

# **Washington State Cocaine Anonymous Convention Committee Guidelines**



## **STATEMENT OF PURPOSE**

In accordance with the WSCA Area Guidelines, the Convention Committee is responsible for the coordination of conventions to carry the message of recovery, unity and service to members of Cocaine Anonymous.

## **STATEMENT OF POLICY**

In keeping with both the 12 Traditions and the spirit of service work in Cocaine Anonymous, it is important for C.A. members involved in service to be careful in their dealings with outside vendors, businesses and/or services. Specifically, quite often what is service work to the C.A. member is business (i.e., money) to the business being dealt with.

Consequently, the business may provide, or at least attempt to provide, certain "perks" (i.e., benefits, gifts, etc.) to the C.A. member or members responsible for the decision as to third-party vendors for the particular C.A. event/activity. What is important here is that the Fellowship receives the benefit of impartial decisions based upon what is best for the Fellowship. Whenever a decision-maker is the recipient of "outside benefits," there is always the possibility that his or her judgment may be affected.

Moreover, even when the receipt of such benefits does not in fact influence the C.A. member, it nevertheless gives the appearance of inappropriate influence to others, both inside and outside the Fellowship. Such an appearance can only lead to unnecessary controversy. When such discounts as travel expenses, free hotel rooms, etc., are standard benefits of doing business with the particular business involved, such benefits belong to the fellowship of Cocaine Anonymous and as such must be treated accordingly (i.e., the property of C.A. is managed and/or disbursed via the group conscience of the Convention Committee and/or the Area).

Certainly, none of us would ever knowingly "take" the property of C.A., much less ever want outside businesses to believe that a C.A. member in service could be so influenced. Such action could only lead C.A. as a whole to have a tarnished reputation within the business community.

In light of the above, it seems only appropriate that members in service agree with and acknowledge this Statement of Policy.

## **CONVENTION STATEMENT OF ANONYMITY**

Anonymity is one of the most important issues in the structure of Cocaine Anonymous. Therefore, in observance of the Eleventh Tradition of Cocaine Anonymous: "Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, television and films." We earnestly request that those gathered here honor this condition of anonymity. In keeping with our traditions, we request that no photographic or video recording of the convention be distributed, published, or downloaded in any general public forum including the internet and/or any other electronic communications network. We specifically request that members refrain from posting on any social networking site any convention photos or videos which identify any activity, entity or person as being associated with Cocaine Anonymous. If you should happen to recognize someone here who identifies themselves as an addict, please keep that knowledge strictly to yourself.

## **CHAIR**

**SOBRIETY REQUIREMENT:** Two years continuous sobriety.

**PAST SERVICE WORK REQUIRED:** Prior experience on a C.A. Convention Committee.

**QUALIFICATIONS:** Strong leadership skills. Working knowledge of the Twelve Steps, Twelve Traditions, the Twelve Concepts for World Service and Roberts Rules of Order. The necessary time available to engage in the C.A. service activity required of this position.

### **DUTIES:**

1. Schedules all committee meetings and conference calls (taking group conscience into consideration when applicable) and reserves meeting space as needed.
2. Attends all committee meetings and conference calls.
3. Presides over committee meetings and arranges agenda.
4. Oversees and assists other committee members as needed.
5. Upholds the Statement of Purpose and the 12 Traditions.
6. As an ad-hoc member of all committees, the Chair votes in the main Convention Committee meetings only in the event of a tie.
7. Gives monthly reports at the Area business meeting.
8. Provides to Area a copy of the committee's updated guidelines by February of each year.
9. Convenes a post-convention 'wrap' meeting to receive verbal wrap reports from all committee members. Oversees the preparation and submission by each subcommittee chair of a pass-it-on report to be incorporated in the Chair's final pass-it-on report. The wrap meeting should be held within three weeks of the conclusion of the convention and the final pass-it-on report should be submitted to the Area and uploaded to the Convention Committee Yahoo group within one month after the wrap meeting. Financial figures shall be provided to the Area as soon as possible after the convention, but no later than the second Area meeting following the close of the convention.

## **VICE CHAIR**

**SOBRIETY REQUIREMENT:** Two years continuous sobriety.

**PAST SERVICE WORK REQUIRED:** Prior experience on a C.A. Convention Committee.

**QUALIFICATIONS:** Strong leadership skills.

### **DUTIES:**

1. Attends all Convention Committee meetings and conference calls.
2. Assists Chair as necessary.
3. Voting member of Convention Committee and in the absence of Chairperson will be acting Chair.
4. Prepares a written pass-it-on report following the close of the convention, to be submitted prior to the deadline established by the committee.

