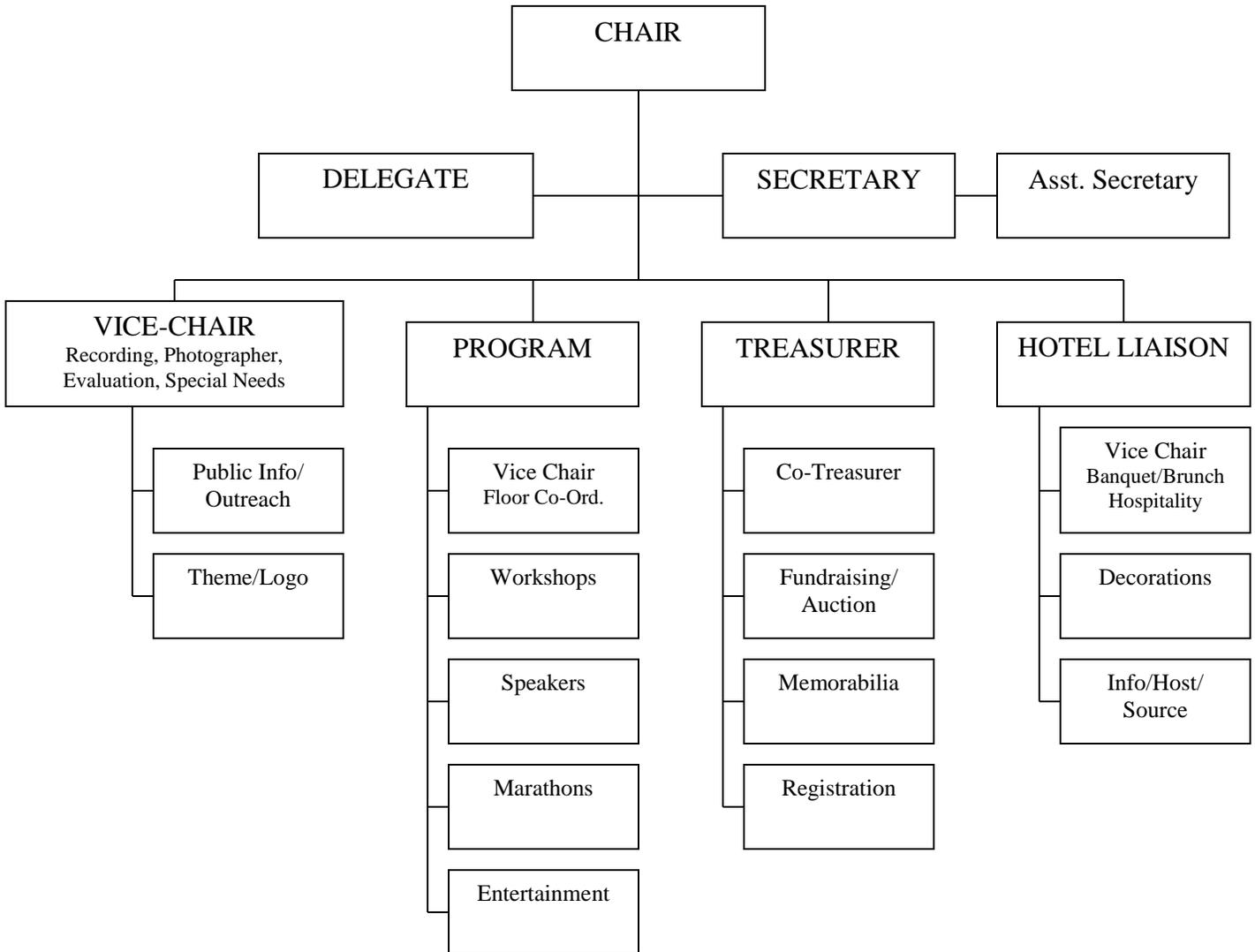


Texas Area Service  
Cocaine Anonymous



Convention  
Committee  
Guidelines

# TEXAS AREA SERVICE CONVENTION COMMITTEE SUGGESTED ORGANIZATIONAL STRUCTURE



## **STATEMENT OF PURPOSE**

(To be read at every committee meeting)

The purpose of the Texas Area Service (TAS) Convention is to promote enthusiasm and unity within the fellowship of Cocaine Anonymous (CA) and to financially support TAS' effort to carry the message to the addict who still suffers.

## **STATEMENT OF POLICY**

(To be read periodically at committee meetings)

In keeping with both the 12 Traditions and the spirit of service work in Cocaine Anonymous, it appears appropriate for CA 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 CA 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 CA member or members responsible for the decision(s) as to who to use or buy from for the particular CA 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 CA member, it nevertheless gives that appearance to others, both inside and outside the fellowship. Such an appearance can only lead to unnecessary controversy. While 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 CA and as such must be treated accordingly (i.e. property of CA is managed and/or disbursed via the group conscience of the TAS).

