

## Part 3

### Host Convention Committee (Host Committee)

- I. The purpose of the Circle of Sisters Host Committee is to plan and implement the Circle of Sisters (COS) Convention of Narcotics Anonymous.
- II. The Host Committee and its subcommittees will follow the following guidelines
  1. The most recently revised COS AC Guidelines and any other written procedures the COS AC approves for the working group or subcommittees
  2. The Twelve Traditions of NA
  3. The Twelve Concepts of NA
  4. A clear NA message of recovery and service will, at all times, be the priority.
- III. The COS Host Committee is accountable to the hosting Area or Region and COS Advisory Committee
- IV. The hosting Area or Region has ultimate financial responsibility for the COS convention it hosts. The Host Committee will make every effort to minimize financial risk.
  1. Should there be financial difficulties the COS Host Committee shall IMMEDIATELY notify the AC and hosting Area or Region requesting guidance.
- V. The Chairperson (or appointed representative) will make scheduled meetings and submit regular reports, including the financial statements, to the hosting Area or Region and the AC.
- VI. A meeting schedule, with location(s) and time(s) will be set at the first meeting of the COS Host Committee.
  1. Additional meetings may be scheduled as needed
  2. The subcommittees of the COS Host Committee shall meet separately from the Host Committee
- VII. The Chairperson (or her designee) shall create and print the agenda for each Host Committee meeting.
  1. May include opening with the Serenity Prayer, reading the Twelve Traditions and Concepts, subcommittee reports, old business, new business and time for open discussion or open forum.
- VIII. The Host Convention Committee will consist of the executive/admin committee, the subcommittee chairs and co-chairs, as well as seated members at large.
- IX. Every member of the Host Committee shall be allowed to participate in the decision-making process. The committee may decide that the Host Committee Chairperson shall only vote to break a tie.
- X. Motions & Voting Options
  1. Robert's Rules of Order

- A. Any member of the Host Committee may make or second a motion
  - B. All motions must be in writing
  - C. All motions must be passed by a 2/3 (two-thirds) majority
  - D. Abstentions are considered non-votes
  - E. The Host Committee may reconsider any motion by request of a member from the prevailing side.
  - F. Quorum is required for all decision making
2. Consensus
- A. Any member of the Host Committee may propose an idea for discussion and decision
  - B. Once consensus is reached, the exact wording of the decision must be recorded in the minutes
- XI. Attendance is necessary for a functioning Host Committee
- 1. All subcommittee chairpersons are required to attend each Host Committee meeting.
  - 2. If someone cannot attend, they must notify the Chair or Vice Chair prior to the Host Committee meeting.
  - 3. If two (2) consecutive meetings are missed, there will be a motion to hold them in non-compliance (XII)
    - A. The Chairperson or Vice Chairperson must notify the member and that person must then attend the next Host Committee meeting to state the reason for their non-attendance or their position may be filled at that time.
- XII. Non-compliance
- 1. Reasons include, but not limited to
    - A. Non-attendance at a host committee meeting
    - B. Loss of abstinence
    - C. Inability to maintain the use of the 12 Concepts of NA
    - D. Inability to provide effective leadership
  - 2. Possible consequences to include, but not limited to
    - A. Automatic removal from the position
- XIII. All subcommittee chairs will provide the date, time, location and major agenda items of their next meeting to the entire Host Committee to allow for participation by those interested. It is suggested at least one of the five (5) officers be available if needed at all Subcommittee meetings
- 1. All final decisions should be made at the full Host Committee meeting providing there is a quorum. The subcommittees will bring their, drafts, contracts, quotes and recommendations to the Host Committee for approval.

## **Host Convention Committee Requirements & Duties**

### **I. CHAIRPERSON**

#### **1. Suggested Requirements**

- A. Current and/or previous leadership experience on a Convention Committee (i.e. Chair or Vice Chair)
- B. A minimum of five (5) years of continuous clean time
- C. Have three (3) years of service on the Area or Regional Convention Committee as a voting member.
- D. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts
- E. Have attended at least one (1) previous Circle of Sisters Convention
- F. Commitment and willingness to serve

