



## Cocaine Anonymous of Utah

### Recovery in the Rockies Convention Committee Guidelines

#### **Statement of Purpose**

The purpose of the Recovery in the Rockies Convention is to carry the message of recovery to addicts, promote enthusiasm and unity within the fellowship of Cocaine Anonymous of Utah, and raise funds to send our World Service Delegates to World Service Conference.

#### **Convention Timeline**

Recovery in the Rockies Convention (hereafter “Rockies”) - As per CA of Utah bylaws [Article X sub section d) sub section i)] the Rockies Convention shall be held during the last weekend of September or the first weekend of October each year. The convention is traditionally held in the Park City area.

#### **Steering Committee**

The Recovery in the Rockies Steering Committee shall consist of the following members: Committee Chairperson, Committee Vice Chairperson, Committee Secretary, Committee Treasurer, Hotel Liaison and the Area Chairperson, Area Vice Chairperson and Alternate Delegate.

#### RESPONSIBILITIES:

1. Oversee all activities of the General Committee.
2. Review all committee work with respect to potential and/or broader impact of actions/decisions on the overall Rockies Convention and the fellowship at large.
3. Review and provide guidance on all bids and budgets prior to submission to Committee.
4. Provide monthly progress reports to Utah Area.
5. Hold a special steering committee meeting as needed to finalize or approve items that may not be able to wait until the next regular scheduled committee meeting.
6. Oversee and ensure that each Committee member remains at the hotel/convention until such a time as the spaces used are left in a clean presentable manner, that CA/Rockies belongings are packed up and returned to their rightful places.

## Officers

The Recovery in the Rockies Committee Officers shall consist of: Committee Chairperson, Vice Chairperson, Secretary, Treasurer, and Hotel Liaison. The following Officer positions shall only be filled by members of Cocaine Anonymous having the respective required sobriety and prior experience requirements as outlined below and who are able, willing and qualified to fulfill the position as detailed.

### Chairperson

1. Has 4 (four) years of continuous sobriety from cocaine and all other mind altering substances.
2. Has 3 (three) years prior convention committee experience. 1 year of which in one of the following positions: Rockies Committee Chairperson, Vice Chair, Treasurer, Hotel Liaison, Memorabilia, Registration or Area Delegate.
3. Schedules, attends and leads all Rockies Committee meetings.
4. Attends all scheduled meetings of the CA of UT Area as voting member to inform the Area as to Rockies events, progress or issues
5. Turns in a copy of the prior Rockies meeting minutes to the CA of UT Archives Chairperson.
6. Turns in a copy of the prior Rockies meeting Financial Report to the CA of UT Treasurer.
7. Will be responsible for ensuring that each sub-committee chairperson carries out position responsibilities as described in a timely manner.
8. Meet with the Area Chairperson and the Rockies Treasurer to ensure that the required parties are added to the checking account as signatories.
9. Take responsibility for ensuring any situations that may arise concerning the convention are given the attention needed by assigning unforeseen duties to the proper position to be completed.
10. Asks someone to perform the sobriety countdown Saturday evening, traditionally it has been the Area Chairperson.
11. Oversees that each Committee member remains at the hotel/convention until such a time as CA/ Rockies belongings are packed up and returned to their rightful places and that the spaces we used are left in a clean presentable manner, and shall perform a final walk through with the Hotel Liaison to ensure the above has been completed.

### Vice Chairperson

1. Have 2 (two) years of continuous sobriety from cocaine and all other mind altering substances.
2. Has 2 (two) years prior convention committee experience.
3. Attends all Rockies Convention Committee meetings.
4. Is the Acting Chairperson in the absence of the Chairperson.
5. Attends the CA of UT Area meetings at such times as the Chairperson requests or when the Chairperson is unable to attend.
6. Oversee all sub-committees, be a voting member of all such committees and assist any committee chair who may need help.
7. Fill in any vacant committee chairperson position(s) completing subcommittee responsibilities until such time as the position is filled.
8. Performs other duties as may be asked by the Rockies Chairperson.

