

# Cocaine Anonymous World Service



## Conference Committee Guidelines

*Approved 2002 CA World Service Conference*

Revised 09/13

(Reflecting revisions at 2013 WSC and general housekeeping)

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## **WSC CONFERENCE COMMITTEE GENERAL GUIDELINES**

- 1) The annual Conference will start during the week before Labor Day-weekend. The conclusion of the Conference will be mid-day Sunday of the Labor Day weekend unless extended by 2/3 vote of the Conference.
- 2) The Conference Committee will determine the location of the Conference, which will be within a 50-mile radius of the World Service Office, unless otherwise agreed upon by voting Conference members.
- 3) All services and goods to be used for conducting business at the WS Conference must be selected from the supplier judged to be most beneficial to the Conference through a 3-bid process. All World Service Conference contracts must be ratified by the CAWSO Board and executed by two or more board members and/or Trustees.
- 4) The committee is to research possible hotel sites, collect 3 competitive bids, perform an on-site inspection and choose the most beneficial location for the conference.
- 5) Final contracts with the selected hotel should be signed a minimum of two years prior to the conference.
- 6) All contracts for goods and services are to be made out to Cocaine Anonymous World Service Office, Inc., a California Corporation ("CAWSO"). CAWSO will be the signer on all contracts entered into by the World Service Conference. Only authorized representatives of CAWSO may sign contracts.
- 7) These conference guidelines recognize the responsibilities of the Board of Trustees as more fully described in the bylaws of Cocaine Anonymous World Services, Inc., a California Corporation, ("CAWS") the Twelve Concepts, and the Conference Charter to oversee the activities of CAWSO, including the conference with respect to finances, traditions and all matters which affect CA as a whole.
- 8) The WS Conference will be covered by the liability insurance of CAWSO.
- 9) In consideration of smoking and non-smoking attendees, the local laws of the area and rules of the facility guide us. There is no smoking on the conference floor or in the committee breakout rooms.
- 10) When possible, all contracts for goods and services should be signed a minimum of one year before the conference.
- 11) Conference committee will coordinate with the WSO the collection of three bids and contracting for audiotaping and transcribing services.
- 12) The Conference Committee will use the telephone conferencing service to conduct business throughout the year.
- 13) Any revisions or modifications to the Conference approved Conference Committee budget must be submitted to the WSO no later than 90 days before the conference.

**STATEMENT OF PURPOSE:** From C.A. Manual (reflecting revisions as 09/06)

The purpose of the WSC Conference Committee is to organize the World Service Conference, which includes:

- A) Hotel site selection and negotiation;
- B) Preparation of the agenda;
- C) Preparation and review of the minutes from each Conference for distribution;
- D) Compile the Delegates packets; and
- E) Develop policies and procedures for the conference.

The WSOB and its Board of Director are responsible for negotiations of contracts related to the Statement of Purpose of the Conference Committee. This includes WSC hotel contracts and taping contracts, which will be coordinated with the Conference Committee.

A subcommittee of the Conference Committee also serves as a Credentials Committee. This committee reviews all petitions to the WSC for Area recognition, as well as the Delegate Credential forms.

A subcommittee of the Conference Committee also serves as a Conference Coordination subcommittee. This subcommittee assists in all aspects of Conference planning. The Conference Coordinator shall chair this subcommittee. The Administrative Coordinator shall serve on this sub-committee. The Conference Coordinator is responsible to the Conference Committee and the Conference as a whole for meeting the requirements of the statement of purpose of the Conference Committee. The Conference Coordinator shall not be a voting member of the Conference. The term of service begins with the end of the Conference during which he/she is selected and ending at the end of the second successive Conference.

**ADDITIONAL FUNCTIONS OF THE COMMITTEE**

A subcommittee of the Conference Committee also serves throughout the year as the WSC Mailings Review subcommittee. The subcommittee will consist of a member of the WSBT, a WSOB Director and one other member of the Conference Committee that is not a Trustee or a member of the WSOB. The other member should meet the same minimum requirements as a delegate even if that person is not a delegate. It is suggested that a Conference Officer serve in the capacity as the other member whenever geographically feasible.