Certainly none of us would ever knowingly "take" the property to CA, much less ever want outside businesses to believe that a CA member in service could be so influenced. Such action could only lead CA as a whole to 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 (each committee member to sign a copy of Exhibit A and submit to Chairperson).

## **CONVENTION STATEMENT OF ANONYMITY**

(To be read at all events during the Convention)

Anonymity is one of the most important issues in the structure of Cocaine Anonymous. Therefore, in observance of the 11<sup>th</sup> Tradition, "Our public relations policy is based on attraction rather than promotion; we need always maintain 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 this convention either by photography, moving or still, or by digital/video means. If you should happen to recognize someone here who identifies themselves as an addict, please keep that knowledge strictly to yourself.

## **SELECTION OF COMMITTEE**

1. The steering team and the steering team co-chairs are elected by the Area a minimum of 15 months prior to the convention. All candidates should submit a written resume and statement of willingness to serve prior to the election.
2. All other committee members are elected by group conscience in the general convention committee meeting and should submit a written resume and statement of willingness to serve prior to the election.

**NOTE: It is the policy to select officers and committee chairs from as wide a local geographical area as is feasible to maximize group representation and participation.**

## **STEERING TEAM**

The convention steering Team will consist of the following: Chairperson, Vice-Chair, Secretary, Treasurer, Program Chair, Hotel Liaison, and one Delegate.

### **DUTIES:**

1. Oversees all activities of the General Committee in addition to their own duties.
2. Assumes responsibility for any General Committee Chair vacancies within their respective oversight, as shown on the Organization Chart, until position is filled.
3. Reviews all Committee work with respect to potential and/or broader impact of actions/decisions on the overall Convention and Fellowship at large.
4. Reviews and provides guidance on all local bids and budgets as needed.

## CHAIRPERSON

<b>Sobriety Requirement:</b>	Three years continuous sobriety.
<b>Past Service Work Required:</b>	Prior experience as a Committee Chair on a CA convention committee.
<b>Qualifications:</b>	Strong leadership and conflict resolution skills.

### DUTIES:

1. Schedules, attends, and leads all steering team and general convention committee meetings.
2. Attends all Area meetings as a voting member and submits a written report of convention committee activities and income/expense to the Area.
3. Distributes "Pass-It-On" information from previous conventions to the current chairpersons to facilitate planning and budgeting.
4. Oversees and, if necessary, recommends replacement of committee chairs for cause (i.e. non-performance, loss of sobriety, etc.).
5. Upholds the Statement of Purpose and the 12 Traditions.
6. As an ad-hoc member of all committees, must vote in the general committee only in the event of a tie.
7. Oversees preparation of all convention seed money budgets and submission to Area.
8. Responsible for submitting requests for expenditures to Area as per TAS financial guidelines.
9. Responsible for closing books and accounts, and for submission of all records, receipts, and funds to the Area in conjunction with the treasurer, within 60 days of the closing of the convention.
10. Responsible to forward, as soon as possible following the convention, the on-site registration list, "Pass-It-On" sheets, and all remaining convention materials (i.e. cash boxes, 7<sup>th</sup> Tradition baskets, radios, supplies) to the chairperson of the following year's convention. Any material to be archived should be forwarded to the Area.
11. Convenes a post-convention general convention meeting to receive wrap-up reports and "Pass-It-On" sheets from each committee chair to be incorporated into the chairperson's post-convention final report to Area. Meeting should be held within 15 days from the conclusion of the convention, and the report should be submitted to Area within 45 days from the post-convention meeting. Preliminary financial figures should be provided to the Area as soon as possible after the convention with final income/expense report no later than 60 days following the convention.

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

## VICE-CHAIRPERSON

<b>Sobriety Requirement:</b>	Three years continuous sobriety.
<b>Past Service Work Required:</b>	Prior experience as a Committee Chair on a CA convention committee.
<b>Qualifications:</b>	Strong leadership and conflict resolution skills.

### DUTIES:

1. Assists Convention Chair as necessary and becomes Acting Chair in Chair's absence.
2. Attends all Convention Committee meetings as a voting member.
3. Oversees and serves as a voting member of the Public Information/Outreach and Theme/Logo Committees.
4. Coordinates special needs and gets bids for services as needed to present to General Committee for vote. Services may include providing physical accommodation for handicapped attendees, foreign language interpreter and/or professionally certified, contractually bound ASL interpreter for main speaker meeting and possibly selected workshops as practicable.
5. Coordinates printing for various Committees and gets bids as needed to present to General Committee for vote.
6. Coordinates requests for proposal for recording of speakers and workshops, and presents bids to General Committee for vote. It is highly encouraged that multi-year contracts be pursued to yield the best rates. Contracts must state that vendor is responsible for securing equipment at all times while on site. Each speaker and workshop presenter is to receive one copy of his/her CD, and the area is to receive 2 complete sets.
7. Coordinates requests for proposal for photographer if one is desired, and presents bids to General Committee for vote. It is highly encouraged that multi-year contracts be pursued to yield the best rates. Contracts must state that vendor is responsible for securing equipment at all times while on site.
8. Produces evaluation forms, tabulates them after the Convention, and includes information and comments in the Wrap Up Report to pass on to the following year's Convention Committee.

