be held by secret ballot.

12.7.9 Election of officers is determined by simple majority. In the case where no single nominee receives the support of a clear majority, the nominee who received the least votes is excluded from the ballot prior to each subsequent vote.

12.7.10 In the event that only one (1) nominee is standing for any admin position, a two-third ($\frac{2}{3}$) majority of voting participants is necessary for their election.

12.8 The Chairperson of CCNA elected by their RSC/ASC will be ratified by CANA delegates immediately following the report of the outgoing CCNA Committee.

13. QUALIFICATIONS OF OFFICERS AND SUBCOMMITTEE CHAIRS

13.1 Suggested requirements and qualification:

13.1.1 Chairperson

13.1.1.1 A suggested minimum 5 years continuous abstinence from all drugs.

13.1.1.2 Previous experience on CANA

13.1.1.3 Facilitation experience

13.1.1.4 Knowledgeable with CBDM

13.1.2 Vice-Chairperson

13.1.2.1 A suggested minimum 5 years continuous abstinence from all drugs

13.1.2.2 Previous experience on CANA

13.1.2.3 Ability to coordinate with the chair

13.1.2.4 Prepared to chair CANA meetings

13.1.2.5 Knowledgeable with CBDM

13.1.3 Treasurer

13.1.3.1 A suggested minimum 5 years continuous abstinence from all drugs

13.1.3.2 Bookkeeping skills

13.1.3.3 Previous Treasurer Experience in NA

13.1.3.4 Familiar with the Concepts & Traditions of NA

13.1.4 Secretary

13.1.4.1 A suggested minimum 4 years continuous abstinence from all drugs

13.1.4.2 Secretarial skills

13.1.5 Sub-committee Chairpersons

13.1.5.1 A suggested minimum 4 years continuous abstinence from all drugs

13.1.5.2 Related Committee experience

13.1.5 NCRC

See point 19 for details

13.1.6 Web Coordinator (Technology Coordinator)

13.1.6.1 A suggested minimum 5 years continuous abstinence from all drugs

13.1.6.2 Skilled in the operation of a computer

13.1.6.3 Skilled in using HTML, SQL, PHP, CSS and other relevant program languages

13.1.6.4 Skilled with use of FTP and content management

13.1.6.5 Regular unobstructed access to a computer, a high speed internet connection & email

13.1.6.6 Skilled in creating PDF's

13.1.6.7 Working knowledge of the 12 Traditions, 12 Concepts and 12 Steps

13.1.6.8 Working knowledge of the FIPT

13.1.7 FD Team

See point 18 for details

14. JOB DESCRIPTIONS

14.1 Officers:

14.1.1 It is the responsibility of the Officers of CANA to plan and arrange the next CANA Meeting.

14.1.2 Maintain lines of communication between assembly participants, subcommittees and service bodies throughout the year.

14.1.3 Ensures that an updated, accurate and complete record of the Policies and Procedures from the activities and meetings of CANA are recorded and included in our Guidelines document.

14.1.4 Establishes and maintains a CANA Post Office Box.

14.1.5 The Chair or Vice-Chair of CANA will attempt to be in direct contact with all Member Regions and Admin Members at least once a month between CANA Meeting.

14.2 Chairperson

14.2.1 The chairperson is the single point of responsibility to CANA.

14.2.2 The chair is responsible for ensuring that all committee members have prepared the required documents for the timelines set for each position.

14.2.3 The Chair is the main point of contact for CANA members and for other service bodies such as World Services, other Zonal Forums and other service bodies outside CANA.

14.2.4 The Chair facilitates the CANA meetings using our strategic plan as the main focus of business.

14.2.5 Facilitates the CANA meetings in order to complete the agenda and achieve consensus.

14.2.6 Organizes CANA committee online meetings and conference calls, between meetings.

- 14.2.7** Facilitates the CANA online/conference call meeting in order to complete the agenda and achieve consensus.
- 14.2.8** Assists the Secretary when necessary, in planning the online meetings and conference calls.
- 14.2.9** Provides newly elected members with contact information for members with previous experience.
- 14.2.10** Directs the secretary to circulate any relevant information received between meetings to all CANA participants.
- 14.2.11** Produces a draft agenda with the Vice Chair and ensures it is sent out prior to meetings.
- 14.2.12** Works in conjunction with the vice chair to produce the CANA chair report one month before the meeting.
- 14.2.13** Monitors all committee members' tasks, ensuring no duplication of service.
- 14.2.14** Prepares the CANA Zonal report to the WSC for final approval by the CANA body, before the next conference.
- 14.2.15** Appoints a qualified candidate to any open position when necessary in between meetings gaining the support of the CANA body.
- 14.2.16** Fills out and emails the request for participation form to World Services in cooperation with the CANA body 4 to 6 months prior to the CANA meeting.
- 14.2.17** Mentors the Vice chairperson in the role of Chair by allowing the Vice Chair to chair the meeting at times.

14.3 Vice-chair

- 14.3.1** The primary role of the vice-chair is to assist the Chair and is responsible for chairing the CANA meeting if the Chair is unavailable.
- 14.3.2** Takes an active role in 'shadowing' the chairperson (i.e. taking the chairperson's role once a day at CANA sessions).
- 14.3.3** Works with the Chair in drafting an agenda to be sent out prior to all CANA meetings.
- 14.3.4** Works with the Chair to produce the Chair and Vice Chair report one month before the meeting for inclusion in minutes.