#### **2. Duties**

- A. Preside over and ensure that the COS Committee meetings are run with an atmosphere of recovery.
- B. Prepare and coordinate the agenda with the assistance of the Vice Chairperson and the Secretary
- C. Provides COS Committee Guidelines to all new members
- D. Responsible for the day-to-day implementation of sound and prudent decision making during the convention
- E. Assign duties to COS committee members
- F. Advise the COS Committee of any attendance problems in violation of the COS Committee Guidelines and report the failure of any members to fulfill her responsibilities
- G. Attend the schedule Area Service Committee (ASC), Regional Service Committee (RSC) or Regional Service Office (RSO) meetings and maintain a constant relationship, serving as the representative of the COS Committee to the ASC/RSC/RSO
- H. Prepare and submit written reports to the COS Committee, the ASC/RSC/RSO and the COS AC liaison, to enhance communication between each body, within two (2) weeks of their routine, monthly meetings
- I. Mentor and support all COS Committee members, including Vice Chair
- J. The outgoing, current year's Chair will remain responsible to ASC/RSC/RSO and the COS AC until such time as the final financial report is presented.

### **II. VICE or CO-CHAIRPERSON**

#### **1. Suggested Requirements**

- A. Current and/or previous leadership experience on a Convention Committee (i.e. Chair or Vice Chair)
- B. A minimum of five (5) years of continuous clean time
- C. Have three (3) years of service on the Area or Regional Convention Committee as a voting member.

- D. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts
- E. Commitment and willingness to serve

## **2. Duties**

- A. In the absence of the Chairperson, the Vice/Co-Chairperson shall perform the duties of the Chairperson
- B. Coordinates and keeps fully abreast of the interaction of the subcommittees, mentor and support where needed or upon request.
- C. Attend the scheduled ASC/RSC/RSO meeting and maintain a constant relationship, serving as the representative of the Committee to the ASC/RSC/RSO and the COS AC
- D. Prepare and submit written reports to the Committee, the ASC/RSC/RSO and the COS AC to enhance communication between each body within two (2) weeks of their routine, monthly meetings
- E. Fill in open positions as needed or requested

## **III. SECRETARY**

### **1. Suggested Requirements**

- A. A minimum of five (5) years of continuous clean time
- B. Have three (3) years of service on the Area or Regional Convention Committee as a voting member.
- C. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts
- D. Commitment and willingness to serve

### **2. Duties**

- A. Keep accurate and objective minutes of each meeting.
- B. Solicit monthly e-mail reports from COS members.
- C. In the event reports are not e-mailed to the secretary, a synopsis should be written for and included in, the minutes.
- D. Type and email copies of meeting minutes within two (2) weeks of their routine, monthly meeting to all Committee members, the ASC/RSC/RSO Chairperson, and the AC committee.
- E. Keep a record of the previous month's minutes on hand at each meeting,
- F. Prepare roster, maintain attendance records, and advise the Host Chairperson of member attendance problems as defined in the COS Host Committees Guidelines.
- G. Upload minutes to the Google drive.

## IV. TREASURER

### 1. Requirements

- A. Must have current and/or previous experience on a convention committee, preferably as a treasurer or an assistant treasurer
- B. Accounting and computer skills sufficient to maintain accurate records
- C. A minimum of five (5) years clean time
- D. Have three (3) years of service on the Area or Regional Convention Committee as a voting member
- E. A working knowledge of the 12 Steps, 12 Traditions and Twelve Concepts
- F. Commitment and willingness to serve

### 2. Duties

- A. Maintain bank account(s) for the Committee. The checks shall require two signatures: one by hosting area/region, and the second from the Committee Chairperson, Vice Chairperson, or Treasurer.
- B. Work with the Host Committee, the ASC/RSC/RSO Chairperson, and the AC committee to prepare a budget for the convention.
- C. Write all checks from the Host Committee checking account and is responsible for collecting receipts from the Host Committee members' expenses. Keep available originals and copies of all bank statements.
- D. Responsible for complete accounting and reporting to the ASC/RSC/RSO and COS Treasurers of all monies.
- E. Pay all approved budgeted expenses.
- F. Provide the AC Treasurer and Vice Treasurer with "view only" access to the Host Committee bank account
- G. Advise the committee of cash flow conditions and provide current written monthly financial reports, including copies of bank statements and reconciled register.
- H. Review Committee expenditures and provide monthly budget reports to the Committee.
- I. Report to the Committee on all financial issues as needed.
- J. Process all requests for approved reimbursement.
- K. Maintain a close working relationship with the ASC/RSC/RSO and COS AC Treasurer.
- L. Mentor and support Committee team members including the Vice Treasurer
- M. Prepare a final budget report for the convention.
- N. Manages, along with participation from COS AC representatives, the Treasury room at the Convention (per treasury room process) as outlined on page 4, line 3 C.
- O. Acknowledge the receipt of and commit to adhering to the procedures by signing and submitting the processes

