CoDA

Events Committee

Policies and Procedure

Manual

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CoDA Events Committee

Section 1

History of CoDA Service Conference and Conventions

The first Co-Dependents Anonymous meeting was held on October 22, 1986 in Phoenix, Arizona. A year later the first annual business meeting, the CoDA Service Conference was held. There, we began the service work of forming a national fellowship together. There were XX Delegates in attendance at the first conference. It was held in Phoenix, Arizona. It continued to be held in Phoenix for the next eight years. Then it was decided that the conference would travel. Below is a list of where the CSC's have been held since:

1987 - 1995 Phoenix, AZ

1996 – Newport, RI

1997 – Providence, RI

1998 – Houston, TX

1999 – Columbus, OH

2000 – Los Angeles, CA

2001 – Montreal, Canada

2002 – Baltimore, MD

2003 – Seattle, WA

2004 – Albany, NY

2005 – Nashua, NH

2006 – Phoenix, AZ

2007 – Ft. Lauderdale, FL

2008 – Chicago, IL

2009 – Seattle, WA

2010 – Culver City, CA

2011 – Denver, CO

2012 – Asheville, NC

2013 – Las Vegas, NV

2014 – Orlando, FL

2015 – Concord, CA

2016 – Phoenix, AZ

2017-   Minneapolis, MN

Conventions were held when a CoDA communities got a local planning committee together and came to CSC for approval to form a Convention Committee for that year. The community would receive $1500.00 in seed money from CoDA, Inc, in order to begin the process of planning a CoDA Convention in their area. The seed money was repaid, a percentage of the profits went to CoDA, Inc. and the remainder stayed with the host community. They were held sporadically due to the lack of organization and funds. The following is a list of where previous conventions have been held:

1990 – Houston, TX

1992 – Nashville, TN

1994 – Vancouver, BC

1996 – Estes Park, CO

1998 – Nashville, TN

2000 – Cleveland, OH

2006 – Austin, TX

2009 – Seattle, WA

2010 – Culver City, CA

2011 – Denver, CO

2012 – Asheville, NC

2013 – Las Vegas, NV

2014 – Orlando, FL

2015 – Concord, CA

2016 – Phoenix, AZ

Creation of the CoDA Events Committee

In 2008, a motion was brought to the floor from the CoDA Board of Trustees:

MOTION <u>08021</u>   *9/9/2008* **Vote** *MAJORITY*   **Committee** *Board*   **Name** *Leo*

Subject   *Merge Convention & CoDA Sercice Conference*

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Motion: *Beginning 2010, to merge the CoDA Convention and CoDA Service Conference to be held   simultaneously.*

Intent: *To expose more people in our fellowship to the service work of CoDA, Inc. To allow trusted servant the ability to attend both events while using less vacation days or loss of pay from jobs. To change dates over weekends so that travel is less expensive.*

It passed by a 2/3 majority. It was a big change and it was met with some resistance. The committee was created, a chair was selected and we were on our way. Seattle had stepped up to put on a   convention in 2009. The Chair of the Conference Committee agreed to get locals from the Vancouver, WA area and host the CSC at the same time and place. The 2 committees worked together and do a 'test run' of the merge and the 2 events were held together in July of 2009.

The Events Committee did a survey and corrected some key issues that were problematic in 2009. One of which was the holding both events simultaneously was too much. It was decided in 2010 that the 2 events would be held concurrently doing our business first and having our convention at the end of CSC.

The name of our Event was created by the 2009 CoDA Service Conference; here forth our annual event would be known as the **International CoDA Convention** or (ICC). In 2010, SoCAL volunteered to host CoDA's first ICC in conjunction with their annual SoCAL Conference which had been held annually for many years. They were very knowledgeable about putting on conventions and the LA Community provided us a wealth of information and assistance, and they were certainly one of the main reasons for the great success of the first International CoDA Convention.

Our Mission Statement

Our mission is to provide the CoDA Fellowship with an annual event that connects the long timer in CoDA with the newcomer to the program. To introduce service work at the World Service Level to those communities that are struggling with a service structure. To provide continuity to the CoDA Service Conference as well as excellent customer service to the Delegates who are serving their communities. We desire to reach the still suffering codependent through sharing our experience, strength and hope of recovery through workshops and the telling our stories from the podium.

Events Committee Advisory Board

The Events Committee Advisory Board is a list of committed individuals that have served on the Events Committee in past years. They are willing to lend their experience, strength and hope

and historical knowledge to the current Events Committee to retain continuity and give emotional support to the committee as they do the enormously hard work of servicing the CoDA Service Conference and planning and executing the International CoDA Convention. Contact information will be added to the Advisory Board Alias, annually when senior members roll off.

