

Cocaine Anonymous  
World Service  
Convention  
Committee  
Guidelines

**2009 Edition**

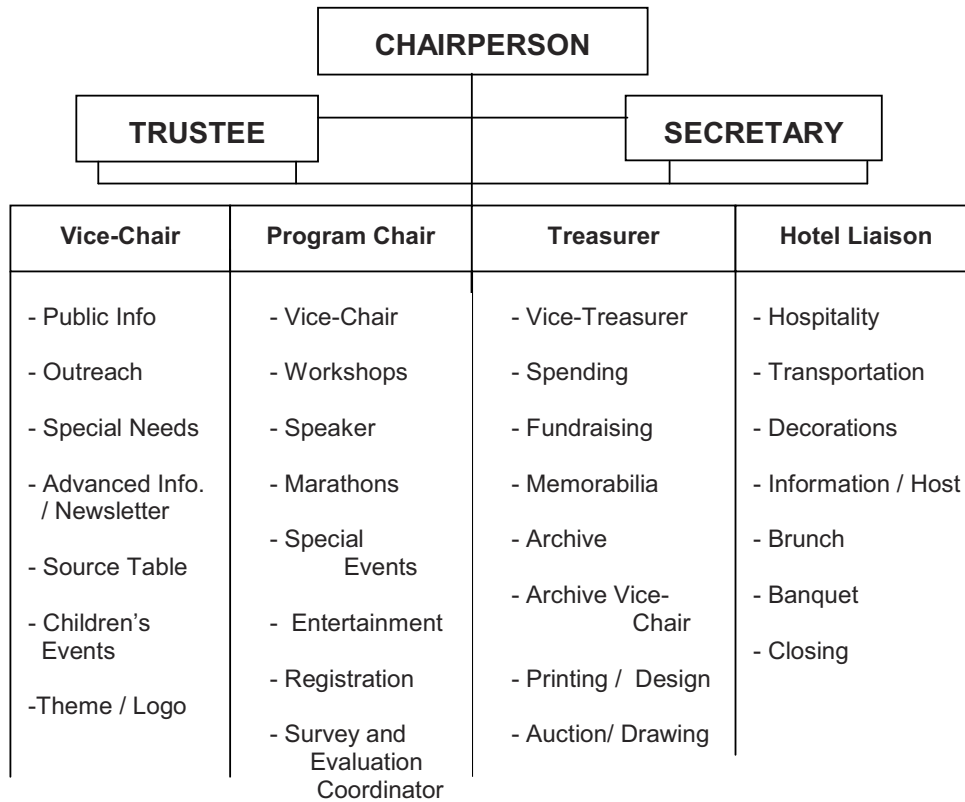
Reflecting Changes from the 2008 World Service Conference

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## Suggested Organizational Structure Cocaine Anonymous World Service Convention Flow Chart



## **Statement of Purpose**

The purpose of the World Service Convention is to promote enthusiasm and unity within the fellowship of Cocaine Anonymous and financially support World Services' effort to carry the message to the addict that still suffers.

## **Statement of Policy**

In keeping with both the 12 Traditions and the spirit of service work in COCAINE ANONYMOUS it appears 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 of members responsible for the decision(s) 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 the appearance to others, both inside and outside the fellowship. Such an appearance can only lead to unnecessary controversy and such discounts as: travel expenses, free hotel rooms, etc. are standard benefits of doing business with the particular business involved, such benefits belong to the fellowship of Cocaine Anonymous and as such must be treated accordingly (i.e. 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 Inc. 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. as a whole having a tarnished reputation with the business community.

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

## **CONVENTION STATEMENT OF ANONYMITY**

Anonymity is one of the most important issues in the structure of Cocaine Anonymous. Therefore, in observance of the Eleventh Tradition of Cocaine Anonymous: "Our public relations policy is based on attraction rather than promotion: we need always maintain personal anonymity at the level of press, radio, television and films."

We earnestly request that those gathered here honor this condition of anonymity. We request that no record be made of convention either by photography, moving or still, or by videotape. If you should happen to recognize someone here who identifies themselves as an addict, please keep that knowledge strictly to yourself.

## CHAIRPERSON

<b>SOBRIETY REQUIREMENT:</b>	Three years continuous sobriety.
<b>PAST SERVICE WORK REQUIRED:</b>	Prior experience on a CA convention committee.
<b>QUALIFICATION:</b>	Strong leadership skills.

### **\*\*APPOINTMENT\*\***

Immediately following the site selection by the CA World Service Conference, Nominations for candidates will be accepted from the host cities' for the position of chairperson of the World Service Convention. Following the area/region approval, the slate must be submitted in writing by local delegate(s) to the World Service Conference Convention Committee Chairperson. Three (3) nominations preferred with a minimum of two (2). At such time, a board consisting of:

1. Trustee of the region.
2. The WSCCC Chairperson, Vice-Chairperson and Secretary. Will vote and choose the chairperson by group conscience. The above-mentioned process will take place and be completed within three (3) months of site selection by WSC.
3. Immediately following the election of the Chairperson, the chair is encouraged to coordinate with the Trustee Negotiating Committee on site selection and negotiations.
4. If a CAWS 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 will vote to remove said CAWS Committee Chairperson for just cause. CAWS Committee Chairperson removal requires a 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

### **CHAIRPERSONS DUTIES:**

1. Within 90(ninety) days of the above mentioned appointment, the WS Convention Chairperson shall submit a minimum of two (2) candidates with resumes along with recommendations for offices of the Steering Committee consisting of Vice-Chairperson, Secretary, Treasurer, Program Chair and Hotel Liaison to the above board for approval. Verification of approval by above-mentioned board will be done within forty-five (45) days of submittal. Any positions rejected or replacements needed must be resubmitted to the above-mentioned board, within thirty (30) days for approval. This last procedure to be repeated until all positions are filled.\*
2. Schedules, attends and leads all general convention committee meetings.
3. Maintains regular contact with the host city regional trustee, the WSO, the WSOB and the WSCCC and makes sure that all convention progress is communicated and meeting minutes are sent to Directors on a regular basis.
4. Oversees and if necessary recommends replacement(s) of committee heads for cause (example: Non-performance, Loss of sobriety, etc.)

