

**(LOGO)**

**Circle of Sisters  
Women's Convention of Narcotics Anonymous  
Guidelines**

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# **Circle of Sisters Women's Convention of Narcotics Anonymous Guidelines**

## History

*The Circle of Sisters (COS) Women's Convention of Narcotics Anonymous was created by and for the women of Narcotics Anonymous who had a vision of an annual convention for the women of our fellowship in Portland, Oregon.*

*The first convention held in February 1998 was named the Pacific Northwest Women's Convention of Narcotics Anonymous #1, because the organizers anticipated the convention would be an ongoing tradition in the Pacific Northwest. However, COS quickly outgrew its origins, in the second year and the words 'Pacific Northwest' were deleted. In its third year, COS ventured far from its roots, all the way to Houston, Texas.*

*The COS Advisory Committee was established at COS III to provide continuity as Circle of Sisters grew and traveled further from its roots.*

*COS IV evolved into an international NA convention when it moved to Vancouver, Canada.*

*The first version of the Guidelines was approved at COS IV. In 2016, the COS Advisory voted to be the executive body of Circle of Sister to ensure the consistency of COS guidelines remain intact No addict will be turned away from any NA meeting in accordance with our Third Tradition. However, convention activities are restricted to women only.*

*(The Part 1 guidelines were approved at the COS bid/business meeting March 3, 2001 and amended in 2002, 2003, 2005, 2006, 2009, 2012, 2015, 2016. **2017**)*

## Part 1

### How Circle of Sisters functions as a traveling NA Convention and the Advisory Committee (AC)

- I. The name of the convention is: Circle of Sisters Women's Convention of Narcotics Anonymous (hereafter referred to as COS).
- II. COS is a Women's Convention of Narcotics Anonymous.
- III. COS is held annually in February or March (*exceptions may occur*).
- IV. COS must be hosted by an Area or Region of Narcotics Anonymous. An Area or Region, in making a bid to host COS, agrees to these guidelines and to adhere to our bid guidelines.
- V. COS has an Advisory Committee (AC) currently composed of previous COS Chairs.
  1. Upon completion of their term, the hosting Chair may present her resume for seating as an AC member. She shall be requested to qualify at the next AC conference call. The AC Chair will notify requestor of AC vote. *If a COS Chair is unwilling or unable to participate on the Advisory Committee, her position may be filled by her Vice-Chair or Co-Chair.*
  2. The COS Advisory Committee works in conjunction with the current Host Committee; as well as the following year's committee and their Area/Region in order to provide consistency within the conventions.
  3. Elected members shall serve in a specific position for a period of three (3) years. Vacant positions are filled at the Advisory Committee meeting at the COS Convention. All advisors will hold one or more of the positions as noted below.
  4. Due to uncertain activities at conventions, AC committee members should refrain from accepting speaking at the convention unless it has to do with the History of COS.
  5. In the event a COS AC member requests a leave of absence, it shall not exceed 12 months.
- VI. Advisory Committee Participants (AC)
  1. CHAIR
    - A. Facilitate the work of the COS Advisory Committee
    - B. Respond or delegate to AC members' inquiries addressed to the COS Advisory Committee
    - C. Communicate & mentor Host Convention Committee Chair(s)
    - D. Schedule AC conference calls
    - E. Provide the agenda for AC conference calls and meetings onsite
    - F. Provide monthly written reports to AC
    - G. Facilitate all onsite AC meetings
    - H. Be available onsite for support
    - I. Review and assist with budget(s) (AC and Host Convention Committee budgets)
  2. VICE/CO-CHAIR
    - A. In the absence of the Chairperson, the Vice/Co-Chairperson shall perform the duties of the Chairperson
    - B. Assist the Chair with her duties as needed
    - C. Fill any open AC position as needed
    - D. Communicate and mentor Host Convention Committee Chair(s)

- E. Provide written monthly reports to AC
- F. Be available onsite for support and all AC meetings
- G. Review and assist with budget(s) (AC and Host Convention Committee budgets)

### 3. TREASURER

- A. Prepare AC budget and ensure all expenses are paid in a timely manner
- B. Communicate & mentor Host Treasurers
- C. Provide Host Committee Treasurers with treasury procedures
- D. Support & mentor Host Treasurers as needed
- E. Responsible for maintaining AC bank account
- F. Is a co-signer on AC bank account
- G. Responsible to keep accurate journal of checks that have been issued
- H. Responsible for payment for all AC approved expenses. i.e. “per-diem” costs, hotel meeting room expense for on-site activities
- I. Responsible for disclosing AC bank account balances to Host Committee in advance for additional disbursements to operating and/or prudent reserve account
- J. Provide monthly written reports to AC
- K. Assist Host Committee Treasurer onsite and attend all AC meetings
- L. Prepare annual AC budget for review
- M. Assist with budgets (AC and Host Committee)
- N. Provide copies of AC and Host Committee monthly financial reports at monthly AC conference call

### 4. ASSISTANT TREASURER

- A. Assist the Treasurer with her duties as needed
- B. Communicate & mentor Host Committee Treasurers as needed
- C. Is a co-signer on AC bank account
- D. Provide monthly written reports to AC
- E. Be available on-site and attend all AC meetings
- F. Assist Treasurer with preparation of the annual AC budget for review

### 5. SECRETARY

- A. Prepare and distribute minutes of all AC conference calls and meetings within one week after meeting
- B. Assist Chair with agenda
- C. Upload agenda on COS google drive (share with all AC)
- D. Upload minutes on COS google drive (share with all AC)
- E. Provide monthly written reports to AC
- F. Review and assist with AC budget(s)
- G. Be available on-site for support and all AC meetings

### 6. ARCHIVES

- A. Maintain COS archives to include but not limited to conventions final reports, piece of merchandise from each convention, art work, etc.
- B. Upload all documents on the COS google drive (share with all AC)
- C. Provide monthly written reports to AC
- D. Review and assist with budget(s)
- E. Be available on-site for support and all AC meetings

7. ARTS & GRAPHICS
  - A. Mentor and support the work of the current and future Host Committee Arts & Graphics Subcommittee Chairs
  - B. Maintain folder(s), both electronic & hard copy, for all final legible logos
  - C. Upload all documents on the COS google drive (share with AC)
  - D. Provide monthly written reports to AC
  - E. Review and assist with budget(s)
  - F. Be available on-site for support and all AC meeting
  