### 3. Duties in Relation to Closing Convention Financial Records

- A. The treasurer shall remain responsible to ASC/RSC/RSO and COS AC Treasurer

- until the final financial report is presented and books are closed.
- B. The treasurer report shall be compiled, reviewed and distributed within 90 days of the convention to the ASC/RSC/RSO and COS AC.
  - C. Any outstanding debt will be the responsibility of the Host Committee, ASC/RSC/RSO; not of the COS AC.

## V. ASSISTANT TREASURER

### 1. Suggested Requirements

- A. Must have current and/or previous experience on a convention committee, preferably as a treasurer or an assistant treasurer
- B. Accounting and computer skills sufficient to maintain accurate records
- C. A minimum of five (5) years clean time
- D. Have three (3) years of service on the Area or Regional Convention Committee as a voting member
- E. A working knowledge of the 12 Steps, 12 Traditions and Twelve Concepts
- F. Commitment and willingness to serve

### 2. Duties

- A. Maintain bank account for the Committee. The checks shall require two signatures: one from the hosting area/region, and the second from the Committee Chairperson, Vice Chairperson, or Treasurer.
- B. Work with the Committee and the ASC/RSC/RSO Chairperson and the AC committee to prepare a budget for the convention.
- C. Write all checks from the Host Committee checking account and is responsible for collecting receipts from all Host Committee members' expenses. Keep available originals and copies of all bank statements.
- D. Responsible for complete accounting and reporting to the ASC/RSC/RSO and COS Treasurers of all monies. Pay all budgeted expenses. Advise the committee of cash flow conditions and provide current written monthly financial reports, including copies of bank statements and reconciled register.
- E. Provide the AC Treasurer and Vice Treasurer with “view only” access to the Host Committee bank account
- F. Review Committee expenditures and provide monthly budget reports to the Committee.
- G. Report to the Committee on all financial issues as needed.
- H. Process all requests for reimbursement.
- I. Maintain a close working relationship with the ASC/RSC/RSO and COS AC Treasurer.
- J. Prepare a final budget report for the convention.
- K. Manages, along with participation from COS AC representatives, the Treasury room at the Convention (per treasure room process).
- L. Acknowledge the receipt of and commit to adhering to the procedures by signing and submitting the processes

### **3. Duties in Relation to Closing Convention Financial Records**

- A. The Assistant Treasurer shall remain responsible, alongside the Treasurer, until the final financial report is presented, and books are closed.

## **VI. ARTS & GRAPHICS CHAIR**

### **1. Suggested Requirements**

- A. Have current and/or previous experience on a convention committee, preferably with Arts & Graphics
- B. A minimum of five (5) years of continuous clean time
- C. Have three (3) years of service on the Area or Regional Convention Committee as a voting member.
- D. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts
- E. Commitment and willingness to serve

### **2. Duties**

- A. Coordinates sub-committee meetings.
- B. Communicates and keeps fully abreast of the interaction of the subcommittees and advises where needed or upon request.
- C. Prepare and submit written reports to the Committee, the ASC/RCS/RSO and the COS AC within two (2) weeks of the routine, monthly meetings, to enhance communications between each body
- D. Responsible for artwork and logo.
  - i. Ensure that any and all use of the NA logo follows all NA Trademark guidelines.
- E. Responsible for setting and implementing deadlines for artwork and logo upon awarding of bid.
- F. Responsible for seeing the final artwork and the logo are camera ready and distributed to appropriate sub-committee no later than 8 months prior to convention.
- G. Responsible for all printed matter pertaining to convention, (i.e. badges, tickets, signs, fliers, registrations, forms, banner, program, on-site signs, etc.).
- H. Mentor & support upcoming Host Committee

### **3. On-Site**

- A. Responsible for last minute signs
- B. Deliver signs to various rooms
- C. Works in conjunction with all sub-committees on site

## **VII. CONVENTION INFORMATION**

### **1. Suggested Requirements**

- A. Have current and/or previous experience on a convention committee, preferably with Arts & Graphics
- B. A minimum of five (5) years of continuous clean time
- C. Have three (3) years of service on the Area or Regional Convention Committee as a voting member.

