



Cocaine Anonymous of Utah

PNRC Convention Committee Guidelines

Statement of Purpose

The purpose of the Pacific North Region Convention is to hold the Pacific North Region Assembly and promote enthusiasm and unity within the fellowship of Cocaine Anonymous. The PNRC Convention/Assembly shall be held mid March to mid April each year so as to be completed approximately 5 (five) months prior CA World Service Conference.

Steering Committee

PNRC Steering Committee shall consist of the following members: Committee Chairperson, Vice Chairperson, Secretary, Treasurer, Hotel Liaison and the Area Chairperson, Area Vice Chair 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 PNRC 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 mtg 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 we used are left in a clean presentable manner, that CA belongings are packed up and returned to their rightful places.

Officers

PNRC Committee Officers shall consist of: Chairperson, Vice Chair, 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 prior convention committee experience in one or more of the following positions: Chairperson, Vice Chair, Treasurer, Hotel Liaison, Programs Chair from a CAWS Convention, or Area Delegate.
3. Schedules, attends and leads all PNRC Committee meetings.
4. Attends all scheduled meetings of the CA of UT Area as voting member to inform the Area as to PNRC events, progress or issues
5. Turns in a copy of the prior PNRC meeting minutes to the CA of UT Archives Chairperson.
6. Turns in a copy of the prior PNRC 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 PNRC Treasurer to open a checking account for the PNRC Committee and ensure that the required parties are added to 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 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. Has 4 (four) years of continuous sobriety from cocaine and all other mind altering substances.
2. Has prior convention committee experience
3. Attends all PNRC Committee meetings.
4. Is the Acting Chair 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 until such time as the position is filled.
8. Performs other duties as may be asked by the PNRC Chairperson.

Secretary

1. Has 2 (two) years of continuous sobriety from cocaine and all other mind altering substances.
2. Has prior convention committee experience
3. Attends all PNRC Committee meetings.
4. Takes minutes during all PNRC meetings, types up the minutes and has the minutes printed out to be read at the next PNRC meeting.
5. Maintains minutes in an organized fashion for easy reference during future PNRC 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 PNRC Committee members.
8. Reminds the PNRC Committee members of upcoming meetings/events by phone call, text and/or e-mail (preferably 48 hours before the schedule time of the meeting/event).

Treasurer

1. Has 3 (three) years of continuous sobriety from cocaine and all other mind altering substances.
2. Attends all PNRC Committee meetings.
3. Is the main signatory on the PNRC checking account.
4. Ensures the PNRC checking account is balanced and that all checks/deposits are accounted for.
5. Presents a printed Treasurer's Report at each PNRC meeting showing all expenditures and receipts.
6. 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.
7. Coordinates with Host & Information Committee to make money pick-ups from revenue generating functions during the convention (registration, memorabilia, 7th Tradition etc).
8. Ensures that seed money for the following years PNRC is forwarded to the next host city committee as outlined in financial guidelines.
9. Works with the Chairperson, any necessary entities and committee chairs (Hotel Liason, Memorabilia etc.) to ensure all outstanding billing at the close of the convention is completed and paid in full.
10. Is gainfully employed.
11. *** See financial guidelines furtheron for more detail and ensure that financial guidelines are carried out .

Hotel Liaison

1. Has 4 (four) 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 Liason, Workshops, Speakers, or Area Delegate.
3. Attends all PNRC Committee meetings.
4. Obtains 3 (three) bids from hotels in the area requested by the PNRC committee or by the CA of UT area and submit to committee for approval to seek a contract.