8. CONVENTION INFORMATION/OPERATIONS (CI/OPs)
  - A. Mentor and support the work of the current and future Host Committee Convention Information/Operations Subcommittee Chairs
  - B. Review timelines ~~with CI~~ Chairs
  - C. Provide monthly written reports to AC
  - D. Review and assist with budget(s)
  - E. Be available on-site for support and all AC meetings
  
9. ENTERTAINMENT/FUNDRAISING
  - A. Mentor and support the work of the current and future Host Committee Entertainment/Fundraising Subcommittee Chairs
  - B. Review and assist with budget(s)
  - C. Review timelines
  - D. Review on-site suggested events (women only recommended)
  - E. Review/assist with quotes and contracts
  - F. Provide monthly written reports to AC
  - G. Review and assist with budget(s)
  - H. Be available on-site for support and all AC meetings
  
10. HOSPITALITY/GREETER
  - A. Mentor and support the work of the current and future Host Committee Hospitality Subcommittee Chairs
  - B. Review and assist with budget
  - C. Review timelines
  - D. Review/assist with quotes and contracts if needed
  - E. Review and assist with budget(s)
  - F. Provide monthly written reports to AC
  - G. Be available on-site for support and all AC meetings
  
11. HOTEL LIAISONS
  - A. Review hotel proposals
  - B. Mentor and support the work of the current and future Convention Committee Hotel Liaisons
  - C. Site visit of recommended hotel(s), preferably before signing of contract
  - D. Review hotel contract prior to signature
    - i. Provide written list of suggestions or concerns
  - E. Stay in communication with Hotel Liaison(s) and be cc'd on all communication with hotel
  - F. Review and assist with budget(s)
  - G. Review timelines

- H. Provide monthly written reports to AC
- I. Attend pre-convention meeting
- J. Be available onsite for support and all AC meetings

## 12. MERCHANDISE COMMITTEE LIAISON

- A. Attend all conference calls with the AC and Host Committee if requested
- B. Attend Host Committee Merchandise Subcommittee calls if asked
- C. Mentor and collaborate with Host Committee Merchandise Subcommittee Chair(s) as a guide
- D. Advise Host Merchandise Chair(s) of merchandise room protocol and procedures
- E. Maintain a working relationship with Host Merchandise Subcommittee
- F. Assist current Host Merchandise Chair(s) with choices and quantities
- G. Review and assist with budget(s)
- H. Review/assist with quotes and contracts
- I. Review timelines
- J. Provide monthly written reports to AC
- K. Be available onsite for support and all AC meetings

## 13. PROGRAMMING

- A. Mentor and support the work of the current Host Committee Programming Subcommittee Chairs
- B. Review and assist with budget
- C. Review timelines
- D. Provide monthly written reports to AC
- E. Be available onsite for support and all AC meetings

## 14. REGISTRATION

- A. Mentor and support the work of the current Host Committee Registration Subcommittee Chairs
- B. Review and assist with budget(s)
- C. Assist with timing of registration release
- D. Review timelines
- E. Provide monthly written reports to AC
- F. Be available onsite for support and all AC meetings

## 15. WEB MISTRESS

- A. Maintain the COS website
- B. Mentor future Web Mistresses
- C. Review timelines
- D. Update site as required
- E. Reply to problems within 48 hours or sooner
- F. Communicate with NorCal IT ASAP if non-repairable problem arises or assistance is needed with web-site
- G. Update COS emails as needed
- H. Maintain COS Google accounts
- I. Review and assist with budget(s)
- J. Provide monthly written reports to AC
- K. Be available onsite for support and all AC meetings

- VII. The COS Advisory Committee holds a minimum of five (5) meetings at each COS Convention.
1. Thursday night one (1) closed session, Advisory Committee only
  2. Friday
    - A. Meeting with current Host Committee
    - B. Meeting with the following year's Host Committee
  3. Saturday meetings are open to all attendees
    - A. Question & answers meeting
    - B. BID meeting
- VIII. The COS Advisory Committee shall create and maintain an operating fund of up to \$2500.00 US dollars for Advisory Committee expenses such as holding conference calls, maintaining a website, meeting room rental, copies, office & treasure supplies etc. and per diem (per diem NTE 2 days at \$300.00 per day).
- IX. The COS Advisory Committee shall create and maintain a prudent reserve of up to \$5000.00 US dollars, for the purpose of covering any losses remaining after a COS convention where the hosting Area or Region for that convention is unable to cover those losses. (In the event proceeds need to be disbursed back to the hosting area/region the said amount of \$5000.00 shall not be replaced by the hosting convention).
- X. Hosting a COS Convention includes financial responsibility, in accordance with these guidelines.
1. All unsold merchandise and operational equipment i.e. cash registers, banners any remaining items should be shipped against the current hosting budget. (This is a budgeted line item)
  2. Top up COS Advisory Committee operating fund to \$2500 US dollars (i.e. add to the balance of the operating fund, until the fund reaches \$2500 or until remaining funds are exhausted)
  3. Top up COS prudent reserve to \$5000 US dollars (i.e. add to the balance of the prudent reserve, until the reserve reaches \$5000 or until remaining funds are exhausted)
  4. Donate to Hosting Area or Region any remaining funds up to \$5000 US dollars
  5. Any remaining fund shall be donated to the World Service Office (WSO).
  6. Losses: The Host Area or Region is responsible for any financial losses arising from the convention it hosts. This includes, but is not limited to, all negotiable contracts for hotel, merchandise, and entertainment contracts.
- XI. Distribution of funds: after paying all expenses, the Host Convention Committee shall divide remaining funds as follows:
1. If the remaining funds total less than \$5500 US dollars:
    - A. 80% to the next year's convention
    - B. 10% to the convention two years away
    - C. 10% to the Advisory Committee operating fund (if under the \$5000.00 prudent reserve)
  2. If the remaining funds total \$5500 US dollars or more:
    - A. \$5000 US dollars seed money to the next year's convention

- B. \$500 US dollars seed money to the convention two years away
- C. In order to receive the funds, a Circle of Sisters bank account must be established prior to funds being disbursed to future conventions. If accounts are not in place, funds will be sent to the AC treasurer for deposit in AC account until new host committee account(s) are opened.

