

# **THE OHIO AREA CONVENTION**

## **STATEMENT OF PURPOSE-**

The purpose of the Ohio Area Convention is to raise funds to send the World Service Delegates to the World Service Conference.

## **CHAIRPERSON:**

Sobriety-A suggested minimum of 2 years continuous sobriety.

Past Service Work Required-Previous year has served as Vice Chair of the Area Convention.

Qualifications-Should be from the host city. Currently has active service in C.A.

### **Duties-**

- A. Schedules/Attends/Leads committee meetings.
- B. Submits written report to communicate with the Area the committee's progress at the Area meetings.
- C. Oversees each subcommittee.
- D. Oversees the preparation of each subcommittee's budget.
- E. Upholds the 12 Traditions of C.A.
- F. Serves as the chairperson of the Saturday night speaker meeting.
- G. Is responsible for closing the book of accounts/records/receipts in conjunction with the Convention Treasurer, the Area Treasurer, and the Area Chairperson, at the end of the Convention.
- H. Is responsible to make sure the \$1,000.00 seed money is returned to the Area Treasurer.
- I. The Convention Chairperson will not chair or become a voting member of any sub committee.
- J. Establishes a Post Office Box to be used for all convention correspondence.
- K. Works with the Registration committee chairperson and the Convention Secretary to make sure the P.O.Box is cleared and the information is routed to the proper committee.

## **VICE-CHAIRPERSON:**

Sobriety- A suggested minimum of 2years continuous sobriety.

Qualifications- Should be from the Host City of the next Area Convention.

Must be willing to rotate to the Chairperson of the next Area Convention.

Currently has active service in C.A.

### **Duties-**

- A. Assists the Convention Chairperson as needed.
- B. Becomes acting Chairperson upon the absence of the Chairperson.
- C. Oversees (along with the Chairperson), and is a voting member of the Public Information/Outreach, Sub-committees.
- D. Attends Convention Committee meetings.

## **SECRETARY**

Sobriety-A suggested minimum of 1year continuous sobriety.

Qualification-Currently has active service in C.A.

Duties-

- A. Attends Convention Committee meetings.
- B. Prepares and maintains the minutes and agenda for the convention committee.
- C. Handles correspondence.
- D. Distributes correspondence to the proper committee.
- E. Makes sure P.O. Box is checked regularly.

## **TREASURER**

Sobriety- Should have a minimum 2years of continuous sobriety.

Qualifications- Must be financially stable. Should be from the Host City.

Currently has active service in C.A.

Duties-

- A. Maintains a monthly written financial report that includes bank statements.
- B. Works with the Area Treasurer and/or Area Chairperson to maintain accurate financial records.
- C. Accounts for all funds (cash and checks) received and disbursed.
- D. Works with Convention Chairperson to establish a checking account requiring 2 signatures. The checking account is for convention purposes only, and is to be closed within 30days of the end of the Convention business.
- E. Oversees and is a voting member of the Fundraising and Memorabilia Sub-committees

## **CONVENTION CASH HANDLING PROCEDURES**

1. Cash is to be picked up every 2 hours or \$200.00 whichever comes first during the convention.
2. One member of the Security Sub-committee (minimum);  
Convention Treasurer, Area Chairperson, or the Area Treasurer,

and/or their designee will pick up cash, verify the amount and deposit it in a locked and secured place.

3. A duplicate receipt book should be used wherever money is taken in.
4. The Convention Chairperson and/or Convention Treasurer and the Area Chairperson and/or the Area Treasurer (or the designee of the Area Chairperson or Treasurer) shall count the money at the convention.
5. One receipt will be given to each person turning in money.
6. One receipt will be placed with the locked and secured money.
7. Signatory for the safety deposit box shall be one of each of the following:

A. Convention Chairperson; Convention Treasurer; Hotel Liaison  
And B. Area Chairperson; Area Treasurer; Person designated by the Area Chairperson or Area Treasurer.

8. One in item B from above item 7 shall keep the key for the hotel safety deposit box.
9. Funds for the convention are to be deposited into the Convention bank account by one of the people from the above A or B in item 7.
10. There shall be no co mingling of funds raised on behalf of the Convention and personal funds.
11. No loans shall be contracted on behalf of the Convention. No obligation or indebtedness shall be issued in the name of the Convention without the express permission of the Ohio Area.
12. Money should be transported to and from the hotel safety deposit box by one of the above A or B in item 7 and a member of the Security Sub-committee to be guarded by security while the money is counted.