## **SECRETARY**

<b>Sobriety Requirement:</b>	18 months of continuous sobriety.
<b>Past Service Work Required:</b>	Prior experience on a CA convention committee.
<b>Qualifications:</b>	Strong secretarial and computer word processing skills.

### **DUTIES:**

1. Attends all General Convention Committee meetings as a voting member.
2. Prepares meeting agendas and attendance sheets.
3. Takes complete and accurate minutes of meetings, and types and distributes them.
4. Maintains minutes and attendance records. Alerts the Committee whenever a voting member is not meeting the minimum attendance requirements.
5. Prepares, updates, and distributes roster of Committee members including phone nos. and email addresses.
6. Handles correspondence and distributes it to appropriate Committee Chairs.
7. Responsible for miscellaneous correspondence.
8. Submits a minimum of 2 candidates for Co-Secretary to the General Committee for a vote. Requirements and qualifications are the same as for Secretary.

## TREASURER

**Sobriety Requirement:**

Three years continuous sobriety.

**Past Service Work Required:**

Prior experience as a Committee Chair on a CA convention committee and has acted as treasurer at a CA convention or at the district, area, or world level in CA.

**Qualifications:**

Bookkeeping and budget management experience, computer spreadsheet skills, and must be gainfully employed. Must qualify as a signatory on a bank account.

**DUTIES:**

1. Attends all General Committee meetings as a voting member.
2. Works with Area Treasurer to maintain records and account for all funds (cash, checks, money orders, credit card transactions) received and disbursed.
3. Assures checks and balances in handling of cash at events prior to and during the actual Convention. Supervises cash handling procedures during pre-convention fundraisers as well as during Convention.
4. Uses forms and procedures as per Area guidelines.
5. Prepares monthly financial statements for Committee and Area meetings.
6. Oversees and is a voting member of the Fundraising, Auction/Drawing, Memorabilia, and Registration committees.
7. Leads cash handling committee (see Cash Handling Guidelines).
8. Submits a minimum of 2 candidates for Co-Treasurer to the General Committee for a vote. Requirements and qualifications are the same as for Treasurer. Co-Treasurer assists the Treasurer in all listed duties and acts as Treasurer in Treasurer's absence.
9. Responsible for attempting to collect on returned checks and bad credit card charges.
10. Reconciles convention account upon receipt of final bank statement, credit card statement, and hotel statement.

## **PROGRAM CHAIR**

<b>Sobriety Requirement:</b>	Three years continuous sobriety.
<b>Past Service Work Required:</b>	Prior experience as a Committee Chair on a CA convention committee.
<b>Qualifications:</b>	Strong leadership and organizational skills, computer spreadsheet experience.

### **DUTIES:**

1. Attends all General Committee meetings as a voting member.
2. Coordinates day and time slots for all on-site events, and space requirements for each with Committee Chairs and Hotel Liaison.
3. Produces and updates event timeline for review by General Committee.
4. Presents draft of printed program to General Committee for vote, and coordinates physical production of printed program with Convention Vice Chair. Prints AA conditions on material adapted from AA for CA use.
5. Ensures that CA logo is appropriately displayed and that the convention statement of anonymity is included in the program.
6. Oversees and is a voting member of the Speaker, Marathons, Workshops, and Entertainment committees.
7. Submits a minimum of 2 candidates for Program Vice-Chair to the General Committee for a vote. Requirements and qualifications are the same as for Program Chair. Program Vice-Chair assists Program Chair as necessary and assumes responsibility in the absence of the Program Chair. Program Vice-Chair serves as Floor Coordinator, working closely with Hotel Liaison on logistics for function space.

## HOTEL LIAISON

<b>Sobriety Requirement:</b>	Three years continuous sobriety.
<b>Past Service Work Required:</b>	Prior experience as a Committee Chair on a CA convention committee.
<b>Qualifications:</b>	Strong leadership, negotiation, and conflict resolution skills. Related business experience and organization skills.