Section 2

Term Length

Events Committee membership is a rewarding and challenging endeavor. Due to the demands of servicing our 2 annual events as well as the learning curve that is required to get familiar with all the responsibilities, we ask that members who want to join the committee be willing to make a 3 year commitment.

Eligibility

To be eligible to join the Event's Committee you must have 1 year in CoDA. You must have a sponsor or temporary sponsor that you are working with regularly. You need to be working the 12 steps and be knowledgeable about the 12 traditions. We require that CEC Members hold no other service positions on any other committee at the World Service level. We allow up to three Delegates to be on our committee at one time.

The time commitment is monthly conference call, which may increase as we near the Event. We have a face-to-face meeting for a weekend mid year. Then we have a working face to face with 9 members of the committee, for 8 days in July during the CSC and ICC.

This is probably one of the most demanding committees to volunteer for, but in turn it is one of the most rewarding committees to be on. The recognition we receive on Friday after business is complete and the members of the CoDA World Service have felt well served and taken care of during a week of business, is precious. But the feelings we get after hosting a convention for hundreds of fellow CoDA members and watching the joy of fellowshipping, learning and healing happen all around you, is priceless.

It is a large undertaking and we need committed individuals with good recovery to join us. Ideally a committee of 18 members is our goal. We have a host liaison from the event location that joins our calls throughout the year. We have 9 committee chairs (working positions with specific responsibilities) that are funded by CoDA, Inc to service the 8 day Event.

The positions are as followed:

Officers – Events Chair, Events Vice-Chair, Treasurer Chair, Secretary Chair

Sub-Committee Chairs - Registrar Chair, Speaker/Workshops Chair, Volunteers Chair , Vendor/Technical Chair, Merchandise/Raffle Chair.

When we reach 18 members, each working position has a partner committee member that will be mirroring that position and assisting with the responsibilities throughout the year. They will be preparing for future chairperson-ship at upcoming events or be able to step into that position if the need arises.

Our Philosophy

"Do unto others" is cliché but a good starting place. As we work closely with one another in service, our codependence gets triggered. We are many moving parts, depending on one another to come together as a whole to execute the charter from the fellowship. To plan and service the two annual Events, appearing seamless and organized to the members and to provide excellent customer service throughout the event for the comfort and enjoyment for those attending.

We have had a very solid group of individuals committed to the success of this merge. Our personal recovery played a large part in our ability to work through conflicts. We found sometimes our character defects flared up and we impacted our fellow members in a negative way. We remind new members to expect this, and realize the things we can't change (others behavior) and change the things we can (our thinking about the conflict).

We on the Events Committee are committed to have the courage to speak kindly but directly to one another about our perceived differences. We must always keep in mind that each of us is growing at our own pace, and that we are doing our best at any given moment to do what we can to stay in our recovery process. We make an honest attempt to stay in the solution, make amends, ask for what we need and continue with the work at hand functionally. We always keep an attitude of compassion and understanding in the face of conflict. We assume the best in one another.

Solving Conflicts

If we feel as if we are unable to place principles before personalities, we first reach out to our sponsors, our CoDA friends or even a member of the Events Advisory Board to do a tenth step review and see where we have played a part in the conflict, before we attempt to resolve it with the individual or group. It is only then we can reach out with humility and compassion to resolve hard to address issues. To be able to acknowledge our own motives and skewed thinking is one of many tools we can use to move into a spiritually fit condition and resolve conflicts.

Mediation is an available option. If fear is preventing members from moving back into harmony for the good of the committee, the Issues Mediation Committee can assist with resolving conflicts. The above scenarios are difficult to deal with but are great for an individual's growth in their codependence recovery. Service at this level makes it possible to experience real intimacy with others who are doing the work as well. We have found significant friendships are created as a result of this kind of relationship building during service work. Here are a few helpful scripts to use while addressing a person you are having a conflict with:

OUR OWN CROSSTALK RULE - are always good to remember when having healthy communication. Use "I" statements when sharing. (I feel; I believe.). Share your own reality, no one else's. Refrain from commenting when the other person is talking. Be emotionally present and honest.

- When you …. State their behavior
- What I made up about it is or what I thought about it was ….. State your thinking
- How I felt about it is …. State one or more feeling words
- What I need to from you if you are willing is …. State your need

Another feedback script :

"When I saw (heard etc.) .."   " .. I felt .. "   " .. because I long for (or value) .. "

CONNECTION REQUEST:

Check the connection. "Did I understand you correctly?"

