

REGION 2 OF OVEREATERS ANONYMOUS, INC.

R2 Convention Policy and Procedures Manual

This document represents the collective wisdom of past Region 2 Convention Committee Members and Region 2 Board Members. It is meant to govern the planning and delivery of Region 2 Conventions. Suggestions are always welcome. E-mail any suggestions to events@oar2.org.

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Appendix A

Timeline

Foreword

The Convention Policy & Procedure Manual has been in existence for many years and has undergone many changes, as do all such documents. Many of the revisions made prior to the common use of computers have been lost. Therefore, the revision history begins with a major revision that was adopted by the Region 2 Board in June of 2006. It was achieved over a period of 12 to 15 months, with nearly a dozen “preliminary” versions, after many meetings that included previous board members, previous convention members and most of the board members serving at that time. The timeline alone had four preliminary versions. A minor amendment was made in August of 2006, and that version was in use until the revision approved in September of 2010.

Revision History:

<u>Date Approved by R2 Board</u>	<u>Revised/Amended</u>
Jun. 9, 2006	Revised
Aug. 12, 2006	Amended
Sep. 11, 2010	Revised
Nov. 16, 2010	Amended
May 22, 2011	Revised
Jan. 7, 2012	Amended

REGION 2 OF O. A., Inc.

CONVENTION

POLICY AND PROCEDURE MANUAL

PREFACE

This Convention Policy and Procedure Manual is based upon group experience of those members of Region 2 who have planned Region 2 Conventions. This manual serves as a guideline for all of those who will be giving service to Region 2 Conventions.

THE TWELVE STEPS

1. We admitted we were powerless over food - that our lives had become unmanageable
 2. Came to believe that a power greater than ourselves could restore us to sanity.
 3. Made a decision to turn our will and our lives over to the care of God as we understood Him.
 4. Made a searching and fearless moral inventory of ourselves.
 5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
 6. Were entirely ready to have God remove all these defects of character.
 7. Humbly asked Him to remove our shortcomings.
 8. Made a list of all persons we had harmed and became willing to make amends to them all.
 9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
 10. Continued to take personal inventory, and when we were wrong, promptly admitted it.
 11. Sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
 12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to compulsive overeaters and to practice these principles in all our affairs.
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THE TWELVE TRADITIONS

1. Our common welfare should come first. Personal recovery depends upon OA unity.
 2. For our group purpose there is but one ultimate authority -a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern
 3. The only requirement for OA membership is a desire to stop eating compulsively.
 4. Each group should be autonomous except in matters affecting other groups or OA as a whole.
 5. Each group has but one primary purpose - to carry its message to the compulsive overeater who still suffers.
 6. An OA group ought never endorse, finance, or lend the OA name to any related facility or outside enterprise lest problems of money, property and prestige divert us from our primary purpose.
 7. An OA group ought to be fully self-supporting, declining outside contributions.
 8. Overeaters Anonymous should remain forever non-professional, but our service centers may employ special workers.
 9. OA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
 10. Overeaters Anonymous has no opinion on outside issues, hence the OA name ought never be drawn into public controversy.
 11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, television and other public media of communication.
 12. Anonymity is the spiritual foundation of all these traditions, ever reminding us to place principles before personalities.
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THE TWELVE CONCEPTS OF OA SERVICE