## **SUB-COMMITTEES**

### **1. OUTREACH**

#### **CHAIRPERSON**

Sobriety-A suggested minimum of 1 year continuous sobriety.

Qualification-Currently has active service in C.A.

The Chairperson shall be responsible to see that the sub-committee performs the following duties:

A. Generates and distributes information to the fellowship.

B Reach out and inform the professional community (EAP's, treatment facilities etc) of the upcoming convention.

- B. Enlist and supply signers for all main speakers as needed.

## **2. Programming**

### **CHAIRPERSON**

Sobriety-A suggested minimum of 1 year continuous sobriety.

Qualification-Currently has active service in C.A.

The Chairperson shall be responsible to see that the sub-committee performs the following duties:

- A. Coordinates space requirement for meetings with the Hotel Liaison and Marathon meeting Chairperson.
- B. Produces the program by working with the Workshop Chairperson, Marathon Meeting Chairperson and Speaker Chairperson.
- C. Prepares and supplies readings for all meetings.
- D. Produces charts with marathon meeting, and workshop schedules and posts the charts outside meeting rooms and any additional location deemed necessary by the Area.
- E. Is responsible for obtaining the contract for the taping of convention speakers.

## **3. Marathon**

### **CHAIRPERSON**

Sobriety-A suggested minimum of 1 year continuous sobriety.

Qualification-Currently has active service in C. A.

Past service work suggested- Previous participation in a C.A. Convention.

The chairperson shall be responsible to see that the sub-committee performs the following duties:

- A. Proposes topics and scheduled times for all marathon meetings to the Area Service Committee for approval by the March Area meeting.
- B. Distribute the list of topics to each District to complete with names of speakers and chairpersons for each marathon meeting.
- C. Verifies all speakers and chairpersons have been contacted prior to the Convention.
- D. Coordinates with the Programming Committee to insure meetings/topics/times/speakers and chairpersons are printed on the program.
- E. Coordinates with the Registration Committee insuring "Do you wish to chair or speak at a marathon meeting?" is printed on the registration forms.
- F. Coordinates with the Registration Committee meeting spaces are available for responses to the registration forms.

- G. Collection and recording of all the proceeds from each marathon meeting's 7<sup>th</sup> tradition contributions and turns those proceeds into the Convention Treasurer in accordance with the cash handling procedure.
- H. Works with the Programming Committee and Hotel Liaison, set up, size, and equipment (readings) needed for meeting rooms.
- I. Verifies that suggested guidelines of sobriety for marathon meetings have been followed or attempted (for speakers 1year and chairpersons 30days).
- J. Makes sure each marathon meeting has a speaker and chairperson during the convention.

#### **4. SPEAKER**

##### **CHAIRPERSON**

Sobriety- A suggested minimum of 1year continuous sobriety

Qualification- Currently has active service in C.A.

Past service work suggested- Previous participation in a C.A. convention.

The chairperson shall be responsible to see that the sub-committee performs the following duties:

- A. Proposes the names for the Opening Speaker/Saturday night Main speaker/Sunday morning speaker (each having no less than 2years sobriety) are presented to the Area for selection.
- B. Collects relevant background information on all speakers proposed, including but not limited to the length of sobriety, service work etc. (note in following the 3<sup>rd</sup> tradition suggested C.A. speakers.)
- C. Coordinates with the Hospitality Committee the greeting and transportation of each speaker.
- D. Confirms the attendance of each speaker and discusses details for travel and accommodations as soon as possible after the Area approval, as needed.
- E. Confirms in writing (by "Thank You" letter) with each speaker.
- F. Arranges travel and accommodations for the Saturday night speaker.
- G. Works with the Registration committee to make sure each main speaker has a free full registration packet.
- H. It is recommended that the Convention Statement of Anonymity be read at the beginning of each speaker meeting and workshop. (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 the 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.)

- I. Works with the Hospitality committee to make sure each main speaker has an enjoyable convention experience.

## **5. FUNDRAISING**

### **CHAIRPERSON**

Sobriety- A suggested minimum of 2years continuous sobriety.

Past service work suggested- Previous C.A. experience in fundraising.

Qualification-Currently has active service in C.A.

