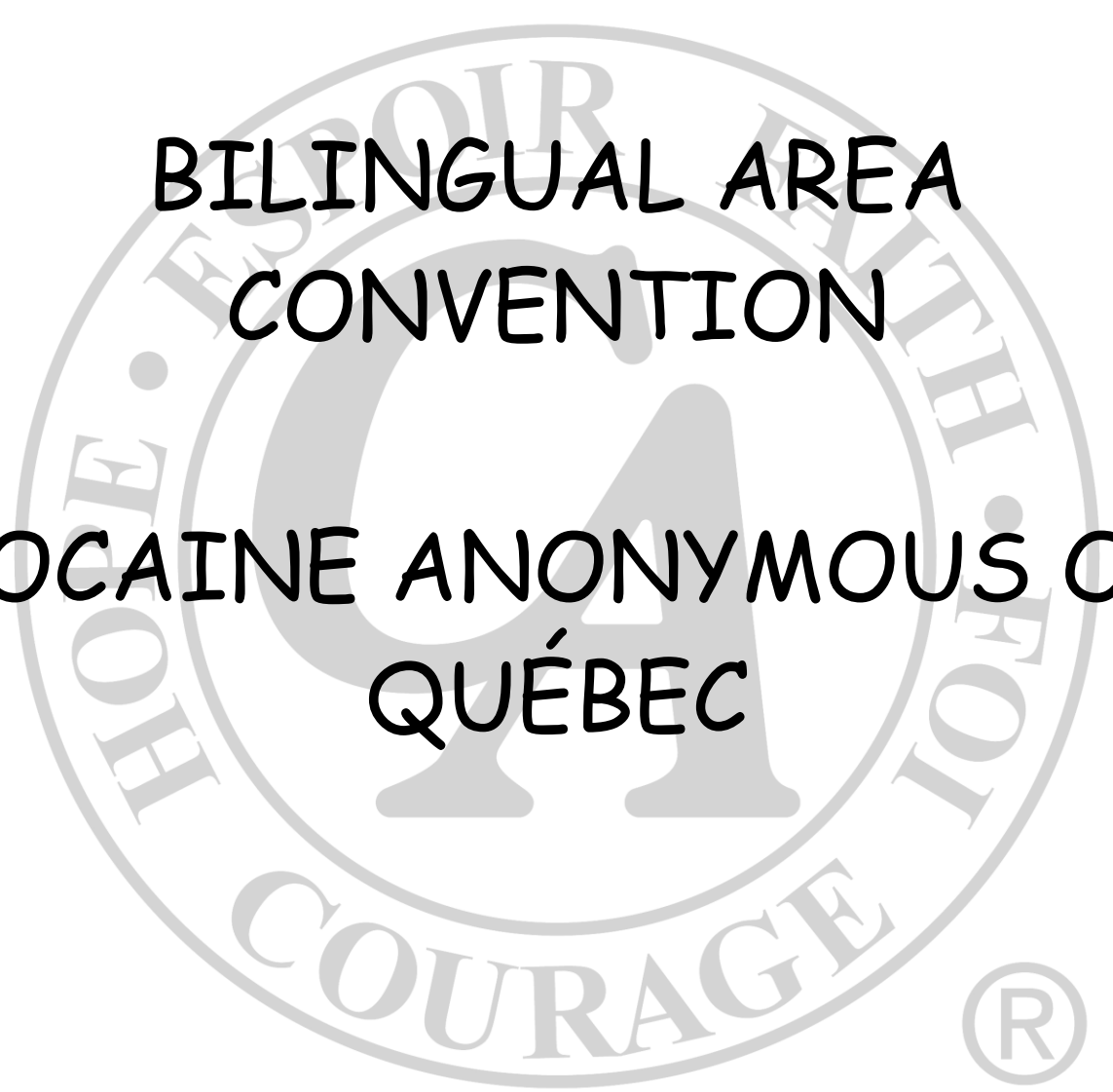


BYLAWS

BILINGUAL AREA
CONVENTION

COCAINE ANONYMOUS OF
QUÉBEC



2014

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- 1) The meetings are held on 1945, Papineau Street, Montreal.
- 2) Frequency and time of General meetings : always at 7:00 p.m. or at the discretion of the President:
 - a) until 3 months prior to the convention, monthly, to be determined during the first annual meeting;
 - b) three months prior to the convention, each 2 weeks;
 - c) one month prior to the convention, each week.

Note : If needed, the President can schedule other meetings.
- 3) Any member of the Fellowship can attend the meetings.
- 4) Members with voting rights:
 - a) For the first meeting, any member present
 - b) After the first committee meeting, any member with a position on the Convention committee
 - c) Any member with a position on the Area committee.
- 5) Any voted decisions accepted as long as the majority is obtained.
- 6) Any suggestion can be voted on right away (in case of emergency) or if a reflection is needed, the vote can be postponed to the next meeting, and one of the two members who suggested that new business must be present when the vote is taken.
- 7) At the Convention Committee meetings, the quorum rule is the following:
 - a) 50% + 1 of the elected members of the Convention Committee should be present.
 - b) During the meeting, there is still quorum if 2/3 of the attending members at the beginning of the meeting are still present.
- 8) As an ad-hoc member of all committees, the President must vote in the general convention committee meetings only in the event of a tie.
- 9) If only one member presents himself for service work, he must obtain 2/3 of the votes to be elected.
- 10) Length of sobriety is strongly suggested. A candidate without the suggested sobriety time can be eligible if 2/3 of the attending members agree.

<p>11) All members holding a job on the Convention Committee must be present at all the general convention meetings.</p>
<p>12) If a member of the Convention Committee does not attend 2 consecutive general meetings without a valid reason, the Chairperson or any member of the Convention Committee can request a vote for the dismissal of the member. The job becomes vacant.</p>
<p>13) Each of the following sub-committee chairpersons should submit a written report to the secretary, if required: Programming, Treasurer, Hotel Liaison and Tickets sale.</p>
<p>14) Steering Committee meetings are scheduled by the Chairperson and are held when needed.</p>
<p>15) The group conscience can recommend replacement(s) of the Chairperson or of another Steering Committee member at the general convention meetings, under valid reasons (for example, non-performance, loss of sobriety time and others).</p>
<p>16) All members of the Organizing Committee must respect the Cocaine Anonymous policy statement in their interactions with outside providers to the Fellowship.</p>
<p>17) During the election of members on the Convention Committee, the members applying for these jobs will go outside the room when the vote is taken.</p>
<p>18) All members of the Convention Committee must inform the President, Co-President, Vice-President or the Secretary if they can't attend one of the general convention meetings.</p>
<p>19) All external correspondence must be forwarded to a postal box or an electronic address, effective from the beginning, never to a member's personal address.</p>
<p>20) Upon the creation of the new convention committee, the committee will proceed to a revision of the convention bylaws with the participation of the regional services committee.</p>

Note :

This bylaws document was voted and accepted by the Steering Committee of the 8th Cocaine Anonymous Quebec Area Convention, composed of Marianna G., Yvan S., Jean P. and Serge St.