### Secretary

1. Has 1 (one) year of continuous sobriety from cocaine and all other mind altering substances.
2. Has prior convention committee experience.
3. Attends all Rockies Committee meetings.
4. Takes minutes during all Rockies meetings, types the minutes and has the minutes printed out to be read at the next Rockies meeting.
5. Maintains past minutes in an organized fashion for easy reference during future Rockies meetings.
6. Provides 2 copies of the minutes to the Chairperson, one for the Chair and one to be turned into the CA of UT Archives Committee.
7. Maintains a roster and contact list of all Rockies Committee members.
8. Reminds the Rockies Committee members of upcoming meetings/events by phone call, text and/or e-mail (preferably 48 hours before the scheduled time of the meeting/event).

### Treasurer

1. Has 2 (two) years of continuous sobriety from cocaine and all other mind altering substances and is gainfully employed.
2. Has prior convention committee experience.
3. Attends all Rockies Committee meetings.
4. Is the main signatory on the Rockies checking account.
5. Ensures the checking account is balanced and that all checks/deposits are accounted for.
6. Presents a detailed printed Treasurer's Report at each Rockies meeting showing all expenditures, deposits and receipts.
7. Provides the Chairperson with a copy of the Treasurer's Report to be turned into the Area Treasurer at each CA of UT Area meeting.
8. Coordinates with Host & Information Committee to make money pick-ups from revenue generating functions during the convention (registration, memorabilia, 7<sup>th</sup> Tradition etc).
9. Works with the Chairperson, any necessary entities/vendors and committee chairs (Hotel Liaison, Memorabilia etc.) to ensure all outstanding billing at the close of the convention is completed and paid in full.
10. Coordinate with the Rockies Outreach Chairperson and the Utah Area Public Information Committee, if so desired by the Rockies Committee, to have a link added to the Rockies webpage on the CA of Utah website to be used for on-line payments for convention registration and other events/items.
11. \*\*\* See financial guidelines further on for more detail and ensure that financial guidelines are carried out .

## Hotel Liaison

1. Has 2 (two) years of continuous sobriety from cocaine and all other mind altering substances.
2. Has prior convention committee experience in one or more of the follow positions: Chairperson, Vice Chair, Treasurer, Hotel Liaison, Memorabilia, Registration, or Area Delegate.
3. Attends all Rockies Committee meetings.
4. Obtains 3 (three) bids from hotels in the area requested by the Rockies committee or by the CA of UT Area and submit to committee for approval to seek a contract.
5. Once a hotel has been approved by the Rockies Committee, the Hotel Liaison will negotiate the best contract options possible, then present the contract to the Rockies Steering Committee for approval. The approved contract will be signed by the CA of UT Area Chairperson.
  - (a) Contract must include at a minimum: coffee service during speaker meetings, negotiate allowing us to provide our own coffee and snacks in Hospitality room, and the B.E.O's and room requirements as described below, also keeping guaranteed room blocks as minimal as possible.
  - (b) If the hotel bids do not include food services, then the Hotel Liaison will need to obtain outside food service bids and submit those to be approved in the same manner as the hotel bids.
6. Work closely with the hotel to submit necessary B.E.O.s (Banquet Event Orders) in a timely manner as may be required by convention needs and the hotel. Ensures that among the B.E.O.'s is space provided for the following but not limited to:
  - (a) Workshops with tables and chairs set up with tables forward facing and water service.
  - (b) Speaker Meetings with coffee and water service. Keynote Speaker (Traditionally Saturday night) will have round table banquet seating up front with chairs in the rear, all other speaker meetings will be chairs only.
  - (c) A room(s) for Registration and Memorabilia that can be locked when closed.
  - (d) Hospitality room open 24 hrs with water service.
  - (e) Marathon Meeting room
  - (f) Space for Friday and Saturday night entertainment.
  - (g) White boards or easels as needed
  - (h) Other space or items as deemed necessary by the Rockies Committee.
7. Tracks and reports hotel room night reservations to Rockies Committee.
8. During the convention, the Hotel Liaison works with the hotel staff to oversee set-up/tear-down of all necessary rooms and event venues ensuring that setup meets convention needs.
9. After the convention, the Hotel Liaison works with the hotel staff to obtain a final invoice in an expedient manner and monitors to ensure any necessary credits are refunded to the committee in an expedient manner.
10. Meets with the Committee Chair and Treasurer to ensure any final payment owing the hotel is completed.
11. Performs a final walkthrough of the Hotel with the Rockies Chairperson to ensure that CA/ Recovery in the Rockies belongings are packed up and returned to their rightful places and that the spaces we used are left in a clean presentable manner.

