# CoDA EVENTS COMMITTEE (CEC)
POLICIES and PROCEDURES MANUAL

Purpose
Section 1

Our purpose as a committee, is to support the **CoDA Fellowship** by organizing, and supporting the CoDA Service Conference (CSC) (our annual business meeting), and our International CoDA Convention (ICC) (Recovery Workshops and Speakers). We may also organize other CoDA events, i.e. annual CoDA Retreat.

We are committed to supporting the CSC and will do our best up to two years in advance to secure a location and venue that is within budget, and to submit a realistic budget to the fellowship that anticipates future needs. We believe the work of a Delegate is very important, and wish to support those that attend the conference, and to build an infrastructure that will support Delegates from afar to eventually be able to participate in voting from anywhere in the world.

Equally important we are committed to supporting the ICC through our workshop and speaker meetings. Our support for our annual convention allows individuals at all levels of recovery an opportunity to share their experience, strength and hope with the entire CoDA fellowship. Our goal is to plan and build an environment that is safe for all that are working on their recovery, and to carry the message to other codependents who still suffer.
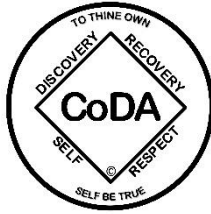
General Requirements of a Committee Member
Section 2

2.1 QUALIFICATIONS (desired skills and traits that may be helpful)
   a. Willing to make a three-year commitment
   b. One year in CoDA and actively working their program with a sponsor
   c. Working knowledge of the Twelve Steps, Traditions and Service concepts
   d. Working knowledge of Fellowship Service Manual, FSM and CoDA Bylaws
   e. Willingness to learn about CSC/ICC procedures
   f. Computer skills and access to a computer as most of our communication and work is done through email
   g. Because a Delegate has to attend the CSC, it is best to not hold that position while on the Events Committee

2.2 RESPONSIBILITIES
   a. Attend phone/video conference meetings (see Section 3 - conference calls)
   b. Reviews committee communications and responds within 3- 5 days to email discussions and group conscience votes (maybe daily just before an event)
   c. Attend Face-to-Face meeting when scheduled
   d. Travel away from home annually to support CSC/ICC for 5 - 10 days
   e. Review Communication and Conflict resolution found in FSM Part 1 section 3
   f. Review CSC/ICC procedures found in FSM Part 4 Conference Procedures
   g. Become familiar with the layout of hotel as pertains to CSC/ICC
   h. Be present or available for Events report and motions at CSC
   i. Assist with CSC elections.
   j. Participates in Event Committee recruitment

2.3 ELIGILIBILITY and NUMBER OF MEMBERS
   a. Any number of members may join the Events Committee as a full member (with a commitment of three years) or as a volunteer to support in any way through a single task or part of a workgroup or may offer help during any event.
   b. In 2015, CSC approved nine (Motion 15094) CoDA Events Committee Members to support the CSC/ICC event. Only these nine members are authorized to be reimbursed by CoDA, Inc according to the CoDA ERR Finance Policies. (see Trusted Servants area of website) All others who choose to attend as volunteers will not be eligible for reimbursement.
   c. Interested Trusted Servants write to cec@coda.org. You will receive an application to fill out and return to be vetted by current committee members.
   d. Anyone may attend any of our conference calls to determine their interest in joining the committee.

Committee Positions and Responsibilities
Section 3

This section is meant to be a helpful guideline for a committee to function. Any committee through group conscience can determine how to assign and share the duties necessary for a committee to function in any way that assures a successful CSC/ICC. Aside from the Chair and Vice Chair, it is suggested that the following positions have at least one backup member and may be best served with multiple members assisting in the duties and responsibilities.

3.1 CHAIR DESCRIPTION

a. The Chair is responsible for assuring his/her committee members are working together in an efficient manner as a team so that the CoDA Service Conference (CSC) and the International CoDA Convention (ICC) run smoothly. The Chair ensures the progress of the Events Committee's planning throughout the year and relays details of the Events Committee through attendance to the Chairs Forum and written Quarterly Service Report (QSR). An incoming Chair should become familiar with the Chair's Resource Area in the Trusted Servants area on our website which outlines the general duties of a chair which may be in addition to the duties listed below.