## **SECRETARY**

**SOBRIETY REQUIREMENT:** One year of continuous sobriety.

**PAST SERVICE WORK REQUIRED:** Prior experience on a C.A. Convention Committee.

**QUALIFICATIONS:** Secretarial skills (i.e., computer).

**DUTIES:**

1. Attends all Convention Committee meetings and conference calls.
2. Prepares and types minutes and agendas, coordinating with the Area Schedules & Printing Chair to make sure they are printed for each committee meeting.
3. Maintains minutes and attendance records.
4. Prepares and maintains roster of all Convention Committee members.
5. Maintains the Convention Committee Yahoo group, subscribing and unsubscribing members as necessary and posting all meeting and conference call dates to the group calendar, with reminders as necessary.
6. Posts meeting minutes, agendas and contact lists to the Convention Committee Yahoo group.
7. Responsible for miscellaneous correspondence.
8. Prepares a written pass-it-on report following the close of the convention, to be submitted prior to the deadline established by the committee.
9. Assists the Chair as needed with preparation of the final pass-it-on report.

**TREASURER**

**SOBRIETY REQUIREMENT:** Two years continuous sobriety.

**PAST SERVICE WORK REQUIRED:** Prior experience on a C.A. Convention Committee. Acted as a treasurer at a previous C.A. convention and/or at a District, Area or World level in C.A...

**QUALIFICATIONS:** Strong leadership skills. Accounting experience, computer skills & gainful employment. Must qualify as a signatory on a bank account.

**DUTIES:**

1. Attends all committee meetings and conference calls.
2. Maintains records and accounts for all funds received and dispersed (via cash, checks and credit/debit cards). Ensures that credit card information is stored and disposed of appropriately.
3. Assures checks and balances in the handling of cash prior to and during the actual convention. Supervises cash handling procedures during pre-convention fundraisers as well as during the actual convention.
4. Receives and deposits contributions from meetings and fund-raising events.
5. Keeps an accurate bookkeeping system.
6. Maintains and regularly balances convention bank account(s).
7. Gives financial report at Convention Committee meetings and to Area as needed.
8. Pays all expenses.
9. Prepares final profit and loss report following the convention once all income has been collected and all expenses have been paid.
10. Passes on seed money to next convention as needed.
11. Prepares a written pass-it-on report following the close of the convention, to be submitted prior to the deadline established by the committee.

**AUCTION CHAIR**

**SOBRIETY REQUIREMENT:** Two years continuous sobriety.

**PAST SERVICE WORK REQUIRED:** Prior experience on a C.A. Convention Committee.

**QUALIFICATIONS:** Organizational skills, fundraising skills, leadership skills, and familiarity with auction procedures and requirements.

**DUTIES:**

1. Attends all committee meetings and conference calls.
2. Researches potential auction items and presents budget to main Convention Committee for approval. It is suggested that pass-it-on reports from prior years be reviewed to see what types of items were most successful.
3. Coordinates live and silent auctions held at the convention, determining which items are best suited for each auction.
4. Coordinates donations of baskets from local groups for the silent auction, coordinating with the Area Schedules & Printing Chair to generate and distribute flyers.
5. Ensures that proper state and local procedures are followed.
6. Ensures that all applicable cash and legal requirements are followed.
7. Prepares a written pass-it-on report following the close of the convention, to be submitted prior to the deadline established by the committee.

**DECORATIONS CHAIR**

**SOBRIETY REQUIREMENT:** One year continuous sobriety.

**PAST SERVICE WORK REQUIRED:** Prior experience on a C.A. Convention Committee.

**QUALIFICATIONS:** Strong leadership skills; artistic and creative.

**DUTIES:**

1. Attends all committee meetings and conference calls.
2. Submits decoration ideas, including a list of all necessary expenditures, to the main Convention Committee for approval.
3. Once the decorations theme and budget are approved, coordinates with the Convention Treasurer regarding the purchasing of decorations and related supplies.
4. Communicates with Hotel Liaison for set up requirements.
5. Arranges decorations for banquet, podium, entertainment, registration and memorabilia tables, etc.
6. Responsible for packing up all reusable decorations at the close of the convention, preparing a closing inventory to be included in the pass-it-on report, and for storing leftover decorations until they can be turned over to the following year's Convention Committee.
7. Prepares a written pass-it-on report following the close of the convention, to be submitted prior to the deadline established by the committee.