5. Oversees the preparation of the convention budget and submission of said budget to the WSCCC for approval at the next WSC.
6. Upholds World Service Convention Statement of Purpose.
7. Upholds the 12 Traditions.
8. Beginning in 1998, all monies will be handled by the WSO.
9. Is a voting member of the spending committee.
10. As an ad-hoc member of all committees, the chairperson must vote in the general convention committee meetings only in the event of a tie.
11. Responsible for submitting requests for expenditures as per spending guidelines.
12. Is responsible for closing of the books accounts and submission of all records and receipts and funds to the WSO, in conjunction with the Treasurer, within sixty (60) days of the closing of the convention.
13. Is responsible to forward, immediately after convention, the on-site registration list to the World Service Office. This list will be added to the database for the purpose of promoting future conventions.
14. Convenes a post-convention general World Service Convention meeting to receive wrap-up reports and copy of "CAWS Convention Pass it on fact sheet" from each committee chairperson to be incorporated in the final chairpersons' post convention final report. Meeting should be held within fifteen (15) days of the conclusion of the convention and report, including the "Pass It On" sheet, should be submitted to the WSCCC Chairperson and the WSO within forty-five (45) days after that. Financial figures shall be provided to the WSO, for its use in the June 30<sup>th</sup> Financial Reports, as soon as possible after the convention, but no later than June 30<sup>th</sup>.
15. Oversees preparation of all convention seed money budgets and submission to WSO as per WSCFC and WSO Procedures.

**\*\*NOTE\*\***     *Except as stated, the chairperson will not chair or become a voting member of any committee.*

### **CONVENTION STEERING COMMITTEE**

The Convention Steering Committee will consist the following: Chairperson, Vice-Chairperson, Treasurer, Secretary, Program Chair, Hotel Liaison, and Regional Trustee.

#### **DUTIES/RESPONSIBILITIES:**

1.     Oversee all activities of the General Committee.
2.     Receive and review resumes for all General Committee positions and make selections.
3.     Assumes responsibility for any General Committee Chair vacancies, within their respective oversight as outlined on Page 3 of these Guidelines, until filled.
4.     Review all committee work with respect to potential and/or broader impact of actions/decisions on the overall CAWS Convention and the fellowship at large.

5. Review and provide guidance on all local bids and budgets prior to submission to Spending Committee.
6. Provide monthly progress reports to WSOB and WSBT.
7. Ensure that all Pass-It-On forms are completed within sixty (60) days of the close of the convention and forwarded to the WSOB and WSBT for preparation for submission to the WSC.

### **SECRETARY**

**SOBRIETY REQUIREMENT:** 18 months of continuous sobriety.  
**PAST SERVICE WORK REQUIRED:** Prior experience on a CA convention committee.  
**QUALIFICATION:** Secretarial skills (i.e. computer).

#### **SECRETARY DUTIES:**

1. Attends all general convention meetings.
2. Prepares and types minutes and agendas.
3. Maintains minutes and attendance records.
4. Prepares roster of all committee members.
5. Send meeting minutes from both general and steering committee meetings, agendas and financial reports to WSO, WSBT, WSCC Chairperson and WS Convention Host committee for the following World Service Convention.
6. Handles correspondence and distributes it to appropriate committee chairpersons.
7. Responsible for miscellaneous correspondence.
8. Attend daily meetings with the Hotel Liaison/Spending Committee at the Convention.
9. In the interest of cost effectiveness, members of the CAWS Convention Steering Committee, if possible, will communicate electronically - e.g. email, Instant Messaging (IM), Voice-Over-Internet (VOIP)

### **VICE-CHAIRPERSON**

**SOBRIETY REQUIREMENT:** Three years continuous sobriety.  
**PAST SERVICE WORK REQUIRED:** Prior experience on a CA convention committee.  
**QUALIFICATION:** Strong leadership skills.

#### **VICE-CHAIRPERSONS DUTIES:**

1. Assist convention chairperson as necessary.
2. Voting member of general convention committee and in the absence of chairperson will be acting chair.
3. Responsible for submitting request for expenditures to the WSO as per the spending committee guidelines.

4. To oversee and to serve as a voting member of the Public Information, Outreach, Special Needs, Theme/Logo, Advanced Information/Newsletter, Closing subcommittees and Memorabilia Archives.

### **PUBLIC INFORMATION CHAIRPERSON**

<b>SOBRIETY REQUIREMENT:</b>	Three years continuous sobriety.
<b>PAST SERVICE WORK REQUIRED:</b>	Prior experience on a CA convention committee and/or PI committee. It is suggested WS Delegate current or past.
<b>QUALIFICATION:</b>	Strong leadership skills. Have a working knowledge of the 12 traditions, the 12 steps and the 12 Concepts as well as the WSCCPI workbook.

### **PUBLIC INFORMATION CHAIRPERSON DUTIES:**

1. Insure with all publicity that the traditions are upheld, specifically upholding tradition 11 as it relates to the issue of personal anonymity at the level of press, radio, TV and Films. 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. Communicate regularly with WSCCPI Chairperson, Trustees and WSCCC Chairperson, (especially during the convention).
3. Collect and record any and all press regarding this event to be submitted to the WSO and is also to be included in the chairperson's final report.
4. Set up and maintain a hospitality/press area separate and apart from all convention functions, specifically for the meeting and greeting of invited attendees.
5. Select panel members subject to ratification by the host convention committee officers and Trustees.
6. The only authorized individuals allowed inside the press area are the follows:
  - a) World Service Convention Chairperson;
  - b) World Service Convention Public Information Committee Chairperson;
  - c) World Service Conference Committees Chairpersons;
  - d) World Service Trustees;
  - e) Hotel Liaison.
7. Coordinate with the WSO PI Chairperson and WSO to provide WEB Page information related to the convention for use on the CAWS Home Page.

**\*\*Policy\*\*** The purpose of the press room in addition to the duties outlined herein shall be to distribute all World Service Conference approved literature and public information materials. The convention pressroom volunteer staffing list must have the host city convention committee officers and Trustee approval. Any controversy that arises is to be immediately submitted to the WS Board of Trustees. The AA Public information workbook is to be used as applicable until such time as a C.A. World Service Conference Approved Public Information workbook is made available.

## OUTREACH CHAIRPERSON

<b>SOBRIETY REQUIREMENT:</b>	Two year continuous sobriety.
<b>PAST SERVICE WORK REQUIRED:</b>	Prior experience on a CA convention committee.
<b>QUALIFICATION:</b>	Organizational skills and computer friendly.

### **OUTREACH CHAIRPERSON DUTIES:**

1. Generate and distribute information at the World Service Convention from the previous year.
2. Generate and distribute information at the World Service Conference from the previous year.
3. Utilizing the resources from the previous World Service Convention and the database maintained at the World Service Office and the World Service Conference Convention Committee.
4. Generate and distribute information to the entire fellowship on an ongoing basis. (Coordinate with World Service Office on mailing to delegates).
5. Work closely with all committee chairpersons.
6. Awareness of needs of foreign language translations.
7. Reach out and inform the Professional community, (E.A.P.'s, Schools and Universities, Trade unions, Hospitals and Institutions and their health treatment staff, Local and State Social Service agencies, Private Social Service agencies (churches, etc.). Help lines and Directories, Medical and Legal associations, Law enforcement agencies in convention area.
8. Pass on mailing list to the World Service Office.