3.2 CHAIR DUTIES AND RESPONSIBILTIES

a. Assist and ask members to help search and secure future venues for the CSC/ICC with goal of 2 years in advance
b. Assist and ask for members to search for Facilitator
c. Assigns Point person for Hotel contract review (typically Chair and Vice Chair)
d. Liaison to Hotel personnel during events
e. Liaison to the CoDA Board
f. Liaison to CSC prep group
g. Liaison to Finance Committee
h. Assigned to the Eventschair@coda.org alias and attends the Chairs Forum
i. Answer all general information emails incoming to Events alias (cec@coda.org) and/or forwards emails as appropriate
j. Prepares budget for committee including budget for CSC/ICC needs (unless assigned to Treasurer)
k. Monitors and tracks budget throughout the year and is back up for Eventbrite.
l. Attends CSC and takes notes to make report to committee after conference
m. Assists as needed during CSC with laptop/projector/sound/camera
n. Assists as needed with translation and interpretation of the CSC/ICC activities
o. Assist with CSC elections

3.2 VICE CHAIR DESCRIPTION

a. The Vice Chair primary responsibilities is to be informed of all duties/responsibilities of the Chair and of assistance to the Chair as requested. The Vice Chair should be able to step into the role of the Chair in cases of absence of the Chair. During CSC, the Vice Chair is available to assist the Chair and answer all questions to assure the CSC and ICC is running smoothly. For continuity, Vice Chair would typically be an additional point person for the Hotel unless otherwise delegated. Vice Chair works with the Secretary to coordinate CSC elections.

3.3 TREASURER

a. The Events Committee may choose to appoint a treasurer whose responsibilities could include assisting the Chair, Vice Chair and/or Registrar with the budget, Eventbrite and other finance issues.

3.4 SECRETARY

a. The secretary records all minutes of conference calls and any face to face meetings and sends to committee for review, unless otherwise delegated. Secretary collects and archives each year's events items and reports and assures everything is uploaded to Trusted Servants area, in addition to assuring the CEC Policies and Procedures Manual is appropriately updated each year. The secretary may also be of assistance to the Chair in writing the QSR or creating an agenda.

b. **SPECIFIC DUTIES AND RESPONSIBILITIES (may be shared or delegated)**
   i. Prepare a draft business agenda for the CSC, this will be in collaboration with the Chair/Vice Chair of Events, the Chairs Forum and the CoDA Board of Trustees.
   ii. Attend CSC to assist the Facilitator and anticipate needs and keep the committee informed of timing changes in the business agenda.
   iii. Make corrections to CSC Business agenda as made during conference and distribute to attendees
   iv. Assures that motions/minutes are being updated, printed and distributed in a timely manner to CSC attendees daily
   v. Organize and present announcements at CSC displayed via projector or other appropriate postings, signage, or email
   vi. Collaborates with the World Connections Committee (WCC) to schedule Voting Entity (VE) reports (ideally solicited prior to CSC)
   vii. Works with the Chair/Vice Chair in running the elections at CSC.

3.5 REGISTRAR

a. The Registrar creates and monitors the online registration through our online Event organizer (i.e Eventbrite) and other merchant services (i.e. Square). The

Registrar creates and prints all badges and tickets. The Registrar is responsible for training backup committee members in using the software or other equipment.

b. **Other specific responsibilities:**
    i. Is Responsible for conducting registration for both Events.
    ii. Executes the mass mailing of registration per Events Mailing list.
    iii. Trains other Events Members and volunteers to assist during event.
    iv. Manages the Event Organizer Software for Registration.
    v. Assists with Roommate match and/or needs at Conference and Convention.
    vi. Keeps track of specialty meals and works with Chair on hotel banquet orders.
    vii. Assures Delegates and other attendees receive appropriate badges and agenda.
    viii. Assures the mail-in and walk-in registrations are uploaded to Eventbrite.

3.6 SPEAKER/WORKSHOPS

a. Through an application process, this person recruits, vets and invites all workshops leaders for the Convention. He/She also locates 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. He/She creates the draft ICC agenda.

b. **Other specific responsibilities which may be delegated:**
    i. Send out thank you notes to all Workshop Leaders and Speakers.
    ii. Create and send out flyers to intergroups and local meetings for recruitment of Presenters of Workshops and Speakers.
    iii. Create program according to timeline including graphics, art, presenters & bios.
    iv. Responsible for overseeing Presenters rooms, wants & needs regarding set-up.
    v. Maintains and updates application forms and ensures ALL submission and guideline forms and releases are signed by presenters and speakers.
    vi. Assures electronic copies are sent to Events secretary for Events archiving speaker/workshop contact information and copies of release forms are sent to CoRE board for legal archives. Events secretary or CoRE board member maybe able to assist with scanning or creating pdf of hard copies.
    vii. Maintain constant communication with Chair and reporting to committee at meetings regarding workshop presenter/speaker progress.
    viii. Add contact information to all workshop handouts, always mindful of anonymity.
    ix. Obtain copies of presentations i.e. PowerPoints for general distribution

to attendees if requested

    x. Functions as a team member of the Events Committee during the CSC business time while preparing for ICC

    xi. Assists Secretary and Chair during CSC

    xii. Attends CSC during Event committee report and assists with CSC Elections.