The chairperson shall be responsible to see that the sub-committee performs the following duties:

- A. Prior to the convention plans and coordinates fund raising activities to supplement the financial needs of the convention.
- B. Works with the Memorabilia committee to make sure the Convention logo is used for all fundraising events.
- C. Seeks approval of the Area before execution of any fundraising events.
- D. Coordinates fundraising activities with each District.
- E. Turns in all funds collected to the Convention Treasurer.
- F. Reports in writing any committee income and or expenses to the Convention Chairperson, Convention Treasurer, Area Chairperson and Area Treasurer.

## **6. ENTERTAINMENT**

### **CHAIRPERSON**

Sobriety- A suggested minimum of 1year continuous sobriety.

Qualification-Currently has active service in C.A.

The chairperson shall be responsible to make sure the committee performs the following duties:

- A. Proposes entertainment activities for throughout the Convention weekend to the Area for approval.
- B. In case of a dance (dances), secures a D.J. or band and turns in contracts to the Area for approval.
- C. Works with the Hotel Liaison and Programming committee to coordinate space requirements and any special equipment needs.
- D. Contacts local agencies (i.e. Chamber of Commerce, Travel and Tourism Board) for any information on local events, which might be happening at the same time, or brochures of local areas of interest.
- E. In the event of a fun walk/run ensures proper city procedures are followed, and applicable releases for entrants are completed.

- F. Works with Hospitality committee concerning any entertainment (i.e. Board games, card games), which may be held in the hospitality room.
- G. Collects proceeds and tickets for any events (i.e. dances, plays) and makes a written report and insures money is turned over in accordance with the cash handling procedures,
- H. Works with the Security committee to make sure entertainment is as risk free from incidents as possible.

## **7. DECORATION**

### **CHAIRPERSON**

Sobriety-A suggested minimum of 1year of continuous sobriety.

Qualifications-Should be creative and imaginative.

The chairperson shall be responsible to make sure the committee performs the following duties:

- A. Presents ideas for decorations to the Area for approval.
- B. Arranges decorations for banquet, dances, registration table etc.
- C. Works with Hotel Liaison for set up requirements.
- D. Upon agreement of the Area assembles and decorates for the convention.
- E. Organizes the cleanup and disposal of all decorations after the convention.

## **8. HOSPITALITY**

### **CHAIRPERSON**

Sobriety-A suggested minimum of 1year of continuous sobriety.

Qualification-Currently has active service in C.A.

The chairperson shall be responsible to make sure the committee performs the following duties:

- A. Serves as Convention hosts and greeters to all convention attendees.
- B. Establishes schedules for greeters and hospitality room workers.
- C. If possible set up before registration opens.
- D. Operates and maintains the Hospitality room on a 24 hour basis throughout the convention.
- E. Communicates needs of the Hospitality committee to the Hotel liaison.
- F. Supplies the Hospitality room (rooms) with snacks, drinks and coffee (when appropriate) throughout the Convention.
- G. Works with the Entertainment committee to provide games etc. for the Convention.
- H. Co ordinates the source table process (communication center, lost and found, message board etc.)

## **9. Security**

### **CHAIRPERSON**

Sobriety- A suggested 1year of continuous sobriety.

Qualification-Currently has active service in C.A.

The chairperson shall be responsible to make sure the committee performs the following duties:

- A. Serves as an escort when money is taken to the hotel safety deposit box or the when money is taken to be counted in accordance with the cash handing procedure.
- B. Oversees the Convention to help the Convention is as incident free as possible.
- C. Has a volunteer at the registration table during registration hours.

## **10. MEMORABILIA**

### **CHAIRPERSON**

Sobriety-A suggested minimum of 1year continuous sobriety.

Qualifications-Currently has active service in C.A.

Past service work suggested: Previous convention experience.

The chairperson shall be responsible to make sure the committee performs the following duties:

- A. Requests designs for artwork and themes for the logo from the fellowship.
- B. Submits theme and logos for pre-convention usage no less than 10 months prior to the convention.
- C. Submits theme and logos for the convention no later than 6 months prior to the convention.
- D. Works with the Fundraising Committee to research products for sale as convention memorabilia, to be submitted to the Area for approval.
- E. Upon the approval of the Area, contacts vendors for contracts.
- F. Purchases memorabilia for sale at the convention.
- G. Works with the Fundraising Committee to make sure the appropriate themes and logos are used on sale items.
- H. Works with the Fundraising Committee to make sure the C.A. logo is used according to the World Service guidelines.
- I. Coordinates Fundraising Committee for sales of memorabilia.
- J. Coordinates schedule for on site selling memorabilia and the display of price list.