ACTION REQUEST:

Suggestion of a strategy / way that would meet the need.

"Would you like … (specific action)?"

CONNECTION REQUEST:

1) "Would you be willing to share what you heard me say?"

2) "What happens in you when you hear me say this?"

ACTION REQUEST:

"Would you be willing to … (do something or agree to do something, right now)?"

A simple request for dialogue can work as well

I would like to talk with you about something that's bothering me. Are you willing to hear me out and have a dialog so that we can begin to remove the tension between us?

There are many other ways recovering codependents have used to resolve conflicts, through communicating with one another. The main goal is good, honest communication without blaming each other but to create a resolution and repair the relationship.

Section 3

Conference Calls

The events chair sets up the conference call and sets the agenda. It is decided each year by the standing committee which day and time the call will occur. We record our conference calls for review. Agendas are created by the needs of the committee through email and old business that is moved forward to the next call.

Committee members need to inform the Chair of absences from conference call. If a committee member misses 3 consecutive calls with no notice, member may be released from the committee through the group conscience process. It is our policy to use a timer during discussions of agenda items during the conference calls.

The agenda shown below will be used at CEC Meetings:

1. Begin with a moment of silence to reflect on their involvement, thinking about who they serve and why.
2. Open with Serenity Prayer
3. Read and approve the minutes
4. Chairs Report – (review progress to date and relay and info from Chairs Forum)
5. Vice Chairs Report – (Host and Delegate TRO update)
6. Treasurers Report – Update on expense and new balance from registration
7. Registrars Report
8. Volunteer Coordinator Report
9. Speakers and Workshops Report
10. Technology / Vendors
11. Merchandise Report
12. Old Business carried over from the last meeting
13. Areas of Concern / Comments / Suggestion
14. New Business
15. Closing Prayer

Minutes will be sent to committee within 7 days for review and corrections. Please email corrections to the Events Alias for secretary to amend. The Events alias consists of ONLY Events Committee Members.

We hold a Face to Face Committee meeting, mid-year between events, so that the committee can meet and bond. It is held Friday night – Sunday afternoon. Chair need to submit agenda, names of participants, dates and location of meeting. These items are sent to finance and board treasurer to prepare for disbursement of expense reimbursement. Things that may be on the agenda: go over last year's evaluations, participate in a group inventory, review goals and budgets, attend a local meeting and meet volunteers. ERR are requested to be submitted within 30 days of F2F.

What is the working Face to Face? CEC working at the CoDA Service Conference and the International CoDA Convention is known as our working F2F. It was determined by the CSC that in the month of July, nine CoDA Events Committee Members will service the fellowship during the eight day event. These nine members are authorized to be reimbursed by CoDA, Inc according to the CoDA ERR Finance Policies. All details of the working F2F are contained in this manual.

Section 4

CoDA EVENTS COMMITTEE JOB DESCRIPTIONS

Chair – The chair is the person responsible for assuring the CoDA Service Conference and the International CoDA Convention run smoothly. They monitor the progress of the Events Committee's planning throughout the year and relays details of the Events through reports in the Quarterly Service Report.

Vice-Chair – The Vice Chair primary responsibilities is to be trained in all the duties of the chair in case of emergency and the Chair person is unable to attend the Event. They have various other responsibilities such as assisting Delegates with our Travel Reimbursement Opportunities (TRO). These are funds that Delegates can apply for when the need is there.

Treasurer – The primary task of the CODA Events Treasurer in to manage our finances. They keep an account all of our expenditures and the income from registration and sales of other items. They code our spending accordingly in QuickBooks and give the Treasurer's report at Conference.

Secretary – The secretary records all minutes of conference calls and any face to face meetings. They collect and archive each year's events items and reports. They assist the Vice Chair in running the elections at CSC.

Registrar – The Registrar is responsible for all things registration. They program and monitor the online registration on Event Bright. They create the registration packet and print all badges. They manage a team of volunteers at registration table during the event.

Speaker/Workshops – This person recruits, vets and invites all workshops leaders for the Convention. They also locate dynamic keynote speakers from the program to tell their story of recovery during the Friday and Saturday evening speaker meetings and Sunday morning Brunch Speaker.

Volunteers – The Volunteer coordinator works with individuals from the local community to gather willing volunteers and their contact information to assist the Events Committee the servicing both the CoDA Service Conference and the International CoDA Convention.