14.4 Secretary

- 14.4.1** Mailing a suggested delegate report items list, along with the Assembly's next agenda.
- 14.4.2** This list would state:
- 14.4.3** List the RSC Officers, Subcommittee Chairpersons, RCM's and RCM Alts in your region or the RCM and RCM Alt in your Area.
 - 14.4.1.1** Region mailing address/Secretary's address.
 - 14.4.1.2** Region meeting list.
 - 14.4.1.3** Past and up-coming events and activities in your Region.
- 14.4.4** The Secretary shall collect electronic formats of reports from all members of CANA compile and store them on a main CD and the CANA website and bring them to each CANA Meeting.
- 14.4.5** The secretary receives the bank statements then photocopies them and sends the original to the treasurer. The secretary keeps these copies and confirms the totals with reports made by the treasurer.

- 14.4.6** Able to attend all CANA meetings.
- 14.4.7** Produces minutes from all CANA meetings within thirty (30) days following the meeting.
- 14.4.8** Has a computer and is proficient in Word processing.
- 14.4.9** Has access to the internet and email on a regular basis.

14.5 Treasurer

- 14.5.1** The first duty of the CANA treasurer is to be familiar with these guidelines and other related NA material relevant to the duties of the Treasurer as well as all aspects of CANA finances and the financial records.
- 14.5.2** Qualifications of the CANA Treasurer position (2 terms):
 - 14.5.2.1** Able to attend all CANA conference meetings.
 - 14.5.2.2** Able to serve as a signing authority on the CANA bank account.
 - 14.5.2.3** Able to serve the two (2) terms of the position.
 - 14.5.2.4** Provide quarterly and yearly Treasurer reports to the CANA committee.
 - 14.5.2.5** Is knowledgeable in use of Microsoft Excel.
 - 14.5.2.6** Is responsible for payment of all regular invoices, including but not limited to website renewals and mail forwards.
 - 14.5.2.6** Confirms the CCNA bank account to statements through online viewing.
- 14.5.3** The CANA Treasurer will also note possible improvements and revisions for these guidelines and present proposed amendments to the CANA committee for approval.

14.6 NCRC (National Convention Resource Coordinator

See point 19 for details

14.7 Web Coordinator (Technology Coordinator)

- 14.7.1** Provides regular reports on status of website.
- 14.7.2** Addresses all concerns relating to the website
- 14.7.3** Follows CANA direction relating to website
- 14.7.4** Maintains accurate meeting list
- 14.7.5** Posts and updates resource documents and events on website
- 14.7.6** Assists member regions and their areas with CANA web template.
- 14.7.7** Ensures domain name registration renewals and web hosting renewal.
- 14.7.8** Maintains member list and assists members with access to trusted servant section of website.
- 14.7.9** Maintains a list of logins and passwords necessary to access CANA website and domains and shares such with CANA Secretary.
- 14.7.10** Updates, creates and maintains web pages as necessary in a timely fashion.
- 14.7.11** Performs a quarterly review/inventory of website ensuring link fidelity and that all information is relevant.
- 14.7.12** Creates a monthly offsite back up of the web site.
- 14.7.13** Is fully accountable to CANA Admin committee.
- 14.7.14** Liaises with other Web Coordinators & trusted servants as it relates to the CANA website.
- 14.7.15** Ensures the web site content conforms with CANA wishes and respects the 12 Traditions and FITP.
- 14.7.16** Ensures all relevant email is responded to or directed to the appropriate CANA member within 48hours.

- 14.7.17** Attends and participates in all CANA meetings.
- 14.7.18** Leverages emerging technologies to facilitate effective communication and operation of CANA.
- 14.7.19** Submits and maintains a fiscal responsible budget every year or when requested by CANA.
- 14.7.20** Attempts to develop and train a potential successor.
- 14.7.21** Ensures no personal contact information is present on the public access area of the web site.

14.8 FD Team

See point 18 for details

15. DISMISSAL AND RESIGNATION

- 15.1 Dismissal:** Officers may be dismissed from their positions at any time for:
 - 15.1.1** Admitted interruption in continuous abstinence (loss of clean time) will result in immediate dismissal.
 - 15.1.2** Gross negligence of responsibilities or assigned tasks.
 - 15.1.3** Violence or threat of violence.
 - 15.1.4** Continuous non participation through email, meetings either online or in person including discussion topics and interim decisions.(except for humanitarian/compassionate reasons).
 - 15.1.5** Inability or unwillingness to perform responsibilities.
 - 15.1.6** Refusal to comply with CANA guidelines.
 - 15.1.7** Refusal to comply with the documents listed in Section 2.3 of the CANA guidelines.
 - 15.1.8** Misappropriation/Absconding with NA funds will result in immediate removal.
 - 15.1.9** By a written proposal for dismissal, showing due cause and receiving at least 75% support from the CANA body.
 - 15.1.10** The Chairperson Committee member may suspend a committee member for cause pending review at the next Core meeting.
 - 15.1.11** Any CANA officer who is removed from their CANA position before the end of his/her term of office, shall not be eligible for election to any CANA position for a period of one cycle (two (2) years), following such removal.
 - 15.1.11.1** Terms of delayed ability to serve will commence after the normal term would have expired.
 - 15.1.11.2** For a removal in reference to point 15.1.8, the period of ineligibility is 2 cycles (four (4) years) contingent on the funds being repaid.
- 15.2 Process for Dismissal:**
 - 15.2.1** The officer must be duly notified in writing and shall be afforded the opportunity to speak on their own behalf.
 - 15.2.2** Final decision for dismissal will be determined by secret ballot voting of the CANA body.
 - 15.2.3** A minimum of 75% majority is required for the removal of any officer or subcommittee Chair of CANA. The CANA chair will verify the final tally.