- D. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts
- E. Commitment and willingness to serve

## **2. Duties**

- A. Coordinates sub-committee meetings.
- B. Prepare and submit written reports to the Committee, the ASC/RSC/RSO and the COS AC within two (2) weeks of the routine, monthly meetings to enhance communications between the bodies.
- C. Coordinates duties to sub-committee, which include but are not limited to:
  - i. Provides support to all other sub-committees.
- D. Submits expenditures to body for approval.
- E. Is one of the major liaisons between site facilities and Convention Committee.
- F. Mentor and support upcoming host committee

## **VIII. FUNDRAISING & ENTERTAINMENT (F&E) CHAIR**

### **1. Suggested Requirements**

- A. Have current and/or previous experience on a convention committee, preferably with Fundraising and Entertainment
- B. A minimum of five (5) years of continuous clean time
- C. Have three (3) years of service on the Area or Regional Convention Committee as a voting member.
- D. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts
- E. Commitment and willingness to serve

### **2. Duties**

- A. Coordinates sub-committee meetings
- B. Prepare and submit written reports of activities to the Committee, the ASC/RSC/RSO and the COS AC to enhance communications between the bodies
- C. Attend all monthly COS Host Committee Meetings
- D. Create and submit a budget to the Host Committee Treasurer for committee approval
- E. Oversee all fundraising planning activities, working closely with all other convention committees to successfully complete its objectives
  - i. All events must be approved by the Host Committee before they can be implemented, planned in advance to provide adequate time to advertise to the fellowship
  - ii. A list of all expenses must be presented for budget approval before each event
  - iii. Attend all fundraising events
  - iv. Deliver all monies raised to the Treasurer within 72 hours after the event
- F. Oversee all entertainment planning for the convention
  - i. Obtain at least three (3) bids for each entertainment contract
  - ii. All contracts must be previewed and approved by the Host Committee before being signed
- G. Prepare a final F & E report for the Host Committee at the final Host Committee



meeting

- i. Include budgets, expenditures, contracts and copies of receipts

### **3. On-Site Duties**

- A. Oversee the carrying out of all entertainment events **on-site**, at the convention
  - i. Responsible for accommodating the female entertainers
  - ii. Responsible for the backstage preparations
  - iii. Responsible for ticket taking
  - iv. A minimum of two (2) sub-committee members should be present at each entertainment event.
  - v. Sub-committee member(s) should be stationed at the doors during paid events.
  - vi. Deliver any monies raised to the Treasury room immediately following the event

## **IX. HOSPITALITY/GREETER CHAIR**

### **1. Suggested Requirements**

- A. Have current and/or previous experience on a convention committee, preferably with Hospitality experience
- B. A minimum of five (5) years of continuous clean time
- C. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts
- D. Commitment and willingness to serve

### **2. Duties**

- A. Coordinates sub-committee meetings
- B. Communicates and keep fully abreast of the interaction of the sub-committee mentors and advises others as needed or upon request.
- C. Prepare and submit written reports of activities to the Committee, the ASC/RSC/RSO and the COS AC to enhance communications between the bodies
- D. Attend all monthly COS Host Committee Meetings
- E. Create and submit a budget to the Host Committee Treasurer for committee approval
- F. Coordinates with the sub-committee to ensure completion of certain duties, including but not limited to:
  - i. Determine Hospitality Suite hours to provide to the Host Committee for approval
    - a. Hospitality Suite is closed during main meetings
  - ii. Create a proposed menu for the convention and work with Hotel Chair to ensure convention site will allow (hotels differ in what items they will allow to be brought in)
  - iii. Staffing the Hospitality Room for the duration of the convention
    - a. Establishes a list of volunteer duties
      1. Door greeter optional
- G. Solicits donations of items for the Hospitality Suite from their local and surrounding fellowship and coordinates ways to receive the donations, both before and during the convention.