- (a) If the hotel bids do not include food services as desired by the PNRC Committee, 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.
- 5. Once a hotel has been approved by the PNRC Committee, the Hotel Liaison will negotiate the best contract options possible, then present the contract to the PNRC 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 mtgs, 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.
- 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) Regional Assembly on Saturday, to hold 30-35 persons for 6-8 hours with tables and chairs set up with rectangular tables forward facing and water service.
 - (b) Workshops with tables and chairs set up with rectangular tables forward facing and water service.
 - (c) Speaker Meetings with coffee and water service. Keynote Speaker will have round table banquet seating up front with chairs in the rear, all other mtgs will be chairs only.
 - (d) A room(s) for Registration and Memorabilia that can be locked when closed and at night.
 - (e) Hospitality room open 24 hrs with water service.
 - (f) Marathon Meeting room
 - (g) Space for Friday and Saturday night entertainment.
 - (h) white boards or easles as needed
- 7. Tracks and reports hotel room night reservations to PNRC 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 PNRC Chairperson to ensure that CA 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 sub committee 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 belongings used by said committee, to clean up and leave the spaces used by said committee in a clean presentable manner.

Also should your committee need anything relating to the hotel (ie..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 PNRC Committee Chairperson and ask them to speak with the hotel staff about any 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 PNRC Committee meetings.
4. Arranges for speakers at pre-convention events and submits names to committee for approval
5. Contacts potential speakers for the PNRC 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 PNRC 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 dictated by the PNRC Committee.
7. If needed or desired by the PNRC committee contacts persons in the local area to verify their interest and availability to speak or present a workshop during the PNRC convention on a topic of interest to the Recovery community, then presents this information to the PNRC committee for any necessary approval.
8. If requested by the PNRC Committee, will contact persons in the local area to verify their interest and availability to present a workshop during a pre-convention event on a topic of interest to the Recovery community, then presents this information to the PNRC committee for any necessary approval.

Host & Information

1. Required 2 (two) years of continuous sobriety from cocaine and all other mind altering substances.
2. Attends all PNRC 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 PNRC and/or Host & Info, acquires bids for and submits to PNRC 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 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 PNRC Committee meetings.
- 3. Organizes and performs raffle and/or auction at events/convention.
- 4. Collects donations of cash and or merchandise to be used for or purchase raffles/auctions items, reports to committee said progress concerning donations and item inventory.
- 5. If necessary requests a budget from committee to complete purchase of items in a manner timely to ensure events have needed items.
- 6. Highly suggested to form a sub committee to help with raffle/auction events, donation collection and ticket sales.
- 7. Ensures a supply of raffle tickets
- 8. Convention raffle/ 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) Raffle prizes for entertainment nights...ie bingo etc.

Memorabilia

- 1. Has 2 (two) years of continuous sobriety from cocaine and all other mind altering substances.
- 2. Suggested prior convention committee experience.
- 3. Attends all PNRC 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 sale at events/convention.
6. Acquires 3 bids of desired memorabilia and presents a budget detailing cost, suggested sale price and projected profits to PNRC 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 4-6 weeks prior to the Event/Convention.
 - (a) work with supplier during ordering/printing process to ensure correct product and 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.
9. Will need a white board or poster board at Convention for items list and sale prices.
10. Highly suggested to form sub committee to help during convention.

Printing/Outreach

1. Attends all PNRC Committee meetings.
2. Acquires 2 (two) bids or uses CA copier as desired by PNRC Committee to print any flyers, banners, programs, registration forms etc. that the PNRC Committee deems are needed.
3. Acquires from the PNRC Registration chairperson any 'save the date', 'programs' and 'registration forms' and ensures that any such items are printed and ready to be sent to CA World Service Conference in August the summer prior to the PNRC Convention.
4. Organizes a theme and logo contest to acquire artwork to be used for preconvention events and convention memorabilia.
 - (a) Making fellowship aware that any artwork submitted in the contest becomes the property of Cocaine Anonymous of Utah and may be modified as the PNRC 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 [®] and no part of the design of the artwork may touch the logo or trademark except the solid color background. 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.
5. Outreaches (informs the CA membership) of any preconvention events and PNRC Convention information through flyers, events, emails, other area functions, and CAWSO/CAWSC etc...
6. (a) If a Social Media Page is desired you must receive prior approval of the PNRC Committee and the CA of Utah Area before creating such a page,
7. Contacts CAWSO to have PNRC Convention placed on CAWS website calendar of events.
8. Meets with CA of Utah Area Public Information committee to have a PNRC webpage created.