## SPECIAL NEEDS CHAIRPERSON

<b>SOBRIETY REQUIREMENT:</b>	Two years continuous sobriety.
<b>PAST SERVICE WORK REQUIRED:</b>	Prior experience on a CA convention committee.
<b>QUALIFICATION:</b>	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, 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).

### **ADVANCED INFORMATION/NEWSLETTER CHAIRPERSON**

**SOBRIETY REQUIREMENT:** Two years continuous sobriety  
**PAST SERVICE WORK REQUIRED:** Prior experience on a CA convention committee.  
**SUGGESTED QUALIFICATIONS:** Organizational skills, leadership skills, and familiarity with computers and word processing/publishing programs.

#### **ADVANCED INFORMATION/NEWSLETTER DUTIES:**

1. Coordinates newsletter process at and before convention.
2. Ensures that newsletters, if any, are distributed via mail, in all delegate mailings, to all registrants and at the convention itself.
3. Ensures that all newsletters have been written to include information from the various subcommittees and from the host committee of the subsequent year.
4. Ensures that there are articles available for the CA NewsGram and CA Web Page about the convention.

### **SOURCE TABLE CHAIRPERSON**

**SOBRIETY REQUIREMENT:** Three years continuous sobriety  
**PAST SERVICE REQUIRED:** Prior experience on a CA convention committee.  
**SUGGESTED QUALIFICATIONS:** Organizational skills, leadership skills, familiarity with computers and word processing/publishing programs, and with the entire convention process.

#### **SOURCE TABLE CHAIRPERSON DUTIES:**

1. Coordinates source table process at and before convention (concierge service, hospitality - where to go service), CA event ticket sales, event add-ons, emergencies, communication center, lost and found, message board, etc.
2. Ensures that volunteers are available to staff the table during the convention.
3. Ensures that written procedures are finalized and available.
4. Using WSO merchandise order form, submit chips and literature request to Treasurer.

### **CHILDREN'S EVENT COORDINATOR**

In the event that Children's events are coordinated, here are the suggestions:

**SOBRIETY REQUIREMENT:** Three years continuous sobriety  
**PAST SERVICE REQUIRED:** Prior experience on a CA convention committee.  
**QUALIFICATIONS:** Leadership and organizational skills, familiarity with childcare needs

#### **CHILDREN'S EVENT COORDINATOR DUTIES:**

1. Work closely with all committee chairpersons.

2. Ensure that proper state/city or provincial procedures are followed.
3. Ensure that all applicable insurance and licensing requirements are followed.
4. Obtain three bids from outside professional licensed childcare providers.
5. Coordinate space and room requirements with hotel liaison.
6. Submit child-friendly events itinerary to general committee 9 months prior to the convention.

**\*\*NOTE\*\***     *Suggest that a member of the committee is in attendance at all babysitting and child oriented events.*

#### THEME/LOGO CHAIRPERSON

<b>SOBRIETY REQUIREMENT:</b>	One year continuous sobriety.
<b>PAST SERVICE WORK REQUIRED:</b>	Prior experience on a CA convention committee.
<b>QUALIFICATION:</b>	Artistic and creative skills.

#### **THEME/LOGO CHAIRPERSON DUTIES:**

1. Devise a method of creating the theme and logo.
2. Submit theme to the general committee for approval.
3. Create a logo based on the approved theme

**\*\*NOTE\*\***     *All Logo's must be copyrighted as property of CAWS, Inc.*

4. Submit logo to the general committee for approval.
5. Produces camera ready art for necessary committees. (Coordinate needs with printing and memorabilia committees).
6. Artwork must be purchased, preferably with a buy out of all rights, or a limited usage contract.

**Note:** *If limited usage contract is needed, it must be coordinated with the WSO.*

### **PROGRAM CHAIRPERSON**

**SOBRIETY REQUIREMENT:** Three years continuous sobriety.  
**PAST SERVICE WORK REQUIRED:** Prior experience on a CA convention committee.  
**QUALIFICATION:** Strong leadership and organizational skills,  
familiarity with computers

#### **PROGRAM CHAIRPERSON DUTIES:**

1. Conducts meetings of the program committee.
2. Oversees activities and is voting member of the Speaker, Special events, Marathon, Workshop, Registration, Entertainment, Fun Run/Walk, and Evaluation Committees.
3. Coordinate space requirements with Hotel liaison.
4. Coordinates physical production of the program with Printing Chairperson
5. Coordinates space to present information regarding functions of the WSC Standing Committees and the WSO.
6. To print AA conditions on AA material adapted for our use.

### **PROGRAM VICE CHAIRPERSON**

**SOBRIETY REQUIREMENT:** Three years continuous sobriety.  
**PAST SERVICE WORK REQUIRED:** Prior experience on a CA convention committee  
**QUALIFICATION:** 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 Liaison on logistics for function space.
4. Filling of this position is left to the discretion of the host city.

## **WORKSHOP CHAIRPERSON**

**SOBRIETY REQUIREMENT:** Two years continuous sobriety.  
**PAST SERVICE WORK REQUIRED:** Experience with C.A. workshop and/or prior experience on a CA convention committee.  
**QUALIFICATION:** Working knowledge of the 12 Traditions.

### **WORKSHOP CHAIRPERSON DUTIES:**

1. To propose each workshop topics for approval by the general committee at least 8 (eight) months prior to the convention.
2. Insure that all workshop speakers have a working knowledge of the 12 Steps and 12 Traditions of the program and WSCCC statement of purpose.

**\*\*NOTE\*\*** *No promotion of private enterprise.*

3. Must propose a workshop speaker slate for approval by the Host City Program Committee and General Convention Committee.
4. Submit (finally approved) list of topics and speakers to the Program Committee Chairperson for scheduling at least forty five (45) days prior to the convention and to include workshop identified in the General Guidelines in line item #20.
5. Responsible for overseeing and insuring that a member of the workshop committee is in attendance at all host city convention workshops.
6. To insure 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.
8. Recommends reading the Twelfth Tradition at the end of all workshops.
10. Materials to be used during Workshops must be submitted in advance for review and approval by regional trustee to assure there are no tradition violations at a WSC.

## **MARATHONS CHAIRPERSON**

**SOBRIETY REQUIREMENT:** Two years continuous sobriety.  
**PAST SERVICE WORK REQUIRED:** Prior experience on a CA convention committee and on a marathon committee.  
**QUALIFICATION:** Strong leadership skills.