15.3 Removal of the Chair: If the committee has reason to believe that the Chair should be removed:

- 15.3.1** The Chair will stand aside and allow the Vice Chair to conduct the vote.
- 15.3.2** The Vice Chair will gain a 75% vote of non confidence from the administrative committee after the Chair has been given the opportunity to speak on their own behalf.
- 15.3.3** If 75% are in agreement, the Chair will be notified.
- 15.3.4** A vote of non confidence by the regional delegates will take place after the Chair has been afforded the opportunity to speak on their own behalf.
- 15.3.5** If the result of the confidence vote is NO-CONFIDENCE and exceeds 75%, the proposal the Vice Chair will notify the CANA Chairperson.
- 15.3.6** The Vice Chair will take over duties immediately.

15.4 Resignation

- 15.4.1** Voluntary resignation should be submitted in writing to the CANA Chair.
- 15.4.2** Written resignation becomes effective at the end of the meeting in which it is received and read into the minutes.
- 15.4.3** If a resignation is submitted in writing in between CANA meetings, the position will become vacant immediately.
- 15.4.4** Any CANA officer who resigns from their CANA position before the end of his/her term of office shall not be eligible for election to any CANA position for a period of one cycle (two (2) years), following such resignation.
 - 15.4.4.1** Terms of delayed ability to serve will commence after the normal term would have expired.

15.5 Removal from a Workgroup

- 15.5.1** If a workgroup member is not participating in the Workgroup, the workgroup can agree to have the person removed.
- 15.5.2** The workgroup point person will contact the Chair of CANA with their decision.
- 15.5.3** If the Chairperson agrees with their decision, the chairperson will remove the group member after contact with the member.
- 15.5.4** If the point person of a workgroup fails to participate in the workgroup in the agreed manner, the point person will be removed and the member will not be assigned as a point person of a workgroup for a minimum of one (1) year.
 - 15.5.4.1** Terms of delayed ability to serve will commence after the normal term would have expired.

15.6 Interim filling of Open Positions

- 15.6.1** The Chairperson may appoint a member to a vacant position.
- 15.6.2** This position will become open to the fellowship at the next regular CANA meeting where the election will take place.
- 15.6.3** If it is a non-election year, the chairperson will hold an interim election until the next regular election year based on the process outlined in section 11.

16. CANADIAN ASSEMBLY FUNDS

16.1 All transactions made by the CANA committee will comply with the accepted principles set out in our Traditions, Concepts and other NA approved service documents concerning accountability and use of NA funds.

16.2 The following Guidelines provide the framework for a complete and accurate record of CANA finances and the documentation procedures for all revenues and disbursements.

16.3 The CANA Treasurer is responsible for administering all aspects of CANA finances pursuant to CANA guidelines, committee directives and generally accepted standards of accountability in NA and reporting completely and promptly to the CANA committee.

16.4 Banking Procedures:

16.4.1 CANA shall maintain a single chequing bank account with a CDIC insured financial institution of the Treasurer's choosing and agreed upon by the committee.

16.4.2 The Treasurer is responsible for maintaining the bank account; its records including signing authority, and receiving cancelled cheques with bank statements.

16.5 Bank Deposits

16.5.1 Revenue received by CANA is deposited directly into the CANA bank account in a timely and orderly manner.

16.5.2 These deposits include all contributions received by CANA from individual NA members, groups, areas, regions, activities, CCNA or other NA entities. Any other deposits must require the CANA committee approval.

16.5.3 All approved contributors will receive a numbered receipt upon bank receipt and verification of the deposit of funds. This receipt number will be noted on the financial spreadsheet.

16.5.4 The Treasurer will file a duplicate numbered receipt in the CANA financial records.

16.5.5 All deposits will be recorded in the CANA deposit records, and be itemized by contributor, amount, date and method of contribution (i.e. cheque, money order, etc.).

16.6 Signing Officers

16.6.1 CANA is to have three (3) signing officers registered on the CANA bank account.

16.6.2 Normally these signatories are: the CANA Treasurer, Chairperson, and one (1) other member of the Admin committee. The CANA committee will decide which member of the committee will serve as the third signing officer.

16.6.3 When three (3) signing officers cannot be obtained as described in 15.6.1, the CANA committee will appoint another member to serve as a signing officer.

16.6.4 No two (2) CANA signing authorities may be joined in any relationship or venture. Examples of this restriction include, but are not limited to, family, residential, romantic, business.

16.7 Bank Statements

16.7.1 The Bank statements, including cancelled cheques will be mailed to the CANA post office box and then forwarded to the Treasurer.

16.8 Disbursements

- 16.8.1** Any and all disbursement of funds by the Treasurer requires CANA committee approval according to the Treasurer's guidelines.
- 16.8.2** Disbursements are to be made by cheque.
- 16.8.3** Release of funds requires two (2) signatures on every cheque.
- 16.8.4** When funds are to be released to a signing officer the other two (2) signing officers will sign the cheque. If this is not possible the 2 signers will inform the committee before issuing a cheque.
- 16.8.5** No disbursement of funds will be made unless there are sufficient funds available to cover the disbursement.
- 16.8.6** CANA expenditures shall be dispersed in accordance with the following list of priorities:
 - 16.8.6.1** Outstanding expenses of CANA.
 - 16.8.6.2** Reimbursements.
 - 16.8.6.3** Expenditures of the CANA conference.
 - 16.8.6.4** Budgeted items.
- 16.8.7** The CANA treasurer upon request of reimbursement of funds or bill payment shall write a check and mail it to the second signer within 3 days of receiving the request. Priority post shall be used if the payee would not receive payment within 2 weeks.
 - 16.8.7.1** The CANA treasurer will release funds to members who provide an estimate of the approved trip or expense usually 2 weeks before the event. All excess funds will also be returned to the treasurer within 2 weeks of the event.