Bylaws revised November 13th, 1994 by the Organizing Committee of the 9th Cocaine Anonymous Quebec Area Convention.

Bylaws were revised on October 20th, 1996, voted and approved by the Bylaws Committee of the 11th, Cocaine Anonymous Quebec Area Convention.

Bylaws were revised on October 17th, and November 21st, 2001, by the Steering Committee of the 2002 Area Convention.

Bylaws were revised on March 2nd, 2008 by the Organizing Committee of the 22nd Area Convention.

Bylaws were revised on April 26th, 2009 by the Organizing Committee of the 23rd Area Convention.

Bylaws were revised on March 6th, 2011 by the 25th Area Convention Committee.

Bylaws were revised on March 11th, 2012 by the 26th Area Convention Committee.

Bylaws were revised on March 17th, 2013 by the 27th Area Convention Committee.

Bylaws were revised on March 23th 2014 and adopted by the 28th Area Convention Committee.

THE MISSION

The mission of the Quebec Regional Cocaine Anonymous Conventions is to promote enthusiasm and unity within the Fellowship of Cocaine Anonymous and financially support the Area's effort to carry the message of Cocaine Anonymous to the addict who still suffers.

The Regional Convention Committee is a committee of the Quebec Area Cocaine Anonymous and as such must submit monthly reports to the Area Service meetings.

Statement of policy of Cocaine Anonymous in their interactions with outside providers to the Fellowship

In keeping with both the 12 Traditions as well as the spirit work in Cocaine Anonymous, it appears appropriate for C.A. members involved in service to be careful in their dealings with outside vendors, businesses and/or services. Specifically, quite often what is service work to the C.A. member is business (i.e. money) to the business being dealt with. Consequently, the business may provide, or at least attempt to provide certain "perks" (i.e. benefits, gifts) to the C.A. member or members responsible for the decision(s) as to who to use or buy from for the particular C.A. event/activity. What is important here is that the Fellowship receives the benefit of impartial decisions based upon what is best for the Fellowship.

Whenever a decision-maker is the recipient of "outside benefits", there is always the possibility that his or her judgement may be affected. Moreover, even when the receipt of such benefits does not in fact influence the Cocaine Anonymous member, it nevertheless gives the appearance to others, both inside and outside the Fellowship. Such an appearance can only lead to unnecessary controversy. Such benefits belong to the Fellowship of Cocaine Anonymous and as such, must be treated accordingly.

Certainly, none of us ever want outside businesses to believe that a C.A. member in service could be so influenced. Such action could only lead C.A. as a whole having a tarnished reputation with the business community.

In light of the above, it seems only appropriate that members in service agree with and acknowledge the within Statement of Policy.

THE NINTH CONCEPT

No matter how carefully we design our service structure of principles and relationships, no matter how well we apportion authority and responsibility, the operating results of our structure can be no better than the personal performances of those who must manage it and make it work. Good leadership cannot function well in a poorly designed structure. But weak leadership can hardly function at all, even in the best structure. No society can function well without able leadership in all its levels, and Cocaine Anonymous can be no exception. Fortunately our society is blessed with any amount of real leadership – the active people of today and the potential leaders of tomorrow as each new generation of able member swarms in. We have an abundance of men and women whose dedication, stability, vision and special skills make them capable of dealing with every possible service assignment. We have only to seek these folks out and trust them to serve us. A leader in C.A. service is therefore a man or woman who can personally put principles, plans, and policies into such dedicated and effective action that the rest of us want to back him up and help him with his job.

Good leadership will also remember that a fine plan or idea can come from anybody, anywhere. Consequently, good leadership will often discard its own cherished plans for others that are better, and it will give credit to the source.

Good leadership never passes the buck. Once assured that it has, or can, obtain sufficient general backing, it freely takes decisions and puts them into action forthwith, provided of course that such actions be within the framework of its defined authority and responsibility.

Another qualification for leadership is “give and take,” the ability to compromise cheerfully whenever a proper compromise can cause a situation to progress in what appears to be the right direction. We cannot, however, compromise always. Now and then it is truly necessary to stick flat-footed to one’s conviction about an issue until it is settled.

Our leaders do not drive by mandate, they lead by example. In effect we are saying to them, “**Act for us, but don’t boss us.**”

From “The A.A. Service Manual & 12 Concepts for World Service”, copyright 1986
Adapted by Cocaine Anonymous, October 1994

THE STEERING COMMITTEE

The Steering Committee is composed as follows:

Chairperson, Co-Chairperson, Vice President, Programming Directors (2), Treasurer, Hotel Liaison Representative, Secretary and Ticket sales Representative.

The Steering Committee...

- 1) Has, for primary purpose, the convention orientation.
- 2) Is responsible for the planning of each of the preparation steps.
- 3) Must determine the deadlines, for the work to be done, of all the sub-committees.
- 4) Is the guardian and sees that the traditions and bylaws are respected.
- 5) Must prepare a directional plan for the special events.
- 6) Oversees the proper functioning of the sub-committees.
- 7) Oversees all the decisions taken by the sub-committees and must approve those decisions.

Note The sub-committees heads (Vice-President, Programming, Treasurer and Hotel Liaison) are the liaison agents between each of their sub-committees and the Steering Committee.

THE EXPENSES COMMITTEE

The Expenses Committee is composed as follows:

Chairperson, Co-Chairperson, Vice President, Treasurer, Vice Treasurer, Ticket Sales Representative and Secretary.

The Expenses Committee...

- 1) Must prepare a detailed budget for the convention and present it to the Area Services Committee.
- 2) Collects bids and information from Steering Committee members on required materials for purchase and/or lease and/or rental.
- 3) Authorises expenditures in excess of \$100 providing a minimum of 3 bids have been received.
- 4) Is not required to contract with the lowest bidder.
- 5) The Chairperson is a voting member of this committee.

Note All bids submitted to the Expenses Committee must be in writing. The purpose of the Expenses Committee is to oversee and approve the expenditures of the Convention. Whenever possible, services should be performed by volunteer members of the C.A. Fellowship.

THE PROGRAMMING COMMITTEE

The Programming Committee is composed as follows:

Vice President, Programming Directors (2), Public Information Representative, Printing & Logo Representative and Secretary.