### **MARATHONS CHAIRPERSON DUTIES:**

1. To propose the topics and leaders for all marathon meetings to the program committee for an approval 45 (forty five) days prior to the convention.

2. Responsible for sending conformation in writing, at least 30 (thirty) days prior to the convention, to all marathon leaders.
3. Coordinate with Printing/Design committee chairperson on insuring that "Do you wish to chair a marathon meeting" with space for phone number, is placed in the registration form.
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 WSO supplied collection box.
6. Funds shall be regularly transferred to the convention treasure as per cash handling procedure.
7. Communicates size, set-up and number of rooms required as well as equipment needs to the program chair as well as hotel liaison.
8. Recommends 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 CA group (i.e. on-line, fact-to-face, foreign language, men's stag, women's stag, etc.).

**\*\*NOTE\*\*** *In facilities that smoking is permitted provision should be made for smoking and non-smoking sections with proper ventilation, or even better separate smoking and non-smoking marathon meetings space permitting.*

**\*\*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" CA meetings and as such will follow the 7th Tradition. All other meetings and activities during and throughout the world 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 World Service convention marathon meeting is 90 (ninety) days of continuous sobriety.*

**\*\*NOTE\*\*** *Please refer to Page 5 of the Unity Workbook, Suggestions on Dealing with Diversity.*

### **SPEAKER CHAIRPERSON**

<b>SOBRIETY REQUIREMENT:</b>	Three years continuous sobriety.
<b>PAST SERVICE WORK REQUIRED:</b>	Prior experience on a CA convention committee.
<b>QUALIFICATION:</b>	Strong leadership skills. A working knowledge of the 12 Traditions and 12 Steps.

#### **SPEAKER CHAIRPERSON DUTIES:**

1. Responsibility for proposing no less than 2 (two) speakers for each slot to be filled. Final selection of the speakers for each slot filled will be chosen by group conscience by the host

city program committee and submitted to the general committee for approval at least 9 (nine) months prior to convention.

2. Collect relevant background information on all speakers proposed to the Program convention committee, including, but not limited to, length of sobriety, C.A. service work, etc...
3. Coordinate with the hospitality committee the greeting and transportation of speakers.
4. Responsible for having confirmed in writing from the speakers their commitment to speak, as well as confirms details for travel and accommodations. Purchase airfares at the lowest possible rate.
5. Recommends reading the Twelfth Tradition at the end of all speaker meetings.
6. 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)
7. The speaker chairperson should address all issues concerning cell phones and pagers at the meetings.

**\*\*NOTE\*\*** *All speakers should meet our 3rd. Tradition (i.e. "The only requirement formembership is a desire to stop using cocaine and all other mind altering substances"). It is suggested to draw speakers from within C.A. Please refer to Page 5 of the Unity Workbook, Suggestions on Dealing with Diversity.*

#### **SPECIAL EVENTS CHAIRPERSON**

<b>SOBRIETY REQUIREMENT:</b>	Two years continuous sobriety.
<b>PAST SERVICE WORK REQUIRED:</b>	Prior experience on a CA convention committee.
<b>QUALIFICATION:</b>	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. Submits special events itinerary to general 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 Trustee negotiator.
4. Communicates 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) Arranges the Fun Run/Walk to be held during the Convention.
  - b) Ensures that proper state and city procedures are followed.
  - c) Ensures that all applicable insurance requirements are followed.
  - d) Coordinates the completion of applicable releases for all entrants

## ENTERTAINMENT CHAIRPERSON

<b>SOBRIETY REQUIREMENT:</b>	Three years continuous sobriety.
<b>PAST SERVICE WORK REQUIRED:</b>	Prior experience on a CA convention committee.
<b>QUALIFICATION:</b>	Leadership skills and familiarity with the entertainment industry.

### **ENTERTAINMENT CHAIRPERSON DUTIES:**

1. Coordination of live entertainment, if desired.
2. Audio entertainment (DJ.).
3. Sound equipment needs.
4. Awareness of any electrical and union requirements.
5. Coordination of travel and accommodation if necessary.
6. Communication with hotel liaison committee needs.
7. Oversee staffing and collection of tickets and moneys taken at the door.

**\*\*NOTE\*\***     *Refer to cash handling procedures.*

8. It is recommended that dances do not overlap each other (e.g. one adult dance per night).

## REGISTRATION CHAIRPERSON

<b>SOBRIETY REQUIREMENT:</b>	Three years continuous sobriety.
<b>PAST SERVICE WORK REQUIRED:</b>	Prior experience on a CA convention registration committee.
<b>QUALIFICATION:</b>	Strong leadership skills. Organizational skills and computer skills. (Our registration program is in Access)

### **REGISTRATION CHAIRPERSON DUTIES:**

1. Install, operate and train others on the registration committee in the computerized processing of all registration form.
2. Coordinate on-site updated registration reports with WSO at all general convention meetings.
3. Follow cash handling procedure on site of convention.
4. Prepare registration packets.
5. Oversee on site registration.
6. Submit computer set up costs and needs for registration, to spending committee and WSO.

7. Arrange for on site safety and return of computer equipment.
8. Return program and all data to WSO after the close of the convention.
11. Consider a variety of pricing options, which may include early registration discounts as well as package prices.
12. Suggestion, Host city to set up 3 registration areas on site for pre-registration, on site registration, and H&I registration table.

**\*\*NOTE\*\***     *Registration chairperson is responsible, upon election, to contact the WSO get the current registration program and procedures. This should be the first order of business after the registration chair is elected.*

### **SURVEY AND EVALUATION COORDINATOR**

<b>SOBRIETY REQUIREMENT:</b>	One year continuous sobriety
<b>PAST SERVICE WORK REQUIRED:</b>	Prior experience on a CA convention committee.
<b>SUGGESTED QUALIFICATIONS:</b>	Organizational skills, leadership skills, and familiarity with computers.

#### **SURVEY and EVALUATION COORDINATOR DUTIES:**

1. Coordinates evaluation process at convention
2. Coordinates 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. Ensures that questionnaires are distributed, collected and the data accumulated into a meaningful format.
4. Completes the process within thirty days of the close of the convention.

**\*\*NOTE\*\***     *See appendix for sample evaluation form.*

## TREASURER

**SOBRIETY REQUIREMENT:**

Three years continuous sobriety.

**PAST SERVICE WORK REQUIRED:**

Prior experience on a CA convention committee. Acted as a treasurer at a-group CA Convention and/or a district, area or world level in CA.

**QUALIFICATION:**

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

**TREASURER DUTIES:**

1. Works 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\*\*** *Effective in 1998, 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. Supervises cash handling procedures during pre-convention fundraisers as well as during the actual convention.