- XII. In the event that no Area or Region comes forward to host COS, the seed money will be held in a trust account by the COS AC until an Area or Region comes forward with a bid. If a period of five years elapses where no Area or Region comes forward to host COS, the remaining funds will be disbursed to the WSO.
- XIII. Fundraising: The COS AC encourages the convention committee to host regular fundraisers to offset expenses. At each convention, the following year's convention committee will provide a full registration package (to their convention) to be used as a fundraising prize for the current year's convention.
- XIV. Each COS convention committee will provide copies of its records to the COS AC. This includes monthly meeting minutes, treasurer reports with accompanying bank statements, and a final report indicating total registrations, meal sales, hotel room nights and other data.
- XV. These guidelines may be amended at the annual COS AC business meeting held at each convention. Revised guidelines will be updated and submitted for approval at the next AC conference call. Revised guidelines will be adopted immediately by the current and upcoming hosting committee and be distributed accordingly.
- XVI. The COS AC will maintain a website. The cost of the website will be paid from the AC operating funds, however if there are not sufficient operating funds the current Host Committee will be responsible for funding the website.
- XVII. All Host Committees are required to use the official COS website (effective 2/16/2017).
- XVIII. The COS AC will maintain the history charts of hotels and registered attendee numbers (copy of charts are on the last pages of this document)

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## Part 2

### Bid Package Requirements and Host Convention Committee Organization

1. An Area Service Committee (ASC) or Regional Service Committee (RSC) of Narcotics Anonymous that wishes to bid to host a future Circle of Sisters convention is asked to provide the following information:
2. Bids are presented at each COS convention for the convention two years in the future. (i.e. 2018 submit bid in 2016) In order to be considered for presentation, a letter of intent should be submitted to COS Advisory Committee (AC) no later than ninety (90) days prior to the convention. A bid package from your Area or Region should be submitted to the COS Advisory to [advisory@circleofsisters.org](mailto:advisory@circleofsisters.org) no later than sixty (60) days prior to the convention. Bid Committees will be afforded the opportunity to present their bids at an open bid meeting on Saturday. If there is an accepted bid, it will be announced at the Saturday night Main Speaker Meeting. If there are no accepted bids at that time, the AC will grant an additional period of time (60 to 90 days) to accept complete bids. The two year out location will then be announced on the COS website.
3. **Bid Package Contents**
  - A. A complete Bid Form from COS website [www.circleofsisters.org](http://www.circleofsisters.org)
  - B. A letter from the proposed hotel(s) indicating the proposed terms of the hotel contract
  - C. Information regarding transportation from the nearest major airport to the proposed hotel, as well as information regarding alternative transportation such as train or bus
  - D. The names, clean dates, and service resumes of the NA members who commit to serving on the convention committee
  - E. A letter stating why your Area or Region would like to host a Circle of Sisters convention, and a copy of the convention guidelines that will be used
  - F. After the bid has been accepted by the AC, the committee has 60 days to complete the attach resume for all potential seated positions from the organizational meeting. If the resumes are not received within the 60 days after receiving the bid, the AC reserves the right to rescind awarded bid and move on to another area
  - G. In addition to line item F. above, a projected budget must also be submitted to the AC committee within 90 days of being awarded the bid
  - H. Copy of the Hotel chart reference in these guidelines could be used as a guide to help secure hotel needs
4. **Organizational Meeting:** once an ASC or RSC has been advised that its bid was successful, elections are held to form a Host Convention Committee

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## **Part 3**

### **Host Convention Committee (or "Host Committee" or "Committee")**

#### **Purpose**

A Circle of Sisters Host Committee is formed to plan and implement the Circle of Sisters Women's Convention of NA.

#### **Guidance**

The Host Committee and its Subcommittees will follow these written guidelines, and other written procedures the Circle of Sisters Advisory Committee (AC) approves for the Working Group or Subcommittees, the Twelve Traditions, the Twelve Concepts, and the NA Convention Guidelines. At all times a clear NA message of recovery and service will be a priority. The Host Committee, its Subcommittees, and Working Groups will adopt the most recent revised guidelines and other written procedures which the COS AC approves; as well as the 12 Traditions and 12 Concepts of NA at all times.

#### **Responsibility and Accountability**

The Circle of Sisters Host Committee is accountable to the hosting Area or Region and COS AC.

#### **Financial Responsibility**

The hosting Area or Region has ultimate financial responsibility for the COS convention it hosts. The Committee will make every effort to minimize financial risk. Should there be financial difficulties; the COS Host Committee shall IMMEDIATELY notify the AC and the hosting Area or Region requesting guidance.

#### **Reporting**

The Chairperson (or appointed representative) will make scheduled meeting and regular written reports, including financial statements to the hosting Area or Region and AC.

#### **Meeting Schedule**

A meeting schedule, with location(s) and time(s) will be set at the first meeting of the Circle of Sisters Host Committee. Additional meetings may be scheduled if needed. The subcommittees of the Circle of Sisters Host Committee shall meet separately of the Host Committee.

#### **Agenda**

The Chairperson (or her designee) shall create and print the agenda for each Host Committee meeting. The agenda may include opening with the Serenity Prayer, reading of the Twelve Traditions and Concepts, reading of written reports, Old and New Business. As well, the agenda may include a section for open discussion.

#### **Membership**

The Circle of Sisters Host Executive Committee shall include at least five (5) officers. Chair, Vice or Co-Chair, Secretary, Treasurer and Advisory Committee member. The host committee will consist of the executive committee, sub-committee chairs, co-chairs, and may include seated members at large.

### **Decision-making**

Every officer and Subcommittee Chairperson shall be allowed to participate in the decision-making process. The Committee may decide that the Host Committee Chairperson shall only vote to break a tie.

### **Motions and Voting**

When the committee chooses to use Robert's Rules of Order to conduct business, then any officer, subcommittee chair, or voting member may make or second a motion. All motions must be in writing. All motions must be passed by a 2/3 (two thirds) majority. Abstentions are considered non-votes. The Host Committee may reconsider any motion by request of a member from the prevailing side.

If the committee chooses to use a method of consensus decision-making to conduct business, then any officer, subcommittee chair, or voting member may propose an idea for discussion and decision. Once consensus is reached, the exact wording of the decision must be recorded in the minutes. Quorum is required for all decision making

### **Attendance**

Regular attendance is necessary for a functioning Host Committee. All officers and subcommittee chairpersons are required to attend each Host Committee meeting. If someone cannot attend, they must notify the Chairperson or Vice chairperson prior to each Host Committee meeting. If a subcommittee chairperson or officer misses 3 consecutive meetings there will be a motion to hold them in non-compliance. The Chairperson or Vice Chairperson must notify the member and they must then attend the next Host Committee meeting to state the reason for their non-attendance or their position may be filled at that time.