The Programming Committee is responsible for the physical production of the program. It is responsible for the content, the arrangement and the page-setting.

THE OPERATIONS COMMITTEE

The Operation Committee is composed as follows:

Vice President, Programming Directors (2), Room Manager, Hotel Liaison Representative, Security Director and Secretary.

The Format Operations Committee is responsible to put in writing the formats to be followed at all the meetings being held before (Fundraisings) or during the Convention week-end. Here is a summary list: bilingual meetings, workshops, marathon meetings, sobriety countdown, and others.

FINANCIAL GUIDELINES

- 1) Trusted servants elected to handle the money should be chosen with much care.
- 2) The cheques bank account must require two of three signatures, be it the Chairperson, Vice President or Treasurer. Equally if necessary the Vice Treasurer and/or Secretary could be co-signers.
- 3) Money handling and Bookkeeping should be separated. Another officer should check the financial results.
- 4) The treasurer must submit a monthly report to the Convention Committee as a whole.
- 5) Never sign blank cheques.
- 6) Keep an accurate bookkeeping system. The Area Service Committee may consider using a professional accountant.
- 7) An Expenses Committee may be formed to monitor and approve the expenses. All non-operational expenses must be approved by the Spending Committee.
- 8) Receipts and bills for all expenses must be kept for the record.
- 9) We need two (2) people for money handling.
- 10) Money should be deposited immediately following a fundraising event.
- 11) During the Convention for every \$1000 accumulated, the money should be deposited in a secured place. Furthermore, the treasurer should be accompanied by Security Director.

POSITION: CHAIRPERSON

Requirements:

- Sobriety required** : 2 years continuous
- Service work in C.A. required** : having participated in a C.A. convention
- Qualification** : strong leadership
-

Duties:

- 1) Primary purpose is the orientation of the Convention.
- 2) Promotes the Convention within the Fellowship.
- 3) Oversees the planning stages of the preparation of the convention.
- 4) Sets deadlines and work to be done for all the committees and sub-committees.
- 5) Calls, attends and chairs over all the general assemblies and Steering Committee meetings.
- 6) Submits a written report and attend the Area Service Meetings.
- 7) Oversees the preparation of a budget for the Convention and submit it to Area
- 8) Is the Guardian and insures the respect of the 12 Traditions, the Bylaws and the Policy Statement of Cocaine Anonymous.
- 9) Is one of the three signing officers of the Bank account.
- 10) Is a voting member of the Expenses Committee.
- 11) Co-signs with the Hotel Liaison Representative the contract for the rental of the rooms for the Convention.
- 12) Is an ad hoc member of all Committees and votes only in case of a tie.
- 13) Is one of three responsible for spending guide.
- 14) Is co-responsible with the Treasurer for closing the books, i.e. bank account, financial report (including invoices and receipts) and transfer funds to the Area Service Committee.
- 15) Schedules and chairs the post mortem meeting, in order to receive the last committees' reports. This meeting should take place in the 30 days following the end of the Convention. These reports should be forwarded to the Area Service Committee 30 days following the post mortem meeting.
- 16) Submits a final report of the Convention to Area Service Committee and also presents the Vice President who should be approved as the chairperson for the next Regional Convention.
- 17) Makes sure all media articles be given to the Area Service Committee after the Convention.

POSITION: CO-CHAIRPERSON

Requirements:

Sobriety required : 2 years continuous

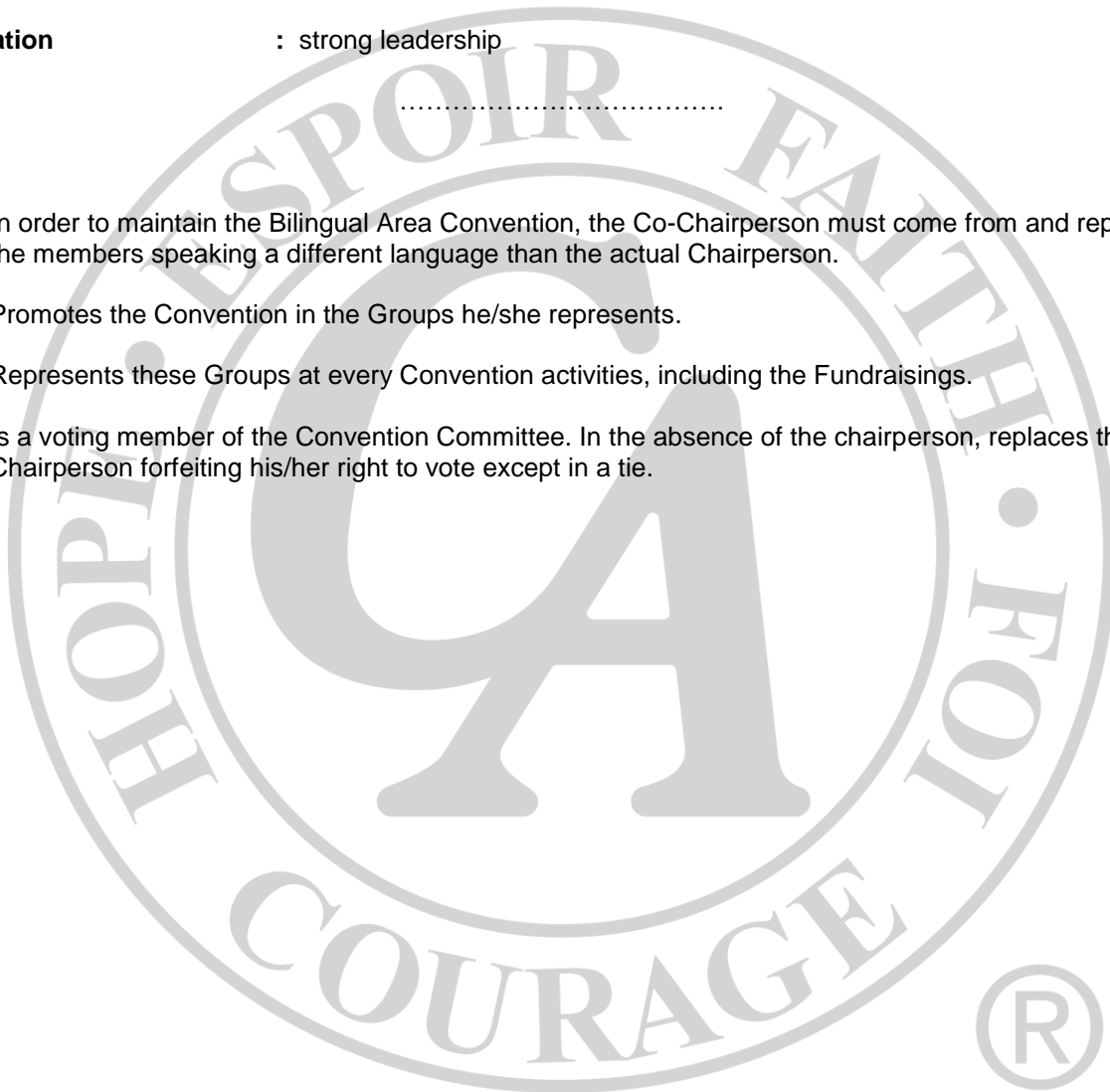
Service work in C.A. required : having participated in a C.A. convention.