The Review subcommittee is tasked with reviewing all materials submitted by members (voting or not) for dissemination to the World Service Conference members via a regular or special mailing. This task is not to interfere with the Trustees reviewing such

materials for violations of CA's Twelve Traditions. This task is not to interfere with The World Service Office checking procedures with regard to updated manuals and guidelines. The Review subcommittee is to look at all materials from members to ensure that the CA Twelve Concepts and Conference Charter are adhered to. In addition, the subcommittee will also look to the Traditions for guidance when reviewing the materials. The subcommittee should look specifically for those materials which violate the 10<sup>th</sup> Tradition and the General Warranties contained in the Twelfth Concept but they are not to exclude the other Concepts or Traditions from consideration.

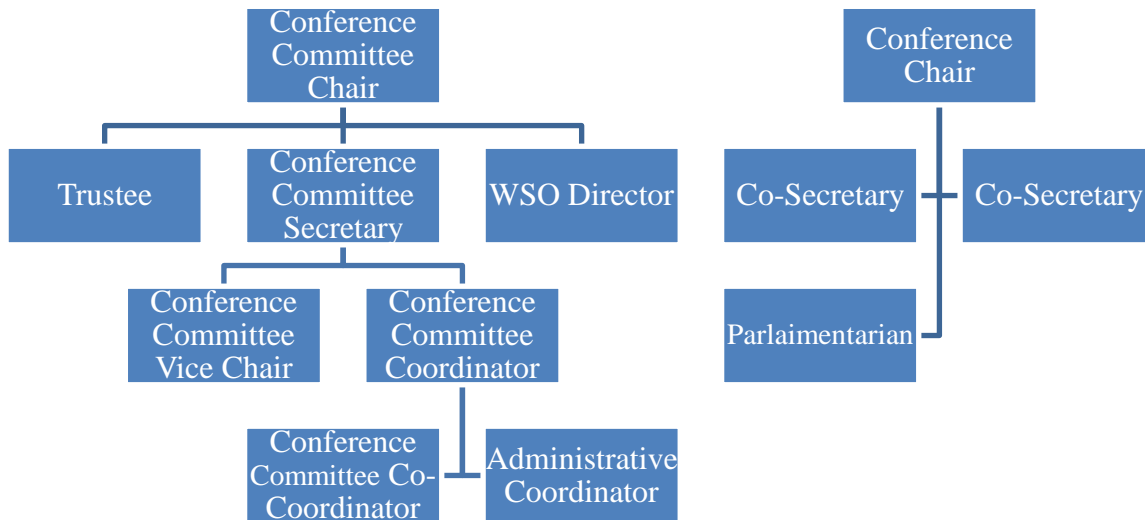
The Review subcommittee is not a censorship body. Therefore, the subcommittee will contact the member submitting information that the subcommittee believes is inappropriate and discuss the matter with the member. If no resolution can be reached the subcommittee may elect, by majority vote, to withhold an item or items from a mailing. The subcommittee must contact the member in writing and advise the member why the material was withheld. Nothing in this portion of the guidelines precludes the member from appealing the decision of the subcommittee to the full Conference Committee or the WSC as a whole.

Another of the responsibilities of the Conference Committee is to ensure that all credentials for the Delegates and other voting members of the Conference are correct and remain so throughout the course of the Conference. The Conference Committee works closely with the WSO in conducting this credentialing process through out the year and at the Conference. The Conference Committee has developed a set of forms for each Delegate or Alternate Delegate to complete. It is the Delegates/Alternate Delegates' along with the Area's responsibility to provide all the requested information, and file these credentials in a timely manner with the WSO. There is a form allowing a Delegate to proxy his or her vote to another Delegate if necessary. At the actual Conference, each Delegate/Alternate and other voting Conference members must register upon arrival and verify their credentials for completeness and accuracy.

#### **ORGANIZATION OF COMMITTEE:**

The Conference Committee consists of a Conference Committee Chairperson, a Conference Committee Vice-Chairperson, a Conference Committee Secretary, a Conference Coordinator, a Conference Co-Coordinator, an Administrative Coordinator, one or more members of the WSBT and/or WSOB, WSC Conference Officers (including the Chair, Vice-Chair/Parliamentarian, and Co-Secretaries), delegates who sit on the committee, and other members of the fellowship who work closely together throughout the year to facilitate the accomplishment of our statement of purpose. These are suggested requirements; changes may be made as required by the committee.