### **Non-compliance**

Non-compliance could be but not limited to; automatically removal from their position. Non-compliance means that the Chairperson, Vice Chairperson or Executive member must notify the member that they are in non-compliance. That member must then attend the following month's Host Committee meeting and address the non-compliance. Non-compliance includes but is not limited to:

- Non-attendance at a host committee meeting
- Loss of abstinence
- Inability to maintain the use of the 12 Concepts of NA
- Inability to provide effective leadership

### **Subcommittees**

All Subcommittee Chairs will provide the date, time, location, and major agenda items of their next meeting to the entire Host Committee to allow for participation by those interested. It is suggested at least one of the five (5) officers be available if needed at all Subcommittee meetings.

### **Decisions**

All final decisions should be made at the full Host Committee meeting providing there is a quorum. The Subcommittees will bring their drafts, contracts, quotes and recommendations to the Host Committee for approval. This requires planning and timing, especially in financial situations.

## Host Convention Committee Requirements & Duties

### I. CHAIRPERSON

**A. Requirements:** It is suggested that she have current and previous leadership experience on a Convention Committee (e.g. Vice-Chairperson) and a minimum of five (5) years continuous clean time, 3 years of service on the Area or Regional Convention Committee as a voting member and have a working knowledge of the 12 Steps and 12 Traditions willingness to serve Attended at least one (1) previous COS Convention.

#### A. Duties:

1. Preside over and ensure that the COS Committee meetings are run with an atmosphere of recovery.
2. Prepare and coordinate the agenda with the assistance of the Vice-Chairperson and Secretary.
3. Provides COS Committee Guidelines to all new members.
4. Responsible for the day-to-day implementation of sound and prudent decision making during the convention.
5. Assign duties to COS Committee members.
6. Advise the COS Committee of any attendance problems in violation of the COS Committee Guidelines and report the failure of any member to fulfill her responsibilities.
7. Attend the scheduled Area Service Committee (ASC), Regional Service Committee (RSC), Regional Service Office (RSO) meeting and maintain a constant relationship, serving as the representative of the Committee to the ASC/RSC/RSO.
8. Prepare and submit written reports to the Committee, the ASC/RSC/RSO and the COS AC to enhance communication between each body.
9. Mentor and support all Host Committee members including the Vice Chair.
10. The outgoing, current year's Chair shall remain responsible to ASC/RSC/RSO and COS AC until such time as the final financial report is presented.

### II. VICE-CHAIRPERSON

**B. Requirements:** It is suggested that she have current and previous leadership experience on a convention Committee, a minimum of five (5) years continuous clean time 3 years of service on the Area or Regional Convention Committee as a voting member and have a working knowledge of the 12 Steps and 12 Traditions willingness to serve Attended at least one (1) previous COS Convention.

#### A. Duties:

1. In the absence of the Chairperson, the Vice-chairperson shall perform the duties of the Chairperson.
2. Coordinates and keep fully abreast of the interaction of the subcommittees, mentor and support where needed or upon request.
3. Attend the scheduled ASC/RSC/RSO meeting and maintain a constant relationship, serving as the representative of the Committee to the ASC/RSC/RSO and COS AC.
4. Prepare and submit written reports to the Committee, the ASC/RSC/RSO and

- the COS AC to enhance communication between each body.
5. Fill in open positions as needed or requested.

### III. SECRETARY

**C. Requirements:** Have a minimum of 5 years clean time; 3 years of service on the Area or Regional Convention Committee as a voting member and have a working knowledge of the 12 Steps and 12 Traditions willingness to serve.

**D. Duties:**

1. Keep accurate and objective minutes of each meeting.
2. Solicit monthly e-mail reports from COS members.
3. In the event reports are not e-mailed to the secretary, a synopsis should be written for and included in, the minutes.
4. Type and email copies of meeting minutes no later than ten calendar days following each meeting to all Committee members, the ASC/RSC/RSO Chairperson, and the AC committee.
5. Keep a record of the previous month's minutes on hand at each meeting,
6. Prepare roster, maintain attendance records, and advise the Host Chairperson of member attendance problems as defined in the COS Host Committees Guidelines.
7. Upload minutes to the Google drive.

### IV. TREASURER

**A. Requirements:** Must have current and or previous experience on a convention Committee preferably as a treasurer or assistant treasurer, commitment and willingness to perform the job, in addition to the accounting and computer skills sufficient to maintain accurate records have a minimum of 5 years clean time; 3 years of service on the Area or Regional Convention Committee as a voting member and have a working knowledge of the 12 Steps and 12 Traditions.

**B. Duties:**

1. Maintain bank account(s) for the Committee. The checks shall require two signatures; one by hosting area/region, and the second from the Committee Chairperson, Vice Chairperson, or Treasurer.
2. Work with the Host Committee, the ASC/RSC/RSO Chairperson, and the AC committee to prepare a budget for the convention.
3. Write all checks for the Committee checking account and is responsible for collecting receipts for Committee members' expenses. Keep available originals and copies of all bank statements.
4. Responsible for complete accounting and reporting to the ASC/RSC/RSO and COS Treasurers of all monies. Pay all budgeted expenses. Advise the committee of cash flow conditions and provide current written monthly financial reports, including copies of bank statements and reconciled register.
5. Review Committee expenditures and provide monthly budget reports to the Committee.
6. Report to the Committee on all financial issues as needed.
7. Process all requests for approved reimbursement.
8. Maintain a close working relationship with the ASC/RSC/RSO and COS AC Treasurer.

9. Mentor and support Committee team members including the Vice Treasurer
10. Prepare a final budget report for the convention.
11. Manages, along with participation from COS AC representatives, the Treasury room at the Convention (per treasury room process) as outlined on page 4, line 3. C.

**C. Duties in Relation to Closing Convention Financial Records:**

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

**V. ASSISTANT TREASURER**

**A. Requirements:** It is suggested that she have current and or previous experience on a convention Committee preferably as a treasurer or assistant treasurer, commitment and willingness to perform the job, accounting and computer skills sufficient to maintain accurate records have a minimum of 5 years clean time; 3 years of service on the Area or Regional Convention Committee as a voting member and have a working knowledge of the 12 Steps and 12 Traditions.

**B. Duties:**

1. Maintain bank account for the Committee. The checks shall require two signatures; one from the hosting area/region, and the second from the Committee Chairperson, Vice Chairperson, or Treasurer.
2. Work with the Committee and the ASC/RSC/RSO Chairperson and the AC committee to prepare a budget for the convention.
3. Write all checks for the Committee checking account and is responsible for collecting receipts for Committee members' expenses. Keep available originals and copies of all bank statements.
4. Responsible for complete accounting and reporting to the ASC/RSC/RSO and COS Treasurers of all monies. Pay all budgeted expenses. Advise the committee of cash flow conditions and provide current written monthly financial reports, including copies of bank statements and reconciled register.
5. Review Committee expenditures and provide monthly budget reports to the Committee.
6. Report to the Committee on all financial issues as needed.
7. Process all requests for reimbursement.
8. Maintain a close working relationship with the ASC/RSC/RSO and COS AC Treasurer.
9. Prepare a final budget report for the convention.
10. Manages, along with participation from COS AC representatives, the Treasury room at the Convention (per treasure room process).