1. The ultimate responsibility and authority for OA world services reside in the collective conscience of our whole Fellowship.
2. The OA groups have delegated to the World Service Business Conference the active maintenance of our world services; thus, the World Service Business Conference is the voice, authority and effective conscience of OA as a whole.
3. The Right of Decision, based on trust, makes effective leadership possible.
4. The Right of Participation ensures equality of opportunity for all in the decision-making process.
5. Individuals have the right of appeal and petition in order to ensure that their opinions and personal grievances will be carefully considered.
6. The World Service Business Conference has entrusted the Board of Trustees with the primary responsibility for the administration of Overeaters Anonymous.
7. The Board of Trustees has legal rights and responsibilities accorded to them by OA Bylaws Subpart A; the rights and responsibilities of the World Service Business Conference are accorded to it by Tradition and by OA Bylaws Subpart B.
8. The Board of Trustees has delegated to its Executive Committee the responsibility to administer the OA World Service Office.
9. Able, trusted servants, together with sound and appropriate methods of choosing them, are indispensable for effective functioning at all service levels.
10. Service responsibility is balance by carefully defined service authority; therefore, duplication of efforts is avoided.
11. Trustee administration of the World Service Office should always be assisted by the best standing committees, executives, staffs and consultants.
12. The spiritual foundation for OA service ensures that:
 - a. no OA committee or service body shall ever become the seat of perilous wealth or power;
 - b. sufficient operating funds, plus an ample reserve, shall be OA's prudent financial principle;
 - c. no OA member shall ever be placed in a position of unqualified authority;
 - d. all important decisions shall be reached by discussion, vote and, whenever possible, by substantial unanimity;
 - e. no service action shall ever be personally punitive or an incitement to public controversy; and
 - f. no OA service committee or service board shall ever perform acts of government, and each shall always remain democratic in thought and action.

Section I. INTRODUCTION

A Region 2 Convention is a special event, held annually, usually for three days as determined by the group conscience of the Region 2 Assembly.

Convention activities are decided by the R2 Convention Committee and are submitted to the R2 Board by the Convention Chair via the Events Coordinator for review and approval. The Twelve Steps, Traditions and Concepts of the Overeaters Anonymous (OA) Program shall be followed in planning all events. Some events to be planned for during the convention include, but are not limited to:

1. Grand Opening Ceremonies.
2. Banquet dinner with a special speaker and entertainment.
3. Breakfast with a special speaker.
4. Marathon meetings scheduled up to 24 hours daily.
5. Panels and/or speakers will be scheduled throughout the term of the convention.
6. Special emphasis workshops and marathon meetings (i.e.: body image, sexuality, 100 pounders, writing, etc.) may be planned, but remember no one may be excluded from any session for any reason. Each workshop, marathon meeting and specially scheduled meeting MUST be open to all members of Overeaters Anonymous.
7. Various fundraising activities.

The Region 2 Convention is sponsored by Region 2 of Overeaters Anonymous, Inc. as the Region's main fund-raising event each year. The Convention Committee is comprised of members in the general area of the Convention and the Region 2 Convention Chair (approved by the R2 Board and appointed by the R2 Chair). The Region 2 Events Coordinator is the liaison between the Region 2 Board and the Convention Committee. All R2 Board members will always be available to help during the planning period as well as during the convention.

The purpose of the R2 Convention is to encourage unity within Region 2, as well as throughout Overeaters Anonymous, and to raise funds for carrying the message of recovery throughout Region 2. This is accomplished by bringing together people from many groups within the geographic area of Region 2, as well as from distant areas, to share the experience, strength and hope recovery offers. The Convention provides a lot of program in a short time, which boosts the recovery of current members and helps the newcomer obtain a foundation in the OA program. It also provides an opportunity for all to network with other compulsive overeaters from outside their general area in order to form lasting friendships.

The convention also helps contribute a greater understanding of the OA program, and the people who are a part of it, to the general public through meetings to which the public, professionals and media are invited. Please be sure that any such time set aside for media awareness must be structured strictly within the Traditions, respecting the anonymity of all members who attend the convention. It is mandatory that you consult with the R2 Board and that an R2 Board Member be present, in order to handle such media communication.

NOTE: In case of conflict with this document and the Policies and Procedures of Region 2 or the Board Operating manual of Region 2, the Policies and Procedures of Region 2 or the Board Operating Manual of Region 2 will take precedence, in that order.

Section II. THE ROLE OF THE REGION 2 BOARD

A. SITE SELECTION

The Region 2 Events Coordinator (a member of the R2 Board) will contact and bring information and recommendations to the R2 Board based on dates, costs and space availability in hotels which are best suited for the needs of a Region 2 Convention.

The Board will then look over the recommendations and make the decision as to where the R2 Convention will be held based on location, room space, parking, access to/from the nearest airport, restaurants, dates, cost, etc. The schedule(s) will be presented to the R2 representatives at each ensuing Assembly. A minimum of 2 years advance scheduling shall be maintained.