Qualification : strong leadership

.....

Duties:

- 1) In order to maintain the Bilingual Area Convention, the Co-Chairperson must come from and represent the members speaking a different language than the actual Chairperson.
- 2) Promotes the Convention in the Groups he/she represents.
- 3) Represents these Groups at every Convention activities, including the Fundraisings.
- 4) Is a voting member of the Convention Committee. In the absence of the chairperson, replaces the Chairperson forfeiting his/her right to vote except in a tie.



POSITION: VICE-PRESIDENT

Requirements :

Sobriety required : 2 years continuous

Service work in C.A. required : having participated in a CA convention committee

Qualifications : leadership

Duties :

- 1) Seconds the Chairperson of the Convention in his/her duties.
- 2) Promotes the Convention within the Fellowship.
- 3) Is a voting member of the Convention Committee and replaces the chairperson and the co-chairperson their absence, forfeiting his/her right to vote except in a tie.
- 4) Is one of the three responsible, along with the chairperson and the treasurer, in the application of the spending guide.
- 5) Is responsible for the sub-committees – consisting of Public information, Outreach, 12th Step, Listening & Greeting and Printing & Logo.
- 6) Is part of the Steering Committee.
- 7) Is one of the 3 signing officers at the bank.
- 8) Is the Guardian of the “12 Traditions” (mediator) during meeting and at the convention.
- 9) Assumes the position with the goal to be Chairperson the following year.

POSITION: TREASURER

Requirements :

Sobriety required : 2 years continuous

Service work in C.A. : treasurer at group level in C.A.

Qualifications : must qualify as a signing officer of a bank account, knowledge of accounting / bookkeeping, stable employment or revenue.

.....

Duties:

- 1) Keeps a record of all money incoming / outgoing.
- 2) Is responsible for recuperating all money including N.S.F checks.
- 3) Is one of the 3 signing officers for the Convention bank account.
- 4) Is part of the Expenses Committee.
- 5) Is responsible for the following sub-committees : Special events, Merchandising, Registration and Coffee.
- 6) Personally prepares and updates the financial reports, which are to be submitted at the Convention general meetings.
- 7) Is responsible for receiving money, accounting and depositing them in the bank on a weekly basis.
- 8) Opens a bank account for the Convention along with the Chairperson and the Vice-President.
- 9) Prepares the list of pre-registrations received and gives it to the registration at the opening of the Convention.
- 10) Supplies necessary change for people handling money.
- 11) Establishes a system for handling the money during the Fundraisings and at the Convention.
- 12) Distributes a copy of the budget to the members of the Convention Committee.
- 13) Supervises the handling of money during Fundraisings.
- 14) Is part of the Steering Committee.

**POSITION: TREASURER
(continued)**

- 15) Attends all Special events and is responsible of the cashboxes.
- 16) Must deposit all money immediately after a special event and at the Convention for each \$1000 accumulated. The treasurer should be accompanied by the Security Director.
- 17) Delegates certain duties to the Vice Treasurer.
- 18) Works closely with the Responsible for tickets sale.

N.B. All cheques require 2 of the 3 signing officers to be valid. Never pre-sign any cheques.

POSITION: VICE TREASURER

Requirements :

Sobriety required : 2 years continuous

Service work in C.A. : treasurer at group level in C.A.

Qualifications : knowledge of accounting / bookkeeping, stable employment or revenue
.....

Duties:

- 1) Principal duties to be defined by the treasurer, according to skills of the person.
- 2) Presented by the Treasurer and voted in by the Convention Committee.

POSITION: SECRETARY

Requirements :

Sobriety required : 1 year continuous

Service work in C.A required : service at group level

Qualifications : knowledge of secretarial duties
.....

Duties:

- 1) Attends all the general assemblies and Steering Committee meetings
- 2) Prepares and types the minutes.
- 3) Prepares the "attendance sheet" for all members attending to sign.
- 4) Keeps record of the agendas, minutes, and attendance sheets.
- 5) Makes copies of the agenda for the general assemblies and Steering Committee meetings.
- 6) Makes copies of the minutes and the organizational diagram for the Convention Committee and the Area.
- 7) Submits to the Area Service Committee a copy of the minutes, the organizational diagram and the financial reports.
- 8) Is responsible for the telephone and email contacts lists.

POSITION: FRENCH PROGRAMMING DIRECTOR

Requirements:

Sobriety required : 2 years continuous

Service work in C.A. required : have done service as an officer in a meeting and fulfilled his/her term

Qualifications : strong leadership and organisational skills; able to lead a team

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Duties:

- 1) Oversees, schedules and conducts all the Programming sub-committee meetings.
- 2) Is responsible for the Programming Sub-Committee which includes the bilingual meetings, the marathon meetings and the workshops.
- 3) Is a part of the Steering, Program and Format to be Followed committees.
- 4) Is responsible for the content of the program and to submit the program to Printing and Logo according to the delay stipulated.
- 5) Coordinates space requirements with the Room Manager.
- 6) Collaborates with Printing & Logo for the page set-up of the program.
- 7) Must submit a written report of the evolution of the Programming Sub-Committee at the monthly convention meetings.
- 8) Is responsible for the French team.
- 9) Collaborates with the English team for the preparation of the program.
- 10) Collaborates with the Fundraising Coordinator in the choice of speakers at fundraising events, if needed.
- 11) Proposes topics, leaders and speakers to the Programming Sub-Committee, at the latest 2 months prior to the Convention.
- 12) Chooses speakers who have not shared in a bilingual meeting (opening, banquet, breakfast and closing) in the last five (5) years.