3. Uses forms and procedures as per WSCFC and WSO Procedures.

4. 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.*

5. To oversee and be a voting member of the Spending, Fundraising, Memorabilia, Printing and the Auction/Drawings subcommittees.

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

6. Treasurer will submit check request to the WSO one (1) week prior to WSO Board meetings.

7. Responsible for establishing and maintaining a Convention Committee Office during the World Service Convention.

8. Determines the quorum for the Spending Committee and ensures that a quorum is present regarding all decisions for expenses over \$100.00.

***The spending committee shall be comprised of the following members:***

- a) Treasurer - Acts as Chairperson of committee and shall submit a minimum of 3 (three) additional voting members with resumes subject to ratification by the host city convention committee officers and Trustee
- b) Convention Chairperson
- c) Trustee
- d) WSO

**VICE-TREASURER**

<b>SOBRIETY REQUIREMENT:</b>	Three years continuous sobriety.
<b>PAST SERVICE WORK REQUIRED:</b>	Prior experience on a CA convention committee. Acted as a treasurer at a-group CA Convention and/or a district, area or world level in CA.
<b>QUALIFICATION:</b>	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's duties.

**SPENDING COMMITTEE DUTIES:**

1. Researches, and coordinates 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.
2. WSO and Spending Committee authorize expenditures in excess of \$500.00 (five hundred) providing a minimum of three bids have been received.
3. The spending committee and WSO is suggested to, is not necessarily required to, contract with the lowest bidder.
4. The WSO has final approval of expenditures of over \$100.00 (one hundred dollars)
5. Coordinate with WSO on the taping of the convention.

**\*\*NOTE\*\*** *All bids submitted to the spending committee WSO must be submitted in writing only. The purpose of the spending committee & WSO is to oversee and approve the expenditures of the convention. Whenever possible, services should be performed by volunteer members of the fellowship.*

**\*\*NOTE\*\*** *See Statement of Policy.*

## MEMORABILIA CHAIRPERSON

<b>SOBRIETY REQUIREMENT:</b>	Two years continuous sobriety.
<b>PAST SERVICE WORK REQUIRED:</b>	Prior experience on a CA convention committee. Previous work on memorabilia committee. Chairperson or Vice-Chairperson on a convention or special event.
<b>QUALIFICATIONS:</b>	Strong leadership skills. Buying or merchandising experience (retail). Experience in getting bids from manufactures.

### **MEMORABILIA CHAIRPERSON DUTIES:**

1. Communicate with Theme/Logo Chairperson regarding art work.
2. Research products to be submitted to the general committee & WSO within six (6) months prior to convention.
3. Research bids of chosen products to be submitted to the Spending Committee 30 (thirty) days after selection of product.
4. Upon approval from spending committee & WSO contacts vendors and requests samples to be presented to the general committee within thirty (30) days.
5. Upon satisfaction 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. Insures shipments and coordinates storage.
8. Coordinates 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. Communicates size and set-up requirements as well as equipment needed to the printing/design committee as well as Hotel 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 Fund-raising.
13. Coordinates with Registration for any giveaways into the Registration Packages.
14. Only CA approved memorabilia (which mean all memorabilia sold at a CAWS convention should have been approved by the district or area from which it came) be sold at CAWS conventions.
15. Deliver to WSO, two (2) of each memorabilia items for CA archives.  
**\*\*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 CA convention committee.  
**QUALIFICATION:** 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. Archives should be stored at a secured, licensed and insured storage facility.
5. Coordinate with Hotel 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.

## FUND RAISING CHAIRPERSON

**SOBRIETY REQUIREMENT:** Two years continuous sobriety.  
**PAST SERVICE WORK REQUIRED:** Prior experience on a CA convention committee.  
**QUALIFICATION:** Strong leadership skills and worked on special event committee at a local level.

### **FUND RAISING CHAIRPERSON DUTIES:**

1. Coordinates 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\*\*** *Fund raising may begin only after the convention chair, the convention trustee, and the convention treasurer, have coordinated with the WSO for the collection and deposit of funds.*

2. Proposes budget for each event to spending committee within 30 (thirty) days of each individual event.
3. Generation and distribution of information flyers (should coordinate with printing committee).
4. Coordinates 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. Coordinates deposits of funds collected from each event with the treasurer.
7. Utilize the WSO for delegate mailings for fundraising and outreach purposes.

**\*\*NOTE\*\*** *Always upholding the 7th Tradition and Statement Purpose of the World Service Convention and follow the cash handling procedures Coordinates with memorabilia chairperson for pre selling of memorabilia for fund raising purpose.*

### **PRINTING/DESIGN CHAIRPERSON**

<b>SOBRIETY REQUIREMENT:</b>	Six Months continuous sobriety.
<b>PAST SERVICE WORK REQUIRED:</b>	Prior experience on a CA convention committee.
<b>QUALIFICATION:</b>	Strong organizational skills, printing and/or buying printing experience a plus.

#### **PRINTING/DESIGN CHAIRPERSON DUTIES:**

1. Plans layout for flyers, registration forms, printed programs and directional signs. Coordinates with all committees & WSO on any other printing needs. (i.e. workshop, special events, registration, etc...).
2. Proposes budget for each event to spending committee within 90 (ninety) 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 an opportunity to make a donation to sponsor a newcomers' and/or an indigents' registration fee.
6. Provide on the registration form a boxed to be marked if they want to be on C.A's confidential mailing list for future events.
7. Printing is to be completed 30 (thirty) 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. (See Appendix D).

**\*\*Note\*\*** *Insures that all appropriate CA logos are on all CA materials.*

### **AUCTION/DRAWING COORDINATOR**

<b>SOBRIETY REQUIREMENT:</b>	Two years continuous sobriety.
<b>PAST SERVICE WORK REQUIRED:</b>	Prior experience on a CA convention committee.
<b>QUALIFICATIONS:</b>	Organizational skills, fundraising skills, leadership skills, and familiarity with auction and drawing procedures and requirements.

#### **AUCTION/DRAWING COORDINATOR DUTIES:**

1. Coordinates auctions and drawings held at the convention.
2. Ensures that proper state and city procedures are followed.
3. Ensures that all applicable cash and legal requirements are followed.

### **HOTEL LIAISON**

<b>SOBRIETY REQUIREMENT:</b>	Three years continuous sobriety.
<b>PAST SERVICE WORK REQUIRED:</b>	Prior experience on a CA convention committee.
<b>QUALIFICATION:</b>	Strong leadership skills. Related business experience and organizational skills.