## Sub Committee Chairs

The following subcommittee chair positions may be filled by CA members who meet the sobriety suggestions/requirements, are able, willing and qualified to fulfill the position(s) as detailed.

Each sub committee chairperson is responsible to remain at the hotel at the end of the convention to pack any CA/Rockies belongings used by said committee, to clean up and leave the spaces used by said committee in a clean presentable manner.

Should your committee need anything relating to the hotel (i.e..water/coffee service refilled, garbage emptied, registration/memorabilia room locked/unlocked...etc...) during the convention please **DO NOT** approach the hotel staff yourselves. Instead please inform the Hotel Liaison or the Recovery in the Rockies Committee Chairperson and ask them to speak with the hotel staff about such needs.

## Speakers/Workshops

1. Suggested 1 (one) year of continuous sobriety from cocaine and all other mind altering substances.
2. Suggested prior convention committee experience.
3. Attends all Rockies Committee meetings.
4. Arranges for speakers at pre-convention events and submits names to committee for approval.
5. Contacts potential speakers for the Rockies Convention, verifies their interest and availability, determines an estimated cost for said person to travel to/from the convention site, then presents this information to the Rockies committee for approval.
6. Contacts approved speakers for the Rockies convention to find out if they are interested in presenting a workshop during the convention, then presents this information to the Rockies committee for any necessary approval.
  - (a) Topic of the workshop to be presented by said speaker may be specified by said speaker or may be requested by the Rockies Committee or Utah Area that a specific topic be presented.
7. If needed or desired by the Rockies committee, contacts persons in the local area to verify their interest and availability to speak or present a workshop during a pre-convention event or the Rockies convention on a topic of interest to the Recovery community, then presents this information to the Rockies committee for any necessary approval.
8. Makes arrangements to have the speaker meetings and workshops recorded either by a professional recording company or by other means as approved by the committee.

## Host & Information

1. Required 2 (two) years of continuous sobriety from cocaine and all other mind altering substances.
2. Attends all Rockies Committee meetings.
3. During the convention, provide information to attendees on convention event locations, times, costs, etc.
4. Sets up an information table during the convention with meeting schedules, CA pamphlets, fliers of upcoming CA events and other information relevant to CA as a whole.
  - (a) Local attraction information may also be displayed on this table.

5. Assists at any function that generates revenue i.e. memorabilia, registration, dances, etc.
  - (a) Monitor entrances/exits to revenue generating events to ensure attendees have registered/paid to attend said event, or helps those unable to pay find some service to do.
  - (b) Oversees crowd control, especially for functions that have long lines (opening day of memorabilia sales, opening of registration, time leading up to seating for the banquet & entertainment events).
  - (c) **Does not** physically handle anyone, but contacts hotel security if there are any problems.
6. Accompanies the Treasurer if needed when making rounds for money pick-ups.
7. If so desired by Rockies and/or Host & Info, acquires bids for and submits to Rockies Committee for approval, some sort of item (ribbon, pin etc...) to be worn by Host & Info committee members during the convention to help convention visitors recognize that you are part of the information committee.
8. Highly suggested to form a sub-committee of at least 3-5 people to help at the convention.

### Auctions & Drawings

1. Required 2 (two) years of continuous sobriety from cocaine and all other mind altering substances.
2. Attends all Rockies Committee meetings.
3. Organizes and performs opportunity drawings and/or auction at events/convention.
4. Collects donations of cash and/or merchandise to be used for or purchase drawings/auctions items, reports to committee said progress concerning donations and item inventory.
5. If necessary, requests a budget from the committee to complete purchase of items in a manner timely to ensure events have needed items.
6. Highly suggested to form a subcommittee to help with drawing/auction events, donation collection and ticket sales (important - sales need be performed by individuals having 2 years sobriety).
7. Ensures a supply of raffle tickets.
8. Convention drawing/ auction events may include but not necessarily limited to or required to be:
  - (a) Silent auction of banquet center pieces.
  - (b) Baskets and other items displayed for silent auction or ticket drop box drawing.
  - (c) Saturday night and/or Sunday morning live auction event.
  - (d) Prizes for entertainment events...i.e. bingo, casino night, etc.