3.7 REGISTRAR

a. The Registrar creates and monitors the online registration through our online Event organizer (currently is Eventbrite) and other merchant services (i.e. Square). The Registrar creates and prints all badges and tickets. The Registrar is responsible for training backup committee members in using the software or other equipment

b. Other specific responsibilities

    i. Is Responsible for conducting registration for both Events.

    ii. Executes the mass mailing of registration per Events Mailing list.

    iii. Trains other Events Members and volunteers to assist during event.

    iv. Manages the Event Organizer Software for Registration.

    v. Assists with Roommate match and/or needs at Conference and Convention.

    vi. Keeps track of specialty meals and works with Chair on hotel banquet orders.

    vii. Assures Delegates and other attendees receive appropriate badges and agenda.

    viii. Assures the mail-in and walk-in registrations are uploaded to Eventbrite.

3.8 VOLUNTEER/HOST COORDINATOR

a. The Volunteer/Host Coordinator is a "point person to communicate and work with the host volunteers from the local community to gather willing volunteers and their contact information to assist the Events Committee in servicing both the CoDA Service Conference and the International CoDA Convention.

b. Other specific responsibilities

    i. Secure a Host group local Liaison

    ii. Compose and send out email flyer to all known groups in area for recruitment of Volunteers in local community. (can be given to the Host group local liaison)

    iii. Works with the Host Liaison to Collect contact information and availability and skills of all volunteers.

    iv. Collaborate with Host Volunteer Liaison in scheduling volunteers considering needs for both CSC and ICC

    v. Email volunteers shifts and instructions. (may assign to Host Liaison)

    vi. Have volunteers sign in and give them specific instructions

    vii. Create volunteer badges for attendees (maybe done by the Registrar)

    viii. Keep the Events Chair and committee updated and apprised of all activities and/or concerns from the Host group

3.9 VENDORS/TECHNICAL

    a. The primary duties of this position are to become familiar with our audio/visual equipment and are responsible for setup and troubleshooting for both events.

    b. Other specific responsibilities:

        i. Familiarize with all Events Committees Audio/Visual Equipment
        ii. Leads team to setup and breakdown for CSC and ICC
        iii. Researches and may negotiate any equipment contract or purchase (in communication with the Events Chair and GC'd by committee)
        iv. Shops pricing for new equipment purchase in budget
        v. Works with Speaker/Workshop leader and other committee member to assure all technical needs are met
        vi. Work with Chair for needs from Hotel on rentals i.e. screens, white boards
        vii. Knowledge of Wi-Fi negotiations and codes
        viii. Assist with CSC election

3.10 CCSC/ICC TASK CATEGORIES

1. Administration

    a. set up work room
    b. tear down
    c. trouble shooting
    d. photocopying
    e. collating
    f. errands outside
    g. errands inside
    h. create signage
    i. team meetings
    j. meetings with other Committees
    k. create schedule
    l. counting ballots
    m. support to Chair
    n. Support to Vice Chair
    o. support to Secretary
    p. decorate
    q. meetings with hotel staff
    r. receive deliveries
    s. unpack equipment and supplies
    t. pack equipment and supplies
    u. prepare boxes for shipping
    v. ship boxes to next destination
    w. white board announcements
    x. research shipping costs
    y. research brokerage costs
    z. research Ottawa location to receive shipment

aa. time schedule tracking
bb. test equipment: screen, speakers, printer, laptop
cc. reboot laptop, printers
dd. update laptop, printers
ee. Executive Meeting
ff. phone calls
gg. answer email inquiries
hh. Cruise attraction
ii. develop Events Report

2. Technology, A/V, Interpretation
a. set up for CSC
b. tear down for CSC
c. trouble shooting
d. CSC
e. ICC
f. operating ZOOM
g. monitoring email
h. receiving needs of committees
i. support to CSC
j. support to ICC
k. support to Vice Chair
l. support to Secretary
m. assist with setup video recording
n. meeting with Interpretor Co.
o. unpack equipment and supplies
p. pack equipment and supplies
q. set up printer, computer in work room
r. tear down of work room, printer and computer, etc.
s. return the screens, the projectors, the computer, etc to work room