#### **HOTEL LIAISON DUTIES:**

1. Channels information between Hotel staff and convention committees.
2. Works closely with Board of Trustees and Hotel Negotiating committee regarding Hotel contract, which is negotiated and signed by the WSO Chair and the WSO Trustee.
3. Has a copy of the Hotel contract in their possession at all general convention meetings and the actual convention.
4. Be sure all agreements with Hotel are in writing and signed by appropriate Hotel representative.
5. Responsible for coordination of Hotel space and required materials with individual committee chairpersons and WSC committee chairpersons to promote enthusiasm and unity within the fellowship.
6. Ad-hoc non-voting member of the program committee.
7. Coordinate with WSO regarding space for use and sales of approved literature.
8. To oversee and voting member of Hospitality, Entertainment, Decorations, Host/Information, Transportation Coordinator, Brunch Coordinator, and the Banquet Coordinator subcommittees.
9. Coordinate rooms paid by CAWS and charged to the master account. Rooms to be made available for (per CAWSO policy):
  - a) Speakers
  - b) Treasury room

- c) Hotel Liaison
- d) Committee Chairperson
- e) Convention Room Giveaway
- f) Trustees

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

- 10. Ensures that there is one master account. All WSO/Trustee expense will be paid by the WSO directly.
- 11. Reserve room and arrange food and beverages for annual Unity breakfast.
- 12. It is suggested that CAWS convention only offer coffee in hospitality room. In addition, consider limiting the time that the coffee is served and consider different options for charging for coffee.

### HOSPITALITY CHAIRPERSON

**SOBRIETY REQUIREMENT:** One year continuous sobriety.  
**PAST SERVICE WORK REQUIRED:** Prior experience on a CA convention committee.  
**QUALIFICATION:** 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 liaison.
- 5. Submit request for approval of cost and itemizations to the Spending Committee & 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 liaison that all agreements with the hotel are in writing and signed by appropriate hotel representative.
- 8. Coordinates with the Hotel Liaison availability of Hospitality Suite/Area for Host City.

**\*\*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 CA convention service committee or on a CA convention committee.  
**QUALIFICATIONS:** Organizational skills, leadership skills, and familiarity with shuttles and transportation in host city.

#### **TRANSPORTATION COORDINATOR DUTIES:**

1. Arranges the transportation to be held during and prior to the convention.
2. Ensures that proper state and city procedures are followed.
3. Ensures that all applicable insurance requirements are followed.
4. Coordinates the completion of applicable releases.
5. Works with the hospitality committee to receive airport transportation bids and all related shuttle bids.
6. Works with Chairperson to obtain bids for preferred air carrier for convention attendees, if any.

### **DECORATION CHAIRPERSON**

**SOBRIETY REQUIREMENT:** One year continuous sobriety.  
**PAST SERVICE WORK REQUIRED:** Prior experience on a CA convention committee.  
**QUALIFICATION:** Strong leadership skills, Artistic and creative.

#### **DECORATION CHAIRPERSON DUTIES:**

1. Arranges decorations for banquet, dances, registration desk, etc...
2. Communicates with hotel liaison for set up requirements.
3. Submit to spending committee a list of all expenditures needs, and coordinate with them the purchasing of said needs.

### **INFORMATION/HOST CHAIRPERSON**

**SOBRIETY REQUIREMENT:** Three years continuous sobriety.  
**PAST SERVICE WORK REQUIRED:** Prior experience on a CA convention committee as a member of an information/host committee.  
**QUALIFICATION:** Strong leadership skills.

#### **INFORMATION/HOST CHAIRPERSON DUTIES:**

1. Research telecommunication equipment (i.e. walkie-talkie) to be submitted to spending committee six (6) months prior to convention.
2. Assistance at any function that generates revenue (i.e. memorabilia, registration, dances, etc...).

3. Monitoring and/or reporting of any violation of any traditions to the Vice-Chairperson.
4. Does not physically handle anyone, but contacts hotel security if there are any problems.
5. Insures all members of committee have a minimum of one year continuous sobriety.

### **BRUNCH COORDINATOR**

**SOBRIETY REQUIREMENTS:** One year continuous sobriety  
**PAST SERVICE WORK REQUIRED:** Prior experience on a CA convention committee.  
**QUALIFICATIONS:** Organizational skills and familiarity with brunch events at CA Conventions.

#### **BRUNCH COORDINATOR DUTIES:**

1. Plans and coordinates the brunch using/modifying the suggested format.
2. Coordinates with decorations chair and speaker chair on brunch events.
3. Works with the Hotel Liaison re: brunch details

### **BANQUET COORDINATOR**

**SOBRIETY REQUIREMENTS:** One year continuous sobriety  
**PAST SERVICE WORK REQUIRED:** Prior experience on a CA convention committee.  
**QUALIFICATIONS:** Organizational skills and familiarity with banquet events at CA Conventions.

#### **BANQUET COORDINATOR DUTIES:**

1. Plans and coordinates the banquet using/modifying suggested format.
2. Coordinates with decorations chair and speaker chair on banquet events.
3. Works with Hotel Liaison re: banquet details.
4. Pre-assign banquet seating with a procedure for couples and groups to sit together.

### **CLOSING COORDINATOR**

**SOBRIETY REQUIREMENTS:** 18 Months of continuous sobriety.  
**PAST SERVICE REQUIREMENT:** Prior experience on a CA 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 left over 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. Other duties as needed:
  - a) **SUNDAY NIGHT**
    - i) Determine rooms no longer in use
    - ii) Cross reference with spreadsheet
    - iii) Walk through rooms and inspect condition
    - iv) Clean up rooms, look for personal belongings left behind and determine if additional housekeeping is needed
    - v) Shut down those rooms
    - vi) Ensure that all material for shipping is inventoried and properly stored.
  - b) **MONDAY**
    - i) Coordinate with Evaluations Chair to pick up forms
    - ii) Complete shut down of rooms
    - iii) Cross reference with spreadsheet
    - iv) Walk through rooms and inspect condition
    - v) Clean up rooms, look for personal belongings left behind and determine if additional housekeeping is needed
    - vi) Breakdown Hospitality rooms, Registration room, Memorabilia room, and Source Table room
    - vii) Final determination of room shutdown Coordinate/confirm shipping of material back to LAX and/or other local storage. Ensure storage of material. Verify with WSO.
  - c) **TUESDAY**
    - i) Verify shipping. Get tracking codes.

## **CASH HANDLING PROCEDURES UTILIZING DUAL CUSTODY/CONTROL**

1. The Convention cash pick-up schedule shall be determined on-site by the Host City Treasurer, Host City Vice-Treasurer, WSOB Treasurer and Responsible WSO staff member.
2. The spending committee will use a receipt book containing triplicate receipts whenever money (cash, checks or credit card receipts) is picked up and will transport money in a locked bag to the treasury room to be double counted under **dual control**.
3. One member from the host/information committee and two members from the spending committee (one representing the WSO and one representing the host city) using **dual control methods** will pick up money from each committee's point of sale.

