

South Central Texas Area



Convention Committee Guidelines

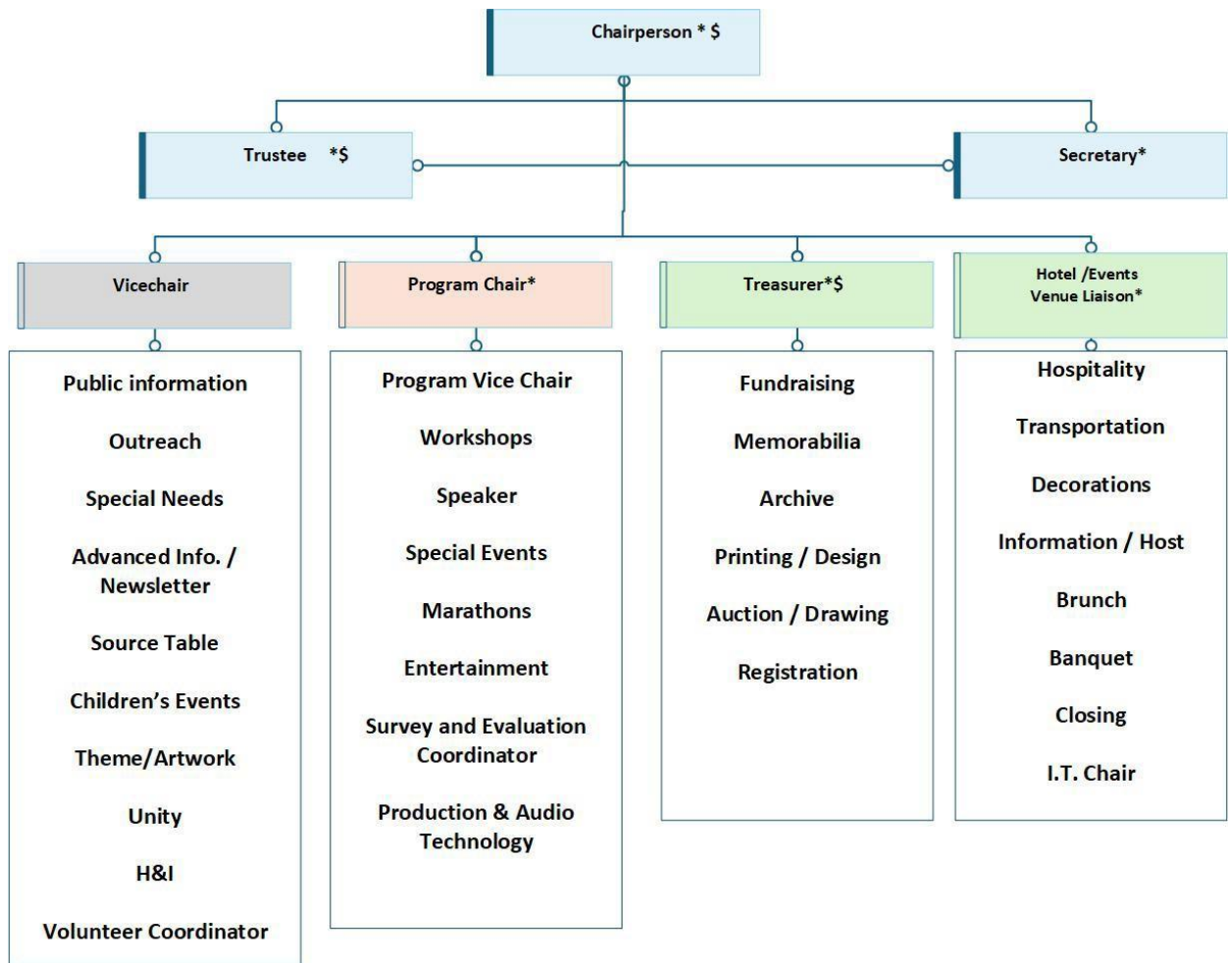
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Suggested Organizational Structure Cocaine Anonymous World Service Convention

FLOW CHART



* Members of CAWS Convention Steering Committee

\$ Members of CAWS Convention Spending Committee

STATEMENT OF PURPOSE

The purpose of conventions hosted by South Central Texas Area , whether Area or Regional Conventions, is to carry the message to the addict who still suffers and promote enthusiasm and unity within the fellowship of Cocaine Anonymous and financially support South Central Texas Area's effort to carry the message to the addict who still suffers.

STATEMENT OF POLICY

In keeping with both the 12 Traditions and the spirit of service work in Cocaine

Anonymous (C.A.) it is appropriate 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 who to use or buy from 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 that appearance to others, both inside and outside the fellowship. Such an appearance can only lead to unnecessary controversy and discounts such as travel expenses, free Hotel/Events Venue 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. property of C.A. is managed and/or disbursed via the group conscience of the: World Service Conference, World Service Board of Trustee, World Service Office and the group. 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. to have a tarnished reputation with 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 all public media."

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.

CONVENTION STEERING COMMITTEE

The Convention Steering Committee will consist of the following: Chairperson, Vice Chairperson, Treasurer, Secretary, Program Chair, Hotel/Events Venue Liaison, and Delegate A, which changes with the Delegate rotation on a yearly basis.

RESPONSIBILITIES:

- 1) Receive and review resumes for all General Committee positions and make selections.
- 2) Oversee all activities of the General Committee.
- 3) Assume responsibility for any General Committee Chair vacancies, within their respective oversight, until filled.
- 4) Review all committee work with respect to potential and/or broader impact of actions/decisions on the overall Convention and the fellowship at large.
- 5) Review and provide guidance on all bids and budgets prior to submission to Spending Committee.
- 6) Responsible for submitting check requests as per the Spending Committee guidelines.

CHAIRPERSON

SOBRIETY REQUIREMENT: Five years continuous sobriety.

PAST SERVICE WORK REQUIRED: Prior experience on a C.A. convention committee. QUALIFICATIONS: Strong leadership skills.

CHAIRPERSONS DUTIES:

- 1) Responsible for collecting resumes for the Steering Team
These positions are:
 - a. Vice-Chairperson
 - b. Secretary
 - c. Treasurer
 - d. Program Chair
 - e. Hotel/Events Venue Liaison.
- 2) Distribute resumes to the South Central Texas Area Service groups and ensure agenda for selection is on the South Central Texas Area meeting agenda.
- 3) Schedules, attends and leads all General Convention Committee meetings.

- 4) Oversee and, if necessary, recommends replacement(s) of committee head(s) for cause: i.e. Non-performance, loss of sobriety, etc.
- 5) Oversee the preparation of the convention budget and submission of said budget
- 6) Uphold World Service Convention Statement of Purpose.
- 7) Uphold the 12 Traditions.
- 8) Is a voting member of the Spending Committee.
- 9) Is a non-voting, ad-hoc member of all committees.
- 10) Is responsible for working with the Treasurer to close the books.
- 11) Make sure that all committees Obtain 3 bids for any expense which is estimated to exceed \$1500 per vendor/subcontractor.

SECRETARY

SOBRIETY REQUIREMENT: 18 months of continuous sobriety.
PAST SERVICE WORK REQUIRED: Prior experience on a C.A. convention
committee. QUALIFICATIONS: Secretarial and computer skills would be helpful

SECRETARY DUTIES:

- 1) Attend all Steering and General convention meetings.
- 2) Prepare and types minutes and agendas.
- 3) Maintain minutes and attendance records.
- 4) Prepare roster of all committee members.
- 5) Send meeting minutes from both General and Steering Committee meetings, and agendas to each respective committee.
- 6) Attend daily meetings with the Hotel/Events Venue Liaison/Spending Committee at the Convention.

VICE-CHAIRPERSON

SOBRIETY REQUIREMENT: ~~Five~~ One (1) year continuous sobriety.
PAST SERVICE WORK REQUIRED: Prior experience on a C.A. convention
committee. QUALIFICATIONS: Strong leadership skills. While these are helpful,
a desire to learn is much more important

VICE-CHAIRPERSONS DUTIES:

- 1) Assist convention chairperson as necessary.
- 2) Is a voting member of the General Convention Committee and those general committees which report to the Vice-Chair as outlined in the Convention Flow Chart.
- 3) In the absence of chairperson, will be the acting chair.
- 4) To oversee and to serve as a voting member of the committees which they oversee (see Organization Chart for suggested committee structure).

H&I CHAIRPERSON

SOBRIETY REQUIREMENT: Two (2) years continuous sobriety.

PAST SERVICE WORK REQUIRED Prior experience on a ~~C.A. Convention Committee~~ or H&I
Experience at the Area level very important

QUALIFICATIONS: Strong leadership skills. Have a working
knowledge of the 12 Traditions, 12 Steps, 12
Concepts, and the WSC H&I Committee Guidelines
and Information.

H&I CHAIRPERSON DUTIES:

- 1) Work closely with all committee chairpersons.
- 2) Contact hospitals and treatment centers to seek interest in having clients attend convention.
- 3) Coordinate with Registration Chairperson to ensure that all H&I attendees are preregistered so that resources are not overwhelmed upon their arrival.
- 4) Work with Hotel/Events Venue Liaison to arrange any large space requirements.
- 5) Work with Program and Workshop Chairpersons to coordinate speaker meetings and/or workshops to be conducted while the H&I guests are attending the convention. 6) Organize volunteers to assist H&I guests from arrival to departure.

UNITY CHAIRPERSON

SOBRIETY REQUIREMENT: One year continuous sobriety.

PAST SERVICE WORK REQUIRED: Prior experience on a Unity event.

QUALIFICATIONS: Strong leadership skills. Have a working knowledge of the 12 Traditions, 12 Steps, 12 Concepts, and the Unity Guidelines.

UNITY CHAIRPERSON DUTIES:

- 1) Work with the Steering Team to create a Unity event if so planned and/or plan Unity events leading up the Convention.
- 2) Coordinate with the Hotel/Events Venue Liaison and the Program Chairperson to facilitate a Unity event if included in the Convention Program
- 3) bids to the Chair of the Steering Committee which oversees their committee.

PUBLIC INFORMATION CHAIRPERSON

SOBRIETY REQUIREMENT: Two (2) years continuous sobriety.

PAST SERVICE WORK REQUIRED:

QUALIFICATIONS:

Strong leadership skills. Have a working knowledge of the 12 traditions, the 12 steps and the 12 Concepts as well Public Information guidelines.

PUBLIC INFORMATION CHAIRPERSON DUTIES:

- 1) Ensure with all publicity that the 12 Traditions are upheld, specifically upholding Tradition 11 as it relates to the issue of personal anonymity at the level of all public media. Every effort should be made to publicize this event in keeping with our primary purpose to carry the message to the Cocaine Addict who still suffers.
- 2) Prepares media communications for review by the Convention Steering Committee for release to media outlets.
- 3) Communicate regularly with Vice Chair,
- 4) Collect and record any and all press regarding the event
- 5) Set up and maintain a hospitality/press area separate and apart from all convention functions, specifically for the meeting and greeting of invited attendees, if required.

OUTREACH CHAIRPERSON

SOBRIETY REQUIREMENT: Two years continuous sobriety.
PAST SERVICE WORK REQUIRED: Prior experience on a C.A. Convention
Committee. QUALIFICATIONS: Organizational skills and computer friendly.

OUTREACH CHAIRPERSON DUTIES:

- 1) Generate and distribute information to the entire fellowship on an ongoing basis.
- 2) Work closely with all committee chairpersons.
- 3) Awareness of needs of foreign language translations.
- 4) Reach out and inform the professional community in conjunction with H&I Chairperson

SPECIAL NEEDS CHAIRPERSON

SOBRIETY REQUIREMENT: One year continuous sobriety.
PAST SERVICE WORK REQUIRED:
QUALIFICATIONS: Organizational skills and familiarity of persons with special needs. Coordinate the Convention services for those with special needs.