#### **COMMITTEE STRUCTURE**



## **COMMITTEE MEMBERS:**

### **CONFERENCE COMMITTEE CHAIRPERSON:**

Responsibilities:

- Develops agenda for the work to be done for the upcoming conference,
- Presides over all committee meetings,
- Maintains significant contact with all committee members, at least quarterly,
- Appoints subcommittees as needed.
- Will perform duties outlined in the Conference Committee Procedures Handbook.

Qualifications:

- Five (5) years continuous sobriety.
- Voting member at **any** previous conference.
- Must have served on the Conference Committee for at least one year prior to election as Chair.
- Must have working knowledge of the Twelve Steps of Cocaine Anonymous, the Twelve Traditions of Cocaine Anonymous, the Twelve Concepts of Cocaine Anonymous, and the Conference Charter.
- Good organizational skills and strong leadership ability.

Length of commitment: Two (2) years. No person may serve more than two (2) consecutive terms. When at all possible, the Chair of the committee and the Conference Coordinator should never rotate off on the same year.

### **CONFERENCE COMMITTEE VICE-CHAIRPERSON:**

Responsibilities:

- Assumes duties of Chair if Chair is indisposed or unable to complete commitment,
- Attends all committee meetings,
- Chairs at least one (1) subcommittee (when applicable),

Qualifications:

- Four (4) years continuous sobriety,
- Voting member at previous conference,
- Must have served on the Conference Committee for at least one year prior to election as Vice-Chair,
- Must have working knowledge of the Twelve Steps of Cocaine Anonymous, the Twelve Traditions of Cocaine Anonymous, the Twelve Concepts of Cocaine Anonymous, and the Conference Charter,
- Good organizational skills and strong leadership ability.

Length of commitment: One (1) year. No person may serve more than two (2) consecutive terms.

**CONFERENCE COMMITTEE SECRETARY:**

Responsibilities:

- Records minutes of all meetings,
- Distributes minutes of previous meetings, and manages correspondence to the committee,
- Maintains a list of committee members' phone numbers, mailing addresses, and e-mail addresses,
- Assists Chairperson with notification of committee members regarding upcoming committee meetings,
- Submits committee motions in writing to the WSC Chair,
- Maintains committee archives,
- Compiles a master Delegate Mailing List from the conference, sorted by name, region, and committee.
- Responsible to maintain the seating chart at the conference.

Qualifications:

- Two (2) years continuous sobriety,
- Ability to type,
- Good organizational skills.

Length of Commitment: One (1) year.

**CONFERENCE COORDINATOR:**

Responsibilities:

- Acts as the hotel liaison for the Conference committee, including the catering department, reservations, security, etc.
- Assists WSO in making all arrangements for copiers, computers and office equipment to be delivered to the hotel site before the conference.

- Works with the Administrative Coordinator to coordinates meeting space within the hotel, including breakout rooms for the committees & regional caucuses, and setting up Conference office.
- Facilitates conference proceedings during the Conference, allowing voting members to participate in the proceeding to the fullest extent possible.
- Prepares and distributes daily information to attending delegates regarding day to day changes or information needed.
- Assists with referral distribution preparation and with Conference Committee Secretary, assists in preparation of referral summary reports for distribution to Conference committees.
- Will perform duties outlined in the Conference Committee Procedures Handbook in coordination with the Administrative Coordinator.

Qualifications:

- Four (4) years continuous sobriety
- Previous conference voting member
- Must have served on the Conference Committee at least 1 prior year
- Working knowledge of the Twelve Steps of Cocaine Anonymous, the Twelve Traditions of Cocaine Anonymous and the Twelve Concepts of Cocaine Anonymous and the Conference Charter.
- Good organizational skills
- Previous hotel experience recommended.
- Non-voting status at the Conference.

Length of commitment: 2 years commitment with no more than a 1-year extension. When at all possible, the chair of the committee and the conference coordinator should never rotate off on the same year.

**CONFERENCE CO-COORDINATOR:**

Responsibilities:

- Assists the Conference Coordinator in all of the above activities
- Works to become familiar with all aspects of the Conference Coordinator position, preparing to rotate into the position as smoothly and efficiently as possible.

Qualifications:

- Four (4) years continuous sobriety
- Previous conference voting member
- Currently serving on the Conference Committee.
- Working knowledge of the Twelve Steps of Cocaine Anonymous, the Twelve Traditions of Cocaine Anonymous, the Twelve Concepts of Cocaine Anonymous and the Conference Charter
- Good organizational skills
- Previous hotel experience recommended

Length of commitment: 2 years. No person may serve more than 2 consecutive terms.



