

**Southern Alberta Area of Cocaine Anonymous
SABA C.A.**

SERVICE GUIDE



CONVENTION PLANNING COMMITTEE

Attendance

- In order to maintain one's service position one must not miss two (2) consecutive SABA meetings (or more than 25% of the meetings in one's term) and must submit one's written report regardless of attendance/absence
- Attendance is defined as being physically present at the SABA business meeting with a written report ready to be given to the SABA body
- Either the Chair or Vice Chair of the Convention committee must be present at every SABA business meeting
- Defaulting on attendance requirements will result in dismissal from one's service position

CONVENTION PLANNING COMMITTEE

Chair: Moderates Convention Planning Committee (CPC) meetings in accordance with *Roberts' Rules of Order* and ensures the Twelve Traditions are observed throughout the planning and unfolding of the convention. Assumes the responsibilities of any vacant service positions. Provides support and guidance to the convention committee's subcommittees. Provides a report to the Area body of the Convention Planning Committee's activities at SABA meetings.

Vice-Chair: Assumes responsibilities of the Chair in the Chair's absence. Provides support to the Chair as required.

Secretary: Records minutes of all CPC and sub-committee meetings and disseminates these minutes to members of the convention planning committee. Ensures that space for CPC meetings is reserved and paid for.

Treasurer: Maintains the Southern Alberta Convention bank account, ensuring a starting and closing balance consisting of the \$1,500.00 seed money. Receives and deposits funds from Registration, Fundraising, Memorabilia sales, and Auction

sales. Disperses funds, as needed and agreed upon by the CPC, to CPC sub-committee, and collects receipts submitted. Keeps an accurate record of Income and Expenses, providing a report at CPC meetings. Prepares floats to Registration, Auction, and Memorabilia for use during the convention.

Registration: Organizes the advertising of registration ticket sales. Collects payment for registration tickets and keeps an accurate and current record of all individuals/groups having purchased tickets. Provides registrants with physical or electronic tickets (as determined by the CPC). Coordinates with treatment centres for the provision of free registration tickets (type determined by CPC). Prepares registration packages for all registrants, including at minimum a program and personalized name tag, to be provided upon check-in at the convention. Submits all funds received through registration to the Treasurer at CPC meetings.

Fundraising: Organizes fundraising initiatives for the CPC. These initiatives may consist of, but are not limited to, special design T-shirt sales, special events, bottle drives, group donation cans. Submits all funds raised to the Treasurer at each CPC meeting.

Program: Develops the convention program of events including speakers, workshops, and meetings. Organizes and pays for the travel and lodging of out-of-town speakers. Prepares all workshop and meeting materials, and delegates meeting chairpersons. Prepares the physical program in coordination with the CPC for inclusion in registration packages. Organizes audio-recording of speakers and workshops.

Hotel Liaison: Researches and proposes convention venues to the CPC. Secures and pays for the convention contract with the convention venue. Serves as the point of contact between the CPC and the convention venue before, during, and after the convention.

Auction: Collects items for the silent and live auction. Prepares all necessary materials for the silent and live auction (i.e. gift

baskets, bid sheets) and secures an auctioneer. Submits all auction proceeds and receipts to the Treasurer either at the close of the Auctions or at the final CPC meeting.

Memorabilia: Ensures design of the convention logo for approval by the CPC. Purchases merchandise showing the convention logo to be sold at the convention. Purchases the convention banner bearing the convention logo. Submits all memorabilia sales proceeds to the Treasurer at the close of the convention (or at the final CPC meeting).

Entertainment: Organizes, books, and pays for entertainment for the convention (i.e. fellowship games, Dance with D.J., Karaoke, etc.).

Decorations: Designs and crafts table centrepieces. Purchases materials and coordinates decoration of the convention venue.

Hospitality: Purchases and stocks refreshments for the Hospitality Suite during the convention. Coordinates with the program chair to schedule fellowship activities in the Hospitality Suite (i.e. marathon meetings). Primarily responsible for attending the Hospitality Suite, with the assistance of volunteers, throughout the convention.

Volunteer Coordinator: Responsible for recruiting and scheduling volunteers to assist at stations throughout the convention: registration table, memorabilia table, hospitality suite, auction runners, security, set-up, clean-up.

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The information contained within this Service Guide is derived from the CAWS "World Service Manual" and the SABA "Structure, Bylaws, and Standing Rules". This Service Guide is intended for Southern Alberta Area-level service members. Districts and Groups are at liberty to use this Service Guide or adapt it as they see fit, but they are not obligated to use this Service Guide as each level of service is considered autonomous.

In the spirit of Tradition Six, C.A. is not allied with any sect, denomination, politics, organization, or institution.