SPECIAL NEEDS CHAIRPERSON DUTIES:

- 1) Upon evidence of special needs, and in coordination with the Outreach Chair, Registration Chair and local H&I, and Steering Team provide simultaneous translators for languages and professionally certified contractually bound sign language interpreters for main speaker meetings and selected workshops, to the extent practicable.
- 2) Greet and assist any persons with special needs attending the convention.
- 3) Reach out and encourage the special needs community to attend our convention i.e. schools, hospitals, institutions and associations.
- 4) Coordinates any translation needs.

ADVANCED INFORMATION/NEWSLETTER CHAIRPERSON

SOBRIETY REQUIREMENT: Two years continuous sobriety
PAST SERVICE WORK REQUIRED:

QUALIFICATIONS:

Organizational skills, leadership skills, and familiarity with computers and word processing/publishing programs.

ADVANCED INFORMATION/NEWSLETTER DUTIES:

- 1) Coordinate newsletter process at and before convention.
- 2) Ensure that newsletters, if any, are distributed in all delegate mailings, to all registrants and at the convention itself. Ensure all newsletters are presented to the Area webmaster for inclusion on the Area Website.
- 3) Ensure that all newsletters have been written to include information from the various subcommittees and from the host committee of the subsequent year.
- 4) Ensure that there are convention articles available for the Area newsletter and the CA.org convention web page.

SOURCE TABLE CHAIRPERSON

SOBRIETY REQUIREMENT: One year continuous sobriety PAST

SERVICE REQUIRED:

QUALIFICATIONS:

SOURCE TABLE CHAIRPERSON DUTIES:

- 1) Coordinate Source Table process at and before convention (concierge service, hospitality - where to go service, Convention event ticket sales, event add-ons, emergencies, communication center, lost and found, message board, etc.).
- 2) Ensure that volunteers are available to staff the table during the convention.

THEME/ARTWORK CHAIRPERSON

SOBRIETY REQUIREMENT: One year continuous sobriety. PAST SERVICE

WORK REQUIRED: Prior experience on a C.A. Convention

Committee.

QUALIFICATIONS:

Artistic and creative skills.

THEME/ARTWORK CHAIRPERSON DUTIES:

- 1) Devise a method of creating the Theme and Convention Artwork.

- 2) Submits Steering Committee approved theme(s) and artwork to the General Convention Committee for approval.
- 3) Create, or has created, artwork based on the approved theme
- 4) Produce camera ready art for necessary committees - coordinates needs with the Printing and Memorabilia Committees.
- 5) Ensure that a release of ownership of artwork is fully executed, if necessary.

PROGRAM CHAIRPERSON

SOBRIETY REQUIREMENT:	Three years continuous sobriety. PAST
SERVICE WORK REQUIRED:	Prior experience on a C.A. Convention Committee.
QUALIFICATIONS:	Strong leadership and organizational skills, familiarity with computers.

PROGRAM CHAIRPERSON DUTIES:

- 1) Conduct meetings of the Program Committee.
- 2) Oversee activities and is voting member of the committees which they oversee (see Organization Chart for suggested committee structure).
- 3) Coordinate space requirements with Hotel/Events Venue Liaison.

- 4) Coordinate physical production of the program with Printing Chairperson
- 5) Forward final draft of program to the Steering Committee for approval
- 6) Coordinate space to present information regarding functions of South Central Texas Area and/or Southwest Region of Cocaine Anonymous
- 7) Obtain 3 bids for any expense which is estimated to exceed \$1500 per vendor/subcontractor.
- 8) Complete a WSO Check Request Form for all expenditures over \$500.
- 9) Submit all expenditures over \$100, Check Requests and bids to the convention spending committee.

PROGRAM VICE CHAIRPERSON

SOBRIETY REQUIREMENT: One year continuous sobriety.

PAST SERVICE WORK REQUIRED:

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

PROGRAM VICE CHAIRPERSON DUTIES:

- 1) Assist Program Chairperson as necessary and assume responsibility in absence of Chairperson.
- 2) Stay current on all activities of committee and Program Chairperson oversight.
- 3) Serve as floor coordinator, working closely with Hotel/Events Venue Liaison on logistics for function space.
- 4) Acts as a liaison from the Program Committee to the Audio-Visual Chairperson before and during the convention.
- 5) Filling of this position is left to the discretion of the Host City.
- 6) Obtain 3 bids for any expense which is estimated to exceed \$1500 per vendor/subcontractor.
- 7) Complete a WSO Check Request Form for all expenditures over \$500.
- 8) Submit all Check Requests and bids to the Chair of the Steering Committee which oversees their committee.

WORKSHOP CHAIRPERSON

- SOBRIETY REQUIREMENT:** Two years continuous sobriety.
- PAST SERVICE WORK REQUIRED:** Experience with C.A. workshop and/or prior experience on a C.A. Convention Committee.
- QUALIFICATIONS:** Working knowledge of the 12 Traditions.

WORKSHOP CHAIRPERSON DUTIES:

- 1) To propose each workshop topics for approval by the General Convention Committee at least eight (8) months prior to the convention.
 - 2) Ensure that all workshop speakers have a working knowledge of the 12 Steps and 12 Traditions of the program
- **NOTE**** No promotion of private enterprise.
- 3) Must propose a workshop speaker slate and list of workshop topics for approval by the Steering Committee.
 - 4) Submit approved list of topics and speakers to the Program Committee Chairperson for scheduling at least forty-five (45) days prior to the convention.
 - 5) Responsible for overseeing and insuring that a member of the Workshop Committee is in attendance at all convention workshops.
 - 6) To ensure 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) In the event a workshop is recorded, it is the responsibility of the Workshop Committee representative in attendance that the above mentioned disclaimer be heard at the beginning of the recording.
 - 5) In the event a workshop is recorded, it is the responsibility of the workshop chairperson to obtain a signed audio release form from the speaker.
 - 9) Recommend reading the Twelfth Tradition at the end of all workshops.

- 10) Ensure there are no tradition violations in the Convention - materials to be used during Workshops must be submitted in advance for review and approval by the Steering Team.
- 11) Obtain 3 bids for any expense which is estimated to exceed \$1500 per vendor/subcontractor.
- 12) Complete a WSO Check Request Form for all expenditures over \$500.
- 13) Submit all Expenditures over \$100, Check Requests and bids to the Chair of the Steering Committee which oversees their committee.

MARATHONS CHAIRPERSON

SOBRIETY REQUIREMENT: One year continuous sobriety.

PAST SERVICE WORK REQUIRED:

Committee and on a Marathon Committee.

QUALIFICATIONS: Strong leadership skills.

MARATHONS CHAIRPERSON DUTIES:

- 1) To propose the topics and leaders for all marathon meetings to the Program Committee for an approval forty-five (45) days prior to the convention.
- 2) Responsible for sending confirmation in writing, at least thirty (30) days prior to the convention to all marathon leaders.
- 3) Coordinate with Registration Chairperson to ensure that "Do you wish to chair a marathon meeting?" list with space for phone number, is placed in the registration form and at Registration at the Convention.
- 4) Coordinate with Registration Committee Chairperson to receive copies of all registration forms or a list of all that have checked the above mentioned space, and contact them immediately.
- 5) Responsible for depositing all proceeds from all marathon meeting 7th tradition contributions into supplied collection box.
- 6) Funds shall be regularly transferred to the Convention Treasurer as per the Cash handling procedures set up by Convention Treasurer
- 7) Communicates size, set-up and number of rooms required as well as equipment needs to the Program Chair as well as Hotel/Events Venue Liaison.
- 8) Recommend reading the Twelfth Tradition at the end of all marathon meetings.

- 9) Make available a meeting time slot for specific groups that qualify as a C.A. group i.e. online face-to-face, foreign language, men's stag, women's meeting, etc. if requested
- 10) Responsible for the purchase of "I Shared" buttons and/or chips for all marathon meetings.

****NOTE**** Marathon meeting leaders should be chosen from as wide an international geographic area as possible to maximize "World" participation and the diversity of the fellowship. Marathon meetings are considered "Open" C.A. meetings and as such will follow the 7th Tradition. All other meetings and activities during and throughout the convention are for registered attendants only. Each marathon meeting will utilize the World Service Conference approved speaker/participation meeting format. Minimum sobriety requirement to lead a Convention marathon meeting is ninety 90 days of continuous sobriety.

SPEAKER CHAIRPERSON

- | | |
|-----------------------------|--|
| SOBRIETY REQUIREMENT: | Two years continuous sobriety. |
| PAST SERVICE WORK REQUIRED: | Prior experience on a C.A. Convention. |
| QUALIFICATIONS: | Strong leadership skills. A working knowledge of the 12 Traditions and 12 Steps. |

SPEAKER CHAIRPERSON DUTIES:

- 1) Responsible for proposing no less than two (2) speakers for each slot to be filled.
 - a) Final selection of the speakers for each slot filled will be chosen by group conscience by the Steering Team and submitted to the General Convention Committee for approval at least nine (9) months prior to convention.
 - b) Submit speaker selection to WSOB for financial approval eight (8) months prior to convention.

- 2) Responsible for proposing a slate of back-up speakers to be used in case of a vacancy. This slate has to be submitted to the WSOB for financial approval no later than sixty (60) days prior to convention.
- 3) Provide relevant background information on all speakers proposed to the Program Convention Committee, including but not limited to, length of sobriety and C.A. service work.
- 4) Coordinate with the Hospitality Committee the greeting and transportation of speakers.
- 5) Responsible for having confirmed in writing from the speakers their commitment to speak, and obtaining signed audio release forms from each speaker.
- 6) Confirm compensation package details for each speaker (i.e. travel, Hotel/Events Venue, convention registration).
- 7) Purchase fares at the lowest possible rate.
- 8) Recommend reading the Twelfth Tradition at the end of all speaker meetings.
- 9) It is recommended that the Convention Statement of Anonymity be read at the beginning of each speaker meeting at all World Service Conventions (see page 5).
- 10) The speaker chairperson should address all issues concerning cell phones and pagers at the meetings.
- 11) Obtain 3 bids for any expense which is estimated to exceed \$1500 per vendor/subcontractor.
- 12) Complete a WSO Check Request Form for all expenditures over \$500.
- 13) Submit all Expenditures over \$100, Check Requests and bids to the Chair of the Steering Committee which oversees their committee.
- 14) It is recommended that all Cocaine Anonymous World Service Convention Speakers should be drawn from within the fellowship of Cocaine Anonymous. Speakers should be encouraged to focus on sharing their Hope, Faith and Courage based on their ongoing attendance at C.A. meetings, a working knowledge of C.A.'s 12 Steps, and that they carry a message consistent with our Fifth Tradition ("Each group has but one primary purpose to carry its message to the addict who still suffers.").

****NOTE**** Please refer to the Unity Committee Guidelines, "Suggestions on Dealing with Diversity."

SPECIAL EVENTS CHAIRPERSON

SOBRIETY REQUIREMENT: Two years continuous sobriety. PAST

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

Committee.

QUALIFICATIONS:

Strong leadership skills and work on

Special Events Committee at a local level.

SPECIAL EVENTS CHAIRPERSON DUTIES:

- 1) Research local attractions i.e. Chamber of Commerce and local tourism offices.
- 2) Submit special events itinerary to General Convention Committee i.e. theme parks, museums, special trips, sporting events, local flavor, etc. nine (9) months prior to the convention.
- 3) Investigate cost of events to be proposed to the Program Chair, then Spending Committee.
- 4) Communicate with appropriate committees i.e. Printing, Information/Host etc.
- 5) Has responsibility of overseeing and insuring that a member of the committee is in attendance at all special events.
- 6) Has responsibility for coordinating Fun Run/Walk.
 - a. Arrange the Fun Run/Walk to be held during the Convention.
 - b. Ensure that proper state and city procedures are followed.
 - c. Ensure that all applicable insurance requirements are followed.
 - d. Coordinates the completion of applicable releases for all entrants.
- 7) Obtain 3 bids for any expense which is estimated to exceed \$1500 per vendor/subcontractor.
- 8) Complete a WSO Check Request Form for all expenditures over \$500.
- 9) Submit Expenditures over \$100, all Check Requests and bids to the Chair of the Steering Committee which oversees their committee.
- 10) In order to promote unity, when planning special events please consider the wide demographics (age, race, gender, etc.) of our fellowship and create events geared towards including everyone.