4. Spending committee members who can pick up and transport cash as defined above include the following:
  - a) Host City Treasurer;
  - b) Host City Vice-Treasurer;
  - c) Host City Chairperson;
  - d) Host City's Regional Trustee;
  - e) WSO Chair;
  - f) WSO Treasurer;
  - g) Responsible WSO staff member.
  
5. Once cash count is verified a deposit and receipt are prepared for that pick up. Both verifiers shall sign the receipt.
  - a) After the deposit drop, original receipt will go back to the originating committee or pick up location.
  - b) Second copy will be attached to the deposit ticket
  - c) Third copy stays in the receipt book
  
6. One member from the host/information committee and two members of the spending committee (one representing the WSO and one representing the host city) will transport the prepared deposit to the hotel's safety deposit box.
  
7. Spending committee members who have signatory authority for hotel safety deposit box are:
  - a) Host City Chairperson;
  - b) Host City's Regional Trustee;
  - c) WSO Chair;
  - d) WSO Treasurer.
  
8. Host City's Regional Trustee or WSO Treasurer will have control over hotel's safety deposit box key.
  
9. All deposits shall be secured in the hotel's safety deposit box.
  
10. It is recommended that the deposit bags be transported to the host city bank a minimum of twice a daily.
  
11. When transporting deposits from the hotel's safety deposit box to the host city bank the responsible persons must:
  - a) Call upon hotel security (or professional security employed by the hotel) to secure the area until you leave the hotel property.
  - b) Have one member of the host/information committee and two members of the spending committee (one representing WSO and one representing host city) present. Transport money directly to the bank.

**NOTES:**

- No Co-mingling of any funds raised on behalf of the WS Convention and personal funds.
- No Loans shall be contracted on behalf of the convention.
- No Obligations or Indebtedness shall be issued in the name of the convention without the affirmation vote of the majority (permission) of the spending committee.
- No Money shall be deposited directly to the host city Petty Cash account.

## **SUGGESTED CONVENTION CONTRACT NEGOTIATING TOOLS**

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

## **GENERAL GUIDELINES**

1. It is the policy to select officers and committee heads from as wide a local geographical area and region as is feasible to maximize group representation and participation.
2. Each chairperson is responsible for submitting request for expenditures as per the spending guidelines.
3. 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 post-convention general committee meeting.
4. 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.
5. Provide space for committee workshop/forum (Any standing World Service Conference Committee i.e. Hospital and Institutions etc...).

6. Suggestion that convention be held during Memorial Day Weekend or 4th of July Weekend.
7. It is suggested that convention rotate from region to region. It is recommended that the convention not return to the same region during any three year period.
8. 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., NC., 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.
9. Make out all contracts out to Cocaine Anonymous World Service Office Inc. a California Corporation. CAWS Inc. will be the signers on all contracts entered into by the Host City of the World Service Convention.
10. It is suggested that the area/cities bidding for the World Service Convention be supported by its region. It is recommended that the regional assembly support the bidding city/areas.
11. Each committee chairperson is responsible, as part of their commitment, to be available for a period of two years after the end of the convention, to serve as a resource for future conventions and are considered members of their respective committees on the World Service Convention Committee for that period.
12. It is suggested that all workshops, speaker meetings and marathon meetings read the Twelfth Tradition at these functions.
13. The WSO will open one Host City petty cash account and one Host City trust account within 90 days after acceptance of the bid.
14. The World Service Convention will be covered by the liability insurance of the CAWSO, Inc.
15. In consideration of smoking and non-smoking, 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.
16. 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 **Chair, the WSOB Chair, WSCCC Chair, the Trustee of the region containing the host city and the WSOB Treasurer have a group conscience to resolve the issue, as** many aspects of a World Service Convention have the potential to affect the fellowship as a whole.
17. It is recommended that the Convention Statement of Anonymity be read at the beginning of each speaker meeting at all World Service Conventions. (See Appendix D).
18. 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.
19. Any raffles held by a CAWS Convention observe the state, local, county or any other applicable laws and are subject to the approval by the WSOB.

20. Visa and MasterCard will be accepted at CAWS Conventions beginning with the 1999 Convention.
21. 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 referred to the WSO.
22. Create a time slot for a long term planning workshop for the fellowship to join the Trustees for long term planning of CA as a whole.
23. Donated to the scholarship fund be limited to basic registrations only. It is to print AA conditions on AA material adapted for our use.
24. All funds recommended that the Host City Committee carefully consider the WSCC Statement of Purpose regarding financial support when determining scholarships awarded.
25. Co-Anon Participation @ CAWS Conventions.
  - a) Co-Anon participates in a CAWS Convention, registration will be handled using one of the following methods:
    - i. CA will collect the registration fee, provide meeting space, coffee, hospitality room and registration badges.
    - OR**
    - ii. Co-Anon will handle / collect their own registration fees and provide their own registration badges.
  - b) 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 1<sup>st</sup>, 2009)
  - c) CAWS registration forms will reflect the Co-Anon option as follows:
    - i. 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.”*
    - ii. 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:  

*For Co-Anon and/or Co-Ateen registration forms, please contact {add contact 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.”*
  - d) The Host Committee invites Co-Anon to provide a liaison to attend all committee meetings.

- e) Co-Anon representative(s) should work closely with the Host Convention Committee Hotel Liaison to facilitate meeting space and any other on site arrangements needed for them to carry out their business during the CAWS Convention.
- 26. That CAWS Convention Chairperson's expenses 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 per CAWSO policy.
- 27. Whenever possible, the 3-Bid process should be used except when items or services are exclusive.
- 28. Speaker meetings are open to anyone who wishes to hear the message.
- 29. It is recommended that a registration form be prepared for distribution at the World Service Convention previous to that convention. If the host area/region requires prior registration samples, the WSO should be contacted.
- 30. An early registration package offered for under \$100.00, items to be included are determined by the host city.
- 31. Any flyers, newsletters, registration forms or other printed material should include the registered CA logo.
- 32. Registration forms will include check box to state, "Send me information on the WS contribution program".
- 33. While under contract with CA, the recording vendor will catalog, sell and display only CA speakers and workshop recordings while on site at CA events.
- 34. In keeping with the WSCCC statement of purpose to promote unity, open meetings are encouraged and the use of executive session is preferable when sensitive issues need to be discussed by committee members.

**SPECIAL 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 follow the suggested flow chart as closely as possible. However, each host city may create any other subcommittees or coordinators as the need arises.