Vendors/Technical – The primary duties of this position are to negotiate all contracts with Vendors we will need to hire. Also they are familiar with our audio/visual equipment and are responsible for set up and trouble shooting for both events.

Merchandise/Raffle – This position is responsible for running the raffle. They get donations from local area businesses for prizes and ask local CoDA groups for donations. They are responsible for the professional creation of the Logo for the theme of the Event. Has that artwork available to be transferred to merchandise souvenirs. They also plan outings for registrants to sightsee.

Section 5

CODA EVENTS COMMITTEE RESPONSIBILITIES BY POSITION

Chair

The Chair has a great responsibility to see that the Events operate smoothly.

The following list is their primary duties:

- Creates agenda and chairs conference calls.
- Attends the Chairs Forum monthly calls.
- Point person for Hotel contract
- Liaison to Hotel personnel during events
- Liaison to Board
- Liaison to Finance Committee
- Opens Friday nights Speaker meeting
- Answer all general information emails
- Forward all emails to appropriate subcommittee chairs
- Assigns new chairs to sub committees at end of events
- Attends CSC
- Submits Quarterly Service Reports to committee for GC
- Submits CSC Annual report to committee for edits and GC
- Assists as needed during CSC with laptop/projector/sound.
- Assist with CSC elections.
- Backs up Vice Chair duties.

Vice Chair

The Vice Chair's primary responsibilities are backing up the Chair during any absence. To know the chair's duties in the events the Chair is unable to fulfill their duties during the annual events.

The following is a list of Vice-chair responsibilities:

- Works closely with Host Delegates
- Works closely with Delegate who have been awarded the TRO

- Monitor delegate packet

- Attends CSC

- Assists as needed during CSC with laptop/projector/sound

- Manages the CEC schedules for CSC/ICC

- Breaks sub-committee chairs at work stations

- Assist Merchandise Chair with local tours.

- Opens Saturday Night Speaker meeting

- Runs IMC and Board elections at CSC

- Backs up Chair

Treasurer

The CODA Events Treasurer manage the committees finances. They keep an account all of our expenditures and the income from registration and sales of merchandise. They code our spending accordingly in QuickBooks and give the Treasurer's report at Conference.

The following is a list of Treasurers responsibilities:

- Is trained in QuickBooks to code expenditures

- Works closely with Registrar for reporting from Event Bright

- Records all Expense Reimbursements in QuickBooks.

- Reviews all expense requests with annual budget.

- Collects all original receipts from Committee members at Events

- Works closely with Board Treasurer to record Bills paid.

- Assists as needed during CSC with laptop/projector/sound

- Prepares Annual Committee's Treasurers Report for CSC

- Helps Registrar with Registration.

- Works with CoDA, Inc. bookkeeper to compare QB files.

- Assure mail-in registrations are added to database.

- Assists with CSC elections

- Backs up Registrar

Secretary

The secretary records all minutes of conference calls and any face to face meetings. They collect and archive each year's events items and reports.

The following is a list of Secretary's responsibilities:

- Assists in setting up Conference calls for committee meetings
- Records minutes from conference calls outlining action Items and motions.
- Distributes minutes to the committee via email.
- Organizes and maintains archives online in google docs/website trusted servants area.
- Updates CoDA Events Committee Policies and Procedures Manual as needed. (Need GC)
- Manages Volunteers to assist with printing during CSC.
- Assists Vice-Chair with administrative preparation for CSC elections.
- Backs up Merchandise/Raffle

Registrar

The Registrar is responsible for all things registration. They program and monitor the online registration on Event Bright. They create the registration packet and print all badges. They manage a team of volunteers at registration table during the event.

The following is a list of Registrar's responsibilities:

- Is Responsible for conducting registration for both Events.
- Executes the mass mailing of registration for per Events Mailing list.
- Manages Volunteers at registration desk during event.
- Manages the Event Bright Software for Registration.
- Assists with Roommate needs at Conference and Convention.
- Keeps track of specialty meals and works with Chair on hotel banquet orders.
- Assemble registration packets as Registrations come it.
- Creates badges for both CSC and Convention.
- Assures the mail-in and walk-in registrations are uploaded to Event Bright.
- Assist with CSC elections
- Backs up Treasurer

Speaker/Workshops

This person recruits, vets and invites all workshops leaders for the Convention. They also locate dynamic keynote speakers from the program to tell their story of recovery during the Friday and Saturday evening speaker meetings and Sunday morning Brunch Speaker.