NOTE: Memorabilia is responsible for collection of money and inventory of memorabilia given to the Fundraising Committee.

## **11. REGISTRATION**

### **CHAIRPERSON**

Sobriety- A suggested minimum of 1 year continuous sobriety.

Qualifications-Currently has active service in C.A. Has strong organizational skills.

Past service work suggested: Previous convention experience.

The chairperson shall be responsible to make sure the committee performs the following duties:

- A. Prepares registration forms for approval by the Area.
- B. Sets open registration hours along with the Area.
- C. Works with the Outreach committee to distribute registration forms prior to convention.
- D. Works with Secretary to obtain early registration forms from the P.O.Box.
- E. Distributes registration forms.
- F. Oversees on site registration.
- G. Schedules and trains volunteers to help during on site registration.
- H. Works with the Marathon committee to insure "Do you wish to chair/speak at a marathon meeting?" is on the registration forms, and relaying the results to the Marathon committee to schedule slots for pre-convention registrants.
- I. Works with the Memorabilia committee to insure the Convention logo and a space to order memorabilia appears on the registration forms.
- J. Reports and turns in money in accordance with the cash handling procedure.
- K. Considers pricing options along with the Area, which may include discounts for early registration.
- L. Works with the Hospitality committee to consider volunteers for service work appear on the registration forms.

## **12. WORKSHOPS**

### **CHAIRPERSON**

Sobriety- A suggested minimum 1 year continuous sobriety.

Qualification- Have a working knowledge of the 12 Traditions.

Past Service work suggested- Experience with C.A. workshops and/or participation on a C.A. convention.

The Chairperson shall be responsible to see that the sub-committee performs the following duties:

- A. Proposes each workshop topic for approval by the Area.
- B. Insures that all workshop speakers have a working knowledge of the 12 Steps and 12 Traditions.

- C. Propose workshop speakers for approval by the Area.
- D. Oversees that a member of the Workshop Committee is in attendance at each workshop.
- E. Insures the following disclaimer is made 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.”
- F. Recommends reading the 12th Tradition at the end of all workshops.

## **HOTEL NEGOTIATING**

### **HOTEL LIAISON**

Sobriety- Suggested minimum 2 years continuous sobriety.

Qualification- should have strong leadership skills.

Past service work required- Participation on a C.A. convention.

Hotel liaison shall be responsible to see that the Hotel Negotiating Committee performs the following duties:

- A. Brings the hotel proposal to the Area for approval no later than 10 months prior to convention.
- B. Works closely with the Area Chairperson and the Hotel Negotiating committee regarding the Hotel contract.
- C. Has a copy of the Hotel contract in their possession at all Convention committee meetings and at the Area convention.
- D. Insures all agreements with the Hotel are in writing and signed by the appropriate Hotel representative.
- E. Responsible for co ordination of Hotel space and required materials with each committee chairperson.
- F. Co ordinates Comp rooms and room nights.
- G. Insures rooms are made available for the main speaker and convention room giveaways.
- H. Plans and co ordinates banquet and brunch.
- I. Co ordinates with Decoration committee on banquet and brunch events.

## **GENERAL GUIDELINES**

1. Each committee chairperson is responsible for submitting a budget in writing for approval by the Area.
2. Each committee chairperson is responsible for submitting a “Pass it on” fact sheet with the committee end report.

3. It is suggested that each year in June whenever possible the location of the convention rotate between Districts as follows: Canton, Columbus, Akron, Youngstown, Toledo and Cleveland.
4. Any contract shall be submitted to the Area for approval.
5. The host city shall open a checking account requiring two signatures and a Post Office Box for the sole purpose of conducting convention business and is to be closed within 30 days after the convention.
6. It is suggested that all marathon meetings and speaker meetings read the Twelve Traditions.
7. Only Conference approved literature shall be used during the convention.
8. It is recommended that the Convention Statement of Anonymity be read at the beginning of each speaker meeting.
9. The closing prayer should be the choice of the person chosen to lead the prayer.
10. 7<sup>th</sup> Tradition is optional for marathon meetings, the decision of which will be made by the Area.
11. Any chairperson may be asked to step down if they remain inactive for 30 days.
12. A written progress report from each committee is to be submitted at each Area meeting during the time that committee is active.
13. No one may incur expenses on behalf of the Area without that body's knowledge.
14. Each district should be responsible for 1 subcommittee.
15. Each district's responsibility will be chosen at the Area.
16. No one may profit in any way except those holding contracts approved by the Area.