**C. Duties in Relation to Closing Convention Financial Records:**

1. The treasurer shall remain responsible to ASC/RSC/RSO and COS AC Treasurer until the final financial report is presented and books are closed.

## VI. ARTS & GRAPHICS

**A. Requirements:** It is suggested that she have current and or previous experience on a convention committee, preferably with Arts & Graphics experience Chairperson shall have a minimum of 5 years clean time; 3 years of service on the Area or Regional Convention Committee as a voting member and have a working knowledge of the 12 Steps and 12 Traditions.

### **B. Duties:**

1. Coordinates sub-committee meetings.
2. Communicates and keeps fully abreast of the interaction of the subcommittees and advises where needed or upon request.
3. Prepare and submit written reports to the Committee, the ASC/RCS/RSO and the COS AC to enhance communications between each body.
4. Responsible for artwork and logo.
5. Responsible for setting and implementing deadlines for artwork and logo upon awarding of bid.
6. Responsible for seeing the final artwork and the logo are camera ready and distributed to appropriate sub-committee no later than 8 months prior to convention.
7. Responsible for all printed matter pertaining to convention, (i.e. badges, tickets, signs, fliers, registrations, forms, banner, program, on-site signs, etc.).
8. Mentor & support upcoming Host Committee.

### **C. On-Site:**

1. Responsible for last minute signs.
2. Deliver signs to various rooms.
3. Works in conjunction with all sub-committees on site.

## VII. CONVENTION INFORMATION/OPERATIONS

**A. Requirements:** Chairperson shall have a minimum of 5 years clean time; 3 years of service on the Area or Regional Convention Committee as a voting member and have a working knowledge of the 12 Steps and 12 Traditions.

### **B. Duties:**

1. Coordinates sub-committee meetings.
2. Prepare and submit written reports to the Committee, the ASC/RSC/RSO and the COS AC to enhance communications between the bodies.
3. Coordinates duties to sub-committee, which include but are not limited to:
  - i. Provides support to all other sub-committees.
4. Submits expenditures to body for approval.
5. Suggests room arrangements (i.e. meetings, merchandise, entertainment, executive committee, AC committee, and hospitality, etc.).
6. Provide liaisons for all sub-committees.
7. Is one of the major liaisons between site facilities and Convention Committee.
8. Coordinates work schedules so that the Operations Committee is available at all times during the convention.
9. Assist in making adequate arrangements for the impaired.
10. Arrange for projections and screens for main meeting (if necessary).
11. Select vendor for walkie talkies (if necessary- 3 bids required).
12. Work with program for room set-up.

13. Mentor and support upcoming host committee.

### **C. Functions of Operations Committee**

#### Pre-Convention

1. Sub-committee liaisons report back to Operation Committee to coordinate needs and activities of all sub-committees.
2. Meets on monthly basis.
3. Assists and directs loading and unloading of truck(s).
4. Notifies Arts & Graphics of signs needed (notifications, directional, crowd control) sixty (60) days prior to convention.

#### On-Site

1. Responsible for setup and cleanup of meeting rooms (coordinates with hotel representative).
2. Responsible for setup and cleanup of entertainment events (coordinates with hotel representative).
3. Responsible for crowd control (coordinates and works with serenity keepers).
4. Responsible for security (works with serenity keepers and hotel representative).
5. Responsible for coordination of volunteers.
6. Responsible for hanging banners (coordinates with hotel representative).
7. Responsible for signing in/out walkie talkies.
8. Assists in placement of signs.
9. Assists all sub-committees as needed (i.e. meeting room needs, power, equipment, special needs, etc.)
10. Works in conjunction with hotel and convention center staff to assure that all major and minor details are met.
11. Assists and directs loading and unloading of truck(s).
12. Responsible for packaging, labeling and loading all items shipping to the next Convention (itemized list must accompany shipment).

### **VIII. ENTERTAINMENT/FUNDRAISING**

**A. Requirements:** The requirement of the Entertainment/Fundraising committee is to generate interest and support for the current COS Convention from within the fellowship, in addition to raising funds. Fundraising activities should help motivate attendance at COS by increasing awareness of how a women's convention helps us as women in our personal recovery.

1. Chair of Entertainment & Fundraising: Five (5) years clean time.
2. Co-chair: Five (5) year clean time.

#### **B. Duties:**

1. Chair and Co-Chair will attend monthly COS meetings.
2. Chair E&F subcommittee meetings.
3. Prepare and submit written reports of activities of the subcommittee for the COS Committee meetings and send to COS Host.
4. Present a budget to the Committee Treasurer, subject to Committee approval.
5. Oversee all entertainment and fundraising planning activities. It is suggested that this committee work closely with all other convention committees to successfully complete its objectives.
6. All events must be approved by the Host Committee before they are implemented. Events need to be planned far enough in advance to provide the fellowship with adequate information (flyers, etc.).



7. A list of all expenses must be presented for budget approval before each event. After the Convention Committee has approved the event and the budget, the Treasurer will issue the Fundraising Chairperson a check for the amount approved.
8. Oversee planning and carrying out of all entertainment events at the convention.
9. When applicable, obtain at least 3 bids for each entertainment contract.
10. Contracts need to be previewed and approved by the Host Committee before being signed.

**C. On-site:**

1. Responsible for accommodating female entertainers, back stage preparations, ticket taking, and being stationed at door during paid events. A minimum of 2 sub-committee members should be present at each entertainment function. This committee should work in conjunction with operations on all events.
2. If there are no on-site duties regarding entertainment, report to Vice-Chairperson or Chairperson of Operations for duties.
3. Attend all offsite fundraising events and be responsible to deliver all money raised from the event to the Convention Treasurer within 72 hours after each event.
4. Ensure all money raised at onsite Convention events, must be delivered to the Convention Treasurer immediately after the event.
5. Prepare a final E&F report for the Host Committee. Include any suggestions for future Entertainment/Fundraising Chairperson. This report should be presented at the final Host Committee meeting and should include budgets, expenditures and copies of receipts.

**IX. HOSPITALITY/GREETER**

**A. Requirements:** It is suggested that she have current and/or previous experience on a convention committee, preferably Hospitality experience with a minimum of five (5) years continuous clean time and the willingness to serve.