- H. Solicits volunteers both before and during the convention
  - i. Contacts volunteers to schedule time slots, preferably two (2) to four (4) hour windows, for working in the Hospitality Suite

### **3. On-Site Duties**

- A. Setting up Hospitality Room
  - i. Decorating optional
- B. Delegate duties to volunteers
- C. Overseeing the room throughout the convention
- D. Work with the Treasurer to determine plans for the accountability of any funds acquired
- E. Cleaning the room at the conclusion of the convention
- F. If not needed in the Hospitality Suite, report to the Host Committee Vice Chairperson

## **X. HOTEL REPRESENTATIVE/CONTRACT NEGOTIATOR**

### **1. Suggested Requirements**

- A. Have current and/or previous experience on a convention committee, preferably some business and/or negotiating skills/experience
- B. A minimum of five (5) years of continuous clean time
- C. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts
- D. Commitment and willingness to serve

### **2. Duties**

- A. Prepare and submit written reports of activities to the Committee, the ASC/RSC/RSO and the COS AC to enhance communications between the bodies
- B. Attend all monthly COS Host Committee Meetings
- C. Participate in the negotiations of the hotel contracts.
- D. Reviews all hotel contracts on a regular basis to monitor for payment schedules, room block, and adhere to approved budgets
- E. Aids the Host Committee Chair or Vice Chair in presenting hotel contracts to the ASC/RSC/RSO for their review and approval if required.
- F. Serves as a main point of contact with the hotel and/or convention center facilities personnel.
- G. Trains and mentors the Assistant Hotel Representative
- H. Maintains a close working relationship with the ASC/RSC/RSO and COS AC Hotel Liaison
- I. Ensure that the AC Hotel Liaison and the AC Hotel Liaison Assistant are included in the Convention pre-convention meeting.
- J. Mentors and aids all Committee and Subcommittee members in fulfilling their responsibilities.
- K. Assist Chairperson in implementing sound and prudent decision making during the convention regarding the hotel.

- L. Maintains budgets and records of past convention's hotel and convention center costs, room blocks, and pickups, food and beverage spent and all convention income and expenses including hotel contracts and invoices.

## XI. ASSISTANT HOTEL REPRESENTATIVE/CONTRACT NEGOTIATOR

### 1. Suggested Requirements

- A. Have current and/or previous experience on a convention committee, preferably some business and/or negotiating skills/experience
- B. A minimum of five (5) years of continuous clean time
- C. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts
- D. Commitment and willingness to serve

### 2. Duties

- A. Assists the Hotel Representative as needed.
- B. Assists in reviewing hotel contracts on a regular basis to monitor for payment schedules, room blocks and adhere to approved budgets
- C. Assists the Hotel Representative in presenting hotel contracts to the ASC/RSC/RSO for their review and approval if required.
- D. Assists Hotel Representative during the convention
- E. Assists in maintaining budgets and records of past convention's hotel and convention center costs, room blocks, and pickups, food and beverage spent and all convention income and expenses including hotel contracts and invoices.

## XII. MERCHANDISE CHAIR

### 1. Suggested Requirements

- A. Have current and/or previous experience on a convention committee, preferably in merchandise
- B. A minimum of five (5) years of continuous clean time
- C. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts
- D. Commitment and willingness to serve

### 2. Duties

- A. Coordinates sub-committee meetings
- B. Prepare and submit written reports of activities to the Committee, the ASC/RSC/RSO and the COS AC to enhance communications between the bodies
- C. Attend all monthly COS Host Committee Meetings
- D. All artwork should be approved by the AC prior to anything is printed.
  - i. All artwork, designs, flyers, etc. being used for the purpose of COS must include the NA logo with the appropriate copyright and trademark expectations as outlined by WSO.
- E. Obtain, provide and sell appropriate NA merchandise at convention site
- F. Submit all final contracts to the Host Committee for approval no later than sixty (60) days prior to the convention
- G. Submit all invoices to Host Committee Treasurer upon receipt of them
- H. Create an inventory of all merchandise ordered and received within twenty-one

- (21) days prior to the convention and provide a copy to the to the Host Committee
- I. Mentor and support all members of the merchandise team, including the Merchandise Vice-Chair
  - J. Ensure that all the merchandise committee members who will work the cash registers are trained at least 72 hours prior to the convention.
  - K. Prepare a final Merchandise report for the Host Committee at the final Host Committee meeting
    - i. Include budgets, expenditures, contracts and copies of receipts