3. Registration
a. set up for CSC
b. tear down for CSC
c. greeting
d. name badges
e. handle Delegate questions
f. handle participants' questions
g. receive payment
h. operate Square
i. trouble shoot Square
j. collaborate with Chair and Vice Chair
k. create breakfast and dinner tickets
l. create 7th Tradition box
m. set up for ICC
n. tear down for ICC

4. Purchasing
   a. markers
   b. toner
   c. gifts
   d. decorations
   e. stationary
   f. printer
   g. speaker
   h. groceries
   i. printer paper
   j. signage paper
   k. flyers

Suggested Stores:
Staples
Best Buy
Walmart
Dollar Tree
Amazon
Gift shop

5. Hospitality
a) Orientation
   i. teach ZOOM and new procedures to delegates, moderator, online delegates
   ii. practice with delegates, moderator, online delegates
   iii. address questions and concerns
   iv. trouble shooting
   v. decorate

b) Opening Reception
   i. Point person
   ii. provide activity
   iii. greet
   iv. answer questions
   v. decorate

c) Delegate Lunch:
   i. host/point person
   ii. provide activity
   iii. greet
   iv. answer questions
   v. decorate

d) Welcome Table:
   i. set up for CSC
   ii. tear down for CSC
   iii. decorate
   iv. schedule, orientate, direct Host City volunteers
   v. set up for ICC

vi. tear down for ICC

e) Team building
    i. Shared meals

f) Closing Reception
    i. host/point person
    ii. provide activity
    iii. greet
    iv. answer questions
    v. decorate

6. Convention Host
    a. set up each ICC room
    b. tear down each CSC room
    c. trouble shoot
    d. signage
    e. introduce speaker
    f. thank speaker
    g. room monitor
    h. direct attendees
    i. answer questions
    j. address room temperature, etc issues with Hotel Staff
    k. Acting Chair

7. Committee Support
    a. CoRe
    b. Outreach
    c. H&I
    d. Finance
    e. Interpreters

4.1 Creation of the CoDA Events Committee:

In 2008, Motion 08021 was brought to the floor by the CoDA Board of Trustees and passed by a simple majority 16-13-2. MOTION 08021: 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.

    a.   Seattle had already in place the CoDA convention venue for 2009 and offered to host the CoDA Service Conference in addition to the convention. The current Conference committee agreed to get locals from the Vancouver, WA area to work together with the newly formed CoDA Events Committee and hold a 'test run' merging the two events in July of 2009.

    b.   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.

    c.   The name of our Event was created by the 2009 CoDA Service Conference; here forth our annual convention 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.

4.2 History of Changes:

    a.   <u>Standing Committee:</u> Motion 08021- Create a standing committee for events that has 2 local sub committees within it which is made up of the local host committees that they assist in hosting the CoDA Convention and/or CSC

    b.   <u>Name of Committee and Convention:</u> Motion Key: 861 Number: 09085 Item Type: MOTION Date: 7/10/2009 Vote: 2/3 Vote Committee: Events Member Names: Chris Subject: Events Motion #3 Description: Beginning in 2010, change the name of the CoDA Convention to the Annual International CoDA Convention. The Annual International CoDA Convention will host our annual CoDA Service Conference. <u>Amended Beginning in 2010, change the name of the CoDA Convention to the International CoDA Convention. The International CoDA Convention will host our annual CoDA Service Conference</u>. Intent: To acknowledge the consolidation of the event To have an easy-to-remember and inviting name for the event To recognize the inclusion of the international fellowship

    c.   <u>Becoming the Election Committee:</u> Motion Key: 913 Number: 10015 Item Type: MOTION Date: 7/13/2010 Vote: 2/3 Vote Committee: CSC Member Names: Mary R., Cathy L. Subject: Elections committee Description: Move that the Events Committee will serve as the Elections Committee for the sake of efficiency.

d. **Provide list of registered attendees:** Motion Key: 1962 Number: 14058 Item Type: MOTION Date: 7/9/2014 Vote: 2/3 Vote Committee: Communication Member Names: Jen Subject: Motion #1 Description: Motion #1: The Events Committee shall provide Communication Committee and CoDA World Service Conference (CSC) attendees with a list of registered Conference attendees, their contact information and their status at the Conference. Intent: Provide an important element of transparency to Conference deliberations and facilitate cooperation among Delegates and other Conference attendees. Remarks: Pro: 30 Con: 4 Ab