### DUTIES:

1. Attends all General Committee meetings as a voting member.
2. Works with Negotiating Committee to negotiate contract per suggested Negotiating Tools.
3. Once hotel contract is in place, reviews and familiarizes self with it. Maintains copy at all times in Committee meetings and on-site.
4. Primary point of contact between hotel staff and convention committee.
5. Works closely with Area Chair and Convention Chair as Hotel Negotiating Committee, using historical data passed on from previous conventions to estimate attendance, etc. Area Chair signs contract for Area.
6. Ensures that all agreements with the hotel are in writing and signed by appropriate hotel representative.
7. Coordinates hotel space and required equipment/materials with individual Committee Chairs.
8. Serves as ad hoc non-voting member of the Program Committee to provide input and coordination.
9. Oversees and acts as voting member of Decorations and Host/Information committees.
10. Responsible for overseeing on-site closing/clean up.
11. Submits a minimum of 2 candidates for Assistant Hotel Liaison to the General Committee for a vote. Requirements and qualifications are the same as for Hotel Liaison. Assistant Hotel Liaison assists Hotel Liaison as necessary and assumes responsibility in the absence of the Hotel Liaison. Assistant Hotel Liaison serves as banquet/brunch coordinator and plans menus and pricing for approval by general committee.
12. Assistant hotel liaison serves as group hospitality room coordinator. Proposes method for general committee approval of selling suites to groups. Ensures that each group is aware of hotel rules for suites and that suite nos. are posted on information bulletin board.

13. Applies for and opens master account with hotel. Coordinates rooms charged to master account.
14. Complimentary rooms, as available, are to be distributed in the following order, always remembering that these rooms are the valuable assets of CA and should be treated as such):
  - a. Speaker (one night for out-of-town speakers only)
  - b. Treasurer
  - c. Hotel Liaison
  - d. Convention Chair
15. If no complimentary rooms are available, identifies Committee members required to be on-site for the entire convention (Treasurer, Hotel Liaison, Chair, Host/Information). Committee will provide ½ the cost of a hotel room night for 2 nights.

## Public Information/Outreach

<b>Sobriety Requirement:</b>	Two years continuous sobriety.
<b>Past Service Work Required:</b>	Prior experience on a CA convention committee and/or PI or Outreach Committee.
<b>Qualifications:</b>	Working knowledge of the 12 Traditions, 12 Steps, and 12 Concepts, as well as the WSCC PI workbook. Strong leadership and organizational skills. Computer experience.

### DUTIES:

1. Attends all General Committee meetings as a voting member.
2. Ensures that, with all publicity and contact with the outside community, the Traditions are being upheld, specifically Tradition 11 as it relates to the issue of personal anonymity at the level of press, radio, TV, and film. 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.
3. Reaches out and informs the professional community, including EAPs, schools, hospitals and institutions and their health treatment staffs, local, state, and private social service agencies, churches, helplines and directories, medical and legal associations, and law enforcement agencies within convention area.
4. Generates and distributes information about the upcoming convention to the entire fellowship on an ongoing basis. Coordinates with Area on mailing to Regional delegates and Area Chairs.
5. Registers with WSO online to announce convention on the website and in the Newsgram.
6. Ensures that registration information is posted on TAS website.
7. Ensures that registration forms are available to GSRs and area voting members at the area meeting, for dissemination to groups.

## Theme/Logo

<b>Sobriety Requirement:</b>	One year continuous sobriety.
<b>Past Service Work Required:</b>	Prior CA service experience.
<b>Qualifications:</b>	Artistic and creative skills, knowledge of graphics production.

### DUTIES:

1. Attends all General Committee meetings as a voting member.
2. Devises a method of creating the theme and logo (i.e. contest). If method involves a financial commitment from the convention committee (prizes), approval of the general committee is required in advance.
3. Submits theme and logo to General Committee for vote and approval.
4. Ensures that all logos are copyrighted as property of TAS. All artwork must be accompanied by a release from the artist. All agreements must be in writing.
5. Produces camera-ready art for various committees as necessary, coordinating with printing and memorabilia. Ensures that vectorized artwork is available for memorabilia as required.
6. Any quotation of a sentence or phrase from a published source outside of Cocaine Anonymous that is used on CA memorabilia, flyers, or in any other form should always cite the original source of the quote. Doing so is not considered to be materially modifying the design of any artwork.

## Auction/Drawing Chair

**Sobriety Requirements:**

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 CHAIR DUTIES:**

1. Coordinate auctions and drawings held at the convention: which includes but not limited to; Silent/Live auctions, raffle baskets.
2. Ensures that centerpieces (Coordinates with Decoration Chair)/banner is included in auction. (If applicable)
3. Proposes method of auction and/or drawing for approval by general committee.
4. Ensure that proper state and city procedures are followed.  
<https://texasattorneygeneral.gov/cpd/charities-nonprofits-charitable-raffles>
5. Accounts for all cash received and coordinates with Treasurer.
6. Coordinates any time and space requirements with program chair and hotel liaison for auction/drawing
7. Must have available: electronic device for swiper that is Wi-Fi capable.
8. Submits budget to Convention Committee for Approval; even if proceeds are donated.

## Workshops

**Sobriety Requirement:**

Two years continuous sobriety.

**Past Service Work Required:**

Prior experience with a CA workshop or workshop committee.

**Qualifications:**

Working knowledge of the 12 Traditions.