16.9 Expenditures

- 16.9.1** The Treasurer or other signing officer shall only expend funds for approved expenditures.
- 16.9.2** Types of expenses shall fall into one of the following categories:
 - 16.9.2.1** Regular Expenditures.
 - 16.9.2.2** Interim Expenditures.
 - 16.9.2.3** Budgeted Expenditures.
 - 16.9.2.4** General Expenditures.
- 16.9.3 Regular Expenditures**
 - 16.9.3.1** Regular Expenditures are paid by the Treasurer in a timely manner and do not require additional approval.
 - 16.9.3.2** The list of regular expenditures are pre-approved by the CANA committee and generally include any bills such as bank charges, postage, Post Office box rental, etc.
 - 16.9.3.3** An approved regular expenditure list should be maintained by the Treasurer and archived by the Secretary.
 - 16.9.3.4** A report of these expenditures must be made at every CANA meeting.
- 16.9.4 Interim Expenditures**
 - 16.9.4.1** Interim expenditures are those that occur between CANA meetings that must be paid before the next CANA meeting and are not approved regular or budgeted expenditures. (Unexpected expenses such as extra conference call, extra travel expenses, etc.).
 - 16.9.4.2** In order to receive approval to pay these expenses or obligating the funds for these expenses; written consensus must be reached by the CANA committee and be recorded by the Secretary. This consensus may be

obtained through email consensus as described in Section 11 of these guidelines.

16.9.4.3 A report of these expenditures must be made at the next CANA meeting and quarterly report.

16.9.5 Budgeted Expenditures

16.9.5.1 A budget for the upcoming year will be approved at the CANA service meeting where each predicted expense is itemized, the selected vendor or payee, the estimated amount and the maximum amount approved.

16.9.5.2 The fiscal year will be defined as the day immediately following the current conference, to the day immediately following the next conference.

16.9.5.3 When the CANA committee approves such a budget, the Treasurer is authorized to make these expenditures to the approved vendors or payees up to the maximum amount budgeted without requiring additional approval.

16.9.5.4 A detailed report of these expenditures must be made at every CANA meeting.

16.9.6 General Expenditures

16.9.6.1 If the expenditure does not fit the definitions of *regular*, *interim* or *budgeted*, then it is a **general expenditure** that requires approval at the CANA service meeting before the expenditure can be paid. (Ex. Photocopying at the conference, motion expenses, etc.).

16.9.6.2 A Reimbursement Request form must be completed for all expenditures. A receipt for each expense must be attached before any reimbursement is made.

16.9.6.3 A report of these expenditures must be made at the next CANA meeting and quarterly report.

16.9.6.4 Any request for funding or expenses, which falls outside of established CANA Guidelines or the annual budget, will require a two-third ($\frac{2}{3}$) majority of the Assembly, which includes Admin and Member Regions.

16.9.6.4.1 If these requests are received between meetings, it shall be treated as an interim decision and consensus may be obtained through email consensus as described in Section 11 of these guidelines.

16.10 Reporting

16.10.1 Quarterly Income/Expense and Balance Report:

16.10.1.1 Each quarter (March 31, June 30, September 30, and December 31) a Treasurer's report should be created and distributed to all members of the CANA committee.

16.10.1.2 This report should include itemized income and expenses. It should also show cash assets beginning balance and ending balance for the quarter.

16.10.1.3 The quarterly reports shall be sent out to the CANA committee members no later than fifteen (15) days after the end of the quarter. (March by April 30, June by July 31, September by October 30, and December by January 31).

16.10.2 Fiscal Year End Report (at the end of the annual Assembly meeting):

16.10.2.1 At the close of the fiscal year a final income/expense and balance report is submitted to the CANA body as a whole and to any legal agency that requires this information.

16.10.2.2 The fiscal year-end report shall be sent out to the CANA committee no later than thirty (30) days after year-end.

16.10.3 All financial records are to be retained for a period of seven (7) years from the current year. Beyond seven (7) years, relevant records will be electronically stored before hard copies are disposed of.

16.11 Audits

16.11.1 At every CANA meeting an audit must be performed by an ad-hoc committee that includes the Treasurer and at least two (2) people that are not signing officers of the CANA committee. The CANA committee as a whole will appoint at least two (2) members to the ad-hoc audit committee.

16.11.2 Complete details supplied to all members of CANA within thirty (30) days of the audit. (The Treasurer may be present to answer questions, but not an auditor).

16.11.3 At anytime the CANA committee may decide to perform an audit that excludes any or all signing authorities from the audit, or to have an outside auditor review the CANA financial documents. Procedures pursuant to this policy may be developed and implemented by the CANA committee as needed.

16.11.4 All Officers and/or Subcommittees with bank accounts, budgets etc. are to be audited at each CANA meeting. Audits are to be done independently of the Officers and/or Committees. Officers and/or Committees should be in attendance during the audit.

16.12 Convention

16.12.1 The CANA convention start-up funds are approved through the CANA committee.

16.12.2 Once the CCNA chairperson has been ratified and a CCNA bank account has been opened, a cheque for start-up funds will be issued to the CANA member Region that is sponsoring the convention.

16.12.3 Start-up funds will only be dispersed (by mail) to the Region, approved to hold the convention by the CANA committee if a bank account has not been set up.

16.12.4 If deposits are required immediately (hotel, food services, etc.) a cheque can be issued to the approved vendor with the remaining amount being issued to the sponsoring Region. Approval for this must come from the CANA Admin.