e. **Nine reimbursed members:** Motion Key: 4582 Number: 15094 Item Type: MOTION Date: 7/16/2015 Vote: 2/3 Vote Committee: Events Member Names: Michelle E. Subject: Event Committee Motion 6 Description: Establish that the Working Members of the CoDA Events Committee consist of nine people at least one is from the current location CSC and one from the next location of CSC, if possible. Intent: To supercede motion 14114 – from the 2014 CSC That read: The CoDA Events Committee humbly requests approval for the increase of the CoDA Events Committee (CEC) budget to provide three alternated members for one year. CoDA Events Committee will provide a report at the CoDA Service Conference in 2015 regarding their additional help. The CoDA Events Committee agrees to collaborate with other committees and Board Liaison in the interim. Remarks: Our report will show the details of the tasks needing to be done at the CSC/ICC, the costs of doing those tasks and if we are accomplishing that within our income from the ICC. We will show we can afford to have 9 working members and we need them. Pro: 28 Con: 4 Abstentions:5

f. **Master account for reserved hotel rooms:** Motion Date: 7/16/2015 MOTION: 15096 Committee:Events   Member Names: Michelle E. Subject: Events Committee Motion 8 Vote: 2/3 Vote Description: To Allow the CoDA Events Committee to reserve a maximum of 5 shared sleeping rooms on the master account of the hotel, to be paid for by CoDA, Inc., along with the hotel contract bill. Intent: To reduce the financial burden of the nine Events members who work the Event for 7-9 consecutive days. We have hotel bills on our expense reports of upwards of $1000.00, and most of us are losing wages from taking the time off to serve the fellowship. It's very difficult to come out of pocket with that much money for many of us. This results in many members needing to request advances, which then increases the work of other committees and the Treasurer. Remarks: We will add to the Events Chair's responsibilities to assure that the rooms are clearly assigned and noted on the master account statements and will have these signed of by the Board Treasurer. Pro: 31 Con: 2 Abstentions: 3

g. **CSC/ICC to run consecutively:** Number: 18018Events Committee Motion #1 - To have CSC/ ICC run consecutively rather than concurrently, Description: To have CSC/ICC run consecutively rather than concurrently, extending total time for CSC (or Pre- CSC meeting) up to 4 days, instead of 3.5 days. This motion will supersede Motion 08021 which merged CSC/ICC to run simultaneously. Intent: To support unity and healthy, loving relationships. We are hoping to give the Delegates, Trustees, and Chairs more time with options for pre-conference meeting or committee work time and spiritual activities and the opportunity to fully attend the CSC and ICC, and to have more time for Fellowship with the Board, Committee members and Delegates. This would also open up Thursday evening for a

closing ceremony for CSC. <u>Remarks:</u> We believe this motion is supported by Traditions 1, 2 and 3. and from our "Welcome"--- We have all learned to survive life, but in CoDA we are learning to live life. Through applying the Twelve Steps and principles found in CoDA to our daily life and relationships both present and past - we can experience a new freedom from our self defeating lifestyles. From our surveys, Delegates and CSC attendees have expressed being overworked and not being able to attend the full program for ICC but still paying the full registration. Every year we are expecting delegates and other CSC attendees to attend fully packed days of business with no time for reflection or fellowship which causes more tension and highly triggered situations.

h. **To Host other International Events i.e. CoDA retreat:** Motion: 18052 Date: 10/12/2018 Vote: 2/3 Vote Committee: Events Member Names: Katherine Events Chair- Subject: Events Motion to have a 3-year trial period to organize other CoDA events -Description: The CoDA Events Committee will have a three year trial period to organize financially self supporting CoDA events separate from the CoDA Service Conference (CSC) and International CoDA Convention (ICC) and the world CoDA budget in coordination with local Fellowship communities. The CoDA Events Committee will maintain a separate financial account and be transparent throughout the process of planning, executing and budgeting the these events in communication with the CoDA Board, published in our Events meeting minutes, the Quarterly Service Report (QSR) and then report to CSC each year.
<u>Intent:</u> To give the Fellowship more International activities, i.e. International CoDA op/Week,end which will offer increased opportunities for developing healthy and loving relationships, reaching the codependent who still suffers and increase participation by the Fellowship at the World level.
<u>Remarks:</u> The Events Committee will determine how the Event is planned, executed, and who from the Events Committee will participate. Committee attendance will be based on need and finances via a group conscience process. The goal will always be on the event, being financially self supporting, and supporting the fellowship. Tradition 3. The only requirement for membership in CoDA is a desire for healthy and loving relationships. Tradition 5. Each group has but one primary purpose -- to carry its message to other codependents who still suffer. Tradition 7: A CoDA group ought to be fully self-supporting, declining outside contributions. CRAFTING - Yes VOTE - 30 In Favor; 1 Opposed; 3 Abstained. Passed by 2/3 Majority Vote