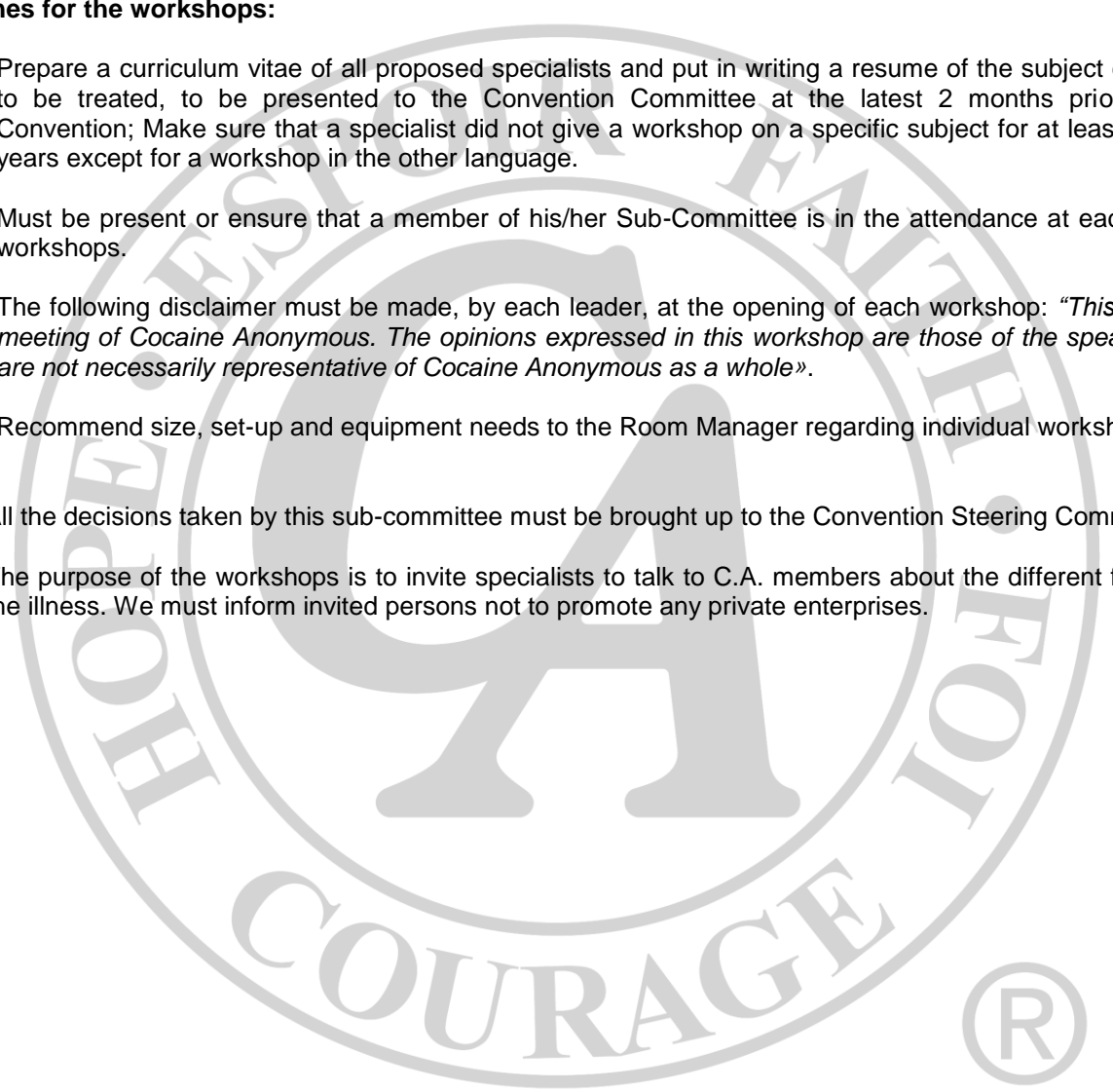
**POSITION: FRENCH PROGRAMMING DIRECTOR
(continued)**

Guidelines for the workshops:

- a) Prepare a curriculum vitae of all proposed specialists and put in writing a resume of the subject contents to be treated, to be presented to the Convention Committee at the latest 2 months prior to the Convention; Make sure that a specialist did not give a workshop on a specific subject for at least two (2) years except for a workshop in the other language.
- b) Must be present or ensure that a member of his/her Sub-Committee is in the attendance at each of the workshops.
- c) The following disclaimer must be made, by each leader, at the opening of each workshop: *“This is not a meeting of Cocaine Anonymous. The opinions expressed in this workshop are those of the speaker and are not necessarily representative of Cocaine Anonymous as a whole”*.
- d) Recommend size, set-up and equipment needs to the Room Manager regarding individual workshops.

N.B. All the decisions taken by this sub-committee must be brought up to the Convention Steering Committee.

The purpose of the workshops is to invite specialists to talk to C.A. members about the different facets of the illness. We must inform invited persons not to promote any private enterprises.



POSITION: ENGLISH PROGRAMMING DIRECTOR

Requirements:

Sobriety required : 2 years continuous

Service work in C.A. required : have done service as an officer in a meeting and fulfilled his/her term

Qualifications : strong leadership and organisational skills; able to lead a team

.....

Duties:

- 1) Oversees, schedules and conducts all the Programming sub-committee meetings.
- 2) Is responsible for the Programming Sub-Committee which includes the bilingual meetings, the marathon meetings and the workshops.
- 3) Is a part of the Steering, Program and Format to be Followed committees.
- 4) Is responsible for the content of the program and to submit the program to Printing and Logo according to the delay stipulated.
- 5) Coordinates space requirements with the Room Manager.
- 6) Collaborates with Printing & Logo for the page set-up of the program.
- 7) Must submit a written report of the evolution of the Programming Sub-Committee at the monthly convention meetings.
- 8) Is responsible for the English team.
- 9) Collaborates with the French team for the preparation of the program.
- 10) Collaborates with the Fundraising Coordinator in the choice of speakers at fundraising events, if needed.
- 11) Proposes topics, leaders and speakers to the Programming Sub-Committee, at the latest 2 months prior to the Convention.
- 12) Chooses speakers who have not shared in a bilingual meeting (opening, banquet, breakfast and closing) in the last five (5) years.

POSITION: ENGLISH PROGRAMMING DIRECTOR
(continued)

Guidelines for the workshops:

- a) Prepare a curriculum vitae of all proposed specialists and put in writing a resume of the subject contents to be treated, to be presented to the Convention Committee at the latest 2 months prior to the Convention; Make sure that a specialist did not give a workshop on a specific subject for at least two (2) years except for a workshop in the other language.
- b) Must be present or ensure that a member of his/her Sub-Committee is in the attendance at each of the workshops.
- c) The following disclaimer must be made, by each leader, at the opening of each workshop: *“This is not a meeting of Cocaine Anonymous. The opinions expressed in this workshop are those of the speaker and are not necessarily representative of Cocaine Anonymous as a whole”*.
- d) Recommend size, set-up and equipment needs to the Room Manager regarding individual workshops.

N.B. All the decisions taken by this sub-committee must be brought up to the Convention Steering Committee.