**B. Duties:**

1. Coordinates sub-committee meetings.
2. Communicates and keep fully abreast of the interaction of the subcommittees mentors and advises others where needed or upon request.
3. Prepare and submit written reports to the Committee, the ASC/RCS/RSO and the COS AC to enhance communications between each body.
4. Communicates duties of sub-committee, which include but are not limited to:
  - i. Responsible for staffing Hospitality Room for duration of convention.
  - ii. Purchase supplies for Hospitality Room.
  - iii. Hospitality suite hours will be determined by the Hospitality committee and brought to the Convention Committee for approval. (Hospitality suites are closed during main meetings).
  - iv. Communicates with the Hotel liaison in order to review a proposed menu of snacks, which may be available in the hospitality suites (hotels differ in what items they will allow to be brought in).
  - v. Prepare a budget to determine projected cost of food and drinks.
5. Establishes volunteers and delegates volunteer duties.
6. Calling the volunteers and setting up time slots convenient to the volunteers, two hours or more at a time or possibly a four-hour slot.

**C. On-site:**

1. Setting up the Hospitality Room on site.
2. Overseeing the room throughout the Convention.
3. Cleaning the room at the conclusion of the Convention.
4. Subcommittee should accept donations on site. Donations are a regenerative fund, so more items may be purchased as the supply is depleted.
5. It is the subcommittee's responsibility to work with the Treasurer to determine a plan for the accountability of funds.
6. It is optional to have a greeter at the door or decorating the room.
7. If subcommittee members are not needed in Hospitality Room, report to Vice Chairperson.

**X. HOTEL REP/CONTRACT NEGOCIATOR**

**A. Requirements:** It is suggested that she have at least 2 years' experience on a convention Committee, business and negotiating skills and a minimum of 5 years continuous clean time.

**B. Duties:**

1. Prepares all contracts for use of hotels, convention centers, vendors, materials, services and entertainment providers needed.
2. Reviews all contracts on a regular basis to monitor for payment schedules and adhere to budgets.
3. Aids the Committee Chairperson or Vice-chairperson in presenting contracts and bids to the ASC/RSC/RSO for their review and approval (if required).
4. Serves, along with the Host/Operations Subcommittee Chairperson, as a contact with hotel and convention center facilities personnel.
5. Mentors and aids all Committee and Subcommittee members in fulfilling their responsibilities.
6. Aids Chairperson in implementing sound and prudent decision making during the convention.
7. Maintains budgets and records of past convention's hotel and convention center costs, room blocks and pickups, food and beverage spent and all convention income and expenses including contracts and invoices.
8. Trains and mentors the Assistant Contract Negotiator.
9. Maintains a close working relationship with the ASC/RSC/RSO and COS AC Hotel Liaison.

**XI. ASSISTANT HOTEL REP/CONTRACT NEGOCIATOR**

**A. Requirements:** It is suggested that she have at least 2 years' experience on a convention Committee, business and negotiating skills and a minimum of 5 years continuous clean time.

**B. Duties:**

1. Assist the Hotel Rep/Contract Negotiator as needed.
2. Reviews all contracts on a regular basis to monitor for payment schedules and adhere to budgets.
3. Aids Hotel Rep/Contract Negotiator in presenting contracts and bids to the ASC/RSC/RSO for their review and approval (if required).
4. Aids Hotel Rep/Contract Negotiator during the convention.

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

## XII. MERCHANDISE

**A. Requirements:** Merchandise Chairperson shall have a minimum of 5 years clean time; 3 years of service on the Area or Regional Convention Committee as a voting member and have a working knowledge of the 12 Steps and 12 Traditions.

**B. Duties:**

1. Coordinates Sub-Committee meetings.
2. Communicates to COS AC.
3. Coordinates duties of Sub-Committee, which include but are not limited to:
  - i. To obtain, provide, and sell appropriate NA merchandise at convention site.
  - ii. Submit all final contracts to the Host Committee for approval by COS no later than 60 days prior to the convention.
  - iii. Promptly submit all invoices to Host Treasurer.
  - iv. Arrange merchandise delivery to Hotel prior to the convention date.
  - v. Arrange and inventory all of the merchandise within 21 days prior to the convention and provide the Host Committee with a written report.
  - vi. Ensure all of the merchandise committee members that will work the Cash
  - vii. Registers get trained within 72 hours prior to the convention.
  - viii. Registers get trained within 72 hours prior to the convention.
  - ix. Ensure that the merchandise room is secured every night after closing.
  - x. Coordinate a money drop policy and procedure with the Treasurer.
  - xi. All new banks must be counted by Chair, Co-Chair or Liaison or Representative.
  - xii. Upon Conclusion of the convention submit a written inventory to the Treasurer.
  - xiii. Mentor and support all members of the merchandise team, including the Merchandise Vice Chair or Co-Chairperson.

## XIII. PROGRAM

**A. Requirements:** Program Chairperson shall have a minimum of 5 years clean time; 3 years of service on the Area or Regional Convention Committee as a voting member and have a working knowledge of the 12 Steps and 12 Traditions.

**B. Duties:**

1. Coordinates communications and all contact with selected speakers, leaders and readers upon Chairperson's delegations.
2. Confirms travel arrangements.
3. Determines special needs (physically impaired).
4. Coordinates with all sub-committees and develops program accordingly
5. Sets number of meetings.
6. Prepares schedule of meetings.
7. Prepares necessary flyers for Program Committee (speaker CD) within 90 days of organizational meeting.
8. Final program must be complete sixty days prior to convention including notification of speakers and leaders and be ready for print.
9. Notify Arts and Graphics of needed signage (60) days prior to convention.

10. Solicit bids from recording companies (3 bids), review proposals with host and
11. make recommendations.
12. Work with treasurers to make travel arrangements and work with Hotel Liaison to make room reservations.
13. Make arrangements to ensure speakers have necessary transportation to and from convention site.
14. Make arrangements for hearing impaired interpreters.
15. Remind speaker to sign in when they arrive on site and 1 hour prior to their meeting.
16. Responsible for format, census, and readings for each meeting.
17. Responsible for facilitating geographic and clean-time count downs.
18. Support and mentor all Program Committee members including the Vice Chair or Co-Chair.