16.12.5 The current convention start-up amount is a maximum of \$5000.00.

16.12.6 If any extra funds are required for the convention, approval is required by the CANA Admin.

16.13 Travel expenses

16.13.1 Travel expenses for the CANA Admin, FD Team, and the incoming CCNA chair designate to the CANA conference will be paid by CANA.

16.13.2 All CANA elected Officers are funded to attend CANA meetings and CCNA.

16.13.3 The CCNA Vice Chairperson shall be funded by CANA in the absence of the Chair.

16.13.4 CCNA is held in conjunction with the CANA conference, travel expenses and per Diem, will be extended for the duration of the convention.

16.13.5 Travel expenses would include cost effective transportation, shared hotel room and a per diem set by the CANA committee.

16.13.5.1 Travel will be reimbursed at fuel plus \$0.10 per kilometer. The least expensive mode of transportation (vehicle vs. flight) will be reimbursed.

16.13.5.2 The per diem is \$50.00 CDN/ day.

16.13.6 The per diem works on an Honour System. At the end of the Conference, the portion of the per diem that is not used will be returned to CANA. It is the responsibility of the individual to return any unused per diem portion.

16.13.7 The per diem will be given at the conference and will include two travel days plus the number of days of the conference and convention, if applicable.

16.13.8 Bookings for transportation will be made in discussion with the CANA Treasurer.

16.13.9 All travel expenses will be supported with receipts, no receipts are required for the per diem.

16.13.10 It will be the responsibility of the Treasurer to include travel expenses as a line item in the annual budget for CANA.

16.13.11 If cancellation insurance is not purchased and the CANA member cannot attend the CANA meeting for any reason, he/she is responsible to reimburse CANA for the flight cost and any other monies received in advance.

16.14 Cost subsidization

16.14.1 The underlying principle of this plan is that each Region seated at CANA will make its best effort to cover transportation expenses for their participant/representative.

16.14.2 In the event a seated Region is unable to cover parts or all of the travel expenses associated with sending a representative to a scheduled CANA meeting, they might qualify for subsidization from CANA using the following guidelines.

16.14.2.1 Cost subsidization would be for a maximum of one person from a Region.

16.14.2.2 Travel would be done by cost effective transportation.

16.14.2.3 Cost subsidization would only include transportation expenses to and from the CANA conference and a shared hotel room for the length of the conference.

16.14.2.4 Requests for cost subsidization must be in writing from the requesting Region Chairperson, including their current Regional financial statements, and sent to the CANA Treasurer a minimum of sixty (60) days prior to the upcoming conference.

16.14.2.5 The request for travel subsidization must state the estimated expenses for travel and itinerary outlines of day and times most suitable for travel.

16.14.2.6 Bookings for transportation will be made in discussion with the CANA Treasurer.

16.14.3 Every request for cost subsidization would need approval from the CANA Admin by consensus.

16.14.4 All cost subsidization expenses will be supported with receipts.

16.14.5 It will be the responsibility of the Treasurer to include cost subsidization as a line item in the annual budget for CANA.

17. CCNA (CANADIAN CONVENTION OF NA)

17.1 Operational Guidelines

- 17.1.1** The Canadian Convention of Narcotics Anonymous (CCNA) is managed by the Canadian assembly of Narcotics Anonymous/(CCNA) through the ratified Canadian Convention Committee and Chairperson of Narcotics Anonymous CCNA.
- 17.1.2** CANA is financially responsible for CCNA.
 - 17.1.2.1** The full profit generated from CCNA shall go entirely to CANA within ninety (90) days of the convention ending.
 - 17.1.2.2** CCNA is responsible for providing CANA meeting space.
- 17.1.3** The Canadian Convention will be held on the weekend following the CANA meeting.
- 17.1.4** The Canadian Convention is only to be held within the physical borders of Canada.
- 17.1.5** Whenever possible, main Convention speakers will be chosen from the pool of Canadian speakers and NAWS Representatives who attend the CANA meeting.
 - 17.1.5.1** Efforts are to be made so that speakers are representative of as many Canadian Regions as possible.
 - 17.1.5.2** Funding for the travel expenses of the main speakers will be at the discretion of the host committee.
- 17.1.6** The Canadian Convention will be awarded based on the bidding process. A Region rotation list will be utilized.
 - 17.1.6.1** The rotation will be as follows:
 - 17.1.6.1.1** West – Al-Sask and B.C. Regions
 - 17.1.6.1.2** East – Le Nordet, Quebec and CARNA Regions
 - 17.1.6.1.3** Central – Ontario Region and Manitoba Area
 - 17.1.6.2** The rotation would commence again following the last Region on the list:
 - 17.1.6.2.1** Should the Regions within CANA wish to bypass their option to host that year's Convention, the next zone on the rotation would have the option.
 - 17.1.6.3** Any new member Region would be added to the appropriate zone on the list.
 - 17.1.6.4** That at least once every two (2) years the convention is held in a large urban center in the zone on the rotation list.
- 17.1.7** The CCNA Bidding Procedure is as follows:
 - 17.1.7.1** Bids must be from an Area or Regional Service Committee.
 - 17.1.7.1.1** The Area or Region must have held conventions previously and some of those convention committee members must be on the Bid Committee.
 - 17.1.7.2** The Area of a Region bidding for the Canadian Convention must have documented conscience approval from their RSC unless the area is not part of a Canadian Region in which case, support from a neighbouring Region would be required.
 - 17.1.7.3** The bid must be accompanied by a history or summary of NA events in that Area and Region.
 - 17.1.7.4** The Bid Committee must provide a letter explaining the qualifications of each of the principal committee members along with information on their clean time.
 - 17.1.7.5** The Bid Committee must provide a written outline explaining all information on facility where the Canadian Convention would be held.
 - 17.1.7.6** Bids in compliance with the aforementioned requirements must be submitted for review to CANA twenty four (24) months prior to the date the

Convention is to be held. The bid may be submitted either by RD, post, or electronically.