ENTERTAINMENT CHAIRPERSON

SOBRIETY REQUIREMENT: Three years continuous sobriety.

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

QUALIFICATIONS: Leadership skills and familiarity with the entertainment industry.

ENTERTAINMENT CHAIRPERSON DUTIES:

- 1) Coordination of live entertainment, if desired.
 - 2) Audio entertainment (D.J.).
 - 3) Sound equipment needs.
 - 4) Awareness of any electrical and union requirements.
 - 5) Coordination of travel and accommodation if necessary.
 - 6) Communicate to Hotel/Events Venue Liaison any Entertainment Committee needs. 7) Oversee staffing and collection of tickets and monies taken at the door.
 - 8)
- **NOTE**** Refer to Cash Handling Procedures.
- 9) It is recommended that dances do not overlap each other (e.g. one adult dance per night).
 - 10) Obtain 3 bids for any expense which is estimated to exceed \$1500 per vendor/subcontractor.
 - 11) Complete a WSO Check Request Form for all expenditures over \$500.
 - 12) Submit all Expenditures over \$100, Check Requests and bids to the Chair of the Steering Committee which oversees their committee.

SURVEY AND EVALUATION COORDINATOR

SOBRIETY REQUIREMENT: One year continuous sobriety
PAST SERVICE WORK REQUIRED: Prior experience on a C.A. Convention Committee.

QUALIFICATIONS: Organizational skills, leadership skills, and familiarity with computers.

SURVEY AND EVALUATION COORDINATOR DUTIES:

- 1) Coordinate evaluation process at convention.
- 2) Coordinate with Special Events and Outreach Chairpersons in producing a survey for the fellowship to be made available two years prior to the CAWS Convention. This survey is regarding special sites and attractions that may be of interest in that particular region for consideration by the host Convention Committee when finalizing activities for their respective convention. The survey should be distributed at the CAWS Convention and WS Conference.
- 3) Ensure that questionnaires are distributed, collected and the data accumulated into a meaningful format.
- 4) Completes the process within thirty (30) days of the close of the convention.
- 5) Obtain 3 bids for any expense which is estimated to exceed \$1500 per vendor/subcontractor.
- 6) Complete a WSO Check Request Form for all expenditures over \$500.
- 7) Submit all Expenditures over \$100, Check Requests and bids to the Chair of the Steering Committee which oversees their committee.

****NOTE****

See appendix for sample Evaluation Form.

PRODUCTION & AUDIO TECHNOLOGY CHAIR

SOBRIETY REQUIREMENT: Two years continuous sobriety.

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

QUALIFICATIONS: Strong leadership and organizational skills. Able to work with outside contractors in a professional manner. Familiarity with professional entertainment productions systems including but not limited to staging and rigging, audio, lighting, video projection, audio recording equipment, post-production, digital editing and broadcast/streaming.

PRODUCTION & AUDIO TECHNOLOGY CHAIR DUTIES:

- 1) Works closely with Program Chair and Entertainment Chair in identifying and determining Convention Audio/Visual technology needs, including any plans for streaming and/or recording of speakers and workshops.

- 2) Performs site survey of hotel/venue including ballrooms, salons, meeting rooms, and other potential areas requiring Audio/Visual technology equipment to be utilized during the convention.
- 3) Works closely with Hotel/Events Venue Liaison to integrate any Decorations needs into staging/rigging. Plans logistics for systems in the function space in alignment with the terms provided in the Hotel/Venue contract.
- 4) Provides diagrams for proposed design of each equipped room to the Hotel/Venue Liaison for Steering Committee approval during planning and seeks additional approval from Steering Committee for any changes or revisions to approved designs.
- 5) Prepares Request for Proposal (RFP) for all equipment, obtains a minimum of three (3) bids per Vendor Bidding Process and submits returned bids to the Hotel Venue Liaison for Steering Committee review.
- 6) Is present during contractor load-in and load-out and oversees final placement and operation of equipment as per Steering Committee approved design.
- 7) During the convention keeps copies of all contracts on hand and serves as on-site liaison between contractors and the Convention Committee, speakers, and workshop facilitators.
- 8) Obtain 3 bids for any expense which is estimated to exceed \$1500 per vendor/subcontractor.
- 9) Complete a WSO Check Request Form for all expenditures over \$500.
- 10) Submit all Check Requests and bids to the Chair of the Steering Committee which oversees their committee.

TREASURER

SOBRIETY REQUIREMENT: Three years continuous sobriety.

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

Committee. Acted as a treasurer at a group C.A. Convention and/or 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.

TREASURER DUTIES:

- 1) Work with WSO to maintain records and account for all funds (cash and checks) received and dispersed as per WSCFC and WSO Procedures.

****NOTE**** Treasurer is responsible, upon election, to contact the WSO to get the current accounting procedures. This should be the first order of business after the Treasurer is elected.

****NOTE**** The WSO will be responsible for collection of outstanding debts, unpaid checks, maintaining the convention bank account, receiving, recording and depositing all pre-registration funds. The WSO will transfer registration forms to the registration chairperson on a weekly basis as well as distributing conference approved budgets to committee chairpersons and officers. The WSO will also be responsible to supply a change making bank at the actual convention.

- 2) Assurance of checks and balances in the handling of cash prior to and during at the actual convention.
- 3) Supervise cash handling procedures during pre-convention fundraisers as well as during the actual convention.
- 4) Use forms and procedures as per WSCFC and WSO Procedures.
- 5) To have monthly and quarterly financial statements as per WSCFC and WSO procedures of the World Service Convention sent to WSO, WSBT, WSCFC Chairperson and WSCCC Chairperson.

****NOTE**** See WSO and WSCFC Procedures, including budget comparisons.

- 6) To oversee and be a voting member of the committees which they oversee (see Organization Chart for suggested committee structure).

****NOTE**** See Cash handling procedures.

- 7) Submit Check Requests to the WSO one (1) week prior to WSOB meetings.
- 8) Responsible for establishing and maintaining a Convention Committee Office during the World Service Convention.

- 9) Determine the quorum for the Spending Committee and ensures that a quorum is present regarding all decisions for expenses over \$100.00.
- 10) Work with the Convention Chair to close the books and submit all records, receipts and funds to the WSO within sixty (60) days of the closing of the convention.
- 11) Obtain 3 bids for any expense which is estimated to exceed \$1500 per vendor/subcontractor.
- 12) Complete a WSO Check Request Form for all expenditures over \$500.
- 13) Submit all expenditures over \$100, Check Requests and bids to the convention spending committee.

VICE-TREASURER

SOBRIETY REQUIREMENT: Three years continuous sobriety.

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

Committee. Acted as a treasurer at a group C.A. Convention and/or 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.

VICE-TREASURER DUTIES

- 1) To assist the Treasurer in all listed Treasurer duties.
- 2) Obtain 3 bids for any expense which is estimated to exceed \$1500 per vendor/subcontractor.
- 3) Complete a WSO Check Request Form for all expenditures over \$500.
- 4) Submit all expenditures over \$100, Check Requests and bids to the convention spending committee.

MEMORABILIA CHAIRPERSON

SOBRIETY REQUIREMENT: Two years continuous sobriety.

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

Previous work on Memorabilia Committee.

Chairperson or Vice-Chairperson on a convention event. or special event.

QUALIFICATIONS: Strong leadership skills. Buying or merchandising
experience (retail). Experience in getting bids
from manufacturers.

MEMORABILIA CHAIRPERSON DUTIES:

1. Communicate with Theme/Artwork Chairperson regarding artwork.
2. Research products to be submitted to the General Convention Committee and WSO within six (6) months prior to convention.
3. Research bids of chosen products to be submitted to the Spending Committee thirty (30) days after selection of product.
4. Upon approval from Spending Committee and the WSO, contacts vendors and requests samples to be presented to the General Convention Committee within thirty (30) days.
5. Upon approval of products, coordinates the placement of orders for production of products with the Treasurer, Spending Committee and the WSO.
6. Inspection and follow up of quantity and quality of ordered products.
7. Ensure shipments and coordinates storage.
8. Coordinate schedule for on-site selling of memorabilia and display of price list.

****Note****Prices should be coordinated the Spending Committee and WSO.

9. Responsible for the collection and inventory of all proceeds and products.
10. Funds shall be regularly transferred to the convention treasurer as per cash handling procedures.
11. Communicate size and set-up requirements as well as equipment needed to the Printing/Design Committee as well as Hotel/Events Venue Liaison.
12. Coordinates with Fundraising Chairperson for selling of memorabilia as convention Fund-raising. Note: Memorabilia is responsible for collection of money and inventory of memorabilia given to Fundraising.
13. Coordinate with Registration Chairperson for any giveaways in the registration packages.
14. Only C.A. approved memorabilia can be sold at a CAWS Convention.

15. Work with Information Technology chair to provide for any computerized equipment needs.
16. Deliver to the WSO, two (2) of each memorabilia items for C.A. archives.
17. Provides, at cost, two (2) of each convention fundraising memorabilia items for WSC Archive Committee purchase.
18. Obtain 3 bids for any expense which is estimated to exceed \$1500 per vendor/subcontractor.
19. Complete a WSO Check Request Form for all expenditures over \$500.
20. Submit all Expenditures over \$100, Check Requests and bids to the Chair of the Steering Committee which oversees their committee.

****NOTE**** Unique and expensive items such as jackets, umbrellas, etc. need not be included.

ARCHIVE CHAIRPERSON

SOBRIETY REQUIREMENT: Three years continuous sobriety.

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

QUALIFICATIONS: Good organizational skills.

ARCHIVE CHAIRPERSON DUTIES:

- 1) Contact WSO Archive representative for archive inventory list upon election/selection.
- 2) Form a strong, security conscience committee.
- 3) Request inventory from WSO no later than March 1 of the current year convention.
- 4) Ensure that archives are stored in a secured room while on-site at the Convention Hotel/Events Venue.
- 5) Coordinate with Hotel/Events Venue Liaison, Printing Chairperson, Memorabilia Chairperson, Decorations Chairperson and Audio/Tapes person.
- 6) All items, including an updated inventory list, should be returned to the WSO within fifteen (15) days of the convention closing.
- 7) Verify shipping and get tracking codes.
- 8) Obtain 3 bids for any expense which is estimated to exceed \$1500 per vendor/subcontractor.
- 9) Complete a WSO Check Request Form for all expenditures over \$500.

- 10) Submit all Expenditures over \$100, Check Requests and bids to the Chair of the Steering Committee which oversees their committee.

FUNDRAISING CHAIRPERSON

SOBRIETY REQUIREMENT: Two years continuous sobriety.

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

QUALIFICATIONS: Strong leadership skills and worked on Special Event Committees at a local level.

FUNDRAISING CHAIRPERSON DUTIES:

- 1) Coordinate 7 creative events prior to convention to promote enthusiasm, unity and financially support the convention. i.e. dances, banquets, barbecues, special trips, cookouts, talent shows, raffles, etc.

****NOTE**** Fundraising is a vital part of the financial success of any convention. Fundraising traditionally has represented 15% to 25% of the total income of the event. Fundraising for a World Service Convention may start as soon as the area/city is awarded the convention with 25% of outside regional sales net profit going to the current year host area/city.

****NOTE**** We encourage the World Service Convention Committees, the Delegates and the entire fellowship, in the spirit of Unity, to support the current year's World Service Convention.

****NOTE**** Fundraising may begin only after the Spending Committee has coordinated with the WSO for the collection and deposit of funds.

- 2) Propose budget for each event to Spending Committee within thirty (30) days of each individual event.
- 3) Generation and distribution of information flyers (should coordinate with Printing Committee).
- 4) Coordinate list of committee members to be in attendance at each event.
- 5) Responsible for collection of and accounting for funds collected from each event including pre-event tickets sales.
- 6) Coordinate the deposit of funds collected from each event with the Treasurer.
- 7) Utilize the WSO for delegate mailings for fundraising and outreach purposes.
- 8) Obtain 3 bids for any expense which is estimated to exceed \$1500 per vendor/subcontractor.