### Memorabilia

1. Required 2 (two) years of continuous sobriety from cocaine and all other mind altering substances.
2. Suggested prior convention committee experience.
3. Attends all Rockies Committee meetings.
4. Acquires digital copy of artwork for events/convention theme and logo to be used on memorabilia items.
5. Create a list of desired items to be purchased for selling at events/convention.
6. Acquires 3 (three) bids of desired memorabilia and presents a budget detailing cost, suggested sale price and projected profits to Rockies committee for approval of items and bid.

7. Ensures that bid process, committee approval and memorabilia ordering is completed in a timely manner to ensure availability of items at events, typically orders need to be placed at least 3-6 weeks prior to the Event/Convention.
  - (a) work with supplier during ordering/printing process to ensure correct product.
  - (b) once artwork is ready for screening must review artwork and give printer final approval to proceed with printing etc...
8. Manages, sells and safeguards inventory and sales monies at events/convention and turns all monies over to Rockies Treasurer.0
9. Will need a white board or poster board at Convention for listing items and sale prices.
10. Highly suggested to form subcommittee to help during convention.

### Printing/Outreach

1. Suggested 1 (one) year of sobriety. Needs an understanding of the Traditions, especially as they pertain to Outreach and Public Information.
2. Attends all Rockies Committee meetings.
3. Acquires 2 (two) bids or uses CA copier as desired by Rockies Committee to print any flyers, banners, programs, registration forms etc. that the Rockies Committee deems are needed.
4. Acquires from the Rockies Registration chairperson any 'save the date', 'programs' and 'registration forms' and ensures that any such items are printed and ready to be taken by the Area Delegates to the CA World Service Conference in August prior to the Rockies Convention.
5. Organizes a theme and logo contest to acquire artwork to be used for pre-convention events and convention memorabilia.
  - (a) Making the fellowship aware that any artwork submitted in the contest becomes the property of Cocaine Anonymous of Utah and may be modified as the Rockies Committee deems necessary.
  - (b) Preferably, if possible, have artist submit artwork in a Vector file format (pdf or ai)
  - (c) Artwork MUST contain the Official CA logo in an area of the artwork placed over ONLY a solid color background. Logo MUST also contain the registered trademark <sup>®</sup> no part of the design of the artwork may touch the logo or trademark except the solid color background. Please refer to the CA World Service Manual for the most current information in regards to using the official CA logo.
  - (d) Any artwork not containing the CA logo may still be submitted to the contest however it will be edited to include the logo if said artwork is chosen to be used.
6. Outreaches (informs the CA membership) of any pre-convention events and Rockies Convention information through flyers, events, emails, other area functions, and CAWSO/CAWSC etc...
  - (a) If a Social Media Page is desired you must receive prior approval of the Rockies Committee and the CA of Utah Area before creating such a page,
7. Contacts CAWSO to have Rockies Convention placed on CAWS website calendar of events.
8. Meets with CA of Utah Area Public Information committee to have a Rockies webpage created.
  - (a) Once a hotel and convention date has been set contacts CA of Utah Public Info and CAWSO to have a link to website placed on the calendar of events.

- (b) If so desired by the Rockies Committee also have a link to any paypal account for registration added to the CA of Utah website and CAWSO calendar of events.
- 9. Ensure that all necessary disclaimers are used, as necessary, on all printed materials and webpages.
  - a. Check with the Area Delegates to ensure all necessary and most current disclaimers are being utilized:
  - b. Put on all printed materials -- In the spirit of Tradition Six, C.A. is not allied with any sect, denomination, politics, organization or institution.
  - c. Any page containing quotes from copyrighted C.A. literature, including the Preamble, must contain the current copyright notice, and identify the piece being quoted -- Cocaine Anonymous World Service Conference Approved Literature. Copyright © <year> Cocaine Anonymous World Services, Inc. "C.A.", "Cocaine Anonymous" and the C.A. logo are registered trademarks of Cocaine Anonymous World Services, Inc. All rights reserved.
  - d. Ensure the convention program has a disclaimer about photographing convention attendees and outlines the purpose/usage of the photos taken by the Closing Committee.