The purpose of the workshops is to invite specialists to talk to C.A. members about the different facets of the illness. We must inform invited persons not to promote any private enterprises.

POSITION: HOTEL LIAISON REPRESENTATIVE

Requirements:

Sobriety required : 2 years continuous

Service work in C.A. : service work in a Cocaine Anonymous convention

Qualifications : related business experience, organisational skills and great availability, contract negotiation and fulfilment ability

Duties:

- 1) Is responsible of the contract negotiation with the hotel.
- 2) Is co-responsible with the president to sign the leasing agreement for the convention venue.
- 3) Channels information between the hotel and the Room Manager for everything in relation with the fulfilment of the contract.
- 4) Works closely with the Steering Committee members regarding the hotel and banquet-breakfast contracts.
- 5) Has always a copy of the hotel contract as well as the banquet-breakfast contract at all the general and Steering Committee meetings.
- 6) Is responsible for the co-ordination of hotel spaces with the Room Manager.
- 7) Is a member of the Steering Committee and the Operations Committee.
- 8) Is responsible of the sub-committees which include Entertainment, Decoration, Security and Room Manager.
- 9) Makes sure the Treasurer participates in all financial aspects of the contract.

POSITION: TICKET SALES REPRESENTATIVE

Requirements :

Sobriety required : 2 years continuous

Service work in C.A. required : service experience as Treasurer in a Cocaine Anonymous group

Qualifications : leadership and organisational skills; able to lead a team, good contacts in each Cocaine Anonymous Districts, honest and responsible, stable employment or revenue.

Duties :

- 1) Puts in place a system and a team for fundraisings and Convention tickets sale.
- 2) Does tight follow-up of sale tickets, system and team.
- 3) Collects money from tickets sold and unsold tickets.
- 4) Is part of the Steering Committee and Expenses Committee.
- 5) Produces a written report at each general meeting of the Convention Committee.
- 6) Works closely with the Treasurer and the Special Events Coordinator.

POSITION: FRENCH MARATHON MEETINGS COORDINATOR

Requirements:

Sobriety required : 2 years continuous

Service work in C.A. required : attends many meetings and has done service in some of them, uprightness in the choice of speakers

Qualifications : organisation and a practical knowledge of the 12 Traditions and able to work in a team

.....

Duties:

- 1) Proposes speakers and leaders to the Programming Committee no later than 2 months prior to the Convention.
- 2) Confirms their presence with each speaker and meeting chairperson they choose no later than 10 days prior to the Convention.
- 3) Each marathon meeting must adopt one of the 2 following formats:
 - a) Speaker - Participation - Open (S-P-O)
 - b) Discussion - Closed (D-C);
- 4) Speakers and leaders for the marathon meetings must be CA members and selected to include all the different districts of Quebec in order to maximise participation at the regional level. We suggest one year or more of continuous sobriety and that they not have shared in the previous convention. Members of the acting Convention Committee cannot be speakers.
- 5) Minimum sobriety time for meeting chairperson is 6 months continuous.
- 6) Recommends space requirements, set-up and required equipment for all marathon meetings to the Responsible for French Programming.
- 7) Available to attend the Programming sub-committee meetings (approximately once a month).

POSITION: ENGLISH MARATHON MEETINGS COORDINATOR

Requirements:

Sobriety required : 2 years continuous

Service work in C.A. required : attends many meetings and has done service in some of them, uprightness in the choice of speakers

Qualifications : organisation and a practical knowledge of the 12 Traditions and able to work in a team

.....

Duties:

- 1) Proposes speakers and leaders to the Programming Committee no later than 2 months prior to the Convention.
- 2) Confirms their presence with each speaker and meeting chairperson they choose no later than 10 days prior to the Convention.
- 3) Each marathon meeting must adopt one of the 2 following formats:
 - a) Speaker - Participation - Open (S-P-O)
 - b) Discussion - Closed (D-C);
- 4) Speakers and leaders for the marathon meetings must be CA members and selected to include all the different districts of Quebec in order to maximise participation at the regional level. We suggest one year or more of continuous sobriety and that they not have shared in the previous convention. Members of the acting Convention Committee cannot be speakers.
- 5) Minimum sobriety time for meeting chairperson is 6 months continuous.
- 6) Recommends space requirements, set-up and required equipment for all marathon meetings to the Responsible for English Programming.
- 7) Available to attend the Programming sub-committee meetings (approximately once a month).

POSITION: COFFEE AND BEVERAGE COORDINATOR

Requirements :

Sobriety required : 1 year continuous

Service work in C.A. : having made coffee at group level

Qualifications : able to establish a timetable, bring out the dynamics in others and be punctual

Duties:

- 1) Sets up a timetable at the canteen.
- 2) Takes care of coffee and beverages at the Fundraisings and at the Convention.
- 3) Purchases the needed coffee and supplies at the Fundraisings and at the Convention.
- 4) Is responsible of the Convention inventory and brings back the supply after the Fundraisings and the Convention. Should present a report after each of these events.
- 5) Manages his/her team during the Fundraisings and at the Convention.
- 6) Should have access to a vehicle.