Location and site selection are decided by the R2 Board, alternating between sites in the north and south. Preliminary hotel arrangements, including all contracts (including monthly committee meetings at convention hotel) and financial commitments, are handled by the R2 Events Coordinator. The Convention Chair and/or Hotel Liaison for the Convention follow through with additional and detailed arrangements.

All contractual and financial agreements are to be approved by the R2 Board and are to be signed by the Region 2 Events Coordinator and another authorized R2 Board member.

Please be aware that the Region 2 Board is available for assistance at any time in any area---just ask!

B. APPOINTMENT OF THE REGION 2 CONVENTION CHAIR

It is recommended that the Region 2 Convention Chair be a Region 2 Representative or Alternate from an R2 Member Intergroup or Unaffiliated Group at the time of his/her appointment, however this is not a requirement of the position. It is, however, a requirement of the position that the Region 2 Convention Chair has been either a Region 2 Representative or Alternate, a past member of a Convention Committee, or a past member of the Region 2 Board.

If the Region 2 Convention Chair is not a Region 2 Representative or Alternate from an R2 Member Intergroup or Unaffiliated Group, it is a requirement of this position that the Region 2 Convention Chair either attend all Region 2 Assemblies prior to Convention or send a representative from the Committee to make the Convention Committee report at each Region 2 Assembly, as well as carry back pertinent information from the Assembly to the Committee.

The Region 2 Convention Chair must have two (2) years current abstinence be adhering to the Twelve Steps and Twelve Traditions of Overeaters Anonymous and must have a willingness to serve. The R2 Convention Chair is appointed by the R2 Chair and approved by the R2 Board, based upon meeting the qualifications above and recommendations received. The announcement of the following year's Convention Chair will be made at the Region 2 Assembly no later than one year prior to the convention.

C. BOARD APPROVAL

The Region 2 Board of Directors **must** approve:

1. The Region 2 Convention Chair
2. All contracts and bids for hotel services, entertainment, printing, audio-visual service, etc. A minimum of 3 bids are required for all special services prior to obtaining a final contract for same.
3. The Convention budget (see Budget and Treasurer section for details)
4. All individual financial items in excess of \$350.00.
5. All printed documents, including fliers, drawing tickets, name tags, badges, ribbons, news articles, publicity releases, etc. Pre-approved forms are available from the R2 Events Coordinator and will only require the approval of the R2 Events Coordinator or the R2 Chair.
6. All materials or items to be printed, mailed or e-mailed within or outside the fellowship.
7. All entertainment, e.g., DJ(s), band(s), singer(s), comedian(s), and original and/or copyrighted materials. This list is not all inclusive.
8. The program as scheduled, including but not limited to workshop and marathon titles, and recommended main speakers including back-up speakers. The R2 Board requires four main speakers and four back-up speakers.

All materials or items must be submitted to the R2 Convention Chair, who will submit said item to the R2 Events Coordinator. The R2 Events Coordinator, in turn, will take the item to the R2 Board for approval.

NOTE: All materials or items must bear the R2 logo.

Any changes to any of the above items must be approved by the R2 Board in advance of the event. Last minute requests will result in last minute decisions, which are mostly conservative.

Please refer to the Convention timeline in this manual for recommendations as to when these items should be submitted for Board approval.

The following items need to be reviewed and approved by the convention committee before submitted to the Board for approval. The committee will have input to content, theme and direction of the items but is not responsible for editing or procedural issues.

The items are:

- Theme
- Color
- Logo
- Program Outline
- Entertainment
- Budget
- Fundraising Items
- Tee-shirts
- Publicity

Section III. GENERAL RECOMMENDATIONS

A. REGISTRATION FEE

The Region 2 Convention is the major fund-raiser for Region 2. Therefore, it is necessary to charge a registration fee for those who wish to participate. This fee is based upon the approved budget and the suggested surplus to be earned. Scholarships are therefore strongly discouraged.