### Registration

1. Required 2 (two) years of continuous sobriety from cocaine and all other mind altering substances.
2. Attends all Rockies Committee meetings
3. Designs any 'save the date', 'programs' and 'registration' forms as desired by the Rockies Committee and submits to committee for approval.
4. Coordinates with the Rockies Treasurer and the Utah Area Public Information Committee for usage of a Rockies webpage for on-line registration purposes.
5. Tracks registration numbers throughout convention planning and convention and reports said information to Rockies Committee.
  - (a) report banquet count sales to hotel liaison.
  - (b) reports amounts collected and turns over any monies collected to Rockies Treasurer.
6. Create a registration/welcome packet to include a name badge, ticketing for events and banquets, and other items as may be desired by Rockies Committee.
7. Opens and staffs registration table/room at pre-convention events and convention during times deemed necessary by Rockies Committee.
8. Highly suggested to form a subcommittee to help at convention, must have at least one member with 2 years sobriety at registration at all times.

### Entertainment

1. Suggested prior entertainment committee experience.
2. Attends all Rockies Committee meetings.
3. Plans and organizes pre-convention events in an atmosphere free from Cocaine and all other mind altering substances for the purposes of carrying the message of CA and the Rockies Convention, and raising funds to support the Rockies Convention needs.
4. Plans and organizes events and entertainment for the Rockies Convention.

5. Submit all event/entertainment plans, budget costs and suggested entry fees to Rockies Committee for approval.
6. Works with Registration and Host & Info committees to staff entry to said events/entertainment.
7. Works with Hotel Liaison on any needs required by events/entertainment at convention so as to ensure hotel liaison may accommodate needs in B.E.O's
8. Highly suggested to form a subcommittee to help in planning and execution of events.

### Hospitality

1. Attends all Rockies Committee meetings.
2. Provides budget and menu/snack ideas for pre-convention events and convention Hospitality room to Rockies Committee for approval.
3. Shops for said menu items (if less than 2 years sobriety, shall be accompanied by another Rockies Committee member who has 2 years)
4. Organizes and oversees service of food at events.
5. Organizes and oversees Hospitality room during Convention, stocking snack items, keeping coffee available, notifying Hotel Liaison when water service or garbage needs attention.
6. Keeps Hospitality room in clean presentable manner.
7. Packs up remaining food/snacks etc...at end of event/convention and sees that they are stored/delivered as Rockies Committee deems appropriate.
8. Keep in mind, the Hospitality room is generally open 24 hrs a day during the convention, needing attention often.
9. Suggested to form subcommittee to help at events and convention (you're not going to sleep much during the convention without a crew).

### Decorations

1. Attends all Rockies Committee meetings.
2. Decorates facilities used for pre-convention entertainment/events.
3. Designs a center piece for 10-12 banquet tables at the Rockies Convention.
4. Decorates any event that Rockies Committee desires to have decorated.
5. Submits all ideas and budgeted costs for decoration materials to Rockies Committee for approval.
6. Suggested to form a subcommittee to aid in creative ideas, assembly and decoration of items and events.

### Marathon Meetings

1. Attends all Rockies Committee meetings
2. Creates a list for members to sign up to chair marathon meetings, the time they wish to chair and any Recovery related topic they may desire to discuss.
3. Creates a schedule for marathon meetings to be placed on a white board or easel outside marathon meeting room.

- (a) Schedule should include meeting times, chair person name, and any topics chosen.
- 4. Schedule 1 (one) birthday meeting on the day/time desired as per Rockies Committee
  - (a) Work with CA of Utah Central Office Chairperson to acquire chips and medallions to be used for birthday meeting.
- 5. Periodically check on marathon meeting room to straighten chairs, pick up garbage, and notify hotel liaison if water or garbage service in the room requires attention.