**ENTERTAINMENT CHAIR**

**SOBRIETY REQUIREMENT:** Two years continuous sobriety.

**PAST SERVICE WORK REQUIRED:** Prior experience on a C.A. Convention Committee.

**QUALIFICATIONS:** Leadership skills and familiarity with the entertainment industry.

**DUTIES:**

1. Attends all committee meetings and conference calls.
2. Proposes entertainment for approval by the main Convention Committee. Provides relevant background information on entertainers proposed, including, but not limited to, cost, prior C.A. or other 12-step convention experience, samples of past performances, etc. Final selections will be made by group conscience of the main Convention Committee.
3. Coordinates sound equipment needs.
4. Awareness of any electrical and union requirements.
5. Coordination of entertainment-related travel and accommodations if necessary.
6. Communicates to Hotel Liaison any Entertainment Committee needs.

7. Oversees staffing and collection of tickets and monies taken at the door, ensuring that monies are immediately delivered to the Convention Treasurer.
8. It is recommended that entertainment does not overlap with speaker meetings, workshops or other convention activities (with the exception of marathon meetings).
9. Prepares a written pass-it-on report following the close of the convention, to be submitted prior to the deadline established by the committee.

### **FUND-RAISING CHAIR**

**SOBRIETY REQUIREMENT:** Two years continuous sobriety.

**PAST SERVICE WORK REQUIRED:** Prior experience on a C.A. Convention Committee.

**QUALIFICATIONS:** Strong leadership skills.

**DUTIES:**

1. Attends all committee meetings and conference calls.
2. Coordinates creative events and fund-raising projects prior to convention to promote enthusiasm, unity and financially support the convention (i.e., dances, banquets, barbecues, special trips, cookouts, talent shows, pre-convention memorabilia, raffles, etc.).
3. Coordinates with Area Schedules & Printing Chair to generate and distribute flyers regarding fund-raising projects (should coordinate with Printing Committee).
4. Responsible for collection of and accounting for funds collected from each fund-raising project.
5. Oversees 50/50 and any other fund-raising raffles held on-site at the convention.
6. Coordinates purchasing of fund-raising items and deposits of funds collected with the Convention Treasurer.
7. Prepares a written pass-it-on report following the close of the convention, to be submitted prior to the deadline established by the committee.

**\*\*NOTE\*\*** *Fundraising is a vital part of the financial success of any convention. Upholding the 7th Tradition is of the utmost importance.*

### **HOSPITALITY CHAIR**

**SOBRIETY REQUIREMENT:** One year continuous sobriety.

**PAST SERVICE WORK REQUIRED:** Prior experience on a C.A. Convention Committee.

**QUALIFICATIONS:** Good organizational skills.

**DUTIES:**

1. Attends all committee meetings and conference calls.
2. Responsible for hosting and establishing schedule of greeters, supplies, and all other areas of good housekeeping practices related to hospitality suite.
3. Set up hospitality suite before registration opens.
4. Stocks and maintains the hospitality suite for convention attendees during the convention. Hours of operation shall be determined by group conscience of the main Convention Committee.
5. Communicate the needs of the Hospitality Committee to the Hotel liaison.
6. Coordinates with Convention Treasurer to purchase needed hospitality supplies and materials both prior to and during the convention.
7. Monitors amount of coffee that is delivered (if applicable) and saves receipts of each delivery. Transfers said receipts to the Treasurer for accounting purposes.

8. Prepares a written pass-it-on report following the close of the convention, to be submitted prior to the deadline established by the committee.