The following is a list of Registrar's responsibilities:

- Send out thank you notes to all Workshop Leaders and Speakers.

- Get Workshop leaders (Presenters) and Speakers for CoDA Int'l Convention.

- Create flyer for recruitment of Presenters of Workshops and Speakers.

- Send flyer to inter-group and meetings on CoDA website.

- Create program according to timeline including graphics, art, presenters & bio's.

- Provide convention information to www.CoDA.org for inclusion on the website.

- Responsible for overseeing Presenters rooms, wants & needs regarding set-up.

- Hospitality duties to speakers include p/u to and from airport & escorting to dinner, (being a good host).

- Ensure ALL submission and guideline forms are signed by presenters and speakers.

- Assures secretary gets workshop/speakers contact information for archives.

- Maintain constant communication with Chair regarding workshop presenter/speaker progress.
- Add contact information to all workshop handouts, always mindful of anonymity.

- Introduces Sunday Morning Speaker.

- Assist with CSC elections.

Volunteers

The Volunteer coordinator works with individuals from the local community to gather willing volunteers to assist the Events Committee with the CoDA Service Conference and the International CoDA Convention.

The following is a list of Volunteer's responsibilities:

- Compose email flyer for recruitment of Volunteers in local community.

- Email flyer to all know groups in area.

- Secure a Host Volunteer Liaison.

- Create schedule from input of subcommittee chair's needs.

- Collect contact information and availability and skills of all volunteers.

- Email prospective volunteers shifts and instructions.

- Have volunteers sign in and give them specific instructions

- Create volunteer badges for attendees.

- Back up Vendor/ Technology

Vendors/Technology

The primary duties of this position are to negotiate all contracts with Vendors we will need to hire. Also they are familiar with our audio/visual equipment and are responsible for set up and trouble shooting for both events.

The following is a list of Vendor/Technology's responsibilities:

- Familiarized with all Events Committees Audio/Visual Equipment

- Leads team to set up and break down for CSC and ICC

- Negotiates Large printer contract, and take delivery for CSC.

- Hires the Friday Night Entertainment after choice is CGed

- Works with workshop Chair to assure all technical needs are met

- Shops pricing for new equipment purchase in budget

- Work with Chair for needs from Hotel or rentals i.e. screens, white boards

- Knowledge of wifi negotiations and codes

- Assist with CSC elections

- Backs up Volunteers

Merchandise/Raffle

This position is responsible for running the raffle. They are responsible for the professional creation of the Logo for the theme of the Event. They also plan outings for registrants for sightseeing.

The following is a list of Merchandise/Raffle responsibilities:

- Merchandise options and pricing
- Obtains local donations for raffle prizes
- Brings ideas to Committee of Logos and themes for GC
- Works with Graphic designer to create artwork for event
- Works with local groups to create something for raffle
- Manages volunteers at merchandise table and raffle sales
- Set up prize display area
- Runs the raffle give away at each speaker meeting
- Works with Treasurer to document income and expenses for raffle
- Assist with CSC elections
- Backs up Secretary

Section 6

CODA EVENTS COMMITTEE MONTHLY DUTIES

Chair
Chairs assignments throughout the year:

October – Assign new positions to committee

November - Begin new committee conference calls. Have new flyers up on website.

December – Write QSR for GC

January – Have contract sign for next event.

February – Get Logo and flyer finished. (for 2 years out)

March – Write QSR for GC.

April – Schedule Face to Face. Assign roommates.

May – Monitor goals of committee.

June – Write QSR for GC.

July – Begin finalizing meal choices.

August – Assure subcommittees are on task. Check room blocks.

September – Write annual report, budget and final QSR. Prepare presentation.

October – Assign roommates for CEC. Finalize all action items.

Vice Chair
Vice Chair assignments throughout the year:

October – Assists TRO recipients with their expense reimbursement forms.

November – Contact Communications for email blast about TRO's.

December – Assists Chair with responding to emails throughout the year.

January – Make contact with previous years Host Delegates to identify New Delegates.

February – Assists with direct mail of registration forms.

March – Send blast for Scholarship opportunities for Delegates.

April – Assists Chair with agenda for Face to Face.

May – Monitor goals of committee.

June – Identify and award TRO to 4 Voting Entities that have applied.

July – Assist VE that are awarded TRO with Advances if necessary.

August – Send Email Blast out about Delegate Packet critical dates for By-law changes.

September – Monitor submissions from Committees and notify Chairs of missing items.

October – Assist chair in finalizing all action items for Committee.