### Closing/Bigbook Project

- 1. Attends all Rockies Committee meetings
- 2. Requires the use of a camera and a laptop with ability by the software and user to create a short movie or slide show.
- 3. Takes pictures at pre-convention events and saves for future use.
- 4. Takes pictures during the Rockies convention.
- 5. Suggested to ask a few people to aid in taking pictures during the convention.
- 6. In keeping with our 12<sup>th</sup> Tradition of Anonymity please follow the below guide for taking pictures, and understand that while a large portion of our members do not mind having their pictures taken, however we do have members in the professional community that wish to remain completely Anonymous.
  - (a) Pictures should only be taken after receiving permission of the individuals you wish to photograph.
  - (b) Pictures should only be taken in common areas of the convention (ie lobby, foyers etc.)
  - (c) Pictures should only be taken during entertainment events after receiving permission from individuals you wish to photograph
  - (d) Pictures **SHOULD NOT** be taken anytime during any meetings (marathon meetings, speaker meetings, or workshops)
- 7. Saturday evening/night uses pictures taken to create a short movie or slide show (approx 20 minutes long) to be shown Sunday morning at the closing of the convention.
- 8. Collects donations for Big Books of Alcoholics Anonymous and CA HFC Vol. I and II books to be given to newcomers at the convention.
- 9. Makes books available at convention for members to sign messages of hope, faith and courage to the newcomer.
- 10. Hands the books out to the newcomer after the sobriety countdown Saturday evening.

### Financial Guidelines

- 1. Any hotel or other contract entered into, under the name of, and on behalf of the corporation of Cocaine Anonymous of Utah, must be executed by **TWO (2)** persons who shall include the Chairperson of the Standing Committee responsible for the activity involved in the applicable contract, and one from the corporate Chairperson, corporate Vice-Chairperson, or Delegate
- 2. Once the Rockies Committee obtains a hotel offer of contract, the Hotel Liaison and Rockies Chairperson shall meet with the corporate Chairperson, corporate Vice Chairperson, or Delegate to review and sign the hotel contract. Should any party not agree that portions of the contract meet

- the needs of CA, they may ask the Hotel Liaison to re-negotiate with the hotel prior to signing the contract.
3. All Cocaine Anonymous corporate checking accounts shall require two signatures. Checks should not be pre-signed. Any Rockies account shall have at a minimum the Treasurer and one other Rockies Committee Officer as signatories, any committee officer having 2 years or more sobriety are eligible to be used as a signatory on account as deemed necessary by the Rockies Committee.
  4. Treasurer shall provide a printed financial report detailing all deposits and expenditures to Rockies Chairperson at every Rockies meeting so that the Rockies Chair may provide the CA of Utah Area Treasurer with such information at each Area meeting
  5. Any signatory or money handler shall have a required 2 (two) years or more of sobriety free from all mind altering substances.
  6. All Funds received from any event or purpose shall be promptly deposited into any applicable bank account, which has been established for such purpose by the custodian of such funds on the same or the following business day after the receipt of the funds.
  7. No Seventh Tradition or any committee or any group or any other corporate funds shall be commingled with personal funds. The functions of collecting cash should be separated from the functions of record keeping and audit records. At the group level, two members should be accountable for group finds.
    - (a) the Rockies Treasurer is responsible to coordinate with Rockies Officers or Host & Info committee to make periodic collections of monies from memorabilia, registration, and marathon meetings, as well as to pass the basket at other meetings, having a minimum of two people with 2 year or more of sobriety each present for all collections.
  8. Any expenditure of personal monies spent for Rockies Committee needs will only be reimbursed via receipt and CA of Utah Request for Moneys form. However be aware that the Rockies Committee is not required to reimburse members for personal monies spent. It is preferred, asked and advised that you obtain approval and budget for any costs your subcommittee needs.
  9. Treasurer shall ensure that any and all contracts and/or invoices pertaining to Rockies are paid in full.
  10. Treasurer shall ensure that seed money for the following years Rockies in the amount of \$3500 is forwarded to the following years Rockies convention committee.

Table of Revisions

9/14/2013	Original draft
10/10/13	Revisions by Ruby
10/12/13	Revisions by Brandon P.
10/13/13	Proposed to Area for approval
10/13/13	Approved by Area for use by Conferences and Conventions Committees