### **ADMINISTRATIVE COORDINATOR:**

- Works to coordinate efforts of the World Service Office (“WSO”) and Conference Committee.
- Performs tasks as requested by the Conference Committee Chair, and the Conference Committee Coordinator. Acts as liaison between the WSO and the Conference Committee regarding the setup of the Conference prior to the Conference.
- Assists Conference Coordinator in coordinating set up of Conference office.
- During the Conference works with the Conference Committee Conference Coordinator to ensure smooth operations following Conference Committee and WSO procedures.
- Makes all arrangements for copiers, computers and office equipment to be delivered to the hotel site before the conference.
- The individual fulfilling this position shall be determined by unanimous consent by a subcommittee consisting of one member of the WSOB, one member of the WSBT (Trustee serving to the committee), the Conference Committee Chair, and the Conference Committee Coordinator. The needs of the Conference and Conference Committee should be taken into consideration in determining the qualifications of this individual.

### **CONFERENCE OFFICERS:**

Responsibilities to Conference Committee:

The World Service Conference officers serve on the Conference committee to assist in the proper function of the conference. Some of their duties are as follows:

- WSC Chair and Vice-Chair/Parliamentarian chair the conference proceedings and the New Delegate Orientation prior to the conference opening.
- WSC Chair formulates the conference agenda and submits it to the WSO for inclusion in Delegate mailings.

The committee consists of delegates and members of the Cocaine Anonymous fellowship with a willingness to serve. They work closely with other committee members throughout the year.

### **PROPOSAL FOR HOSTING WORLD SERVICE CONFERENCE**

We are excited that you want to put in a bid for the annual World Service Conference of Cocaine Anonymous. Traditionally Cocaine Anonymous World Services hosts an annual conference in Los Angeles the week prior to Labor Day. We are now accepting bids from areas that would like to be the host city.

Please list the reasons why your area should host a WSC Conference and list any prior Conference / Convention experience.

Here are the following specifications that must be included for your bid for consideration for the conference to be held the week prior to Labor Day (USA)

- Name of the city
- Name of the host area
- Name of contact person or persons
- Hotel room prices
- Nearest Airport
- Nearest places to eat
- Year you would like to host
- Hotel specifications\*

**Strength of Fellowship:**

Area Meetings: \_\_\_\_\_

Region Meetings: \_\_\_\_\_

Approximate # of membership \_\_\_\_\_

Any Area wishing to host the World Service Conference of Cocaine Anonymous must submit all bidding to the following members:

- a) Regional Trustee
- b) Chairperson of the World service Conference Committee.
- c) WSO.

The substantiated bid is brought to the WSC conference Committee at the WSC to be considered on the Conference Floor. Each Host City should obtain written bids from 3 different hotels in their area. Bids must be received at **no later than 36 months prior** to proposed conference.

Note: Areas outside the U.S. should provide proof of charity / non-profit status, in good standing, in accordance with the host country's laws and regulations.

It is suggested that the proposed hotel be close to a major airport or convenient enough for travelers from out of the area to get to (e.g. Shuttle service to and from hotel).

The Following is an example format and hotel specifications\* need to be included in your bid as the host area for the World Service Conference of Cocaine Anonymous. Please note: the bid/host city will work in cooperation with the current Conference Committee officers; see COMMITTEE STRUCTURE.

**GUEST ROOM ACCOMMODATIONS:**

Dates	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
Rooms	10	20	50	50	50	50	50	5

TOTAL NUMBER OF ROOM NIGHTS: 285

**MEETING ROOMS**

Our needs as follows:

Trustee Meeting - Saturday week prior to Labor Day noon to midnight - Board room set up - 24 hour hold

WSC Office - Tuesday before Labor Day noon to midnight - 24 hour hold

Foyer of WSC Office - Tuesday to Labor Day

Ballroom set for 200 Class room style Tuesday to Sunday 24 hour hold - coffee service

All meeting space requires internet access.