- 17.1.8** The outgoing Committee of CCNA is responsible for passing on the left over merchandise to the incoming CCNA committee.
- 17.1.9** CCNA Admin Committee follows current operational guidelines as established by CANA.
- 17.1.10** CCNA will incorporate "*The Adventure/L'Aventure*" in its theme.
- 17.1.11** The CCNA Committee is formed in the city that is awarded the Convention after its bid has been selected and does most of the actual work of putting together the Convention.
- 17.1.12** From the time of the formation of a Host Committee until its dissolution, the Chairperson or Vice Chairperson will be present with a report at all CANA meetings.
- 17.1.13** Between meetings of CANA a committee composed of the Admin of CANA, plus one (1) participant of CANA from the delegation of the Host Region, and the outgoing Chairperson of CCNA shall act as the *Convention Administrative Committee* whose functions shall be:
 - 17.1.13.1** Receive monthly reports from the Convention Host Committee.
 - 17.1.13.2** Will have the authority to act on behalf of CANA regarding all issues that might put in jeopardy the success of the Convention.

17.2 Election Guidelines

CCNA Host Committee

- 17.2.1** The Convention Committee is generally made up of members who were involved in the preliminary planning and bidding process. However, membership in the Convention Committee should be open to all members of the Fellowship. The Convention Committee consists of an Administrative Committee, Subcommittee Chairpersons and attending members. The Admin Committee and Subcommittee Chair Positions are identified as follows.

- 17.2.1.1** Administrative Committee:

- a) Chairperson
 - b) Vice Chairperson
 - c) Treasurer
 - d) Secretary

- 17.2.2** Subcommittee Chairpersons:

- a) Hotels and Hospitality
 - b) Fundraising (Entertainment)
 - c) Convention Information
 - d) Registration
 - e) Arts and Graphics
 - f) Program
 - g) Merchandising

- 17.2.2** Requirements and qualifications suggested for the Administrative Committee and Subcommittee Chairpersons are as follows:

- 17.2.2.1** Chairperson - 6 Years clean time
 - 17.2.2.2** Vice Chairperson - 5 Years clean time
 - 17.2.2.3** Treasurer - 6 years clean time
 - 17.2.2.4** Secretary - 3 years clean time

17.2.2.5 Subcommittee Chairs - 3 years clean time

17.2.3 The admin of CCNA would be elected by their respective RSC/ASC one (1) year prior to the Convention being held.

17.2.4 Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

17.2.5 Willingness to give the time and resources as necessary.

17.2.6 Ability to exercise patience and tolerance.

17.2.7 Active participation in Narcotics Anonymous.

17.2.8 The chairperson of CCNA will require ratification from CANA.

17.3 Responsibilities of the CCNA Administrative committee

17.3.1 The Administrative Committee carries out (executes) the conscience of the overall committee. It functions as the administrative committee of the Convention and holds separate, periodic and special Subcommittee meetings. Its function is to ensure that the various Subcommittees work together and to assist Subcommittees 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 Subcommittees as well as the convention budget and all other matters that affect the Convention. The results of these discussions are included in reports at Convention Committee meetings.

17.3.2 As soon as possible, the Administrative Committee drafts a schedule of meeting dates for the Convention Committee. This schedule is then approved by the Convention Committee and distributed to all members. It is advisable to choose a particular night on which meetings will be held and schedule all meeting on that night throughout the duration of the planning period.

17.3.3 The Administrative Committee makes regular reports to the service committee sponsoring the convention. Comments and suggestions from the sponsoring service committee are included in the chairperson's report at the beginning of each committee meeting.

17.3.4 The responsibilities and qualifications of the Administrative Committee are as follows:

17.3.4. Chairperson: Demonstrated stability in local community and administrative abilities.

17.3.4.1 Organizes Subcommittees and delegates major tasks to specific Subcommittees. Stays informed of the activities of each Subcommittee and provides help as needed.

17.3.4.2 Keeps activities within the principles of the Twelve Traditions, Twelve Concepts and in accord with the purpose of the Convention.

17.3.4.3 Monitors the fund flow and overall convention costs, and helps organize the Subcommittee budgets. Prepares a budget for the Administrative Committee functions.

17.3.4.4 Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.

17.3.4.5 Allows the Subcommittees to do their jobs while providing guidance and support. Only major issues need to be brought to the Convention Committee meeting. Subcommittees should be given trust and encouragement to use their own judgment.