### HOTEL LIAISON

**SOBRIETY REQUIREMENT:** Two years continuous sobriety.

**PAST SERVICE WORK REQUIRED:** Prior experience on a C.A. Convention Committee.

**QUALIFICATION:** Strong leadership skills; related business experience and organizational skills.

#### DUTIES:

1. Attends all committee meetings and conference calls.
2. Researches potential convention sites (including food and beverage menus, room rates and dates available) and presents information to main Convention Committee for approval.
3. Once a site has been selected, the hotel liaison is responsible for communications between the Convention Committee and the hotel to finalize the contract. **\*\*NOTE\*\* No contracts should be signed until they have been reviewed and approved by the main Convention Committee.**
4. Communicates information between hotel staff and Convention Committees.
5. Keeps a copy of the hotel contract in their possession at all Convention Committee meetings and the actual convention.
6. Ensures all agreements with hotel are in writing and signed by appropriate hotel representative.
7. Responsible for coordination of hotel space and required materials with individual subcommittee chairs.
8. Coordinates rooms charged to the master account. Subject to the group conscience of the main Convention Committee, rooms may be placed on the master account for:
  - a) Speakers;
  - b) Hospitality;
  - c) Convention room giveaway (pursuant to a fund-raising raffle).
9. Coordinates delivery and payment of the final hotel bill with the Convention Treasurer. **\*\*NOTE\*\* It should be remembered that these rooms are the valuable assets of C.A. and should be treated as such. The hotel should be asked to disable long-distance calling and pay-per-view services in the hospitality suite. Guests staying in other rooms on the master account should be responsible for their own incidentals.**
10. Prepares a written pass-it-on report following the close of the convention, to be submitted prior to the deadline established by the committee.

### MARATHON MEETINGS CHAIR

**SOBRIETY REQUIREMENT:** One year continuous sobriety.

**PAST SERVICE WORK REQUIRED:** Prior experience on a C.A. Convention Committee.

**QUALIFICATIONS:** Strong leadership and organizational skills.

#### DUTIES:

1. Attends all committee meetings and conference calls.
2. Coordinates with Registration Committee Chair and/or Area Schedules & Printing Chair to insure that "Do you wish to chair a marathon meeting?" and space for contact information (phone number and/or e-mail) is placed in the registration form.
3. Coordinates with the Program Committee Chair regarding the marathon meeting schedule. Typically marathon meetings start at the same time registration opens on the first day of the

convention and run every hour, on the hour, around the clock until the convention is over. It is suggested that no marathon meetings be scheduled during speaker meetings to encourage everyone to hear the speaker.

4. Coordinates with Registration Committee Chair to receive a list of all registrants indicating they are willing to chair a marathon meeting. Contacts said individuals as far in advance of the convention as possible to obtain their commitment to a specific marathon meeting time slot. Solicits additional participation as needed, including local meetings and on-site at the convention, to ensure that each marathon meeting has someone committed to chair it.
5. Prepares a written schedule to be posted at registration and/or outside the marathon meeting room showing marathon meeting time slots throughout the convention and the person chairing each meeting.
6. Ensures that marathon meeting chairs understand their responsibilities in leading the meeting, including use of the format and readings provided, adhering to the 12 Traditions, and collecting the 7th Tradition.
7. Oversees collection of all marathon meeting 7th tradition contributions and ensures that they are delivered to the Treasurer.
8. Prepares a written pass-it-on report following the close of the convention, to be submitted prior to the deadline established by the committee.

**\*\*NOTE\*\*** *Marathon meeting leaders should be chosen from as wide a geographic area as possible to maximize participation and the diversity of the Fellowship. Marathon meetings are considered "open" C.A. meetings and as such will follow the 7th Tradition. Each marathon meeting will utilize the meeting format approved by the main Convention Committee. The minimum sobriety requirement to lead a marathon meeting is 90 (ninety) days of continuous sobriety.*

## **MEMORABILIA CHAIR**

**SOBRIETY REQUIREMENT:** Two years continuous sobriety.

**PAST SERVICE WORK REQUIRED:** Prior experience on a C.A. Convention Committee. Previous work on Memorabilia Committee.

**QUALIFICATIONS:** Strong leadership skills; buying or merchandising experience (retail); experience in getting bids from manufacturers.

### **DUTIES:**

1. Attends all committee meetings and conference calls.
2. Communicates with Theme/Artwork Chairperson regarding art work.
3. Researches potential memorabilia ideas to be submitted to the main Convention Committee, preferably at least 120 days prior to the convention.
4. Researches bids of chosen products to be submitted to the main Convention Committee within thirty (30) days after selection of products.
5. Upon approval of products, coordinates the placement of orders for production of products with the Convention Treasurer.
6. Inspects and follows up regarding quantity and quality of ordered products.
7. Receives shipments and coordinates storage of memorabilia prior to convention.
8. Coordinates schedule for on-site selling of memorabilia and display of price list. Organizes and oversees staffing of memorabilia table throughout convention. It is suggested that at least two people staff the table at all times memorabilia is scheduled to be open. **\*\*NOTE\*\***  
**Prices should be approved by the main Convention Committee.**
9. Funds collected from memorabilia sales shall be regularly transferred to the Convention Treasurer as per cash handling procedures.