POSITION: DECORATION COORDINATOR

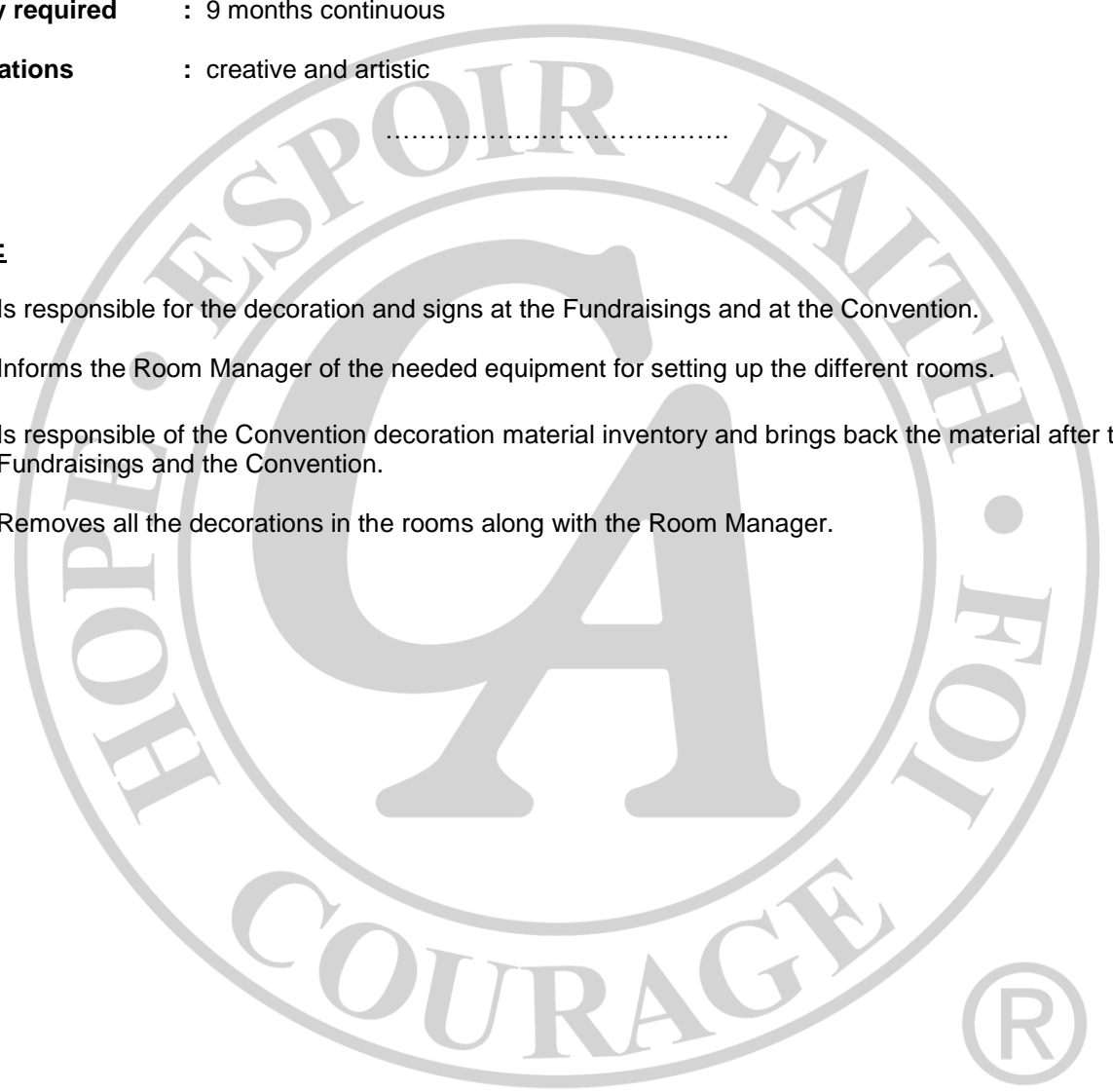
Requirements :

Sobriety required : 9 months continuous

Qualifications : creative and artistic
.....

DUTIES:

- 1) Is responsible for the decoration and signs at the Fundraisings and at the Convention.
- 2) Informs the Room Manager of the needed equipment for setting up the different rooms.
- 3) Is responsible of the Convention decoration material inventory and brings back the material after the Fundraisings and the Convention.
- 4) Removes all the decorations in the rooms along with the Room Manager.



POSITION: ENTERTAINMENT PLANNER

Requirements :

- Sobriety required** : 2 years continuous
- Service work in C.A.** : previous service in C.A.
- Qualification** : practical knowledge of light & sound equipment, familiar with show business
-

Duties :

- 1) Coordinates shows, if any, at the Convention and Fundraisings.
- 2) Is responsible of the countdown organization (hiring DJ and MCs, etc) and should present his/her choices to the Convention Committee for approval.
- 3) Is responsible for the light and sound equipment.
- 4) May suggest shows to the Special Events Coordinator.
- 5) Should present at least 3 submissions to the Expenses Committee for all purchases and rentals.
- 6) Informs the Room Manager of the needed space for his/her sub-committee.
- 7) Puts together a support team for each event.

POSITION: 12TH STEP AND GREETING SUB-COMMITTEE CHAIRPERSON

Requirements :

Sobriety required : 1 year continuous

Service work in C.A. : previous service in C.A. Convention Committee

Qualifications : organizational ability, team building and management ability, compassion, listening ability and good knowledge of C.A.

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Duties :

- 1) Manages greeting at the entrance of the Convention and the Fundraisings.
- 2) Builds a bilingual greeting team and sets up a schedule.
- 3) Manages the 12th Step room at the Convention.
- 4) Builds a bilingual 12th Step team and sets up a schedule.
- 5) Establishes an identification sign for the 12th Step team members and indicates it in the Convention program.
- 6) Makes sure to have all needed material for 12th Step (newcomer's kits, literature, meeting lists, etc.).

POSITION: SPECIAL EVENTS COORDINATOR

Requirements:

- Sobriety required** : 2 years continuous
- Service work in C.A.** : having done service work for Cocaine Anonymous
- Qualifications** : creative, enthusiastic, resourceful, leadership qualities
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Duties:

- 1) Organizes events prior to the Convention (for example dance, supper, brunch, picnic, live show or other) and proposes and agenda as soon as possible.
- 2) Proposes the fundraisings to the spending committee as well as an overview of the budget;
- 3) Collaborates with the Printing & Logo Representative to prepare the leaflets for every event.
- 4) Organizes a meeting at the fundraisings, when possible.
- 5) Works with the Entertainment Planner for the technical needs.

N.B. A voluntary contribution (7th Tradition) should be present at each special event.

POSITION: DAYCARE MANAGER

Requirements :

- Sobriety required** : 1 year continuous
- Service work in C.A.** : having done service in C.A.
- Qualifications** : organized and responsible
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Duties :

- 1) Establishes the material needed for the daycare center.
- 2) Searches competent and experienced people to care for the children and see to their needs.
- 3) Makes sure that two (2) adults are present in the daycare center at all time when the children are present.
- 4) Along with his/her team greets the parents and children.
- 5) Prepares a registration form for each child. Gets parents to sign the non-responsibility form and leave the child's Medicare card.

POSITION: ROOM MANAGER

Requirements :

- Sobriety required** : 18 months continuous
- Service work in C.A.** : previous service in C.A.
- Qualifications** : handy, responsible, coordination and logistic abilities, able to work in a team, and access to a vehicle
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Duties :

- 1) Is responsible for the contract fulfilment and the coordination with the sub-committees.
- 2) Collaborates with the sub-committees for their physical and material needs and the set-up of the rooms; communicate the information to the Hotel Liaison Representative.
- 3) Is the coordinator with the hotel employees and the heads of the sub-committees; makes sure of a fluid communication between them (walkie-talkies).
- 4) Coordinates all rooms with the heads of the Convention sub-committees and the heads of the Area committees, if needed.
- 5) Coordinates with heads of Districts and Area the space needed for Help Line, literature sale, etc., if needed.
- 6) Collaborates with the heads for Decoration and Programming in preparations of the rooms.
- 7) Makes sure to clean up all the rooms at the fundraisings and Convention.
- 8) Works closely with the Hotel Liaison Representative.
- 9) Is responsible of the transportation of all the material and equipment at the fundraisings and Convention.