During the course of on-site registration, there may be people who request reduced fees (referred to as scholarships). This is a decision which shall be made by a member of the Region 2 Board. Therefore, all R2 Board members, with the exception of the R2 Treasurer, shall be assigned shifts at the Registration table. A Board member shall be present at Registration at all times. It will be the responsibility of each Board member to serve as scheduled, or arrange with another Board member to cover the shift. At least 45 days prior to Convention, the Registration Chair shall provide the R2 Events Coordinator with a schedule of hours during which Registration will be open.

Members requesting reduced registration fees prior to the Convention will be asked to come to the event where arrangements can be made on-site. In an emergency situation, if a speaker or leader who must pre-register for the convention needs a scholarship, the Convention Chair will inform the R2 Events Coordinator and it will be handled on an exception basis. In those cases we ask that the person pre-register BY MAIL and indicate how much they can afford to pay.

The procedures for granting reduced registration fees are as follows:

It shall be the responsibility of the R2 Board Member on duty at Registration to discuss with and make any and all decisions regarding requests for reduced registration fees and/or scholarships to Convention, based on guidelines set within the Region 2 Board Policy Manual.

A person requesting a full or partial scholarship on-site will be directed to the Board member at the Registration area. The Board Member and the person requesting a scholarship shall find a secluded spot within the Registration area. It is imperative that any conversations take place away from others in consideration of the requester. The Board Member will ask "In the spirit of the 7th tradition, how much of a donation can you make?" A monetary amount will be agreed upon and the person will also be asked to do two hours of service and be directed to the Volunteer Committee Chair. For those leading or speaking, an additional two hours of service is requested.

A partial or full scholarship shall only be for fixed convention expenses (i.e.: registration) and shall not cover those expenses wherein Region 2 would bear any cost, or have to make full payment to the hotel (i.e.: banquet dinner, breakfast, tee-shirts, etc).

B. COMMITTEE STRUCTURE AND THE CREATION OF SUB-COMMITTEES

The Region 2 Chair will appoint a Region 2 Convention Chair. Chairs of all sub-committees will be selected by the Convention Chair. They should be selected with respect to the length of time and service in OA and shall be selected from those volunteers with a willingness to serve. The

sub-committees shall consist of all persons working under the suggested Region 2 Convention structure.

Some of the suggested sub-committees are:

1. Entertainment
 - a. Friday Evening Grand Opening
 - b. Saturday Evening Speaker Dinner/Dance
2. Event Security
3. Fundraising
 - a. Boutique (suggest dedicated chair for this subcommittee)
 - b. 50-50 Drawing
 - c. Silent Auction
 - d. Raffle(s)
4. Hospitality (Badges and Greeters)
5. Hotel Liaison
6. Program
 - a. Workshops
 - b. Marathons
 - c. Special Focus Meetings, if applicable
7. Literature
8. Public Information
 - a. Internal
 - b. External
 - c. Out of Area Liaisons
9. Registration
10. Secretary
11. Signs and Decorations
12. Tee-shirts
13. Treasurer
14. Volunteers Coordinator
15. Web Page
16. Any other committees deemed necessary

With any Committee involved in the handling of money during the Convention, the Chair of that sub-committee shall be responsible for scheduling a responsible person as money handler for all shifts necessary. The Volunteers Coordinator shall schedule additional volunteers as needed.

The R2 Events Coordinator is to be advised of all Convention Committee meetings and is to receive copies of all minutes in a timely manner. The Convention Chair shall provide a complete report of current activity to the R2 Events Coordinator three (3) weeks prior to each R2 Board meeting.

Whenever possible, Convention Committee meetings should be held at the hotel where Convention is scheduled. It is also suggested that the meetings be scheduled for the same day of the month so people can plan their schedules around them. Example: 1st Sunday of each month from 1 p.m. to 4 p.m.

C. QUALIFICATIONS TO SERVE

The R2 Convention Chair is required to have served as one of the following:

- R2 Representative
- R2 Alternate
- Member of the R2 Board
- Member of a previous convention committee

They must have two (2) years of current abstinence.

The Convention Treasurer, Hotel Liaison and Program Chair must also have two (2) years of current abstinence.

It is suggested that a Convention Committee Member is Chair or Co-Chair of only one committee.