Treasurer

Treasurer's assignments throughout the year:

October – Begin to finalize the P&L for current year Event.

November - Enter any and all spending for next years Event.

December – Check budget for Face to Face allotted funds enter travel expenses into QB.

January – (for this 2016) Continue to compile previous Events Financials and enter into QB.

February – Report and archives past years profit & Loss on conference.

March – Report on Budget vs Actuals on all conference calls.

April – Compare QB files with CoDA, Inc Bookkeeper when necessary.

May – Begin to construct annual financial report review past 6 years.

June – Monitor Event Bright reports for QB entries and CSC Registration preparation.

July – Compare bids vs invoices on contracts and proposals for vendors with CoDA Treasurer.

August – Begin to create next year's budget with Chair for next year.

September – Finalize Events Treasurers Report for CSC from previous year.

October – Run CSC Registration and collect monies for deposits and records into QuickBooks.

Secretary

Secretary's assignments during the year:

October – Gather and scan all pertinent archives form CSC/ICC (see list)

November – Begins taking minutes for conference calls throughout the year

December – Send first Email Blast about upcoming event registration.

January – Sends out month Email Blast from Events Committee.

February – Sends out month Email Blast from Events Committee

March – Assists Chair with any needed material for Face to Face and record minutes of weekend

April – Sends out month Email Blast from Events Committee.

May – Sends out month Email Blast from Events Committee.

June – Sends out month Email Blast about report submissions for Delegate Packet

July – Assembles a hard copy of Delegate Packet and PDF of entire packet.

August –

September -

October - Make candidate applications available at CSC. Prepare Ballots for elections.
        Manage volunteers in CoDA Events work room.

Registrar

Registrar's assignments throughout the year:

October – Prepare and launch next year's registration on Sunday of Event.

November – Enter into Event Bright all early registrations taken at current convention.

December – Prepare for mass mailing of next years Event.

January – Notify Events Committee of current registration numbers on calls.

February – Notify Events Committee of current registration numbers on calls.

March – Notify Events Committee of current registration numbers on calls.

April – Notify Events Committee of current registration numbers on calls.

May – Sends out Email reminder to Board, CoRE Board, Committee Chairs and Delegates to register.

June –

July –

August – Notify Events Committee of current registration numbers on calls.

September – Work with Chair on specialty meals and total meal counts. Have all events tickets printed.

October – Registration packets assembled prior to arriving with badges printed.
        Extra packets, badges and event tickets ready for walk in registration.

Speakers and Workshops

Workshop/Speaker assignments throughout the year:

July – Create recruitment flier with name and theme. Listen to tapes of prospective workshop leaders and speakers

October – Create Workshop/Speaker Room Schedule

November – Rough draft of Workshop/Speaker program

December – Continue to draft Workshop/Speaker program. Continue review of possible Workshop/Speaker tapes

January – Continue to review of possible Workshop/Speaker tapes.

February - Complete Workshop/Speaker time schedule

March – Assist Speaker with Advance Requests (ERR)

April – Continue rough draft of program & present to Committee for approval

May – Compile topics for marathon the CoDA meetings.

June –Obtain volunteers. Collect all disclosure and guideline forms. Check on room needs.

July – Work with Chair for hotel signage for workshop rooms. Get surveys prepared.

August – Print program. Confirm with Speakers Room reservations. Prepare inserts for corrections.

September –

October –

Volunteer Coordinator

Volunteer's assignments during the year:

October – Send out emails to thank all volunteers; get all contact info to Registrar for database.

November – Obtain a host volunteer liaison in exchange for full registration.

December – Invite Host liaison to join conference calls.

January – Send out general interest list for volunteers through email blast.

February – Start to create schedule with committee needs filled in.

March – Create an outing with local volunteers and committee at our Face to Face.

April – Begin to fill in shifts beginning with CSC needs.

May – Notify volunteers of the one to one hour of work for attendance to convention activities.

June –

July –

August – Assure we have a few volunteers for Sunday morning.

September – Contact any volunteers that requested through registration.

October – Send a final email for firm confirmation with dates, times and duties.

Vendors and Technology
Vendor/Technology's assignments during the year:

October – Pack up all equipment, Keep out some EQ for F2F needs.

(1. Keep in town 2. Ship to member at next venue 3.Ship to closest member)

November – Begin to shop for any purchases approved in annual budget

December – Begin to negotiate Printer for next Event.

January – Report monthly to Events Committee on conference call.

February – Work with Chair and hotel for technical options for F2F conference options

March – Assist with Technical needs at Face to Face.