**3. On-Site Duties**

- A. Have a plan in place to ensure that the merchandise room is secured every night after closing
- B. Work with the Treasurer to determine plans for the accountability of any funds acquired
- C. All new banks must be counted by Chair, Co-Chair, Liaison or Representative

### XIII. PROGRAM CHAIR

#### 1. Suggested Requirements

- A. Have current and/or previous experience on a convention committee, preferably in programming
- B. A minimum of five (5) years of continuous clean time
- C. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts
- D. Commitment and willingness to serve

#### 2. Duties

- A. Coordinates sub-committee meetings
- B. Prepare and submit written reports of activities to the Committee, the ASC/RSC/RSO and the COS AC to enhance communications between the bodies
- C. Attend all monthly COS Host Committee Meetings
- D. Prepares necessary flyers for Program Committee (speaker CD) within ninety (90) days of organizational meeting.
- E. Coordinates with all sub-committees and develops program accordingly
- F. Solicit bids from recording companies (3 bids), review proposals with host and make recommendations.
- G. Sets number of meetings.
- H. Prepares schedule of meetings.
- I. Provide the AC Liaison a copy of the final program prior to print, for approval.
- J. Final program must be complete sixty (60) days prior to convention including notification of speakers and leaders and be ready for print.
- K. Coordinate with Arts and Graphics Committee regarding needed signage sixty (60) days prior to convention.
- L. Coordinates communication and all contact with selected speakers, leaders and readers upon Chairperson's delegations.
- M. Work with treasurers to make travel arrangements and work with Hotel Liaison to make room reservations.
- N. Confirms travel arrangements.
- O. Make arrangements to ensure speakers have necessary transportation to and from convention site.
- P. Determines special needs, i.e. special seating.
- Q. Make arrangements for female hearing impaired interpreters.
- R. Remind speaker to sign in when they arrive on site and 1 hour prior to their meeting.
- S. Responsible for format, census, and readings for each meeting.
- T. Determine table decorations and table favors for banquet.
- U. Responsible for facilitating geographic and clean-time count downs.
- V. Support and mentor all Program Committee members including the Vice Chair or Co-Chair.

- 3. Main Speaker Selection (all speakers should be vetted by the Program Sub-Committee)**
  - A. Main speakers shall be active members of Narcotics Anonymous with a minimum of 10 years clean time and a working knowledge of the 12 Steps and 12 Traditions of NA.
  - B. All main speakers must submit a cd or MP3 to qualify as a main speaker.
  - C. No main speaker shall be a member of the Host Committee or the AC.
  - D. Main Speakers shall get complementary airfare, if needed; lodging and a complete convention registration package.
  - E. Main speakers are comprised of Friday night opening, Saturday night and Sunday morning (Saturday afternoon optional).
  - F. No other convention participant (i.e. workshop speakers, leaders) will get airfare, lodging or a free convention package.
  - G. Speakers are not chosen before the speaker cut-off date.
  - H. Speakers are selected by group conscious in the Program Sub-Committee meeting and approved by the Host Committee. **DO NOT CONTACT SPEAKER UNTIL APPROVED BY HOST COMMITTEE.**
    - i. When choosing speakers, committee should consider offering a diverse selection
  - I. Have back up speakers available in case of emergency.
- 4. Workshop Speaker Selection (all speakers should be vetted by the Program or Host Committee)**
  - A. Workshop speakers must be an active member of Narcotics Anonymous with a minimum of five (5) years clean time and working knowledge of 12 Steps and 12 Traditions.
  - B. Speakers are selected through CD submission and suggestions of other program convention committee members.
  - C. Workshop speakers are selected by group conscious in the Program Committee meeting and approved by the host committee prior to notification.
    - i. When choosing speakers, committee should consider offering a diverse selection
  - D. Have back up speakers available in case of emergency.
- 5. Program Etiquette**
  - A. What is discussed in program meetings stays in program meetings. No mention of possible selections shall be done until final program has been approved by the Program or Host Committee.
- 6. On-site**
  - A. Ensure that out-of-town speakers have necessary transportation to and from convention site.
  - B. Works in conjunction with Program Chairperson in welcoming speakers.
  - C. Start and monitor scheduled meetings and workshops.
  - D. Work closely with the chosen recording company while on site.
  - E. Maintain a speaker leader check-in station or room.
  - F. Setup table decorations and table favors for banquet.
  - G. Optional to obtain main speaker thank you token to present on site.