D. RETURN OF REUSABLE ITEMS

At the end of the convention, all Convention Committee members will return all reusable items to the Region 2 Events Coordinator so they can pass it on to the next year's committee.

Section IV. JOB DESCRIPTIONS

A. REGION 2 CONVENTION CHAIR

The Region 2 Convention Chair must be or have been a Regional Representative or Alternate from an R2 Intergroup or Unaffiliated Group or a member of the Region 2 Board, have two (2) years of current abstinence at the time of appointment, be adhering to the Twelve Steps and Twelve Traditions of Overeaters Anonymous, and be willing to adhere to the R2 Convention Policy & Procedures Manual.

Duties and Responsibilities

1. Coordinate all activities of the Region 2 Convention.
2. No later than 15 months before Convention, convene the first Region 2 Convention Committee meeting; appoint the sub-Chairs and delegate/outline the duties of each committee. Appoint co-Chairs of the sub-committees as needed.
3. Be familiar with the contract, outlining all aspects of convention, including space, dates, times, costs, etc.
4. Be an ex-officio member of EVERY sub-committee and be kept apprised of all meetings and plans. The R2 Convention Chair should be informed of ALL happenings, especially dates, to coordinate between sub-committees, and to inform R2 Events Coordinator.
5. Report to the R2 Board, through the R2 Events Coordinator, all happenings, problems, proposals, decisions, etc. that surround the planning of the convention.
6. Encourage and support all volunteers/workers, and attempt to involve as many people as possible, ever mindful that Twelve Step work is essential to recovery.
7. Study and follow the Suggested Convention Timeline and see that all sub-committees adhere to it.

8. Become thoroughly familiar with all aspects of this Convention Policy and Procedure Manual.
 - a. Photocopy and distribute appropriate sections to each Chair or position, together with a complete copy of the timeline.
 - b. Obtain previously approved forms from the R2 Events Coordinator and distribute the appropriate forms to each Chair or position (See Section II, C, 5 for approval procedures).
9. Initial all bills presented to the Convention Treasurer, prior to their being paid and checks signed by two authorized check signers, in accordance with the Convention Treasurer's Procedure #10 of this manual (Sect.4, D).
10. Submit a written report to the R2 Events Coordinator three (3) weeks prior to each Board Meeting and eight (8) weeks prior to each R2 Assembly (so they can be included in the assembly packet). A final report shall be presented at the Region 2 Assembly immediately following Convention, at which time all financial and other records are to be turned over to the R2 Events Coordinator and R2 Treasurer.
11. Prepare a folder (or CD) containing any helpful information of the Convention work for submission to R2 Events Coordinator for next year's Chair.
12. Facilitate the wrap-up luncheon meeting or have convention hotel liaison work with the hotel. (Preliminary arrangements (e.g.price) have been negotiated with the hotel by the R2 Events Coordinator.) One person from each main committee is to be invited. The R2 Board will also be in attendance, as well as next year's convention chair and a limited number (up to 7) of other "key" members of the next year's committee (such as Hotel Liaison, Registration, Program, Treasurer, Fundraising and Hospitality). The purpose of the meeting is to share what worked and what didn't work with next year's chair. To keep the meeting brief, each committee may share up to 5 minutes and will be timed.

Procedures:

1. Twelve to fifteen months (12 – 15) prior to the convention, visit the hotel with your Hotel Liaison and make initial arrangements with regard to space, time, etc. Please remember that any and all contractual changes must be negotiated and signed for by the R2 Events Coordinator with Board approval.
2. Twelve to fifteen months (12 to 15) prior to the convention select the rest of your committee (sub-committee Chairs and members).
3. Twelve to fifteen months (12 to 15) prior to the convention hold your first general meeting to:
 - a. Establish committee monthly meeting dates. Send schedule to R2 Events Coordinator.
 - b. Get acquainted and allocate a time-slot to have the R2 Board conduct a Convention Steps, Traditions and Concepts Workshop for the convention committee.
 - c. Distribute copies of the Convention P&P and Timeline which include instructions concerning duties and responsibilities of each sub-committee to the respective Chairs, and go over each area with the committee as a whole. Copies of the P&P and Timeline may also be distributed by e-mail to Committee chairs.
 - d. Explain and go over the suggested Convention Timetable.
 - e. Discuss any questions.
 - f. Select a Convention Theme, Logo, and color scheme.
4. Hold monthly meetings to discuss issues, solidify plans, answer questions and see that the Suggested Convention Timeline is on schedule.