10. Communicates size and set-up requirements as well as equipment needed to the Hotel Liaison.
11. Coordinates with Registration Chairperson for any giveaways in the registration packages.
12. Responsible for packing up all memorabilia at the close of the convention, preparing a closing inventory to be included in the pass-it-on report, and for storing leftover memorabilia until it can be turned over to the following year's Convention Committee.
13. Prepares a written pass-it-on report following the close of the convention, to be submitted prior to the deadline established by the committee.

### **OUTREACH CHAIR**

**SOBRIETY REQUIREMENT:** Six months continuous sobriety.

**PAST SERVICE WORK REQUIRED:** None.

**QUALIFICATIONS:** Organizational skills; computer and internet-friendly.

**DUTIES:**

1. Attends all Convention Committee meetings and conference calls.
2. Distributes registration forms and other information about the convention as needed within the Washington State Area.
3. Works with the Area's delegates and Alternate Delegates to distribute registration forms and other information about the convention as needed throughout the Pacific North Region.
4. Utilizes resources from previous Area conventions (such as form letters and e-mail addresses of previous attendees).
5. Reaches out and informs the local professional community (hospitals and Institutions and their health treatment staff, etc.) within the Washington State Area.
6. Prepares a written pass-it-on report following the close of the convention, to be submitted prior to the deadline established by the committee. This report should include all contact information (e-mail and mailing addresses) and form letters or e-mails used.

### **PROGRAM CHAIR**

**SOBRIETY REQUIREMENT:** One year continuous sobriety.

**PAST SERVICE WORK REQUIRED:** Prior experience on a C.A. Convention Committee.

**QUALIFICATIONS:** Strong leadership and organizational skills, familiarity with computers.

**DUTIES:**

1. Attends all committee meetings and conference calls.
2. Prepares program listing time, description and location of each convention activity (speaker meetings, marathon meetings, hospitality, entertainment, etc.) for review and approval by the main Convention Committee.
3. Maintains hard copies of formats and readings for each meeting and workshop to be held at the convention. Formats and readings shall be determined by group conscience of the main Convention Committee each year. The Program Chairperson shall confirm that the most recent, Conference-approved version of each reading is used at the convention.
4. Coordinates physical production of the program with Area Schedules & Printing Chair.
5. Ensures that formats and readings are available on-site and delivers them to the appropriate location prior to each meeting and workshop.
6. Prepares a written pass-it-on report following the close of the convention, to be submitted prior to the deadline established by the committee.

## REGISTRATION CHAIR

**SOBRIETY REQUIREMENT:** Two years continuous sobriety.

**PAST SERVICE WORK REQUIRED:** Prior experience on a C.A. Convention Committee.

**QUALIFICATIONS:** Strong leadership, organizational and computer skills.

### DUTIES:

1. Attends all committee meetings and conference calls.
2. Establishes and maintains system for tracking registrations, including number and types of packages purchased, meals sold, marathon meeting volunteers, etc.
3. Coordinates with Convention Treasurer the collection of registration proceeds, including processing credit cards, both prior to the convention and on-site.
4. Organizes and oversees assembly of registration packets prior to convention.
5. Organizes and oversees staffing of registration table throughout convention. It is suggested that at least two people staff the table at all times registration is scheduled to be open.
6. Responsible for packing up all registration materials at the close of the convention and for disposing of (or recycling) materials that cannot be re-used.
7. Prepares a written pass-it-on report following the close of the convention, to be submitted prior to the deadline established by the committee.