**DUTIES:**

1. Attends all General Committee meetings as a voting member.
2. Proposes workshop topics for approval by the General Committee, a minimum of 6 months prior to the convention.
3. Submits format to General Committee for approval. Ensures that the disclaimer is made by each workshop leader at the opening of the workshop: "This is not a meeting of Cocaine Anonymous. The opinions expressed in this workshop are those of the speaker(s) and are not necessarily representative of Cocaine Anonymous."
4. A representative of the Workshop committee must be present at each workshop. It is their responsibility to ensure that the disclaimer is heard at the beginning of the recording of the workshop.
5. Communicates size, set up, and number of rooms required, as well as equipment needs, to Program Chair and Hotel Liaison.
6. Ensures that all workshop presenters have a working knowledge of the 12 steps and 12 traditions. No promotion of private enterprise is allowed. Submits professional resumes of proposed presenters as they relate to the topics to the General Committee for approval, including one back-up presenter for each workshop.
7. Submits final, approved list of topics and confirmed presenters to the Program Chair for scheduling a minimum of 60 days prior to the convention. Written confirmation must be received from all workshop presenters.
8. Recommends reading of the 12<sup>th</sup> Tradition at the end of all workshops.

## WORKSHOP PRESENTER RESUME

Workshop Interested In? \_\_\_\_\_

(Submit a separate form for each workshop)

**Full Name\*** \_\_\_\_\_ **DOS** \_\_\_\_\_  
**Mailing Address** \_\_\_\_\_  
**City, State, Zip** \_\_\_\_\_  
**Contact Phone No.** \_\_\_\_\_ **Alternate Phone No.** \_\_\_\_\_  
**Email Address** \_\_\_\_\_

\*Workshops are not CA meetings and therefore there is no anonymity nor CA membership requirement for presenters.

<b>1. Current service positions within CA:</b>
<b>2. Brief summary of previous service within CA:</b>
<b>3. Current service positions within other 12-Step fellowships:</b>
<b>4. Brief summary of previous service within other 12-Step fellowships:</b>
<b>5. Please summarize your experience with the 12 Steps:</b>
<b>6. Please summarize your experience with the 12 Traditions:</b>
<b>7. What personal and/or professional knowledge or experience do you have that is related to the topic and how did you gain this knowledge or experience?</b>
<b>8. How do you feel this knowledge or experience qualifies you to present a workshop on the topic?</b>
<b>9. What format best suits the presentation of this topic (speaker, panel, PowerPoint slides/video, audience participation, small group interaction, role play, etc.) and what materials and equipment will be required?</b>
<b>10. Do you have anything else that you wish to add?</b>

## Speakers

<b>Sobriety Requirement:</b>	Three years continuous sobriety.
<b>Past Service Work Required:</b>	Prior experience on a CA convention committee.
<b>Qualifications:</b>	Strong leadership skills, working knowledge of the 12 Steps and 12 Traditions.

### DUTIES:

1. Attends all General Committee meetings as a voting member.
2. Proposes no less than 2 speakers for each slot to be filled drawing from as diverse a base as possible using fair, objective means of selection. It is suggested to draw speakers from within CA. Final selection will be made by group conscience of the Speaker Committee and presented to the General Committee for approval a minimum of 6 months prior to the convention.
3. Collects relevant background information on all proposed speakers and submits to the General Committee, including but not limited to length of sobriety, familiarity with 12 Steps, 12 Traditions, CA Principles, CA service work, etc.
4. Selects leaders and readers for each speaker meeting in a fair and equitable manner, except that the Convention Chair leads the main speaker meeting.
5. Coordinates transportation and lodging for out-of-town speakers (from outside TAS Area) using most economical means possible. Lodging includes one night only for any out-of-town speaker and only as needed. Any expense must be approved in advance on a case-by-case basis by the General Committee.
6. Coordinates basic registration for speakers, banquet meal for main speaker, and brunch for spiritual speaker. No other "perks" are allowed, including but not limited to gifts, plaques, certificates, etc.
7. Responsible for confirming, in writing, a minimum of 60 days in advance, each speaker's commitment to speak at the convention as well as any, travel, lodging, and convention registration details.
8. Ensures that announcements from the podium are kept to a minimum. Has leader announce, "Please see the information board in the foyer for announcements."
9. Ensures that the "Convention Statement of Anonymity" is read at each speaker meeting.
10. Ensures that the 7<sup>th</sup> Tradition baskets are distributed and collected, and follows Cash Handling procedures.
11. Recommends reading of the 12<sup>th</sup> Tradition at the end of all workshops.

## **Marathons**

<b>Sobriety Requirement:</b>	Two years continuous sobriety.
<b>Past Service Work Required:</b>	Prior experience on a CA convention committee and/or marathon committee.
<b>Qualifications:</b>	Strong leadership and organizational skills.