# **C.A.W.S. Convention Pass It On Fact Sheet**

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

Name of Host City \_\_\_\_\_  
Hotel Name \_\_\_\_\_

Date of Convention \_\_\_\_\_

- 1) Total attendance for convention \_\_\_\_\_
- 2) Total room nights rented \_\_\_\_\_
- 3) Local registration \_\_\_\_\_
- 4) Out of area registration \_\_\_\_\_

5) Income From

- Registration \_\_\_\_\_
- Memorabilia \_\_\_\_\_
- Fund Raising \_\_\_\_\_
- Special Events \_\_\_\_\_

**TOTAL INCOME:** \_\_\_\_\_

6) Expenses:

- Hotel \_\_\_\_\_
- Memorabilia \_\_\_\_\_
- Registration \_\_\_\_\_
- Printing \_\_\_\_\_
- Outreach \_\_\_\_\_
- Other Expenses \_\_\_\_\_

**TOTAL EXPENSES:** \_\_\_\_\_

7) Profit \_\_\_\_\_

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

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

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

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

10. **COMMENTS** *(i.e. How effective were the Convention Guidelines)*

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

How would you rate the facilities and would you recommend that we use the Hotel chain again?

How would you rate the Convention?

## **BIDDING GUIDELINES**

1. Any Area wishing to host the Convention must submit all bidding communications in writing to the following members:
  - a) Regional Trustee,
  - b) Chairperson of the WSCCC and
  - c) WSO.
2. It is suggested that the World Service Convention bid be supported by its region. It is also recommended that the Regional Assembly support the bidding City/Area.
3. The Convention Committee, the chairperson of the WSCCC and its members are available to aid you in preparing your bids.
4. It is suggested that the Convention rotate from region to region. It is recommended that the Convention not return to the same region during any three-year period.
5. 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.
6. 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.
7. Promotion of your city should not take place until the World 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.
8. Completed Convention bids must be submitted to the WSO, Chairperson of the WSCCC and the Regional Trustee at least 90 days prior to the start of the WSC in order for the bids to be substantiated.
9. 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 4 years prior to the event.
10. Be prudent in the amount of fellowship money spent on you presentation. We feel that substance will be more effective.
11. Each Host City should obtain written bids from 3 different hotels in their area.
12. The following pages are an example of the type in information needed for a World Service Convention bid.
13. It is suggested that the CAWS Convention budget not exceed \$125,000, with expected net income to exceed 40% of the expenses. This line item is to be periodically reviewed with the help of the Finance Committee.
14. All bids from host city must submit budgets reflecting attendance of 600, 900 and 1200 paid registrants.

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

**PROPOSED ATTENDANCE:**

**PROJECTED REGISTERED ATTENDANCE**

***Based Upon:***

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 ACCOMMODATIONS:** *(List 2 possibilities)*

1. Hotel:

Number of Rooms:  
Size of Banquet Facilities:  
Meeting Space:  
Approximate Room Cost:  
    Single:  
    Double:  
    Family Suite:  
    Suite:

2. Hotel:

Number of Rooms:  
Size of Banquet Facilities:  
Meeting Space:  
Approximate Room Cost:  
    Single:  
    Double:  
    Family Suite:  
    Suite:

**TRANSPORTATION:**

Airport:  
Distance to Hotel:  
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

**AREAS WITHIN DRIVING DISTANCE:**

City

Distance

**PROPOSED DATES:**

- 1.
- 2.
- 3.

**APPROXIMATE COST PER PERSON:**

Registration:

Early:  
Late:

Day

Approximate Cost

Dances:

Banquet:

Brunch:

**OTHER EVENTS:**

**ATTACHMENTS:**

1. Proposed Schedule of Events

**SUPPORT OF ADJACENT AREA/REGION:**

# Convention Bidding Budget Form

## Convention Revenues and Expenses:

<u>Year of Convention</u>	<u>Expense</u>	<u>Revenue</u>	<u>Net Gain</u>
	<b>Early Registration</b>		
	# of early reg. ____ @ _____ each		
	<b>Registrations</b>		
	# of regular reg. ____ @ _____ each		
	printing of _____ reg. Forms		
	name badges		
	Packets		
	printing of programs		
	Computers		
	<b>Meals</b>		
	#of ____ Banquets@ _____ each		
	#of ____ Brunch@ _____ each		
	<b>Coffee</b>		
	#of ga. ____ @ each		
	<b>Entertainment</b>		
	Thursday		
	Friday		
	Saturday		
	Sunday		
	<b>Memorabilia</b>		
	pre convention		
	Convention		
	<b>Speakers</b>		
	airfare for ____ # of speakers		
	hotel for ____ # of speakers		
	registration for ____ # of speakers		
	per diem for ____ # of speakers		
	<b>Fundraising</b>		
	Events		
	Memorabilia		
	<b>Special Events</b>		
	Friday		
	Transportation		
	Saturday		
	Transportation		



**CAWS 200\_\_**  
**Convention Finance Reporting Procedures Form**

<b>Count Sheet (Day and Date)</b>									
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		
			<b>SUB-TOTAL CASH</b>			<b>SUB-TOTAL CASH</b>			
				Checks			Checks		
				Credit Card			Credit Card		
				<b>TOTAL</b>		<b>TOTAL</b>			

## SPENDING COMMITTEE REQUEST FOR EXPENSE AUTHORIZATION FORM

**YOUR NAME AND COMMITTEE POSITION:**

**Phone #:** ( ) \_\_\_\_\_ day ( ) \_\_\_\_\_  
evening

**Mailing Address:** \_\_\_\_\_

**Expense Amount Requested:** \_\_\_\_\_

**Purpose of Expense:** \_\_\_\_\_

**Reason to favor a particular vendor:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Will vendor give us 30 days to pay?** Y \_\_\_\_\_ N \_\_\_\_\_

**List any credit information the vendor needs:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Whom do we send the credit information to?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Spending Committee Reply:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Request for Personal Reimbursement Form

Check Payable To: \_\_\_\_\_

Amount to be paid: \_\_\_\_\_

**Expense Type:** (Please itemize and include receipt(s) or statement(s) i.e.: postage, phone bill, etc.)

**WORLD SERVICE CONVENTION COMMITTEE SERVICE RESUME**

**Name, Phone, Email  
City, State, Country  
Service Resume  
Sobriety Date: \_\_\_\_\_**

**GROUP LEVEL:**

<b>From</b>	<b>To</b>	<b>Service Commitment</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**AREA/DISTRICT LEVEL:**

<b>From</b>	<b>To</b>	<b>Service Commitment</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**OTHER SERVICE COMMITMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WORLD SERVICE LEVEL:**

<b>From</b>	<b>To</b>	<b>Service Commitment</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

**STATEMENT OF WILLINGNESS TO SERVE:**