**C. Main Speaker Selection (all speakers should be vetted by the Program Sub-Committee)**

1. Main speakers shall be active members of Narcotics Anonymous with a minimum of 10 years clean time and a working knowledge of the 12 Steps and 12 Traditions of NA.
2. All main speakers must submit a cd to qualify as a main speaker.
3. No main speaker shall be a member of the Host Committee or the AC.
4. Main Speakers shall get complementary airfare, if needed; lodging and a complete convention registration package.
5. Main speakers are comprised of: Friday night opening, Saturday night and Sunday morning (Saturday afternoon optional).
6. No other convention participant (i.e. workshop speakers, leaders) will get airfare, lodging or a free convention package.
7. Speakers are not chosen before the speaker cut-off date.
8. Speakers are selected by group conscious in the Program Sub-Committee meeting and approved by the Host Committee. **DO NOT CONTACT SPEAKER UNTIL APPROVED BY HOST COMMITTEE.**
9. Have back up speakers available in case of emergency.

**D. Workshop Speaker Selection (all speakers should be vetted by the Program or Host Committee)**

1. Workshop speakers must be an active member of Narcotics Anonymous with a 5 year clean time and working knowledge of steps and traditions.
2. Workshop speakers are selected by group conscious in the Program Committee meeting and approved by the host committee prior to notification.
3. Speakers are selected through CD submission and suggestions of other program convention committee members.
4. Have back up speakers available in case of emergency.

**E. Program Etiquette:** What is discussed in program meetings stays in program meetings. No mention of possible selections shall be done until final program has been approved by the Program or Host Committee.

**F. On-site**

1. Insure that out-of-town speakers have necessary transportation to and from
2. convention site.
3. Works in conjunction with Program Chairperson in welcoming speakers.

4. Start and monitor scheduled meetings and workshops.
5. Work closely with the chosen recording company while on site.
6. Maintain a speaker leader check-in station or room.
7. Setup table decorations and table favors for banquet.
8. Optional to obtain main speaker thank you token to present on site.

#### XIV. REGISTRATION

**A. Requirements:** Registration Chairperson shall have a minimum of 5 years clean time; 3 years of service on the Area or Regional Convention Committee as a voting member and have a working knowledge of the 12 Steps and 12 Traditions. **FIRST REGISTRATIONS ARE SOLD ONSITE AT CURRENT YEAR CONVENTION AT REDUCED RATE AFTER SATURDAY NIGHT MAIN MEETING.**

**B. Duties:**

1. Work close with Arts and Graphics chair to generate brochures and flyers.
2. Delegate members of the registration sub-committee to stuff registration packages.
3. Attend and facilitate all regular Subcommittee meetings.
4. Support and mentor all Registration Subcommittee members including the Vice Chair or Co-Chair.
5. Inventory all Pre-registration and other items that will be picked up
6. Set up registration spread sheet to ensure all registrations are being logged and reported.
7. Provide the subcommittee with the information necessary for its functioning, including convention guidelines, proposed budget, timelines, etc.
8. Work with other sub-committees to ensure special on-site registration and standard registration brochures are financially acceptable.
9. Work closely with treasurers and confirm count.
10. Works in conjunction with Treasurers in programming registers prior to trainings.
11. Responsibility for cash register training.
12. Responsible for keeping accurate records of all money sent to Treasurer.
13. Process ALL registrations in a timely manner.
14. Responsible for mailing out registration confirmation forms.
15. Develop registration packets.
16. Order items for the registration packets.
17. Keep accurate records of pre-registration and on-site registration.
18. Provide final report in timely manner. Include all numbers. All Pre-registrations and other items.

**A. On-site**

1. Only Registration Subcommittee voting members and Advisory Liaison shall operate cash registers on-site.
2. In conjunction with Treasurer, all registration badges and paid event tickets shall be counted and distributed among registers as needed by Chair, Co-chair or Liaison, and shall also be counted and provide with each treasury bank. If you run out contact Chair, Co-Chair, and AC Liaison. **DO NOT BORROW/BUY FROM ANOTHER REGISTER.**
3. All new banks must be counted by Chair, Co-chair, Liaison or Representative.

XV. VOLUNTEER COORDINATOR/SERENITY KEEPER

**A. Requirements:** Liaison between all convention Sub-Committees and attendees who wish to be of service. One (1) year continuous clean time.

**B. Duties:**

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

XVI. WEB MISTRESS

**A. Requirements:** Some knowledge of web-design. 2 years experience on a convention Committee, 5 years continuous clean time.

**B. Duties:**

1. Work closely with AC web mistress to provide required material
  - i. Art work, logo, color scheme, clean time requirements, contact information, deadlines, hotel.
2. Provide suggested changes to AC web-mistress in timely manner.
3. Confirm all sub-committee emails and information is correct and usable.
4. Confirm registration links & payments are correct and usable.
5. Support and mentor all potential & future Web Mistresses.