April – Bring Entertainment ideas and pricing to Conference call

May – Negotiate contract with Entertainment

June – Purchase any new equipment and test it before shipping.

July – Work with Volunteer coordinator for scheduled needs.

August –

September – Do inventory and assure we have everything we need and that it's all working.

October – Ship EQ to hotel for Saturday Delivery. Be there for Printer delivery and set up.

Merchandise and Raffle
Merchandise/Raffle assignments during the year:

October – Take inventory and get all figures to Treasurer. Ships excess merchandise.

November – Begin creating ideas for next Event for theme and Logo for GC

December – Have artwork created by profession Graphic Artist

January – Send form letter t local groups in the area requesting prizes

February – Familiarize with Restaurants and other donation option near hotel.

March – Send out form letter to managers to pick up donation at F2F.

April – During F2F take time to meet with contacts and contact of local groups

May – Finalize choices for merchandise and get GCed

June – Get pricing for inventory and pricing for merchandise

July – Assure we have enough raffle tickets

August – Work with Volunteer coordinator for scheduled needs.

September – Create a list of prizes to be added to registration packets

October – Set up prize displays in secured area. Man merchandise area

Section 7

INTERNATIONAL CODA CONVENTION GENERAL DUTIES

Chair Person

- Point person for Hotel Personnel

- Point person for any complaints

- Support person for Committee conflicts

- Opens Friday night speaker meeting

Vice Chair

- Manages Committee Schedule

- Breaks Committee Chairs

- Opens Saturday night speaker meeting

Treasurer

- Assists with registration

- Records and prepares deposit for all income collected at convention

- Inputs all additional income in Quick Books

Secretary

- Assists with coverage at merchandise area

- Take minutes during any meeting time with committee

- Works on any changes to the manual

Registrar

- Manage registration through Saturday evening

- Oversees early registration beginning Friday afternoon

- Prepares and launches Event Bright early registration

Volunteers

- Check in volunteers, introduce them to their committee chair or member

- Assist with raffle tickets sale and presentation

- Create badges for Volunteers

Speakers/Workshops

- Tends to the needs of workshop leaders

- Picks up Speakers from airport

- Opens Sunday Brunch meeting

- Works with Recorders needs

Vendors/Technology

- Sets up all rooms for audio/visual needs

- Works with recorders needs

- Manages recording table with volunteers

- Tend to Entertainers needs

Merchandise/Raffle

- Sells raffle tickets

- Manages volunteers at merchandise booth

- Run raffle presentation

- Manages hospitality suite volunteers

Section 8

WORK SCHEDULES FOR EVENTS COMMITTEE

> 7.1   Work Schedule for CoDA Service Conference
>
> 7.2   Work Schedule for International CoDA Convention

Section 9

FROM START TO FINISH BOTH EVENTS

PRE - CODA SERVICE CONFERENCE

The Events Committee take great efforts to do self care to prevent burnout and keep the customer service level high. We have developed a work schedule which the Secretary and Vice-Chair oversee throughout the Event. We encourage committee members on their off time to do activities that will provide rest and rejuvenation until their next shifts.

Resentments have happened over the years due to members differing work ethics. We have made it clear where and for how long members need to be tending to certain tasks, to provide clear expectations. See the schedule expectaions under forms in this manual.

Day 1 - Members arrive to Event destination, which is considered a travel day. This is usually a day before most people arrive. We try to arrive so that we can all have dinner together that night and get checked in. Our first work day begins the next morning.

Day 2 – This is a preparation day. The entire committee will be working together on this day finalizing various items. The CSC classroom needs to be set up with sound and electrical needs. Registration need to be checked and any documents added that had not been printed yet. Walk in Registration needs to be ready for input into Event Bright and printing of badges. We break for lunch and dinner together this day.   A Delegate Reception is held to welcome Delegates arriving for the CoDA Service Conference. Clear signs must be posted in the lobby for Delegate information. All Events Committee attends this reception. Registration is open during this reception for Delegates and Trusted Servants to pick up their packets early. It is the

responsibility of the Event Committee to assure that the availability for 2 CoDA Meetings can be held daily, 1 in the AM and 1 in the PM. (see Events Work Schedule)