- (a) Once a hotel and convention date has been set contacts CAWSO to have a link to website placed on the calander of events.
- (b) If so desired by the PNRC Committee also have a link to any paypal account for registration added to the CAWSO calander of events.

Registration

1. Has 2 (two) years of continuous sobriety from cocaine and all other mind altering substances.
2. Attends all PNRC Committee meetings
3. Designs any 'save the date', 'programs' and 'registration' forms as desired by the PNRC Committee and submits to committee for approval.
4. If so desired by PNRC Committee carries out task of opening a paypal account for use in online registrations.
5. Tracks registration numbers throughout convention planning and convention and reports said information to PNRC Committee.
 - (a) report banquet count sales to hotel liaison.
 - (b) reports amounts collected and turns over any monies collected to PNRC 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 PNRC Committee.
7. Opens and staffs registration table/room at preconvention events and convention during times deemed necessary by PNRC 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 PNRC Committee meetings.
3. Plans and organizes preconvention events in an atmosphere free from Cocaine and all other mind altering substances for the purposes of carrying the message of CA and the PNRC Convention, and raising funds to support the PNRC Convention needs.
4. Plans and organizes events and entertainment for the PNRC Convention.
5. Submit all event/entertainment plans, budget costs and suggested entry fees to PNRC 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 sub committee to help in planning and execution of events.

Decorations

1. Attends all PNRC Committee meetings.

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

Marathon Meetings

1. Attends all PNRC Committee meetings
2. Creates a list for members to sign up to chair marathon meetings, the time they wish to chair and any 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 mtg times, chair person, and any topics chosen.
4. Schedule 1 (one) birthday meeting on the day/time desired as per PNRC 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 PNRC 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 preconvention events and saves for future use.
4. Takes pictures during the PNRC convention.
5. Suggested to ask a few people to aid in picture taking at least during the convention.
6. Saturday evening/night uses pictures taken to create a short movie or slide show to be shown Sunday morning at the closing of the convention.
7. Collects donations for Big Books of Alcoholics Anonymous and HFC books if so desired by the PNRC Committee to be given to newcomers at the convention.
8. Makes books available at convention for members to sign messages of hope, faith and courage to the newcomer.
9. 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, 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 PNRC Committee obtains a hotel offer of contract, the Hotel Liaison and PNRC 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 PNRC account shall have at a minimum the Treasurer and one other PNRC 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 PNRC Committee.
4. Treasurer shall provide a printed financial report detailing all deposits and expenditures to PNRC Chairperson at every PNRC meeting so that the PNRC 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 funds.
 - (a) the PNRC Treasurer is responsible to coordinate with PNRC 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 person with 2 year or more of sobriety each present for all collections.
8. Any expenditure of personal monies spent for PNRC Committee needs will only be reimbursed via receipt and CA of Utah Request for Moneys form. However be aware that the PNRC 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 PNRC are paid in full.
10. Treasurer shall ensure that seed money for the following years PNRC in the amount of \$1000.00 is forwarded to the following years PNRC host city convention committee or Area as may be needed by said host city.

Table of Revisions

5/19/13	Original draft complete
6/9/2013	Draft approved by Utah Area for use in Utah Area of CA.
6/22/2013	Amended Treasurer duties to include duty concerning seed money to follow years PNRC.
6/22/2013	Amended financial guidelines to include #9 ensurance of all contracts/invoices paid in full.
6/22/2013	Amended financial guidelines to include #10 concerning seed money for following years PNRC.
6/22/2013	Reworded #10 of Chairperson duties to strike “traditionally we ask the Area Chairperson” and insert “traditionally <u>it has been</u> the Area Chairperson”
6/22/2013	Amended Vice Chair duties to add #8.
6/22/2013	Removed “Draft” watermark as guidelines have been approved.