Breakout rooms - Wednesday 8am to midnight - 24 hour hold - conference set up

1. **Trustee Election Committee (TEC)**- may need to increase Trustee room 20 people (number of days subject to change)
2. **Structure & Bylaws (S & B)** - 50 people breaks into smaller groups to work - can room accommodate or other spaces available?
3. **Literature, Chips & Format (LCF)** 20 people
4. **Finance** - 20 People -
5. **Hospitals & Institutions (H&I)** 50 people
6. **Convention** - 50 people - breaks out into smaller groups
7. **Public Information (PI)** - 50 people
8. **Conference** - 20 - room needed intermittently (have used ball room)
9. **Unity** - 20 people
10. **Information Technology (IT)** - 10 people internet access
11. **Archive** - 10 people - computer scanning 2 stations

Date	Start Time	End Time	Function	Setup	# OF PEOPLE	End Date
	8:00 am	Midnight	Board Meeting	Conference	15	
	7:00 am	24 hr hold	Office	Computer/ Copiers - Office		
	Noon	11:00 PM	Registration	Foyer - tables - electrical outlet	6 - 6 ft tables	
	Noon	24 hr hold	Main Meeting	Class room/Stage	200	
	9:00 pm	11:00 PM	Break	No host "bar"	50	
	8:00 am	Midnight	Committee Meeting 1	Conference/ Squares	20 - 50	
	8:00 am	Midnight	Committee Meeting 2	Conference/ Squares	20 - 50	

8:00 am	Midnight	Committee Meeting 3	Conference/Squares	20 - 50
8:00 am	Midnight	Committee Meeting 4	Conference/Squares	20 - 50
8:00 am	Midnight	Committee Meeting 5	Conference/Squares	20 - 50
8:00 am	Midnight	Committee Meeting 6	Conference/Squares	20 - 50
8:00 am	Midnight	Committee Meeting 7	Conference/Squares	20 - 50
8:00 am	Midnight	Committee Meeting 8	Conference/Squares	20 - 50
8:00 am	Midnight	Committee Meeting 9	Conference/Squares	20 - 50
8am	Midnight	Committee Meeting 10	Conference/Squares	20 - 50
8:00 am	Midnight	Committee Meeting 11	Conference/Squares	20 - 50

Office:

- Room used as an office will need to be re-keyed for security (equipment will be brought in) and four keys provided
- Three 20AMP dedicated circuits in the room used as the office
- up to 15-Six foot tables
- 2-Sixty inch Rounds
- Trash Can/Recycle Can

Discount food/beverage in restaurant

Group parking rate with in/out privileges

Stage in classroom style conference room with 2 microphones

Internet access required

Foyer - for registration electrical access - cash register and computers, and phone line for credit card machine

**Suggested Conference Contract Negotiating tools**

- Free or discounted coffee and iced tea and the ability to charge for coffee and iced tea, if necessary.
- Room rate to include approximately \$10.00 per night rebate to CAWSO conference. Reservation cut-off date to be 30 days or less and rate shall be honored if rooms are still available.
- Address the issue of internet/discounted room rates.
- One free room with each 40 to 50-room nights based on "total room nights."
- Free meeting space.
- Hotel to provide A\V equipment at no charge.
- No fees paid for set-up or break down.
- Room rate to be in effect 5 days prior and 5 days after the conference.

- Late check out on final day of conference.
- Free or reduced parking rates.
- 24-hour use of pool, spa, health club.
- Whenever possible, hotel room rates should not exceed \$125 per night.

## **Suggested Conference Checklist**

### **Hotel**

#### **Stage Configuration**

Room for large screen  
 Tables on stage  
 Stage tables skirted  
 Stairs for stage in place  
 Chairs on stage (4 Executive chairs)  
 Light for Conference Chair  
 Garbage containers  
 Referral box on main table  
 Projection screen stage left  
 AV cart in place  
 Projector in place  
 Two mikes on main table

#### **Podium Configuration**

Right and left side stairs  
 Room between podium stage and wall  
 Chairs between podium stage and wall

#### **Sound System**

Gooseneck microphone/stand for center of room  
 Audio feed to tapers table  
 Confirmed audio system working

#### **Main Room Set Up**

Classroom seating for 160+ double spaced for comfort  
 Skirted 8' banquet table in back of room for taper  
 Three, 8' skirted banquet tables in back of room for literature/handouts  
 Coffee and water station (hot and cold)  
 Two, 60" skirted rounds near front of room

#### **Business Office**

Dedicated circuits in place (3)  
 Confirm office layout  
 Tables set up and skirted per layout  
 Computers set up and running  
 Internet capability  
 Three local equipment rental contacts (computers, copiers)

Thank you for submitting your proposal for World Service Conference of Cocaine  
Anonymous.