- 17.3.4.6** Prepares the agenda for Convention Committee meetings and Administrative Committee meetings.
- 17.3.4.7** Votes only to break a tie.
- 17.3.4.8** Chairs the Convention Committee meetings as well as oversees all aspects of the Convention.
- 17.3.4.9** Demonstrates conflict resolutions skills to deal with difficulties as they arise.
- 17.3.5 Vice Chairperson:** Demonstrates an ability to work with all committee members in order to serve as a liaison between the Subcommittees and the hosting community.
 - 17.3.5.1** Acts as Chairperson in the Chairperson's absence.
 - 17.3.5.2** Co-ordinates Subcommittees and attends Subcommittee meetings in order to ensure that they get the necessary support to complete their tasks.
 - 17.3.5.3** Works closely with the Chairperson to help delegate responsibilities to Subcommittee Chairpersons.
 - 17.3.5.4** Makes a report to the hosting service committee on the progress of convention planning.
- 17.3.6 Secretary:** Experience and good typing skills, as well as service experience to ensure that accurate minutes are distributed to the committee members.
 - 17.3.6.1** Keeps minutes of all committee meetings and Subcommittee reports.
 - 17.3.6.2** Mails minutes to committee members after approval by the Administrative Committee Chairperson. Minutes are mailed out within ten days after the Convention Committee meetings. An agenda for the next meeting can be attached to the minutes if it will help the committee function.
 - 17.3.6.3** Maintains a list of names, addresses and phone numbers of committee members for committee use.
 - 17.3.6.4** Keeps extra sets of minutes, updated after each committee meeting for members who request a complete set.
 - 17.3.6.5** Communicates to the local N.A. membership regarding the progress and planning of the convention.
 - 17.3.6.6** Assists all committees in mailing and correspondence.
- 17.3.7 Treasurer:** Demonstrated stability in the local community, accounting skills, service experience with conventions or other largescale fellowship activities. Communication and contact with all committee members, especially the Registration Chairperson.
 - 17.3.7.1** Opens bank account for the Convention Committee. Usually the signatures required for the account are any two of four signatures. These are the Convention Chairperson, Vice Chairperson, Secretary and Treasurer.
 - 17.3.7.2** Works with the Chairperson and Vice Chairperson to prepare a budget for the convention, which is used for planning fundraising activities. The budget is based on the Subcommittee's recommendations as to the monies they will need to carry out their tasks. The budget can be a rough estimate at the beginning of the planning and revised as the convention draws near. Incomes from separate sources such as fundraising and registration are listed separately and then totalled.
 - 17.3.7.3** Writes all cheques and is responsible for collecting receipts from Subcommittees for the money paid out.

- 17.3.7.4** Responsible for all monies, including revenues from registration and banquet tickets. Pays all bills and advises the Chairperson and committee on cash supply, income flow and rate of expenditures.
- 17.3.7.5** Reviews Subcommittee reports for departures from the financial plan not mentioned in original budget so that an accurate budget can be maintained. The information is included in the Treasurers' report.
- 17.3.7.6** Each cheque requires two signatures. Additionally, a complete treasurer's report within three months of the Convention is to be submitted to the sponsoring Service committee along with fund distribution. Many convention committees also have the report audited as a further safeguard of convention funds.
- 17.3.7.7** A periodic review of all financial records are to be made by the host committee Administrative or CANA Administrative. The records are to be reviewed at the time of the actual fund distribution in accordance with CANA policies and then forwarded to CANA Admin for auditing.

18. FELLOWSHIP DEVELOPMENT

18.1 FD Team Mission statement

- 18.1.1** To enhance the Public Relations image of CANA through interaction and participation at professional events.
- 18.1.2** Utilize and develop tools that contribute to the growth and maturity of existing NA communities.
- 18.1.3** Support isolated individuals/communities seeking recovery.
- 18.1.4** Unite our services and service communities through infrastructure development.
- 18.1.5** Carry the message of recovery to individuals, communities and organizations that exist beyond the scope of our existing NA fellowship.

18.2 Duties

- 18.2.1** Facilitates presentations at professional events of a national nature
 - 18.2.1.1** The specific number of these events will be determined on an annual basis as budget resources allow.
 - 18.2.1.2** Planning for these events will be finalized by Fellowship Development working in conjunction with the CANA Admin.
- 18.2.2** Will work in collaboration with the RD teams and the local NA Community to provide or facilitate presentations at the request of NA service bodies
 - 18.2.2.1** NA Service Bodies will be required to submit a "Request for CANA Resources" which will be processed by Fellowship Development working in conjunction with CANA Admin.
- 18.2.3** Will work in conjunction with all national NA Service Bodies to respond to requests from individuals and organizations and reach out to isolated individuals to offer support
 - 18.2.3.1** Examples of this support may include, but are not limited to, correspondence, visits, referral to local service bodies and provision of NA Literature.
 - 18.2.3.2** The specific amount of these outreach efforts shall be determined on an annual basis as budget resources allow.

18.2.4 If there is an opportunity for attendance at an event which will cause a cost overrun of the FD budget, a specific Proposal will be submitted to the CANA body for consideration not less than 60 days prior to the event

18.2.4.1 The decision for attendance will be finalized not less than 30 days before the event.

18.2.5 If there is a request for resources/support which will cause a cost overrun of the FD budget, a specific Proposal will be submitted to the CANA body for consideration not less than 60 days prior to the event

18.2.5.1 A decision will be finalized not less than 30 days after the request

18.2.6 Keeps a log of all correspondence received/sent thru the CANA website.

18.2.7 Each FD team member is responsible for their respective PR booth. This includes facilitating each request form, and keeping the Booth Tracking Sheet up to date.

18.2.8 Basic Starter Kit:

18.2.8.1 One each of Basic Text, It Works How & why, Just for Today, Step Guide

18.2.8.2 One each of White Booklet, Intro Guide to NA, Group Readings

18.2.8.3 Keytags: 3 Welcome tags, 2-30 Day tags, 1 each of 60, 90 days, 6, 9 months

18.2.8.4 One each of 16 IPs at \$0.25 value, one each of 5 IPs at \$0.30 value.

18.2.8.5 Also include a copy of the nearest service bodies literature price list when possible.

19. NATIONAL CONVENTION RESOURCE COORDINATOR (NCRC)

To be referred to as **NCRC** for the remainder of the document

19.1 Position:

19.1.1 The NCRC will be an elected member of the Canadian Assembly Administrative Committee and will oversee the business of the "Core Convention committee" of the yearly national convention in Canada. This position is ultimately and wholly accountable to the Canadian Assembly of Narcotics Anonymous.