BUDGET:

The Convention Chair will be reimbursed for transportation, hotel (3 nights) and meals during the Convention weekend, per the R2 Board Expense Reimbursement Policy. All “comp’d” rooms will be allocated to offset the “registration drawing” expense (if not provided for free of charge in the hotel contract), then used to offset the Convention Chair’s room expense. Any “comp’d” rooms still available can be allocated by the Convention Chair to key committee members.

The Region 2 Treasurer will provide the Convention Chair and/or Treasurer with an initial convention budget approximately 15 months prior to the convention, to be reviewed by the committee as soon as possible. Each subcommittee chair should review the past two years convention financials, the initial convention budget, and submit a detailed breakdown of their committees financial needs to the convention chair.

The Convention Chair shall present the Committee’s proposed overall budget, with detailed breakdown of individual committee needs attached, to the R2 Events Coordinator for R2 Board approval.

After the Region 2 Board has approved the convention budget, it is the Convention Chair’s responsibility to see that the committee budgets are adhered to and to alert the Region 2 Events Coordinator and/or the Region 2 Treasurer of any potential variances. Any variance of more than 10% needs to be approved by the Region 2 Board.

Recommendation:

TRY TO GET AS MANY PEOPLE INVOLVED AS POSSIBLE.

B. REGION 2 CONVENTION VICE-CHAIR

The Region 2 Convention Vice Chair must be or have been a Regional Representative or Alternate from an R2 Intergroup or Unaffiliated Group, or a member of the Region 2 Board; have two (2) years of current abstinence at the time of appointment; be adhering to the Twelve Steps and Twelve Traditions of Overeaters Anonymous; and, be willing to adhere to the R2 Convention Policy & Procedures Manual.

Duties and Responsibilities:

1. Assume the responsibilities of the Region 2 Convention Chair in the Chair’s absence. (See prior section for a list of those duties and responsibilities.)
2. Assist the Chair and/or the Region 2 Events Coordinator in the discharge of their responsibilities as required. Each convention will have different requirements.

Procedures:

See prior section for a list of procedures to be followed.

C. REGION 2 CONVENTION SECRETARY

Duties and Responsibilities:

1. Record and transcribe the minutes of each Region 2 Convention Committee meeting.
2. Provide a copy of these minutes to all members of the R2 Convention Committee and the Region 2 Events Coordinator. Once the Chair for the next year's convention is appointed, he/she shall be included in these mailings.
3. Prepare a meeting agenda with the Convention Chair prior to each R2 Convention Committee meeting.
4. Provide a roster comprised of the Region 2 Convention Chair, committee sub-Chairs, and the R2 Events Coordinator, including names, mailing addresses, phone numbers, and a provision for email addresses. The Convention Chair for the following year's convention shall be added upon his/her appointment.
5. Write "Thank-You" notes and other correspondence as requested by the R2 Convention Committee Chair.
6. Record and transcribe the minutes of the Convention Committee "Wrap-Up" luncheon/meeting, and forward to the R2 Convention Chair, R2 Events Coordinator, and the Chair of the following year's convention. A copy should also be included in the R2 Archives.
7. Prepare a notebook record with all Region 2 Convention Committee minutes for submission to the R2 Events Coordinator for the R2 archives.

Procedures

It is up to the convention committee, but some committees have recommended the use of collaboration software such as Yahoo Groups or Google Groups for communication, document storage or collaboration. If such software is being used, the Convention Secretary will administer the member lists, oversee the placement of documents and ensure that all committee members are properly trained to use the software.

D. REGION 2 CONVENTION TREASURER

The Region 2 Convention Treasurer shall have two (2) years of current abstinence, be adhering to the Twelve Steps and Twelve Traditions of Overeaters Anonymous, and be willing to adhere to the Region 2 Convention Policy and Procedures Manual. They should also be familiar with Excel or other electronic recordkeeping software.