## SPEAKERS & WORKSHOPS CHAIR

**SOBRIETY REQUIREMENT:** Two years continuous sobriety.

**PAST SERVICE WORK REQUIRED:** Experience with C.A. workshops and/or prior experience on a C.A. Convention Committee.

**QUALIFICATIONS:** Working knowledge of the 12 Traditions.

### DUTIES:

1. Attends all committee meetings and conference calls.
2. Proposes speakers, workshop facilitators and workshop topics for approval by the main Convention Committee. Provides relevant background information on all speakers proposed, including, but not limited to, length of sobriety, C.A. service work, etc. Final selections will be made by group conscience of the main Convention Committee.
3. Insures that all speakers and workshop facilitators have a working knowledge of the 12 Steps and 12 Traditions of the program and the Convention Committee statement of purpose.  
**(\*\*NOTE\*\* No promotion of private enterprise.)**
4. Coordinates the transportation of speakers, including transportation from the airport to the convention location if necessary.
5. Responsible for having confirmed in writing from the speakers and workshop facilitators their commitment to the convention, as well as details for travel and accommodations. Coordinates with the Convention Committee Treasurer to purchase airfares at the lowest possible rate.
6. Insures that the following disclaimer must be made by each leader at the opening of each workshop: "This is not a meeting of Cocaine Anonymous. The opinions expressed in this workshop are those of the speaker and are not necessarily representative of Cocaine Anonymous as a whole."
7. Coordinates recording of speaker meetings and workshops, presenting vendor options and costs to the main Convention Committee for approval.
8. While on-site at the convention, the recording vendor should catalog, sell and display only C.A. speakers and workshop recordings. No flyers or other material from other 12-step fellowships should be displayed.

9. In the event a workshop is recorded, it is the responsibility of the Speakers & Workshops Committee representative in attendance that the above mentioned disclaimer be heard at the beginning of the recording.
10. Recommends reading the Twelfth Tradition at the end of all speaker meetings. Materials to be used during Workshops should be submitted in advance for review and approval by the Speakers & Workshops Committee (and the main committee if possible) to assure there are no Tradition violations.
11. Prepares a written pass-it-on report following the close of the convention, to be submitted prior to the deadline established by the committee.

**\*\*NOTE\*\*** *All speakers should meet our 3rd. Tradition (i.e. "The only requirement for membership is a desire to stop using cocaine and all other mind altering substances"). It is suggested to draw speakers from within C.A. Please refer to the Unity Committee Guidelines, Suggestions on Dealing with Diversity.*

### **THEME/ARTWORK CHAIR**

**SOBRIETY REQUIREMENT:** One year continuous sobriety.

**PAST SERVICE WORK REQUIRED:** Prior experience on a C.A. Convention Committee is suggested.

**QUALIFICATIONS:** Artistic and creative skills, including computer graphics capabilities.

**DUTIES:**

1. Attends all committee meetings and conference calls.
2. Devises and oversees a method of creating the theme and convention artwork (typically a contest within the fellowship).
3. Facilitates distribution of theme and artwork submissions amongst the committee so that an informed group conscience can be taken.
4. Creates artwork for registration flyers and memorabilia based on the approved theme.  
**\*\*NOTE\*\* any accepted artwork becomes the property of Washington State Cocaine Anonymous.**
5. Submits final artwork to the Convention Committee for approval.
6. Produces camera-ready art for necessary committees, coordinating needs with the Convention Registration and Memorabilia subcommittees, as well as the Area Schedules & Printing Chair.
7. Prepares a written pass-it-on report following the close of the convention, to be submitted prior to the deadline established by the committee.

### **ELECTION PROCEDURE**

If the Convention Committee Chair was not elected by Area, the first order of Convention Committee business shall be to elect a Chair. It is suggested that other positions be filled in the order listed herein. Nominations for each position shall be made and seconded. Each nominee will then give a brief presentation of their qualifications. The nominee(s) will then be asked to leave the room to allow for discussion, if necessary, and voting. If any position remains unfilled after the first Convention Committee meeting, the vacancy should be announced to the fellowship.

## **FILLING VACATED POSITIONS PROCEDURE**

Upon the unfortunate circumstance that any officer or subcommittee chair is unable or unwilling to fulfill their responsibilities (i.e. consistent attendance at committee meetings, report presentations, etc.) the Convention Committee Chair responsible for contacting them and asking for their recommitment to the position. If the trusted servant resigns and there is no elected alternate already in place, the committee shall hold a new election to fill the position on an expedited basis. If the individual does recommit but continues to be unable or unwilling to fulfill the responsibilities of the position, the committee is responsible for replacing the individual in the manner described above. At all times, the utmost care must be taken to balance the individual's opportunity to serve with the need for accountability.

## **CASH HANDLING PROCEDURES**

1. The on-site convention cash pick-up schedule shall be determined by the Convention Treasurer.
2. Whenever possible, funds shall be counted by the Convention Treasurer and a member of the applicable committee at the time of pickup.
3. Funds should be placed in an envelope, labeled with the time and location of pickup, and then sealed.
4. All funds should be secured in the hotel's safety deposit box or an in-room safe.
5. Funds should be deposited in the bank as soon as possible following the convention.