### **DUTIES:**

1. Attends all General Committee meetings as a voting member.
2. Proposes topics for each marathon slot for approval by the General Committee, a minimum of 6 months prior to the convention.
3. Uses World Service standard participation meeting format and selects readings.
4. Coordinates with Registration and Printing to ensure that "Do you wish to chair a marathon meeting?" is included on the registration form, and arranges to receive lists of names and contact information on a regular basis leading up to the convention.
5. Selects leaders a minimum of 60 days in advance. Responsible for verbal confirmation at least 30 days in advance from each marathon leader. Ensures that slots and times are filled in a fair, objective manner and that each slot has two leaders in the event one is unable to attend.
6. A member of the marathon committee must be present at each meeting. It is their responsibility to ensure that the meeting begins and ends on time, and to participate with the meeting leader in cash handling procedures.
7. Communicates size, set-up, and number of rooms required to Hotel Liaison. The general committee will determine the times and length of meetings.
8. Marathon meetings are considered open CA meetings and therefore observe the 7<sup>th</sup> tradition.
9. Sobriety requirement to lead a marathon meeting is 90 days of continuous sobriety.
10. Recommends reading of the 12<sup>th</sup> Tradition at the end of all workshops.

## **Entertainment**

<b>Sobriety Requirement:</b>	Three years continuous sobriety.
<b>Past Service Work Required:</b>	Prior experience on a CA convention committee.
<b>Qualifications:</b>	Organizational & budgeting skills, experience in the entertainment industry.

### **DUTIES:**

1. Attends all General Committee meetings as a voting member.
2. Proposes entertainment events no less than eight months prior to the convention for approval by the general committee.
3. Solicits a minimum of 3 proposals for each form of live entertainment (i.e. comedian, band, etc.) for approval by general committee. Negotiates terms and conditions of contract as directed by general committee for execution by convention chair or area chair as applicable.
4. Responsible for soliciting a minimum of 3 bids for audio/visual providers as needed, including DJ for approval by general committee. Negotiates terms and conditions of contract as directed by general committee for execution by convention chair or area chair as applicable.
5. Coordinates room space, set-up, and equipment needs with hotel liaison, including dressing rooms as applicable.
6. Coordination of any travel and accommodation arrangements as required by approved and executed contract with entertainers.
7. Confirms in writing a minimum of 60 days prior to the convention each entertainer's availability and commitment to perform.
8. Ensures diversity in entertainment.
9. The Entertainment Chairperson does not participate in the entertainment events without the approval of the general committee.

## Registration

<b>Sobriety Requirement:</b>	Three years continuous sobriety.
<b>Past Service Work Required:</b>	Prior experience on a CA convention registration committee.
<b>Qualifications:</b>	Strong leadership and organizational skills, strong computer skills with working knowledge of MS Word and Excel.

### DUTIES:

1. Attends all General Committee meetings as a voting member.
2. Proposes what is included in various registration packages (i.e. early full package, pre-registration package, and basic) and pricing for approval by the general committee.
3. Proposes price of treatment center registration and what is included for approval by the general committee.
4. Proposes badges, badge holders, and incidental items for registration packets for approval by general committee.
5. Creates registration form based on approved theme/logo, events, and pricing. Upon approval of design by general committee, solicits a minimum of 3 bids for printing and submits to general committee for selection of printer.
6. Ensures that registration form includes section asking if attendee has any special needs (wheelchair, hearing impaired, etc.) and communicates needs to convention vice chair for accommodation.
7. Responsible for distribution of registration forms. Ensures that forms are available to outreach/PI chair for distribution.
8. Receives pre-registration forms and tracks by attendee and line item in spreadsheet format.
9. Coordinates no. of meals with banquet/brunch coordinator.
10. Prepares registration packets for pre-registered attendees, including pre-printed badges and shirts. Coordinates with memorabilia for transfer of correct no. of shirts.
11. Ensures that all general committee members are registered and that badges have a means of identifying committee members. Such identification is considered necessary only as a means of assisting attendees.
12. Oversees on-site registration and tracks all monies received, to be reconciled with quantities of items sold.
13. Determines fair method of awarding on-site scholarships with available funds. Scholarships are to be used for basic registrations only.

14. Follows all on-site cash handling procedures.
15. Final report will include an itemization of no. of each item sold, unit cost, extension, cash received, and credit card receipts. It will also include the amount received in scholarship funds, the amount expended and no. of scholarships, and the no. of treatment center registrations. No funds or items will remain unaccounted for.

## Memorabilia

**Sobriety Requirement:**  
**Past Service Work Required:**

**Two** years continuous sobriety.  
Prior experience on a CA convention memorabilia committee.

**Qualifications:**

Strong leadership and organizational skills, buying or merchandising-related experience, working knowledge of MS Excel.