- 9) Complete a WSO Check Request Form for all expenditures over \$500.
- 10) Submit all Expenditures over \$100, Check Requests and bids to the Chair of the Steering Committee which oversees their committee.

****NOTE**** Upholding the 7th Tradition and the Statement Purpose of the World Service Convention, follow the Cash Handling Procedures and coordinates with the Memorabilia Chairperson for pre-selling of memorabilia for fundraising purposes.

PRINTING/DESIGN CHAIRPERSON

SOBRIETY REQUIREMENT: Six Months continuous sobriety.

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

QUALIFICATIONS: Strong organizational skills, printing and/or buying printing experience a plus.

PRINTING/DESIGN CHAIRPERSON DUTIES:

- 1) Plan layout for flyers, registration forms, printed programs and directional signs.
Coordinates with all committees and the WSO for any other printing needs i.e. workshop, special events, registration, etc.
- 2) Propose budget for each event to Spending Committee within ninety (90) days of each individual event.
- 3) Upon approval of printing bid, coordinates production order with WSO.
- 4) Distribution of printed material to appropriate committees.
- 5) Provide on the registration form a line for scholarships.
- 6) Provide on the registration form a boxed to be marked if the registrant wants to be on C.A's confidential mailing list for future events.
- 7) Printing is to be completed thirty (30) days prior to convention so Registration Committee can put together packets.
- 8) It is recommended that the Convention Statement of Anonymity be printed in the programs of all World Service Conventions.
- 9) Obtain 3 bids for any expense which is estimated to exceed \$1500 per vendor/subcontractor.
- 10) Complete a WSO Check Request Form for all expenditures over \$500.
- 11) Submit all Expenditures over \$100, Check Requests and bids to the Chair of the Steering Committee which oversees their committee.

****Note**** Ensure that all appropriate C.A. artwork is on all C.A. materials.

AUCTION/DRAWING COORDINATOR

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 and drawing procedures and requirements.

AUCTION/DRAWING COORDINATOR DUTIES:

- 1) Coordinate auctions and drawings held at the convention.
- 2) Ensure that proper state and city procedures are followed.
- 3) Ensure that all applicable cash and legal requirements are followed.
- 4) Obtain 3 bids for any expense which is estimated to exceed \$1500 per vendor/subcontractor.
- 5) Complete a WSO Check Request Form for all expenditures over \$500.
- 6) Submit all Expenditures over \$100, Check Requests and bids to the Chair of the Steering Committee which oversees their committee.
- 7) Coordinate with the WSO treasurer for collection of payment for any auction or drawing items sold during the convention.

REGISTRATION CHAIRPERSON

SOBRIETY REQUIREMENT: Three years continuous sobriety.

PAST SERVICE WORK REQUIRED: Prior experience on a WS Convention Registration Committee.

QUALIFICATIONS: Strong leadership, organizational and computer skills.

REGISTRATION CHAIRPERSON DUTIES:

- 1) Upon election contact the WSO to get the current registration program and procedures including online registration setup procedures. This should be the first order of business after the registration chair is elected.

- 2) Work with the Information Technology Chair to install, operate and train others on the Registration Committee in the computerized processing of all registration form.
- 3) Work with Information Technology Chair to coordinate on-site updated registration reports with WSO at all general convention meetings.
- 4) Follow Cash Handling Procedures on-site at the CAWS Convention.
- 5) Prepare registration packets.
- 6) Oversee on-site registration.
- 7) Return program and all data to WSO after the close of the convention.
- 8) Consider a variety of pricing options, which may include early registration discounts as well as package prices.
- 9) Suggestion: Set-up three (3) registration areas on-site for pre-registration, on-site registration, and an H&I registration table.
- 10) Obtain 3 bids for any expense which is estimated to exceed \$1500 per vendor/subcontractor.
- 11) Complete a WSO Check Request Form for all expenditures over \$500.
- 12) Submit all Expenditures over \$100, Check Requests and bids to the Chair of the Steering Committee which oversees their committee.

HOTEL/EVENTS VENUE LIAISON

SOBRIETY REQUIREMENT: Three years continuous sobriety.

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

QUALIFICATIONS: Strong leadership skills. Related business experience and organizational skills.

HOTEL/EVENTS VENUE LIAISON DUTIES:

- 1) Communicate information between Hotel/Events Venue staff and convention committees.
- 2) Works closely with Board of Trustees and Trustee Negotiating Committee regarding Hotel/Events Venue contract, which is negotiated and signed by the WSO Chair and the WS Trustee.
- 3) Keep a copy of the Hotel/Events Venue contract in their possession at all general convention meetings and the actual convention.

- 4) Ensure all agreements with Hotel/Events Venue are in writing and signed by appropriate Hotel/Events Venue Representative.
- 5) Contacts Regional Trustees and WSC Committee Chairpersons confirm and coordinate if space and/or materials are required for Regional Caucuses and WSC Committee meetings, at least 1 year prior.
- 6) Ad-hoc non-voting member of the Program Committee.
- 7) Coordinate with WSO regarding space for use and sales of approved literature.
- 8) Oversee and is a voting member of the committees which they oversee (see Organization Chart for suggested committee structure)
- 9) Coordinate rooms paid for by CAWS and charged to the master account. Rooms to be made available for (per CAWSO policy):
 - a) Speakers
 - b) Treasury Suite with a parlor area containing conference table and chairs along with a safe large enough to secure monies collected each day. With two separate adjoining bedrooms having separate door entries for WSO and Convention Treasurer, if possible.
 - c) Hotel/Events Venue Liaison
 - d) Committee Chairperson
 - e) Convention Room Giveaway
 - f) Trustee

****NOTE**** It should be remembered that these rooms are the valuable assets of C.A. and should be treated as such.

- 10) Ensure that there is one master account.
 - a) All WSO/Trustee expenses will be paid by the WSO directly.
- 11) Work with WSC Unity Convention Chair to reserve space for a Unity Event.
- 12) It is suggested that CAWS Convention only offer coffee in the Hospitality Room. In addition, consider limiting the time that the coffee is served and consider different options for charging for coffee.
- 13) Obtain 3 bids for any expense which is estimated to exceed \$1500 per vendor/subcontractor.
- 14) Complete a WSO Check Request Form for all expenditures over \$500.

- 15) Submit all expenditures over \$100, Check Requests and bids to the convention spending committee.

HOSPITALITY CHAIRPERSON

SOBRIETY REQUIREMENT: One year continuous sobriety.

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

QUALIFICATIONS: Good organizational skills.

HOSPITALITY CHAIRPERSON DUTIES:

- 1) Responsible for hosting and establishing schedule of greeters, supplies, and all other areas of good housekeeping practices.
- 2) Set up before registration opens.
- 3) Operate and maintain the Hospitality Suite for convention attendees on a twenty four (24) hour basis during the convention.
- 4) Communicate the needs of the Hospitality Committee to the Hotel/Events Venue liaison.
- 5) Submit request for approval of cost and itemizations to the Spending Committee and WSO at least thirty (30) days prior to the convention.
- 6) Purchase needed supplies and materials for hospitality during the convention.
- 7) Monitor amount of coffee that is delivered and save receipts of each delivery. Transfer said receipts to the Treasurer for accounting purposes. Coordinate with Hotel/Events Venue Liaison that all agreements with the Hotel/Events Venue are in writing and signed by appropriate Hotel/Events Venue representative.
- 8) Coordinate with the Hotel/Events Venue Liaison availability of Hospitality Suite/Area for Host City.
- 9) Obtain 3 bids for any expense which is estimated to exceed \$1500 per vendor/subcontractor.
- 10) Complete a WSO Check Request Form for all expenditures over \$500.
- 11) Submit all Expenditures over \$100, Check Requests and bids to the Chair of the Steering Committee which oversees their committee.

****NOTE**** In keeping with the Statement of Purpose of the World Service Convention, that no members be turned away from our Hospitality Room at a World Service Convention.

TRANSPORTATION COORDINATOR

SOBRIETY REQUIREMENTS: One year continuous sobriety.

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

QUALIFICATIONS: Organizational skills, leadership skills, and familiarity with shuttles and transportation in host city.

TRANSPORTATION COORDINATOR DUTIES:

- 1) Arrange transportation needs during and prior to the convention.
- 2) Ensure that proper state and city procedures are followed.
- 3) Ensure that all applicable insurance requirements are followed.
- 4) Coordinate the completion of applicable releases.
- 5) Obtain 3 bids for any expense which is estimated to exceed \$1500 per vendor/subcontractor.
- 6) Complete a WSO Check Request Form for all expenditures over \$500.
- 7) Submit all Expenditures over \$100, Check Requests and bids to the Chair of the Steering Committee which oversees their committee.

DECORATION CHAIRPERSON

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.

DECORATION CHAIRPERSON DUTIES:

- 1) Arrange decorations for banquet, dances, registration desk, etc.
- 2) Communicate with Hotel/Events Venue Liaison for set up requirements.
- 3) Submits to Spending Committee a list of all expenditure needs, and coordinate with them the purchasing of said needs.

- 4) Obtains 3 bids for any expense which is estimated to exceed \$1500 per vendor/subcontractor.
- 5) Contact WSO to obtain the Artwork Release Form and provide to anyone submitting artwork for consideration.
- 6) Complete a WSO Check Request Form for all expenditures over \$500.
- 7) Submit all Expenditures over \$100, Check Requests and bids to the Chair of the Steering Committee which oversees their committee.

****NOTE**** All artwork needs to be approved by the WSOB; any accepted artwork becomes the property of CAWSO, Inc.

INFORMATION/HOST CHAIRPERSON

SOBRIETY REQUIREMENT: Three years continuous sobriety.

PAST SERVICE WORK REQUIRED: Prior experience on a C.A. Convention Committee as a member of an Information/Host Committee.

QUALIFICATIONS: Strong leadership skills.

INFORMATION/HOST CHAIRPERSON DUTIES:

- 1) Research telecommunication equipment, i.e. walkie-talkies, to be submitted to Spending Committee six (6) months prior to convention.
- 2) Assist at any function that generates revenue i.e. memorabilia, registration, dances, etc.
- 3) Monitoring and reporting of any tradition violation to the Vice-Chairperson.
- 4) Does not physically handle anyone, but contacts Hotel/Events Venue security if there are any problems.
- 5) Ensure all members of committee have a minimum of one year continuous sobriety.
- 6) Obtain 3 bids for any expense which is estimated to exceed \$1500 per vendor/subcontractor.
- 7) Complete a WSO Check Request Form for all expenditures over \$500.

- 8) Submit all Expenditures over \$100, Check Requests and bids to the Chair of the Steering Committee which oversees their committee.

BRUNCH COORDINATOR

SOBRIETY REQUIREMENTS: One year continuous sobriety **PAST SERVICE**
WORK REQUIRED: Prior experience on a C.A. Convention Committee.

QUALIFICATIONS: Organizational skills and familiarity with brunch events at C.A. Conventions.

BRUNCH COORDINATOR DUTIES:

- 1) Plans and coordinates the brunch using/modifying the suggested format.
- 2) Coordinate with the Decorations Chair and the Speaker Chair on brunch events.
- 3) Work with the Hotel/Events Venue Liaison.
- 4) Obtain 3 bids for any expense which is estimated to exceed \$1500 per vendor/subcontractor.
- 5) Complete a WSO Check Request Form for all expenditures over \$500.
- 6) Submit all Expenditures over \$100, Check Requests and bids to the Chair of the Steering Committee which oversees their committee.

BANQUET COORDINATOR

SOBRIETY REQUIREMENTS: One year continuous sobriety **PAST SERVICE**
WORK REQUIRED: Prior experience on a C.A. Convention Committee.

QUALIFICATIONS: Organizational skills and familiarity with banquet events at C.A. Conventions.

BANQUET COORDINATOR DUTIES:

- 1) Plan and coordinates the banquet using/modifying suggested format.
- 2) Coordinate with decorations chair and speaker chair on banquet events.
- 3) Work with Hotel/Events Venue Liaison re: banquet details.
- 4) Obtain 3 bids for any expense which is estimated to exceed \$1500 per vendor/subcontractor.
- 5) Complete a WSO Check Request Form for all expenditures over \$500.