19.2 Duties

19.2.1 Work directly with the Core Convention Committee Administrative to plan the national convention.

19.2.2 Sign and negotiate all contracts involved in National Convention on behalf of CANA in cooperation with the host region. (Example: but not limited to, hotel, transportation, food and beverage, entertainment, jewellery sales).

19.2.3 Responsible to chair a conference call with the Admin of the Core Convention Committee at least 3 times prior to the convention.

19.2.4 The NCRC is fully responsible for overseeing the financial records for each host convention. This individual must have monthly contact with the Treasurer of the Core Convention committee to ensure accuracy of the books. During the convention the NCRC will work with the current CANA Treasurer as well as the Core Convention Committee Chair and Treasurer to oversee all financial transactions during the convention.

19.2.5 The NCRC is responsible for the training of the Core Convention committee Administrative.

- 19.2.6** The NCRC will supply all existing CANA template materials, procedures and CCNA Convention Guidelines.
- 19.2.7** The NCRC will maintain all previous convention banners, previous ~~host~~ Core Convention Committee contact information.
- 19.2.8** The NCRC is responsible to ensure all subcommittee Chairs receive instruction and tools during the orientation meeting held after the initial CCNA election
- 19.2.9** The NCRC is responsible for keeping awareness of fiscal responsibility a topic of the Core Convention Committee.
- 19.2.10** The NCRC will directly report quarterly to CANA the financial status of the committee and any outstanding challenges and/or issues the Core Convention Committee may be having.
- 19.2.11** The NCRC is the liaison between the CANA Administrative body and the Core Convention Committee on all levels. The NCRC must be readily available to any member of the Core Convention Committee as required.
- 19.2.12** Will be the liaison between the Core Convention Committee and all outside source contracts involved in the convention.

19.3 Term of office

- 19.3.1** NCRC will be a 2 year term.
- 19.3.2** The NCRC will provide mentorship to an NA member that meets all requirements

19.4 Travel

- 19.4.1** The position may involve 2-4 trips per Convention as reflected in our annual budget (even if convention Core Convention Committee is formed 2 conventions prior).
- 19.4.2** The travel will be funded by the Canadian Assembly as the position represents the fiscal interests of the Assembly with the Core Convention Committee.

19.5 Qualifications

- 19.5.1** Must have been Chairperson of 1 convention preferably Regional or National convention or a Convention.
- 19.5.2** High level of understanding of the treasurer's duties and responsibilities.
- 19.5.3** Elected member of either an RSC or CANA for a minimum of one term.
- 19.5.4** Familiar with Excel, Word and e-mail programs and willingness to check and respond to email daily.
- 19.5.5** A strong working knowledge of the 12 steps, 12 traditions, 12 concepts of NA service and Consensus Based Decision Making.
- 19.5.6** Minimum suggested clean time for this position is 7 years.
- 19.5.7** Will be familiar with the Policies and Guidelines of the Canadian Assembly.

19.6 Intent of position

- 19.6.1** To protect the fiscal position of CANA, so that CANA may continue to responsibly serve the national fellowship.
- 19.6.2** To ensure seamless transition between Core Convention Committees.
- 19.6.3** To ensure consistency in branding, templates and function of the national convention on behalf of CANA.
- 19.6.4** To ensure the financial success of the convention.
- 19.6.5** To ensure that CANA can continue to fulfill its primary purpose and mission statement as outlined in the document "Policy and Guidelines of the Canadian

Assembly of Narcotics Anonymous" while being fiscally responsible and accountable to the fellowship it serves.

20. TRANSLATION POLICY

There are two basic types of translation projects CANA may consider

20.1 CANA initiated

20.1.1 CANA targets a language group which is most likely to possibly benefit from having our literature available

20.1.2 The process for this type of project is:

20.1.2.1 Identify the language group

20.1.2.2 Identify the CANA resource person¹

20.1.2.3 Invite NA members who might be willing to participate

20.1.2.4 Invite NA members who speak the targeted language who might be willing to participate

20.1.2.5 If a committee of qualified NA members can be constituted then the project can be continued in which the glossary and IP#1 can be translated in conjunction with the CANA resource and the NAWS Translations Group in accordance with NAWS guidelines

20.1.2.6 If no native language committee can be constituted then a professional translator may be utilized

20.1.2.7 In this case NAWS should also be notified to provide guidance on how to use the translation tools such as the glossary of allowable variations

20.2 Initiated by an NA community

20.2.1 The language group self-identifies and contacts CANA in response to a notice on the CANA website

20.2.2 CANA identifies the CANA resource person

20.2.3 Invite NA members who might be willing to participate

20.2.4 Invite NA members who speak the language who might be willing to participate

20.2.5 If a committee of NA members can be formed then the project can be continued in which IP#1 can be translated in conjunction with the CANA resource and the NAWS Translations Group in accordance with NAWS guidelines

21. DEFINITIONS (for the purpose of this document)

21.1 CANA: *"Canadian Assembly of Narcotics Anonymous"*.

21.2 CANA Administration Team (Admin): Chairperson, Vice-Chairperson, Secretary, and Treasurer, NCRC and Webservant.

21.3 CANA Servants: the Fellowship development team, the National convention resource coordinator, and the Webmaster.

21.4 CANA Regional members: delegates and alternates (representatives) from seated Regional service committees.

21.5 CANA Committee/Service body: Administration Team, CANA Servants, CANA Regional Members make up the CANA Service Body and are all known as CANA members.

21.6 Term/Terms: the length of time between the CANA election meeting and the following CANA election meeting.

21.7 Signing Officer/Signatory: a person that signs jointly with others.

21.8 CCNA: *“Canadian Convention of Narcotics Anonymous*