### DUTIES:

1. Attends all General Committee meetings as a voting member.
2. Researches products to be submitted to the general committee a minimum of 8 months prior to convention.
3. Upon selection by the general committee, solicits bids for the chosen items and submits to the general committee for approval. Coordinates placement of orders for production of products.
4. Inspects and inventories quantity and quality of items. Ensures timely shipment and arranges for safe storage.
5. Coordinates with hotel liaison space and storage needs on-site.
6. Coordinates signage with vice chair.
7. Responsible for sale of pre-convention shirts and tracks sales in spreadsheet format.
8. Coordinates with registration chair the no. of shirts to be transferred to registration for pre-registration packages.
9. Only CA-approved memorabilia may be sold at TAS conventions.
10. For memorabilia bazaar on final day of convention, chair may lower prices after conferring with executive committee (chair, vice chair, secretary, and treasurer) as deemed reasonable in order to sell as many items as possible.
11. One of each memorabilia item is to be retained for the area archives.
12. Final report will include an itemization of no. of each item sold, unit cost, extension, cash received, and credit card receipts. No funds or items will remain unaccounted for.
13. Unsold items will be turned over to the following year's convention
14. Any proofs from vendors for memorabilia items must be approved by the Convention Treasurer, Theme and Logo Chair and the Memorabilia Chair before conformation.
15. Any quotation of a sentence or phrase from a published source outside of Cocaine Anonymous that is used on CA memorabilia, flyers, or in any other form should always cite the original source of the quote. Doing so is not considered to be materially modifying the design of any artwork.

## **Fundraising**

**Sobriety Requirement:**

Two years continuous sobriety.

**Past Service Work Required:**

Prior experience on a CA fundraising event or committee.

**Qualifications:**

Strong leadership skills and has worked on a special event committee at any level within CA.

### **DUTIES:**

1. Attends all General Committee meetings as a voting member.
2. Researches events to be held prior to the convention, for submittal to the general committee for approval, to promote unity, enthusiasm, and financial support for the convention.
3. Proposes a budget for each event at least 45 days prior to the event, for approval by the general committee.
4. Generates and distributes flyers, emails, and other forms of information regarding upcoming events. Coordinates with outreach to ensure distribution of information and posting on TAS website.
5. Responsible for sale of tickets and receipt of funds, and for producing a reconciliation statement for each event.
6. Coordinates with memorabilia chair for sale of pre-convention shirts at events.
7. Follows cash handling procedures for all events.
8. Upholds 12 Traditions and Statement of Purpose of the TAS convention at all events.
9. Selects assistant chair for approval by general committee. Qualifications for assistant chair are same as for fundraising chair. Assistant chair assumes duties of chair in his/her absence.

## **Decorations**

**Sobriety Requirement:**

One year continuous sobriety.

**Past Service Work Required:**

None.

**Qualifications:**

Commitment to service work, artistic and creative.

### **DUTIES:**

1. Attends all General Committee meetings as a voting member.
2. Submits to general committee for approval design and budget for centerpieces and banner. Both should be based on theme/logo of convention.
3. Arranges decorations for all on-site events as needed.

## Host/Information

<b>Sobriety Requirement:</b>	Two years continuous sobriety.
<b>Past Service Work Required:</b>	Prior experience on CA convention host/information committee.
<b>Qualifications:</b>	Strong leadership skills.

### DUTIES:

1. Attends all General Committee meetings as a voting member.
2. Ensures that committee members are available to attend all fundraising events prior to the convention, and all income-generating events on-site, to assist with general security of doors and funds.
3. It is recommended that all committee members have a minimum of 6 mos. continuous sobriety.
4. Monitors and/or reports any violation of Traditions to chair, vice chair, or hotel liaison while on site.
5. Maintains relation with hotel security and contacts them at onset of any problem involving guest or attendee. Does not physically handle anyone.
6. Assists cash handling committee in transferring funds.

## General Guidelines

- Each chairperson is responsible for submitting a committee budget, to include proposed income and expense by line item, for approval by the general committee no less than 9 mos. prior to the convention. Each budget will be updated quarterly to reflect more accurate information.
- Each chairperson is responsible for submitting requests for checks or reimbursements for approved expenses.
- All committee members are required to purchase at least a basic registration. For those members who, in the opinion of their steering team member, cannot afford the basic registration, arrangements may be made to award scholarships at a reduced rate.
- Each committee member may not miss more than 2 committee meetings during their term, unless the co-chair or assistant chair attends the meeting in their place or a written report is submitted to the Convention Chair in advance.
- The General Committee authorizes expenditures of \$500.00 and over, providing a minimum of 3 bids has been received. The General Committee also has final approval of any expenditure of over \$100.00. Any expenditure of \$1,000 and over must be approved by the Area chair.
- Each committee chair is responsible, as part of their commitment, to be available for a period of one year following the convention, to serve as a resource for the next convention.
- It is suggested that the 12<sup>th</sup> Tradition be read at all workshops, marathons, and speaker meetings.
- It is suggested that the convention statement of anonymity be read at the beginning of each speaker meeting.
- The closing prayer should be left to the discretion of the TAS convention committee, while always remembering the diversity of our fellowship and our preamble which states that we are not allied with any sect, denomination, organization, or institution.
- Visa and Mastercard are accepted at advance fundraisers and on-site. Personal checks are not accepted on-site.
- If Co-Anon participates in a convention, Co-Anon must make a decision to handle registration using one of the following methods:
  - a) CA collects the registration fee, provides meeting space at cost, entry to all events included with registration, and badges. CA registration forms will provide a check box for Co-Anon option 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 6<sup>th</sup> 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) Co-Anon collects own registration fee and provides badges.