- 6) Submit all Expenditures over \$100, Check Requests and bids to the Chair of the Steering Committee which oversees their committee.

CLOSING COORDINATOR

SOBRIETY REQUIREMENTS: 18 Months of continuous sobriety.
PAST SERVICE REQUIREMENT: Prior experience on a C.A. Convention
Committee. QUALIFICATIONS: Strong leadership and organizational skills.

CLOSING COORDINATOR DUTIES:

- 1) Organize the cleanup process of all equipment, i.e. computers, cash registers, etc.
- 2) The removal and packaging of all paperwork from all meeting rooms including committee, workshop, marathon and source and literature tables.
- 3) Organize the cleanup and removal of all decorations.
- 4) Facilitate the removal of any leftover items from the hospitality room.
- 5) Clean up and removal of all equipment from the workshop, committee and meeting rooms.
- 6) Facilitate the transportation and storage of leftover memorabilia.
- 7) Obtain 3 bids for any expense which is estimated to exceed \$1500 per vendor/subcontractor.
- 8) Complete a WSO Check Request Form for all expenditures over \$500.
- 9) Submit all Expenditures over \$100, Check Requests and bids to the Chair of the Steering Committee which oversees their committee.
- 10) Other duties as needed:
 - a) SUNDAY NIGHT: Determine rooms no longer in use, cross reference with spreadsheet, walk through rooms and inspect condition, clean up rooms, look for personal belongings left behind and determine if additional housekeeping is needed, shut down those rooms, ensure that all material for shipping is inventoried and properly stored.
 - b) MONDAY: Coordinate with Evaluations Chair to pick up forms, complete shutdown of rooms, cross reference with spreadsheet, walk through rooms and inspect condition, clean up rooms, look for personal belongings left behind and determine if additional housekeeping is needed, breakdown Hospitality rooms, Registration room, Memorabilia room, and Source Table room, final determination of room

shutdown Coordinate/confirm shipping of material back to the World Service Office and/or other local storage, ensure storage of material. Verify with WSO.

- c) TUESDAY: Verify shipping and get tracking codes.

INFORMATION TECHNOLOGY (IT) CHAIR

SOBRIETY REQUIREMENTS: Eighteen (18) months continuous sobriety

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

QUALIFICATIONS: Organizational skills and communication skills.

Prior experience with Information Technology

IT CHAIR DUTIES:

- 1) Work closely with the WSCIT Committee to ensure compliance with current WSCIT guidelines.
- 2) Ensure that the networking and hardwiring capability will meet the needs of the convention. i.e. registration, memorabilia, Wi-Fi for internet needs of members who attend convention, etc.
- 3) Coordinate I.T. needs with other committees.
- 4) Submit computer and networking costs for registration and memorabilia to Spending Committee and WSO.
- 5) Set-up on-site convention network needs the day of the convention.
- 6) Be available on-site during convention for maintaining and troubleshooting the convention networking needs.
- 7) Arrange for on-site safety and return of computer equipment.
- 8) Obtain 3 bids for any expense which is estimated to exceed \$1500 per vendor/subcontractor.
- 9) Complete a WSO Check Request Form for all expenditures over \$500.
- 10) Submit all Expenditures over \$100, Check Requests and bids to the Chair of the Steering Committee which oversees their committee.
- 11) While building a website for the upcoming world service convention, the host area/region may request assistance from the WSOB Web Servant.

VOLUNTEER COORDINATOR

SOBRIETY REQUIREMENT:	9 Months continuous sobriety.
	PAST SERVICE WORK REQUIRED: Involved in some manner of service work in the Area.
QUALIFICATIONS:	Connected in the C.A. community. Ability to keep this position fluid. Working knowledge of the 12 Steps and 12 Traditions.

VOLUNTEER COORDINATOR DUTIES:

- 1) Work with all Committee Chairs to ensure they have the volunteers necessary to fulfill their positions.
- 2) Maintain a working list of volunteers (including sobriety dates) available at Convention.
- 3) Be point of contact for registration scholarship recipients. Give them badges and maintain a list of all recipients for the Treasurer.
- 4) Set up and staff a Volunteer Table for Volunteer check-in and information.
- 5) Obtain 3 bids for any expense which is estimated to exceed \$1500 per vendor/subcontractor.
- 6) Complete a WSO Check Request Form for all expenditures over \$500.
- 7) Submit all Expenditures over \$100, Check Requests and bids to the Chair of the Steering Committee which oversees their committee.

CONVENTION SPENDING COMMITTEE

The purpose of the World Service Convention Spending Committee is to monitor the approved World Service Convention budget and oversee all requests for expenditures. All sub-committee expenditures in excess of \$1500 require a minimum of 3 bids be submitted, in writing, to the Convention Spending Committee. Expenses exceeding \$500 must be approved by both the Convention Spending Committee and the WSOB. Expenditures exceeding \$100 but less than \$500 do not require a check request but must still be approved by the convention spending committee. Expenditures which are less than \$100 (aka petty

cash expenses) are subject to the scrutiny of the host Convention Steering Committee and do not need to be approved by the WSOB.

The Spending Committee shall be comprised of the following members:

- WS Convention Treasurer (Spending Committee Chair)
- WS Convention Chairperson
- Trustee from Host Region/Area
- WSOB
- Treasurer shall submit two (2) additional voting members with resumes subject to ratification by the Host City Convention Steering Committee.

SPENDING COMMITTEE DUTIES:

- 1) Work with the WSO and WSOB Treasurer to set up a petty cash fund and bank accounts.
- 2) Review and approves all expenditures in excess of \$100.
- 3) Review and approves all Check Requests in excess of \$500 as submitted by the Convention Steering Committee. Check Requests are then forwarded to the WSOB for final approval.
- 4) Ensure that all Check Requests in excess of \$1500, when forwarded to the WSOB for final consideration, include a minimum of 3 bids and/or contracts or an explanation of unique circumstances when 3 bids are not available.
- 5) Requests and/or bids received by the Spending Committee are reviewed and processed within 30-days of receipt.

Requests will either be referred back to sender with explanation or forwarded to the WSOB for processing.
- 6) Research and coordinate with WSO the collection of bids from committee heads and information on materials, i.e. printing, memorabilia, computers, copiers, etc., for purchase and/or lease and/or rental.
- 7) It is suggested that the Spending Committee attempt to contract with the lowest bidder; however, it is not a requirement.
- 8) The WSOB has final approval of expenditures of over \$500 (five hundred dollars).

CASH HANDLING PROCEDURES

- 1) The On-site Treasury Committee shall consist of Host City Treasurer, Host City Vice Treasurer, WSOB Treasurer and/or WSOB Designated Treasury Volunteer and Trustee for Host Region/Area.
- 2) The Convention cash pick-up schedule shall be determined on-site by the On-site Treasury Committee and responsible WSO staff.
- 3) The On-site Treasury Committee will use a receipt book containing triplicate receipts whenever (cash, checks or credit card receipts) are picked up and will transport money in a locked bag to the treasury room to be double counted under dual control.
- 4) One member from the Host/Information Committee and two members from the Onsite Treasury Committee (one representing the WSOB and one representing the Host City) using dual control methods will pick up money from each committee's point of sale.
- 5) Only On-site Treasury Committee members can pick up and transport cash.
- 6) Once cash count is verified a deposit and receipt are prepared for that pick up. Both verifiers shall sign the receipt.
- 7) After the deposit drop, original receipt will go back to the originating committee or pick up location.
 - a) Second copy will be attached to the deposit ticket
 - b) Third copy stays in the receipt book
- 8) One member from the Host/Information Committee and two members of the On-site Treasury Committee (one representing the WSOB and one representing the Host City) will transport the prepared deposit to the Hotel/Events Venue's safety deposit box (Bank)
- 9) On-site Treasury Committee members who have signatory authority for Hotel/Events Venue safety deposit box are:
 - a) Host City Chairperson;
 - b) Host City Treasurer
 - c) Host City's Regional Trustee;
 - d) WSOB Chair;
 - e) WSOB Treasurer and/or WSOB Designated Treasury Volunteer.
- 10) Host City's Regional Trustee or WSOB Treasurer will have control over Hotel/Events Venue's safety deposit box key.
- 11) It is recommended that the deposit bags be transported to the Host City bank a minimum of twice daily.

- 12) When transporting deposits from the Hotel/Events Venue's safety deposit box to the Host City bank the responsible persons must:
 - a) Call upon Hotel/Events Venue Security (or professional security employed by the Hotel/Events Venue) to secure the area until you leave the Hotel/Events Venue property.
 - b) Have one member of the Host/Information Committee and two members of the On-site Treasury Committee (one representing WSOB and one representing Host City) present. Transport money directly to the bank.

****NOTES****

- No co-mingling of any funds raised on behalf of the CAWS Convention and personal funds.
- No Loans shall be contracted on behalf of the CAWS Convention.
- No obligations or indebtedness shall be issued in the name of the CAWS Convention without the affirmative vote of the majority (permission) of the Spending Committee.
- No mMoney shall be deposited directly to the Host City Petty Cash Account.

SUGGESTED CONVENTION CONTRACT NEGOTIATING TOOLS

- 1) Once the Host City has been selected, and the Hotel liaison and the WSOB Director of Conferences and Conventions will issue Requests for Proposal ("RFP") as appropriate and send directly to the three or more leading candidate Hotel/Events Venues. Once the best three bids are identified, the steering committee will select the best option and will then approach that Hotel/Events Venue for a final detailed bid.
- 2) Free or discounted coffee and iced tea and the ability to charge for coffee and iced tea, if necessary.
- 3) Room rate to include approximately \$10.00 per night rebate to CAWS Reservation cut-off date to be 30 days or less and rate shall be honored if rooms are still available. \$10.00 is a good minimum and could be negotiated up. 4) Address the issue of internet/discounted room rates.
- 5) One free room with each 40- to 50-room nights based on "total room nights." 6) Free meeting space with setup and internet at no charge.
- 7) Hotel/Events Venue to provide AV equipment at no charge.
- 8) No fees paid for setup or break down.
- 9) Room rate to be in effect 5 days prior and 5 days after the Convention.

- 10) Late check out on final day of convention.
- 11) Free or reduced parking rates.
- 12) Have the right to bring food and beverages into Hospitality Room.
- 13) Complimentary meeting space for Host City Committee monthly for up to two (2) years prior to event and discounted room night rates for Committee members.
- 14) Twenty-four (24) hour use of pool, spa, health club.
15. Free internet in meeting space, sleeping rooms, and common areas.
16. Upon completion of this final negotiation, the contract and a memo with spreadsheets will be sent to the Trustee Negotiation Committee ("TNC") for final review and signature. Note: The TNC does not negotiate the initial contract or any fine points for the Steering Committee; however, TNC is the signing authority for the final contract.

GENERAL GUIDELINES

- 1) It is the policy to select Steering and General Committee Chairs from a wide representation of Host City/Area/Region.
- 2) All monies will be handled by the WSOB with support from the Steering Committee Treasurer.
- 3) Each chairperson is responsible for submitting request for expenditures as per the Spending Guidelines.
- 4) Provide space, as needed for Regional Assemblies and/or Caucuses, World Service Conference Committees, WSBT, and/or WSOB meetings. Create a time slot for a Long Term Planning (LTP) workshop for the fellowship to join the Trustees for long term planning of C.A. as a whole.
- 5) It is suggested that the Convention be held between May 1st and July 15th of any given year.
- 6) These Convention Guidelines recognize the responsibilities of the World Service Board of Trustees as more fully described in the bylaws of Cocaine Anonymous World Service Office Inc., The Twelve Concepts and The Conference Charter, to oversee the activities of Cocaine Anonymous World Service Office Inc., including the convention, with respect to finances, traditions, and all matters which affect C.A. as a whole.