CODA SERVICE CONFERENCE SHOWTIME

Day 3 – (Day 1 CSC) Registration opens at 7:00 am, as well as the Conference Room Doors. This gives early risers ample time to get their seats and get familiar with their packets. The Chair and Voting Entity Liaison (from IMC) will conduct the New Delegate Orientation at 8:00 am. An outline for what is discussed at that meeting is located under the forms section of this manual. The sound should be double checked as well as the projector and laptop that is used for crafting motions. An announcement about the wifi capability and passwords are given if needed. Make sure the facilitator has 2 timers and reading materials needed to open the session. Coffee service is usually provided in the morning session with 1 refill of coffee, if needed. (Chair and Vice-chair will be checking on this need). Our secretary is the go to person for all printer needs. The work room is still utilized by volunteers to continue preparation for the next Event. The Secretary will monitor the schedule during CSC as the Chair and Vice Chair will be rotating in and out of conference proceedings to provide voice for the Events Committee, monitor the projector volunteer, tend to the needs of the facilitator and report the impact of any Motions that are passed on the floor to the Events Committee. The entire Committee is expected to promptly be on the floor during the Events Committee Report Time. (See CSC Agenda). Our Secretary and Vendor person will organize, announce, collect monies and attend the outings planned for the CoDA Service Conference participants. A joint effort to get the minutes printed and ready for distribution at the end of each day will be accomplished.

Day 4 Day 5 – Remain the same as above as the Committee and Board members continue to give their reports.   Day 5 the Issues Mediation Committee Elections take place. The Secretary will prepare the Ballots.

Day 6 - The last Day of the CODA Service Conference usually concludes around lunch time. The CoRE Board and CoDA Board Elections will take place on this day. Any Old Business comes to

the floor at this time. If time allows New Business can be heard, if not these items get turned over to the Board of Trustees or tabled until the next years service conference. The Events Committee will be required to have the Minutes in their entirety printed and distributed as the last order of business to attend to. There is usually a luncheon scheduled after the conclusion of the CoDA Service Conference.

PRE - INTERNATIONAL CODA CONVENTION

Two days before Conference - The Speaker/workshop chair will assure that the program is accurate and no inserts are needed for last minute corrects. If changes have occurred, the Registrar and Workshop chairs will created an insert for changes to the program and get them added to registration packets. Secretary will make sure there are evaluation forms printed for the Conference, Convention and and Workshops. Speaker Chair will verify itineraries of the Speakers and transportation has been arranged. (If possible we like to personally pick up our Speakers at the airport.)

The evening before Convention - the Technical Chair and Workshop Chair will set up all workshop rooms with sound and supplies for morning start. The registrar will assure that registration is in order and ready yo go. Walk up registration materials are ready (i.e badges, meal tickets, partial packets). Treasurer and Vice chair have received the Host Delegates Expense Reimbursement Forms and supporting documentation.

INTERNATIONAL CODA CONVENTION SHOWTIME

PRE - INTERNATIONAL CODA CONVENTION

Two days before Conference - The Speaker/workshop chair will assure that the program is accurate and no inserts are needed for last minute corrects. If changes have occurred, the Registrar and Workshop chairs will created an insert for changes to the program and get them added to registration packets. Secretary will make sure there are evaluation forms printed for the Conference, Convention and and Workshops. Speaker Chair will verify itineraries of the Speakers and transportation has been arranged. (If possible we like to personally pick up our Speakers at the airport.)

The evening before Convention - the Technical Chair and Workshop Chair will set up all workshop rooms with sound and supplies for morning start. The registrar will assure that registration is in order and ready yo go. Walk up registration materials are ready (i.e badges, meal tickets, partial packets). Treasurer and Vice chair have received the Host Delegates Expense Reimbursement Forms and supporting documentation.

Section 8

Host City Policies

8.1   Choosing a Community

8.2   Community request to host

8.3   Themes and Logos

8.4   Required Amenities

8.5   Hotel Specifications

8.6   Local Volunteer Chair

Section 9

CEC Reports

9.1   Quarterly Service Report (4 Quarters)

9.2   Communication Blasts

9.3   Annual Report

9.4   Annual Budget

9.5   Goals

9.6   Profit and Loss Report

Section 10:

CEC Forms

10.1 Host Delegate TRO

10.2 Delegate Registration Form

10.3 Host City Application

10.4 CEC Member Application

10.5 CoDA, Inc Board Application

10.6 CoRE Board Application

10.7 Expense Advance Request

10.8 Expense Reimbursement Form

10.9 Motions form

10.10 Goals Form

10.11 Request for printing form

10.12 Workshop Facilitators Guidelines and Agreements

10.13 CODA Submission and Use Waiver

10.14 Intro and Welcome letter

10.15 CSC Evaluation Form

10.16 ICC Evaluation Form