#### XIV. REGISTRATION CHAIR

##### 1. Suggested Requirements

- A. Have current and/or previous experience on a convention committee, preferably in programming
- B. A minimum of five (5) years of continuous clean time
- C. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts
- D. Commitment and willingness to serve

##### 2. Duties

- A. Coordinates sub-committee meetings
- B. Prepare and submit written reports of activities to the Committee, the ASC/RSC/RSO and the COS AC to enhance communications between the bodies
- C. Attend all monthly COS Host Committee Meeting
- D. Set up registration spread sheet to ensure all registrations are being logged and reported.
- E. Provide the subcommittee with the information necessary for its functioning, including convention guidelines, proposed budget, timelines, etc.
- F. Work with other sub-committees to ensure special on-site registration and standard registration brochures are financially acceptable.
  - i. First registrations are sold onsite at current year convention at a reduced rate after Saturday night main meeting
- G. Work close with Arts and Graphics chair to generate brochures and flyers.
- H. Process ALL registrations in a timely manner.
- I. Responsible for disbursing registration confirmations, i.e. mail, email, telephone, etc.
- J. Works in conjunction with Treasurers in programming registers prior to trainings.
- K. Responsible for cash register training.
- L. Responsible for keeping accurate records of all money sent to Treasurer
- M. Develop registration packets.
- N. Order items for the registration packets.
- O. Communicate payment schedules to the treasurer
- P. Delegate members of the registration sub-committee to stuff registration packages.
- Q. Keep accurate records of on-site registration and pre-registration.
- R. Inventory all Pre-registration and other items that will be picked up
- S. Work closely with treasurer to confirm count
- T. Prepare a final Programming report for the Host Committee at the final Host Committee meeting
  - i. Include budgets, expenditures, contracts and copies of receipts
- U. Support and mentor all Registration Subcommittee members including the Vice Chair or Co-Chair.

##### 3. On-site

- A. Cash registers will only be operated by Registration Sub-Committee voting members and the AC Liaison
- B. All registration badges and paid event tickets shall be counted in conjunction with

the Treasurer, and distributed among registers as needed by Registration Chair, Vice Chair or AC Liaison

- i. If you run out at a register, contact Chair, Vice Chair or AC Liaison, **DO NOT BORROW/BUY FROM ANOTHER REGISTER**
- C. All registration badges and paid event tickets shall be counted and provided with each treasury bank
- D. All new banks must be counted by Chair, Vice Chair, or AC Liaison

## XV. VOLUNTEER COORDINATOR/SERENITY KEEPER CHAIR

### 1. Suggested Requirements

- A. A minimum of one (1) year of continuous clean time
- B. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts
- C. Commitment and willingness to serve

### 2. Duties

- A. Recruit pre-convention volunteers to be used as resources for staffing activities leading up to your Circle of Sisters convention.
  - i. Volunteers may be greeters, crowd control, etc
- B. Attend COS Host planning meetings
- C. Work with all COS subcommittees in staffing and facilitating convention functions.
- D. Meet with Hotel liaison to learn the layout of convention space including meeting rooms, stairwells, fire exits, etc.
- E. At convention site, Volunteer/Serenity Keeper committee members may be "team leaders" assigned to various committees (i.e. Registration, Programming, Hospitality...etc.) for the purpose of ensuring adequate staffing.
- F. Support and mentor all volunteers & committee members.

## XVI. WEB MISTRESS/SOCIAL MEDIA COORDINATOR

### 1. Suggested Requirements

- A. Have current and/or previous experience on a convention committee
- B. Some knowledge of web-design & social media platforms, primarily Facebook
- C. A minimum of five (5) years of continuous clean time
- D. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts
- E. Commitment and willingness to serve

### 2. Duties

- A. Work closely with AC web mistress to provide required material
  - i. Artwork, logo, color scheme, clean time requirements, contact information, deadlines, hotel.
- B. Provide suggested changes to AC Web Mistress in timely manner.
- C. Confirm all sub-committee emails and information is correct and usable.
- D. Confirm registration links & payments are correct and usable.
- E. Support and mentor all potential & future Web Mistresses.