- Whenever possible, the 3 bid system should be used except when items or services are sole-source.
- Speaker meetings and marathons are open to anyone who wishes to hear the message. All other events are for registered attendees only or may be purchased separately.
- All flyers, newsletters, registration forms, and programs should include the registered CA logo.
- Due to the nature of the commitment of Convention committee members, they should not commit to speaking, leading, presenting at meetings, marathons, or workshops at the convention.
- Every effort should be made to hold at least one marathon and/or workshop in Spanish.
- A written report is due from each committee chair at each meeting, with a final report due at the wrap up meeting.
- Each chair should form a committee and elect an assistant chair or vice chair who meets the same minimum qualifications as the chair. Any exceptions must be approved by the general committee.
- These guidelines are not comprehensive and cannot cover all specific situations that may occur. When questions arise that are not addressed here, the Steering Committee will hold a group conscience to resolve the issue.

## Negotiating Tools

- Research hotels that are large enough to comfortably house the convention but are not so large that other major events would be booked at the same time.
- Research option to purchase additional rooms up front to sell to walk-ups in order to meet our room night commitment. Write clause into contract.
- Include room rebate of \$10-\$15 per room night.
- Room reservation cut-off date one week before convention, and rate to be honored through weekend if rooms are still available.
- Internet/discounted room rate to count in our room block.
- One free room for every 40-50 room nights based on total room nights, not per night.
- Free meeting space with no restrictions on hours of use.
- Free or discounted coffee and iced tea, and the ability to charge for both if possible.
- Determine if multi-year contract is financially beneficial to TAS. Ensure that TAS has window to opt out of multi-year contract if one is executed.
- Hotel provides audio/visual equipment at no charge, as well as stage set up.
- Ensure phone line is available for credit card machine and negotiate for best rate.
- Room rates effective 3 days before and 3 days after convention. Late check out available on final day of convention.
- Free or reduced parking rates.
- Allowed to bring food/beverages into hospitality rooms. Will observe all hotel rules (no open flames, etc.).
- Complimentary meeting space for general committee for meetings up to 6 mos. prior to convention.
- 24 hour use of pool, spa, health club.
- If possible, room rates not to exceed \$100 per night.
- Smoking area outdoors outside dance area.
- Sliding scale cancellation clause in contract.
- Force majeure clause in contract.

## Cash Handling Procedure

- The convention cash handling committee is made up of the convention chair, vice chair, treasurer, co-treasurer, hotel liaison, area chair, and area treasurer.
- The convention cash handling pick up schedule shall be determined by the cash handling committee.
- Books containing triplicate receipts are to be used whenever funds are picked up (cash or credit card receipts).
- One member of the host/information committee and one from the cash handling committee will pick up from the point of sale. Funds are transferred in a cash bag.
- Funds are transferred to the cash handling room and counted separately by 2 members of the cash handling committee. Both verifiers sign the receipt. The original is placed in an envelope with the funds, sealed, and both verifiers initial across the seal. The 2<sup>nd</sup> copy is returned to the originating committee. 3<sup>rd</sup> copy stays in the receipt book.
- One member of the host/information committee and one from the cash handling committee transfer the funds to the hotel safe. Convention chair, convention treasurer, and hotel liaison will have access to the safe.
- If possible, marathon 7<sup>th</sup> tradition funds will be deposited to a drop box at the front desk between 12 midnight and 7 a.m.
- It is recommended that bank deposits be made at minimum Saturday a.m. and Monday a.m. No funds shall be deposited directly to the Area account.

## Statement of Policy

(To be read periodically at committee meetings)

In keeping with both the 12 Traditions and the spirit of service work in Cocaine Anonymous, it appears appropriate for CA 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 CA 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 CA member or members responsible for the decision(s) as to who to use or buy from for the particular CA 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 CA member, it nevertheless gives that appearance to others, both inside and outside the fellowship. Such an appearance can only lead to unnecessary controversy. While 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 CA and as such must be treated accordingly (i.e. property of CA is managed and/or disbursed via the group conscience of the TAS).

Certainly none of us would ever knowingly “take” the property to CA, much less ever want outside businesses to believe that a CA member in service could be so influenced. Such action could only lead CA as a whole to 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.

---

Signature

---

Date