POSITION: PRINTING & LOGO REPRESENTATIVE

Requirements

- Sobriety required** : 18 months continuous
- Service work in C.A.** : having worked on a convention committee in C.A.
- Qualifications** : organizational skills and computer skills
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Duties:

- 1) Elaborates on a method to collect theme and logo suggestions from the members of the Cocaine Anonymous Fellowship.
- 2) Submits the suggestions to the Convention Committee.
- 3) Prepares, when theme and logo have been chosen, the needed documents for the Convention sub-committees.
- 4) Prepares frameworks and estimates for the leaflets, the registration form, the printing of the program and the directional signs for the Convention.
- 5) Presents 3 submissions the Expenses Committee.
- 6) After the costs have been accepted by the Expenses Committee, the final decision will be voted by the members of the Convention Committee.
- 7) After the voting, places the order.
- 8) Is responsible for formatting and printing all necessary documents for special events, fundraisings, the pre-registration forms, the program and the tickets.
- 9) Insures to get all texts validated by the Area Committee.
- 10) The printing of the program should be completed no later than 15 days before the opening of the Convention, in order to allow the Public Information sub-committee to be ready for the press conference,
- 11) Prepares the identification cards for the Convention Committee members and the sub-committees members who need it.

POSITION: PUBLIC INFORMATION COORDINATOR

Requirements :

- Sobriety required** : 2 years continuous
- Service work in C.A.** : having done service on a Cocaine Anonymous convention
- Qualifications** : practical knowledge of the 12 Traditions, 12 Steps, 12 Concepts, and media. If possible having been on a Public Information Committee
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Duties :

- 1) Insures that in all public information the 12 Traditions are respected and maintain personal anonymity at the level of press, radio, television, and films. All efforts should be taken to publicise the Convention, guarding our primary purpose to carry the message of Cocaine Anonymous to addicts who still suffer.
- 2) Regularly communicates with the Chairperson, Co-chairperson, and Vice President of the Convention (especially during the Convention).
- 3) Collects and files all written publications and films regarding the Convention and gives them to the chairperson who will include them in his final report to the Area Service Committee.
- 4) Prepares and has available, along with the Room Manager, a room to greet the press. This room should be set aside from the regular meeting rooms to maintain the anonymity of the members attending the Convention.
- 5) The only members authorized in the Press Room and to participate at the press activities are the members of the Public Information sub-committee, the Chairperson, the Co-chairperson and the Vice President.
- 6) Jointly works with Area Public Information.
- 7) Updates the contacts for the Media.
- 8) Must be available the 3 weeks preceding the Convention.

POSITION: REGISTRATION COORDINATOR

Requirements:

- Sobriety required** : 2 years continuous
- Service work in C.A.** : having participated in a C.A. convention
- Qualifications** : organizational skills
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DUTIES:

- 1) Builds a bilingual team for the proper functioning of the Registration Desk.
- 2) Must have an alternate (2 years of continuous sobriety) for the handling of the money during the convention. Compiles a timetable to share the work.
- 3) Should be able to filter people according to their needs, with tact and diplomacy.
- 4) Purchases the needed supplies for proper registration (name tags, pens, paper, etc.)
- 5) Has available a "Suggestion Box" by the Registration Desk.

POSITION: MERCHANDISING MANAGER

Requirements:

Sobriety required : 18 months continuous

Service work in C.A. required : participation in a CA convention

Qualifications : tactful, dynamic and able to handle an inventory

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Duties:

- 1) Communicates with the Printing & Logo Representative regarding art work.
- 2) Researches products to be submitted to the Spending Committee.
- 3) Proposes at least 3 bids for each of the products to the Expenses Committee, at the latest 15 days after the selection of the products to be sold.
- 4) Upon approval from the Expenses Committee, the selected products must be presented at the next general meeting of the Convention Committee.
- 5) If the selected products are accepted by the majority of the members in attendance, orders them from the suppliers;
- 6) Proceeds to inspection and follow-up of quantity and quality of ordered products.
- 7) Receives the products and coordinates storage.
- 8) Prepares a team for sale of products on-site or elsewhere (fundraisings) and displays of price list at the Convention.
- 9) Is responsible for the inventory of all products. The Responsible must submit a report of all sales and inventory at the Convention Committee meetings, after a fundraising and at the closing of the Convention.
- 10) Communicates size and set-up requirements as well as needed equipment at the Convention to the Room Manager.
- 11) Communicates with the Special events Coordinator concerning space required at fundraisings.

POSITION: OUTREACH COORDINATOR

Requirements:

Sobriety required : 1 year continuous

Service work in C.A. required : having participated on a Convention Committee of C.A.

Qualifications : organizational skills and some knowledge of computer, bilinguism

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Duties:

- 1) Prepares a mailing list and / or emailing list – using previous conventions data.
- 2) Distributes pertinent information about the convention on a regular basis to the whole Fellowship.
- 3) Prepares, mails out and puts online pre-inscriptions forms using mailing list.
- 4) Transfers the mailing list to the next person holding this position.
- 5) Prepares the information flyers to be distributed to the GSRs at districts and Area meetings and to “La Ligne”.
- 6) Notifies the NewsGram as soon as the dates and place of the Convention are confirmed.

POSITION: SECURITY DIRECTOR

Requirements:

Sobriety required : 2 years continuous

Service work in C.A. required : participated in a convention of Cocaine Anonymous

Qualifications : able to work in a team

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Duties:

- 1) Researches telecommunication equipment (walkie-talkies) and submits at least 3 bids to the Spending Committee, at least 2 months prior to the Convention.
- 2) Assists people handling money during the fundraising events and at the Convention.
- 3) Reports any violation of any Traditions to the Convention Vice President.
- 4) If there are any problems, does not physically handle anyone but contacts the hotel security.
- 5) Ensures that all members of his/her sub-committee have a minimum of 8 months of continuous sobriety.
- 6) Ensures that members of his/her sub-committee are placed at all the entrances on the Convention site and at the Registration desk.
- 7) Must have a good knowledge of the site of the Convention before the Convention week-end.
- 8) Is a member of the Operations Committee.
- 9) During the convention weekend, must inform the Public Information Coordinator when journalists arrive at the entrance. If it is impossible to contact that person, must inform the convention Chairperson or Vice President. The journalists must wait at the entrance until one of the above-mentioned persons arrives.
- 10) Acts with tact and diplomacy with regard to all members for all guidelines.
- 11) Makes sure the members avoid taking pictures at the Convention site.