- 7) Make out all contracts to Cocaine Anonymous World Service Office inc. CAWSO inc. will be the contracting entity on all contracts entered into by the Host City of the World Service Convention. No Host City Committee member is authorized to execute any contracts under any circumstances. The WST & WSOB Chair is the signing authority for all contracts.
- 8) Each committee chairperson is requested, 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.
- 9) In keeping with the WSCCC Statement of Purpose to promote unity, open General Committee meetings are encouraged. Use of the Steering Committees are preferable when sensitive matters need to be discussed by Committee.
- 10) It is suggested that all workshops, speaker meetings and marathon meetings read the Twelfth Tradition at these functions.
- 11) The WSOB will open one Host City operating account and one Host City trust account within 6 months of the Host City being selected.
- 12) The World Service Convention will be covered by the liability insurance of CAWSO, All special events should be reviewed by the WSOB and/or WSBT to ensure proper insurance coverage.
- 13) 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.
- 14) It is recommended that the Convention Statement of Anonymity be read at the beginning of each speaker meeting at all World Service Conventions.
- 15) The closing prayer at the CAWS Convention should be left to the discretion of the Host City 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.
- 16) Any raffles/drawings held by a CAWS Convention observe the state, local, county or any other applicable laws and are subject to the approval by the WSOB.
- 17) The Host City will have limited autonomy in regards to their submitted budget. This includes the ability to move around line items as needed so long as the bottom line is unaffected. A copy of any modifications will be submitted to the WSOB, Director of Conferences and Conventions ("DOCAC").
- 18) Donations to the scholarship fund are to be limited to basic registrations only.
- 19) It is required to print A.A. disclaimers on any A.A. material adapted for C.A. use.

- 20) It is recommended that the Host City Committee carefully consider the WSCCC Statement of Purpose regarding financial support when determining scholarships awarded.

21) Co-Anon Registration

“The relationship between the fellowships of Cocaine Anonymous and Co-Anon is a special one. As the disease of addiction affects many, our recovery process inherently affects many as well. Yet the Twelve Traditions, the General Service Boards and Service Conferences of both fellowships suggest that remaining “separate” makes each more effective. The policy of “co-operation but not affiliation” is recognized as important in maintaining separate fellowships. Consistent with that premise, Cocaine Anonymous provides the following position regarding the relationship with Co-Anon: While being mindful of the impact of our disease on those who care about us and the support we receive from them, we in Cocaine Anonymous are guided by our sixth tradition. As such, we must ensure that our desire to cooperate with Co-Anon in thought, action and spirit does not result in affiliation, either outright or implied. Including the Co-Anon fellowship in the World Convention is up to the discretion of the Host City and the Co-Anon Fellowship of that Area. Please see addendum for instructions on procedures.

- 22) That CAWS Convention Chairperson’s expenses shall be budgeted in the CAWS Convention budget so that future CAWS Chairs may attend the CAWS Convention prior to his/her hosting year. Expenses include airfare and Hotel/Events Venue per CAWSO policy.
- 23) Any expenditure in excess of \$500 or local currency equivalent must be approved by the spending committee and the WSOB by the check request process
- 24) If any expenditure would exceed \$1500 or local currency equivalent, 3 bids must be acquired in addition to being approved by the spending committee and the WSOB by the check request process
- 25) any expenditure in excess of \$100 but less than \$500 or local currency equivalent must be submitted to the convention spending Committee
- 26) Whenever possible, the 3-Bid process should be used except when items or services are exclusive.
- 27) Speaker and Marathon meetings are open to anyone who wishes to hear the message. Registrations are not required to participate in these meetings.
- 28) It is recommended that a registration platform be open by Sunday evening at the prior year’s World Service Convention.

- 29) It is recommended that the Host City provide various registration options to include, but not limited to, a basic registration, a \$99 package, and a \$199 package. Items to be included in various packages are determined by the Host City.
- 30) Any flyers, newsletters, registration forms or other printed material must include the registered C.A. logo.
- 31) Registration forms will include a check box to state, "Send me information on the Freedom Fund donations program".
- 32) While under contract with C.A., the recording vendor will catalog, sell and display only C.A. speakers and workshop recordings while on-site at C.A. events while ensuring the C.A. logo is not displayed on any recorded merchandise and packaging.
- 33) Registration forms will include a check box to state, "Special Needs/Assistance required"
- 34) It is suggested that the structure of convention programming be left to the discretion of the Host City.
- 35) Upon completion of a World Service Convention the Host/Area/Region will be eligible to receive a donation from Cocaine Anonymous World Services in the amount of \$2,500, once goals have been met. Where a Convention net income is greater than 20% of the World Service Conference approved budget, the donation to the Host City/Area/Region will increase to \$3,750.
- 36) Each Chairperson is responsible for filling out the "CAWS Convention Pass It On Fact Sheet" and submitting it with the committee wrap-up report at the postconvention General Convention Committee meeting.
- 37) The WSOB is responsible for completing a Pass It On Fact Sheet to be submitted to the Host Committee prior to the same years World Service Convention.

**** NOTE**** These guidelines are suggested, except for financial and budgeting purposes, and except in matter relating to the Spending Committee. It is recommended that the Host City/Area/Region follow the suggested CAWS Convention Committee Flow Chart as closely as possible. However, each Host City/Area/Region may create any other subcommittees or coordinators as the need arises.

These Convention 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 Host City Committee Chairperson, the WSOB Chair, WSCCC

Chair, the Host City's Regional Trustee and the WSOB DOCAC have a group conscience to resolve the issue as many aspects of a World Service Conventions have the potential to affect the fellowship as a whole.

****ADDENDUM**** Cocaine Anonymous and Co-Anon "While being mindful of the impact of our disease on those who care about us and the support we receive from them, we in Cocaine Anonymous are guided by our Sixth Tradition. As such, we must ensure that our desire to cooperate with Co-Anon in thought, action and spirit does not result in affiliation, either outright or implied."

Co-Anon Registration

i) Will be handled using one of the following methods:

(1) C.A. will collect the registration fee, provide meeting space, coffee, hospitality room and registration badges.

OR

(2) Co-Anon will handle / collect their own registration fees and provide their own registration badges. ii) Co-Anon must make a selection of which option it desires not later than March 1st of the year prior to the applicable CAWS Convention. i.e. for the CAWS Convention in 2010, Co-Anon would be requested to inform the WSO of its selected option not later than March 1st, 2009.

iii) CAWS registration forms will reflect the Co-Anon option as follows:

iv) If option one is selected, CAWS registration forms will provide a checkbox for Co-Anon members and the following disclaimer: "While being mindful of the impact of our disease on those who care about us and the support we receive from them, we in Cocaine Anonymous are guided by our Sixth Tradition. As such, we must ensure that our desire to cooperate with Co-Anon in thought, action and spirit does not result in affiliation, either outright or implied."

v) If option two is selected, CAWS registration forms will not include a registration checkbox for Co-Anon members. However, it will include the following Co-Anon information in the registration section as well as the standard Co-Anon disclaimer:

**** NOTE **** For Co-Anon and/or Co-Lateen registration forms, please contact {add info}.

"While being mindful of the impact of our disease on those who care about us and the support we receive from them, we in Cocaine Anonymous are guided by our Sixth Tradition. As such, we must ensure that our desire to cooperate with Co-Anon in thought, action and spirit does not result in affiliation, either outright or implied."

b) The Host Committee invites Co-Anon to provide a liaison to attend all committee meetings.

c) Co-Anon representative(s) should work closely with the Host Convention Committee Hotel/Events Venue Liaison to facilitate meeting space and any other on-site arrangements needed for them to carry out their business during the CAWS Convention.

CHECK REQUEST PROCESS

Check Request Forms can be found at the back of the World Service Conference Convention Committee Guidelines. All requests for convention-related checks and expense

reimbursements should be submitted using this World Service Office (WSO) approved form. An electronic, fillable version of this form is available through the WSO.

The process of getting access to committee funds for a C.A. World Service Convention is different from an Area or Regional convention - the standard approval process can take up to 3-months for final WSOB authorization to approve and cut checks. Sub-committee chairs and members should be aware of this timeframe and plan accordingly.

- 1) Sub-Committee chair submits a Check Request to their Steering Committee Chair
 - a) Check request should include the following:
 - i) Budget information
 - (a) Identify line item(s) associated with the check request
 - (b) Identify the remaining budget for the above line item ii)
 - Backup documentation supporting the expense
 - (1) Receipts, invoice, copy of bid, etc.
- 2) Steering Committee chair will review and approve or returns to sub-committee for revision.
- 3) Once approved by Steering Committee Chair, Check Request Form is submitted to the Spending Committee for review
- 4) Spending Committee reviews and approves Check Request or returns it to Steering Committee Chair for reconsideration and/or suggested revisions.
- 5) Once approved by the Spending Committee, the Check Request is sent to the WSO for review and/or approval by the WSOB
 - a) If this is a budgeted expense item under \$500 and all documentation is in order, typically, no further consideration by the WSOB is required for approval
 - b) If this is an expense exceeding \$500 and the Vendor Bidding process has taken place and all documentation is in order, typically, no further consideration by the WSOB is required for approval
 - c) If this is an expense exceeding \$500 and no bids have been received, then the Vendor Bidding Process will be invoked OR the Check Request Form should include documentation outlining why no bids will be forthcoming.
- 6) If a check is to be made payable to an independent contractor, vendor or service provider a W9 form should be completed by the 3rd party and the W9 form should be submitted along with the Check Request Form.

VENDOR BIDDING PROCESS

Bids are required for expenses which exceed \$500. If an item is truly unique (e.g. a 1st edition Big Book) and no bids can be obtained, the Check Request Form submitted to the WSO will require an explanation as to why less than three bids accompany the request exceeding \$500.

In addition to the 3-month Check Request process, contracts between the WSO and an out-of-state vendor/contractor/service provider may require additional processing time – committees should start gathering bids early in order to meet the timelines required for a World Service Convention. When entering into any contract or signed agreement, CAWSO inc. will be the only authorized signer - no members of the Host Committee may enter into a contract on behalf of CAWSO inc.

- 1) The sub-committee drafts a Request For Proposal (RFP)
 - a) RFPs should be reviewed and approved by the Convention Steering Committee
 - b) RFPs should clearly state that Cocaine Anonymous World Service Office Inc. will require a W9 for any labor or service expense incurred by US vendor in the amount of \$600 or more during a calendar year (January 1- December 31)
- 2) RFPs should be sent to up to 6 potential bidders in an effort to ensure 3 bids are received.
- 3) The sub-committee reviews bid(s) as they come in
- 4) Once 3 or more bids are received, a bid package is prepared for submission to the Sub-Committee's Steering Chair.
 - a) Bid package should include a minimum of 3 bids.
 - b) Bids must be received in writing – preferably on official company letterhead.
 - c) Bids submitted for further consideration should include all information required to enter into a contract such as company/contractor name, address, contact info (email & phone), contract date(s) & time(s), payment method and any deposit requirements.
 - d) Sub-committees are encouraged to provide a brief explanation as to why a particular vendor/entertainer/service is preferred.

Assuming the committee has a preference, they should prepare a Check Request Form to accompany the bid package.

- 5) The Steering Committee Chair will forward the bid(s) to the Steering and Spending Committees for further review and approval

- 6) Upon Spending Committee approval, the bid package(s) and accompanying Check Request Form are submitted to the WSO.
 - a) WSO will forward bid packages to the World Service Trustee (WST) for review by the Trustee Negotiating Committee (TNC).
- 7) WSO will prep bids and check requests for review and approval by the WSOB.
 - a) Bids received by the WSO at least 1-week prior to the WSOB meetings (2nd and 4th Thursday of the month), will be reviewed by the WSOB in the same month.
 - b) If bids do not include all required contractual information, they will be returned to the Host Committee for completion.
- 8) Upon WSOB approval, CAWSO inc. will complete the contractual requirements and return a fully executed contract to the Host City Convention Committee.

APPOINTMENT AND REMOVAL OF THE CAWS CONVENTION CHAIRPERSON

Appointment:

Immediately following the selection of the host area/region by the C.A. World Service Conference, nominations for candidates for the position of chairperson of the World Service Convention will be interviewed by a board consisting of the Trustee of the region, the WSCCC Chairperson, Vice-Chairperson and Secretary(s). Following this interview, the board will vote and choose the chairperson by group conscience. Candidates not chosen shall be contacted by the WSCCC Chair, by phone or email, within 30-days of the completion of this selection process, to inform the candidates of their decision. The abovementioned process will take place and be completed within six (6) months of host area/region selection by the WSC.