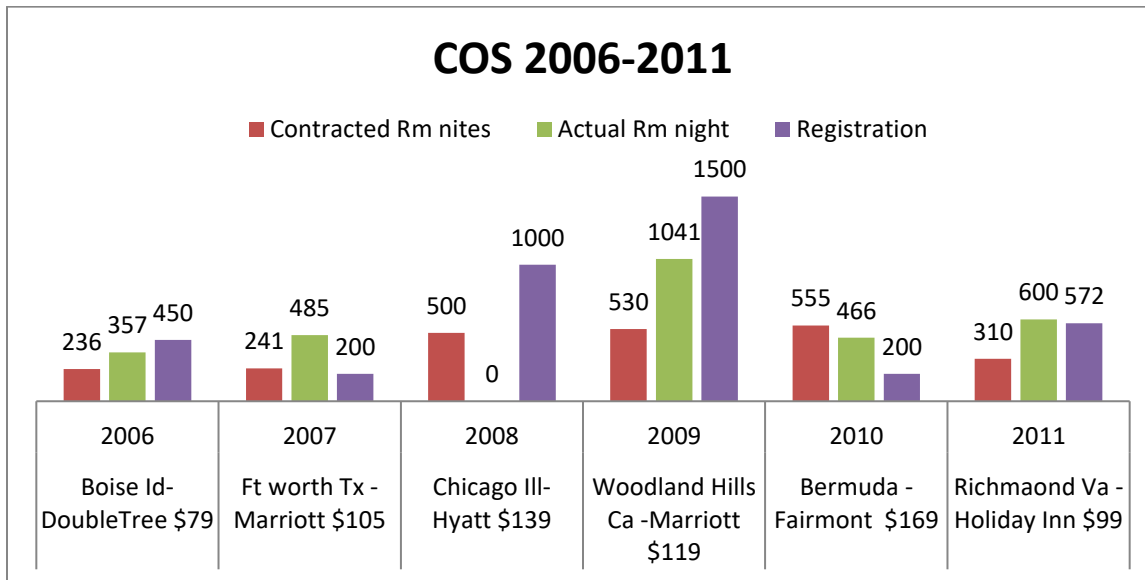
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<b><i>Event</i></b>	<b><i>Dates</i></b>	<b><i>Location</i></b>	<b><i>Hosting NA, service body</i></b>	<b><i>Theme</i></b>
COS I	Feb. 20-22, 1998	Portland, Oregon	Portland Area Service Committee	Unity and Diversity Through Recovery
COS II	Feb. 26-28, 1999	Seattle, Washington	Everett Area Service Committee	If you want what we have ...
COS III	March 10-12, 2000	Houston, Texas	Northside Area Service Committee	The Very Essence
COS IV	March 2-4, 2001	Vancouver, British Columbia	British Columbia Regional Service Committee	Anything is Possible
COS V	Feb. 15-17, 2002	San Jose, California	Northern California Regional Service Committee	I Believe in Miracles, for I Am One
COS VI	Feb. 28 - Mar. 2, 2003	Bloomington, Minnesota	South Suburban Fireside Area Service Committee	I am my Sister's Keeper
COS VII	Feb. 27-29, 2004	Seattle, Washington	Seattle Area Service Committee	Leap of Faith
COS VIII	Feb. 18-21, 2005	Brooklyn, New York	Brooklyn, New York	The Wind Beneath My Wings
COS IX	Feb. 24-26, 2006	Boise, Idaho	Treasure Valley Area Service Committee	Sharing Experience Strength and Hope
COS X	Feb. 23-25, 2007	Dallas/Ft Worth, Texas	Dallas/Ft Worth, Texas	Circle of Hope
COS XI	Feb. 1-3, 2008	Chicago, Illinois	Chicagoland Region Service Committee	Sisters on a Spiritual Journey
COS XII	March 3-6, 2009	Woodland Hills, California	San Fernando Valley Area	A Spirit Beyond Our Dreams
COS XIII	Feb, 26-28, 2010	Southampton, Bermuda	Bermuda Area	H.O.P.E. Becomes Reality
COS XIV	Feb. 11-13, 2011	Richmond, Virginia	Richmond, Virginia Area	You Can't Stop A Circle Of Sisters
COS XV	Feb. 24-26, 2012	Portland, Oregon	Portland Area Service Committee	Freedom Through the Steps
COS XVI	March 15-17, 2013	Tulsa OK	Eastern Area Service Committee of Oklahoma	Stepping into The Circle of Recovery
COS XVII	March 7-9, 2014	St. Louis, Missouri	St. Louis	Gateway to Hope & Endless Possibilities
COS XVIII	Feb 27-Mar 1, 2015	Los Angeles, Ca	Greater LA Area	Diversity is Our Strength
COS XIX	Feb 24-26, 2016	Dallas TX	Dallas Area	See a Miracle
COS XX	Feb. 17-19, 2017	Chicago Ill	Chicagoland Region	Standing on Spiritual Principals
COS XXI	Feb. 16-18, 2018	Burlingame Ca	Northern California Regional Service Committee	Changing the World, One Sister at a Time

## PREVIOUS CONVENTION HOTEL CHARTS

### CHART 1

	VII Boise Id- Doubletree \$79	VIII Ft worth TX - Marriott \$105	XIV Chicago Ill- Hyatt \$139	XII Woodland Hills Ca - Marriott \$119	XIII Bermuda - Fairmont \$169	XIV Richmond VA - Holiday Inn \$99
	2006	2007	2008	2009	2010	2011
Contracted Rm nights	236	241	500	530	555	310
Actual Rm night	357	485	*	1041	466	600
Registration	450	200	1000	1500	200	572

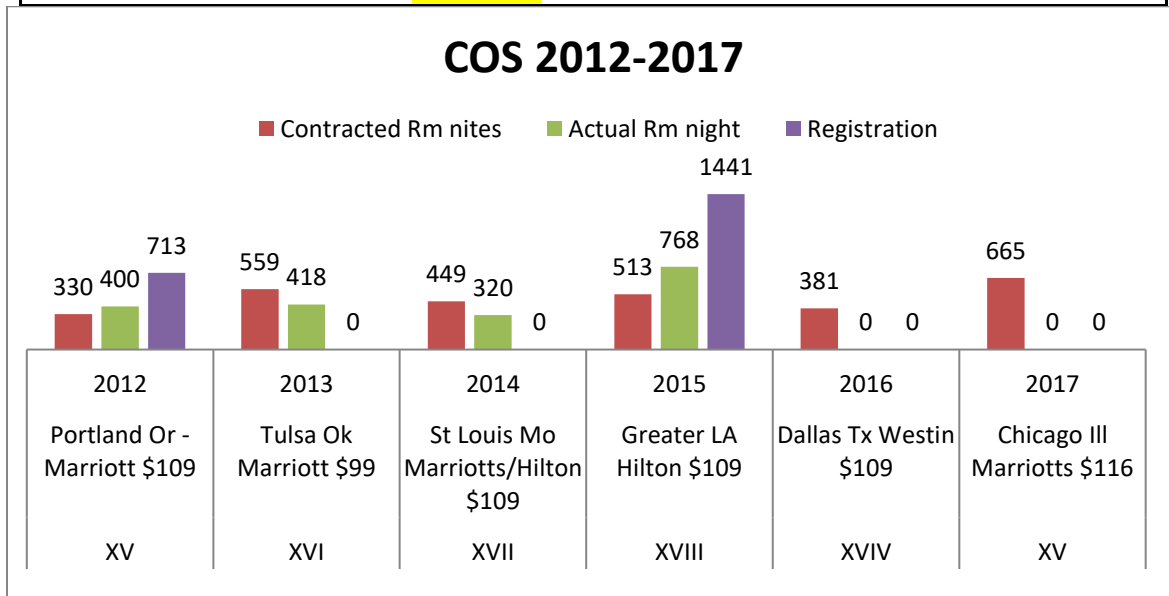




## PREVIOUS CONVENTION HOTEL CHARTS

### CHART 2

	XV Portland Or - Marriott \$109	XVI Tulsa Ok Marriott \$99	XVII St Louis Mo Marriott's/Hilton \$109	XVIII Greater LA Hilton \$109	XIV Dallas TX Westin \$109	XV Chicago Ill Marriott's \$116
<b>2012-2017</b>	2012	2013	2014	2015	2016	2017
Contracted Rm nights	330	559	449	513	381	804
Actual Rm night	400	418	320	768	916	0
Registration	713	*	750?	1441	0	0



Note: \* needs additional information.