### **NOTES:**

- No co-mingling of any funds raised on behalf of the convention and personal funds.
- No loans shall be contracted on behalf of the convention.
- Attendees must pay in full for all purchases made at the convention (i.e., "no fronts").

## **SUGGESTED CONVENTION CONTRACT NEGOTIATING TOOLS**

1. Free or discounted coffee and iced tea and the ability to charge for coffee and iced tea, if necessary.
2. Address the issue of internet/discounted room rates.
3. One free room with each 40 to 50 room nights based on "total room nights."
4. Free meeting space.
5. Hotel to provide A/V equipment at no charge.
6. No fees paid for set-up or break down.
7. Room rate to be in effect 2 days prior and 2 days after the convention.
8. Late check out on final day of convention.
9. Free or reduced parking rates.
10. Have the right to bring food and beverages into hospitality suite.
11. Complimentary meeting space for Convention Committee monthly for up to 3 months prior to event.
12. 24-hour use of pool, spa, health club.
13. Whenever possible, hotel room rates should not exceed \$125 per night.

## GENERAL GUIDELINES

1. It is suggested that officers and committee heads be selected from as wide a local geographical area as is feasible to maximize group representation and participation.
2. Each subcommittee chair is responsible for submitting budget requests to the main Convention Committee for approval. Once a budget has been established, no motion is necessary for expenditures which fall within that budget. Income raised by a subcommittee is considered to 'replenish' that subcommittee's budget.
3. Each officer and subcommittee chair is responsible for attending the convention wrap meeting and preparing a written pass-it-on report to be incorporated in the Chair's final pass-it-on report.
4. It is suggested that the convention start on a Friday evening and continue until that Sunday at approximately noon.
5. All contracts should be made in the name of Washington State Cocaine Anonymous, a Washington nonprofit corporation.
6. Each subcommittee chair is responsible, as part of their commitment, to be available for a period of two years after the end of the convention, to serve as a resource for future conventions.
7. In consideration of smokers and non-smokers, we are guided by the local laws of the area or rules of the facility. Where smoking is allowed, accommodations should be made for smoking and non-smoking sections with appropriate ventilation.
8. These Convention Committee Guidelines are not comprehensive and cannot cover all specific situations that might occur in the future. When questions arise that are not addressed in these guidelines, the Convention Committee should reach a group conscience to resolve the issue as many aspects of a convention have the potential to affect the fellowship as a whole.
9. It is recommended that the Convention Statement of Anonymity be read at the beginning of each speaker meeting.
10. The closing prayer at each speaker meeting should be left to the discretion of the Convention Committee, while always remembering the diversity of our Fellowship and our preamble which states that we are not allied with any sect, denomination, organization or institution.
11. Any raffles/drawings held at or related to a convention should observe the state, local, county or any other applicable laws and are subject to the approval of the main Convention Committee.
12. It is suggested that donations to the scholarship fund be distributed as basic registrations only. Once the convention is underway, if it turns out that meals have been purchased that did not sell, the Convention Committee may take a group conscience regarding giving those meals away.
13. Speaker meetings are open to anyone who wishes to hear the message.
14. It is recommended that registrations or 'save the date' forms be distributed at any World Service or Regional events taking place prior to the convention.
15. Any flyers, newsletters, registration forms or other printed material should include the registered C.A. logo.

# Convention Pass-It-On Fact Sheet

(To be filled out by Convention Committee Chairperson)

Name of Host City

Hotel Name

Dates of Convention

1. Total attendance for convention
2. Total room nights rented
3. Local registration
4. Out of area registration
5. Income From

Registration

Memorabilia

Fund Raising

Special Events

TOTAL INCOME:

6. Expenses:

Hotel

Memorabilia

Registration

Printing

Outreach

Other Expenses

TOTAL EXPENSES:

7. Profit

8. List memorabilia items ordered, sold by quantity and type:

9. List fundraisers and special events held and each profit:

10. COMMENTS (*i.e., how effective were the Convention Guidelines?*)

Would you recommend any changes that would make the guidelines more effective?

How would you rate the facilities and would you recommend that we use the same hotel chain?

How would you rate the convention overall?