Removal:

If a CAWS Convention Chairperson fails to meet the duties as outlined in the WSCCC Guidelines or no longer meets the sobriety requirements, a board consisting of the Trustee of the Region, the WSCCC Chairperson, the WSCCC Vice Chairperson and WSCCC Secretary(s) will vote to remove said CAWS Committee Chairperson for just cause. Removal of the CAWS Committee Chairperson requires a two-thirds (2/3) majority vote. If the CAWS Committee Chairperson is removed, within sixty (60) days of removal, the host area/region shall submit three (3) nominations with a minimum of two (2) to fill the vacant CAWS Chairperson position. The above mentioned election committee will elect a new

CAWS Chairperson for the vacant position within thirty (30) days of receipt of resumes by group conscience.

CAWS Convention Pass It On Fact Sheet

(To be filled out by Convention Committee Chairpersons and the WSO)

Name of Host City _____
Hotel/Events Venue Name _____

Position: _____

Chairperson: _____

Contact Info: _____ Number of people on Committee: ____

Mission Statement / Objective:

Action Plan:

What Worked:

What Didn't Work:

Challenges / Obstacles:

What we wish we did but didn't (hindsight):

Budget-Projection vs. Actual:

C.A.W.S. Convention Pass it on Fact Sheet (cont.)

(This portion of the form to be completed by every Convention Chairperson and WSOB Treasurer)

COMMENTS

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 Hotel/Events Venue chain again?

How would you rate the Convention?

BIDDING GUIDELINES

- 1) Any Area wishing to host the CAWS Convention must submit all bidding communications in writing to the Regional Trustee, the Chairperson of the WSCCC and the WSO.
- 2) It is suggested that the C.A. World Service Convention bid be supported by its region. It is also recommended that the Regional Assembly support the bidding City/Area/Region. If more than one area within the same region is interested in bidding to host a World Service Convention in the same year, it is suggested that it is discussed in the Regional Assembly prior to bid submission.
- 3) The Convention Committee, the chairperson of the WSCCC and its members are available to aid you in preparing your bids.
- 4) The organization of the bid and the contacting of organizations i.e. local tourist or convention bureaus should start as soon as your area/city decides to bid to be the host.
- 5) Any area, within the U.S., bidding for the World Service Convention, should be incorporated with a 501-3C determination from the IRS. Areas outside the U.S. should provide proof of charity / non-profit status, in good standing, in accordance with the host country's laws and regulations.
- 6) Promotion of your city should not take place until the C.A. World Service Convention prior to the year you are going to present your bid. It is suggested that the area not use fundraising, outside their region, as promotion for an upcoming bid.
- 7) Completed convention bids must be submitted to the WSO, Chairperson of the WSCCC and the Regional Trustee at least one hundred and fifty (150) days prior to the start of the WSC in order for the bids to be substantiated. Bids should be submitted in the local currency as well as US Dollars when applicable.
- 8) The substantiated bid is brought to the WSCCC at the WSC to be considered on the Conference Floor. Bids will be accepted by the WSC for consideration no more than four (4) years prior to the event.
- 9) All bid packets (PDFs, PowerPoints, videos, etc.) must be submitted to WSCCC steering committee 24 hours prior to conference kick off.
- 10) Be prudent in the amount of fellowship money spent on you presentation - substance will be more effective.
- 11) Each Host City/Area/Region should obtain written bids from 3 different Hotel/Events Venues in their area. Hotel/Events Venue bids should be valid for at least 6 months following Host City selection.

- 12) The following pages are an example of the type in information needed for a CAWS Convention bid.
- 13) It is suggested that the net income exceed 40% of the convention expenses.
- 14) All bids from Host City/area/region must submit budgets reflecting attendance of 600, 900 and 1200 paid registrants.

All areas/regions submitting bids to host the CAWS Convention should also put forth a slate of at least three (3) nominations, for the Convention Chairperson position. Service resumes will be included with submitted bids, in addition these candidates should be ratified by the city/area/region submitting the bid. This helps the WSCCC when evaluating the preparedness of the potential hosting city.

SUGGESTED BID COMMITTEE STRUCTURE

1) Chairperson

- a.** The Chairperson oversees the entire bidding process, ensuring that all procedures are followed correctly, and timelines are met. The Chairperson is also responsible for setting meetings and maintaining order during discussions.
- b.** Responsibilities:
 - Schedule and chairs committee meetings.
 - Coordinate with other committee members to ensure tasks are completed.
 - Serve as the primary point of contact for bidders alongside the “Hotel Liaison”
 - Helps the committee to follow the WSCCC Guidelines.

2) Vice-Chairperson

- a.** The Vice-Chairperson assists the Chairperson and fills in for the Chairperson if they are unavailable.
- b.** Responsibilities:
 - Support the Chairperson in their duties. 2024 World Service Conference of Cocaine Anonymous Summary of Motions
 - Assume the Chairperson’s responsibilities in their absence.
 - Help coordinate committee activities and communication.

3) Secretary

- a.** The Secretary is responsible for all documentation related to the Bid Committee.
- b.** Responsibilities:
 - Record minutes of all committee meetings.
 - Maintain records of all bids received.
 - Ensure that all necessary documents are properly filed and accessible.

4) Hotel/Venue Liaison

- a.** The Hotel/Venue Liaison is responsible for searching out hotel locations and collecting bids for the World Convention.
- b.** Responsibilities:
 - Collects bids from hotels in the local area including, but not limited to, room night cost, capacity, food and beverage, meeting spaces, amenities, and activities in the area as well as distances to major travel hubs.

5) Special Events Chair

- a.** The Special events chair is responsible for finding unique events that would be possible at a World Convention to include in the bid.
- b.** Responsibilities:
 - collecting activity ideas, costs, and relevant travel information for anyone submitted, with a mind towards accessibility and cost.

BIDDING GUIDELINES AT CONFERENCE

- 1) We suggest that the Bid Committee Chair initiates and maintains communication with the WSCCC Chair throughout the bidding process.
- 2) Submit an electronic copy of the bid packet and make available to the Convention Committee, Archives, Bid Vetting Committee, and attendants on the conference floor.
- 3) Bid Committee representatives will present to the WSCCC at conference and will be expected to be available to answer questions before they present on the floor.

BID FORMAT EXAMPLE

Bid must include the following information

INTRODUCTION: (List reasons why your area should host a CAWS Convention)

Based Upon:

PROPOSED ATTENDANCE: PROJECTED REGISTERED ATTENDANCE

1. **(600)** _____
2. **(900)** _____
3. **(1200)** _____

STRENGTH OF THE FELLOWSHIP:

District Meetings: _____

Area Meetings: _____

Region Meetings: _____

Approximate # of Members: _____

PRIOR CONVENTION EXPERIENCE: (If Any)

Convention Net Gain: _____

Prior Fundraising Experience: _____

Event & Monies Raised: _____

LOCAL ATTRACTIONS: (List 3 including names, proximity, descriptions & approximate cost)

1.

2.

3.

HOTEL/EVENTS VENUE ACCOMMODATIONS: (List 3 possibilities) **1.**

Hotel/Events Venue:

Number of Rooms:

Size of Banquet Facilities:

Meeting Space:

Approximate Room Cost:

Single:

Double:

Triple :

Quad :

Family Suite:

Suite:

Approximate food and beverage minimum :

Cost of meeting space (if any) :

Current Hotel/Events Venue Service Charge :

Cost of plated banquet (high and low) :

Cost of plated breakfast (high and low) :

Cost of any staff rooms (include complimentary rooms to be provided by Hotel/Events Venue) :

Cost of over night parking per day (self and valet) :

Attrition clause for rooms and food and beverage totals :

A/V costs, if any (check with vendor) :

Hotel/Events Venue accommodations :

Deposit information :

Cost of wireless internet in the meeting space :

Cost of wireless internet in the room :

Any other concessions (free suites/upgrades) :

2. Hotel/Events Venue:

Number of Rooms:

Size of Banquet Facilities:

Meeting Space:

Approximate Room Cost:

Single:

Double
:

Triple :

Quad

Family Suite:

Suite:

Approximate food and beverage minimum :

Cost of meeting space (if any) :

Current Hotel/Events Venue Service Charge :

Cost of plated banquet (high and low) :

Cost of plated breakfast (high and low) :

Cost of any staff rooms (include complimentary rooms to be provided by Hotel/Events Venue) :

Cost of over night parking per day (self and valet) :

Attrition clause for rooms and food and beverage totals :

A/V costs, if any (check with vendor) :

Hotel/Events Venue accommodations :

Deposit information :

Cost of wireless internet in the meeting space :

Cost of wireless internet in the room :

Any other concessions (free suites/upgrades) :

3. Hotel/Events Venue:

Number of Rooms:

Size of Banquet Facilities:

Meeting Space:

Approximate Room Cost:

Single:

Double
:

Triple :

Quad

Family Suite:

Suite:

Approximate food and beverage minimum :

Cost of meeting space (if any) :

Current Hotel/Events Venue Service Charge :

Cost of plated banquet (high and low) :

Cost of plated breakfast (high and low) :

Cost of any staff rooms (include complimentary rooms to be provided by Hotel/Events Venue) :

Cost of over night parking per day (self and valet) :

Attrition clause for rooms and food and beverage totals :

A/V costs, if any (check with vendor) :

Hotel/Events Venue accommodations :

Deposit information :

Cost of wireless internet in the meeting space :

Cost of wireless internet in the room :

Any other concessions (free suites/upgrades) :

TRANSPORTATION:

Airport:

Distance to Hotel/Events Venue:

Approximate Cost:

City of Departure

Round Trip Airfare

Atlanta

Amsterdam

Calgary

Chicago

Boston

Denver

Glasgow

Hong Kong

Houston

Kansas City

London

Los Angeles

New York

Montreal

Nashville

Orlando

Phoenix

San Francisco

Seattle

City

**AREAS WITHIN
DRIVING
DISTANCE:**

Distance

- 1.
- 2.
- 3.

**PROPOSED
DATES:**

Registration: Early:
Late: Day Dances: Banquet: Brunch:

**APPROXIMATE
COST PER
PERSON:**

Approximate Cost

OTHER EVENTS:

ATTACHMENTS:

1. Proposed Schedule of Events

SUPPORT OF ADJACENT AREA/REGION:

Convention Bidding Budget Form

Year of Convention	Expense:	Revenue:	Net:
Early Registration			
# of early reg. ____ @ \$____ Each			
Regular Registration			
# of regular reg. ____ @ \$____ Each			
Online Registration			
# of online reg. ____ @ \$____ Each			
Early Youth Registration			
# of early youth reg. ____ @ \$____ Each			
Regular Youth Registration			
# of regular youth reg. ____ @ \$____ Each			
Meals			
# of Banquets ____ @ \$____ Each			
# of Brunch ____ @ \$____ Each			
Coffee			
Entertainment			
First Day			
Second Day			
Third Day			
Fourth Day			
Memorabilia			
Pre-Convention			
Convention			
Speakers			
Airfare for ____# of speakers			
Hotel/Events Venue for ____# of speakers			
Meals for ____# of speakers			
Per Diem for ____# of speakers			
Fundraising			

Pre-Convention			
Other Fundraising			
Special Events			
First Day			
Second Day			
Third Day			
Scholarships			
Centerpieces			
<i>___# of centerpieces</i>			
7th Tradition			
Hospitality Room			
Auctions/Drawings			
Opportunity Drawing			
Live Auction			
Silent Auction			
Suite Auction			
Outreach			
Decorations			
Special Needs			
Artwork			
Security			
Workshop			
Marathon Meetings			
Bank & Credit Card Fees			
Hotel/Events Venue Rebate			
Evaluation			
Tape Sales Credit			
Audio Visual			

Upcoming Chair Expenses			
Unity Event			
Misc.			
Family and Child Care			
Required Staff Rooms			
TOTALS			

Vetting CAWS bids

One of the responsibilities of this Committee is to facilitate the selection of the Host City for the annual CAWS Convention each year.

- Committee members will have access to the bids in the SR14 Mailing prior to conference
- A subcommittee is identified to substantiate the bids.
 - The subcommittee ensures that the bid is in compliance with the Bidding Guidelines as found in the WSC Convention Committee Guidelines.
- Identify where information may be lacking or not complete (if possible before Conference, a member of our Committee would reach out to the Bidding Host City to request the missing or lacking information)
- During the World Service Conference itself, each Bidding Host City would meet with this Committee during the nonfloor Conference time to present in full its bid presentation and to also answer any questions which any members of this Committee may have.
- After the presentation and meeting with our Committee of each Bidding Host City, our Committee would vote on each bid as to whether the bid complied with the bidding guidelines. If there was a no vote, then this Committee would immediately work with that Bidding Host City to help those members fix the areas in the bid and/or presentation which had been lacking. After this time, this Committee would vote again. Note that this vote would not be taken as recommending any bidding Host City, rather it would just ensure that the respective bids were compliant with the Bidding Guidelines.
- The Chair of this Committee will work with the Conference Committee to schedule a time when the bids would be presented to the Conference floor. A blind drawing of all bids would occur to pick the order of presentation. The Chair of this Committee would

also let each Bidding Host Committee know the time and presentation order/schedule, and amount of floor time allotted to their presentation.

Substantiation Checklist for CAWS Bids

1. Was the bid sent to the WSO, Applicable Regional Trustee and Convention Chairperson

90 days before the start of the World Service Conference for that year?

2. Was there a certification that the bid was supported by the applicable Region?
3. Was there a certification that the applicable Regional Assembly supports the bidding City/Area/Region?
4. Are there at least three bids from Hotel/Events Venues in the area?
5. Is there a spreadsheet of proposed convention revenue and expenses for each designated number of paid registrants – for 600, 900, and 1200 paid registrants respectively?
6. Does the net income for each number of paid registrants (600, 900, 1200) exceed at least 40% of the convention expenses?
7. Does the bid format match the format as set forth in detail in the Bidding Guidelines? Note, at this time, this format is five pages in length. If there are any sections missing, list them and then have the Bidding Host Area submit the missing information as soon as possible.
8. Is there a slate of at least two (preferably three) nominations for convention chairperson?
9. Is their bid detail adequate specifically as to prior convention experience, including but limited to, convention net gain, prior fundraising experience, event and monies raised, and number of span of years of prior conventions hosted in the City/Area/Region?
10. Do the figures and calculation add up?

**** Keep in mind that a bid is only a projection****

Convention Finance Reporting Procedures Form

CAWS 20____

Count Sheet (Day and Date)

P/U Location	P/U Time	By Who	Count 1 – By	Denom.	#'s/\$'s	Count 2 – By	Denom.	#'s/\$'s	Verified
				Change			Change		
				1			1		
				5			5		
				10			10		
				20			20		
				50			50		
				100			100		
			SUB-TOTAL CASH			SUB-TOTAL CASH			
				Checks			Checks		
			Credit Card			Credit Card			
				TOTAL		TOTAL			

Check Request Form

CR#: _____

Check Request Form
C.A. World Service Convention Committee

_____ Host Area/Region _____ Year

NOTE: Funds will only be disbursed upon approval of completed Check Request Form along with supporting documentation and/or PDF proof.

SUBCOMMITTEE: _____ DATE: _____

REQUESTED BY: _____ TITLE: _____

AMOUNT \$ _____ IN BUDGET? ☐ YES ☐ NO

LINE ITEM # _____ CURRENT LINE ITEM BALANCE: _____

PAYEE: _____ DAYTIME PHONE (____) _____

PAYEE

ADDRESS: _____

PURPOSE OF EXPENSE:

Reason for favoring a particular vendor: _____

REQUIRED BACK-UP DOCUMENTATION ATTACHED:

- ☐ W-9 (Independent Contractor [labor] or services rendered which exceed \$600)
- ☐ Receipts for out-of-pocket reimbursement (supporting receipts MUST accompany this form)
- ☐ Bill/Invoice/Purchase Order for ____ Services ____ Merchandise ____ Other
- ☐ Cash Advance for anticipated expense: _____
- ☐ Other _____

APPROVED BY: _____ DATE _____
Convention Chair

APPROVED BY: _____ DATE _____
Convention Treasurer

APPROVED BY: _____ DATE: _____
WSO Treasurer

For WSO Use Only

DATE RECIEVED at WSO _____

WSO ACTION TAKEN:

- ☐ Returned to Host Committee for additional information / documentation
- ☐ Approved for disbursement under budget line item # _____

Date of WSOB Check Request Approval: _____

Check Number: _____ Date Mailed to Host Committee: _____

SUGGESTED FORMAT FOR WORLD SERVICE CONVENTION COMMITTEE SERVICE RESUME

City, State, Country

Service Resume

Sobriety Date: _____

GROUP LEVEL:

From	To	Service Commitment
_____	_____	_____
_____	_____	_____
_____	_____	_____

AREA/DISTRICT LEVEL:

From	To	Service Commitment
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

OTHER SERVICE COMMITMENTS:

WORLD SERVICE LEVEL:

From	To	Service Commitment
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**LIST ANY ADDITIONAL EXPERIENCE RELEVANT TO POSITION FOR WHICH YOU
ARE APPLYING.**

STATEMENT OF WILLINGNESS TO SERVE:

Request for Proposals

Contained below is a Reference document. This RFP is included as an example for both the Preliminary RFP and the Detailed RFP . It is understood that these are guideline documents and may be partially or fully modified by the RFP Sub-Committee or Areas independently submitting bids based on the specific needs of the year cycle.

2022 RFP EXAMPLE

Cocaine Anonymous World Services Office, Inc., a California non-profit corporation, hosts its annual World Service Convention each year in a different city. For 2022, the Convention has been awarded to Atlanta. The Convention can be either over Memorial Day weekend 2022 or over July 4, 2022, the preference is Memorial Day 2022 weekend. Approximately 900 people attend each year (a conservative estimate). We are requesting two proposals please based on the following specifications from your Hotel/Events Venue if possible, one using the Memorial Day 2022 weekend dates (May 25 - May 30, 2022) and the second using the July 4, 2022 weekend dates (June 29 – July 4 2022), respectively. Here is some more information:

For Contracting Purposes only:

John D. World Service Trustee

Cocaine Anonymous World Service Office **11460 N. Cave Creek Road, Suite 12
Phoenix, AZ 85020**

Phone: 310-559-5833

Fax: 310-559-2555

GUEST ROOM ACCOMMODATIONS NEEDED FOR 2022:

5/23/2022	5/24/2022	5/25/2022	5/26/2022	5/27/2022	5/28/2022	5/29/2022	5/30/2022	5/31/2022
8	25	45	165	300	300	300	30	5

TOTAL NUMBER OF ROOM NIGHTS TO BE CONTRACTED: 1178

Note, we will in all likelihood need 5 rooms for Sunday night May 22, 2022.

Note that the July 4th dates would also be from June 29 with an end date of July 4, 2022.

request for proposal cont.

MEETING ROOMS

Our meeting room needs are as follows please:

- Trustee Meeting - Sunday of the week prior to Memorial Day May 22, 2022 noon to midnight - Board room set up – 24 hour hold (for 12 people) for the entire week
- Convention Office – Monday afternoon before Memorial Day May 25, 2022 noon to midnight – 24 hour for the entire week
- One or two large Suites which we can use for staff and special guests for the entire week
- Two rooms for registration and memorabilia from Tuesday May 24, 2020
- Two rooms for Hospitality suite for the week
- Ball Room set for theater style for 800 24 hour hold – coffee service
- Stage – podium with microphones – computers- projector screen
- Ball room, perhaps separate for dinner/banquet on Sunday May 29, 2022 to feed 400 (40 rounds of 10) people and seat 400 more people also theater style; same ballroom for a brunch/banquet on Monday May 30, 2022 for 200 people to eat and seat 200 more people. We will need a quote please for the banquet and brunch with a cap too please and menus for a plated meal and a buffet for each please.

Breakout rooms – Wednesday 8am to midnight – 24 hour hold –set up tbd (detailed below)

1. Marathon Meetings room for up to 80 people
2. Two Workshops rooms for up to 80 people
3. Co-Anon room 40 people
4. Two other break out rooms for general meetings seating 50 people each
5. Suite for Treasurer with table and chairs with adjoining bedroom also
6. Hospitality/general overflow room (can be a large meeting room)

OTHER ITEMS TO BE ADDRESSED IN YOUR PROPOSAL PLEASE:

- Room rate per night, single, double, triple and quad.
- Late checkout needed on the final day of the Convention (2pm) On Monday
- Food and beverage minimum

- Current menu prices for a plated dinner and for a plated breakfast, and buffet for both please with range of prices and menus too and whether the prices will be locked at the time the contract is signed
- Whether there is a coffee (Starbucks, Peets) shop in the Hotel/Events Venue (and related hours)
- Airport transportation logistics and costs since over 85% of attendees are from outside of the host city
- Discounts available on food and items purchased by registrants at your Hotel/Events Venue outlets
- Other restaurants, amenities, and services available nearby to your Hotel/Events Venue
- Cost for coffee and tea during the Convention, note many times our group will receive a significant amount of free coffee and tea as an incentive to book the Convention at a particular Hotel/Events Venue
- Cost if any for the meeting space we need
- Cost if any for the set-up of the meeting space we need
- Service charge, if any, for room set ups even if the meeting space is free/comped
- Group parking rate with in/out privileges
- Valet charges per day/night
- Cost of internet access in the meeting space and during the Convention both in the meeting rooms and in the guest rooms
- Ability to have electrical access in the foyer during registration including a cash register and computers, and phone line for credit card machine
- Room rate to include approximately \$10.00 per night rebate to CAWSO convention. 1 free room night for every 40 rooms booked
- Staff rooms – 10 rooms per night at a discounted, non-commissionable rate for the entire week (Sunday to Monday of the next week)
- Reservation cut-off date to be 15 days or less and rate shall be honored if rooms are still available.
- The issue of internet/discounted room rates arises every year, we need to be able to ensure that during our Convention no-one can get a less expensive room online than they could by registering with our group
- Possible free room upgrades depending upon room pickup

- Fees, if any, paid for set-up or break down.
- PSAV or similar charges for stage, podiums, microphones
- Cost to our group if we opt to bring in our own sound and light and staging
- Room rate to be in effect 5 days prior and 5 days after the Convention.
- Hotel/Events Venue to provide certain A/V equipment at no charge and allow our group to bring in its special equipment at no charge.
- 24-hour use of pool, spa, health club
- Ability of our local planning group to be able to meet at the Hotel/Events Venue up to 6 times for no charge for a meeting room during the year before the convention at mutually agreeable times
- Clearly defined registration method with a special code for Hotel/Events Venue link
- 20% attrition clause for both food and beverage as well as 20% attrition for room block also.
- What is the current service charge and anticipated service charge for 2022 please?
- We may need 4 banners hung, preferably at no additional charge for the week
- One room locked and separately keyed for the week
- Podium with microphone complimentary in all ballrooms and meeting rooms each day
- Dance floor use free for the week including installation and removal
- Deposit requirements -amounts and dates
- Any affinity points for the meeting planner and how are these calculated please?
- Does your Hotel/Events Venue have a portal for on-line registrants and for the planning committee to readily access to get real time numbers and rooming lists
- Any signing bonus or other incentives
- We would request please ten complimentary valet parking passes per day for convention week

FORCE MAJEURE CONDITION

- 1) Trustees advise that a Force Majeure condition exists
- 2) The host City Steering Committee is offered the choice of moving the convention to the next open year in the convention cycle or total cancellation
- 3) In the event that the host City steering committee decides to cancel the convention, the WSOB may elect to manage the convention in the host city at the WSOB's discretion
- 4) WSOB Director of Conventions and Conferences contacts the contracted Hotel, in coordination with the host city steering committee as required; claims the Force Majeure condition and coordinates postponement or cancellation with the hotel.
- 5) If canceled, the WSOB Director of Conventions and Conferences works with the hotel for any deposit refund that may be owed.