Duties and Responsibilities:

1. Review with the Region 2 Convention Chair the initial Convention Budget provided by the R2 Treasurer. Submit it to the Convention Committee for review. (See Budget section under Convention Chair.)
2. Oversee all expenses and income from the Region 2 Convention, and work with the Region 2 Treasurer pertaining to accounting of all convention expenses and surplus. Any potential expense variance of more than 10% of that committee's budget must be brought to the

attention of the Region 2 Events Coordinator and/or the Region 2 Treasurer and must have Region 2 Board approval before being reimbursed.

3. All bills will be submitted to the R2 Convention Treasurer and must have the prior approval of the R2 Convention Chair for reimbursement or payment.
4. Maintain copies of all expense reports, receipts, copies of all checks deposited, along with deposit slips, and a list of checks received for registration. The original approved expense reports and original receipts shall be sent to the R2 Admin. Assistant for the preparation of reimbursement checks. Payments to outside “vendors” may be made upon receipt of an electronic submission of invoice(s) approved by the Convention Chair. All expenses are subject to budget limitations approved by the R2 Board. A copy of checks issued shall be sent to the Convention Treasurer, to facilitate accounting. The bank envelope, bank deposit stamp, ‘deposit only’ ATM card, unused deposit slips, etc., together with all copies of checks deposited and their deposit slips will be turned over to the R2 Treasurer with the final Convention Treasurer’s report.
5. As registrations are received, all monies shall be deposited into the Convention Committee Account maintained by the R2 Convention Treasurer. Copies of all checks deposited, deposit slips, and a breakdown of total deposit in categories (reg., dinner, etc.) shall be maintained by the R2 Convention Treasurer. A copy of the Convention Treasurer's monthly report shall be given to the R2 Events Coordinator, as well as sent to the R2 Treasurer. The R2 Convention Treasurer shall be responsible for all deposits and submission of expenses approved by the Convention Chair, in accordance with a budget passed by the R2 Board.
6. Region 2 has credit card (cc) machines for use during the convention. The R2 Treasurer will bring the R2 credit card (cc) machines to the convention. There is one (1) electronic cc machine, and one (1) manual cc machine. The Convention Treasurer will be responsible for cc transactions, providing responsible individuals to staff a table for processing all cc transactions. A payment verification form will be required for all cc transactions, to be signed by a cc staff member, and returned to the committee initiating the transaction before any merchandise is distributed. At the end of each day, the R2 Treasurer (or designated R2 Board alternate), will take the cc machines and return them the next morning.
7. An R2 Convention checking account (South for odd-numbered years, North for even-numbered years) shall be used to deposit funds during the planning period prior to Convention. At the close of the Convention, all funds remaining after all expenses have been paid, shall be forwarded to the R2 Treasurer (or may be electronically transferred to the appropriate R2 bank account by the R2 Treasurer), with the exception of the initial ‘seed’ money of \$1,000.00.
8. Refunds: A written request for a refund of a registration fee, less a \$10 processing fee, will be honored, if received or postmarked at least 30 days prior to convention.
9. Signature authority for the Convention Committee Account will have two signatures required. The Region 2 Convention Chair, Region 2 Convention Treasurer, Region 2 Events Coordinator, Region 2 Chair and Region 2 Treasurer shall be the signers on the Convention Committee Account. One signature must be either the R2 Convention Treasurer or the R2 Convention Chair. The other signature must be one of the following (in order of preference): The Region 2 Treasurer, Region 2 Chair, or Region 2 Events Coordinator.
10. It is recommended to submit monthly accounting to the R2 Convention Chair who will submit the accounting to the R2 Events Coordinator prior to each Region 2 Board Meeting.
11. The R2 Convention Treasurer shall have in his/her possession no later than 2 weeks after the end of Convention, all expense requests and receipts for reimbursement from all committee members. This is to insure prompt payment of expenses, and shall allow the R2 Convention Treasurer ample time to complete all financial reports reflecting income, expense and surplus from Convention. Any requests for payment received after this 2-week deadline may or may not be made, and shall be subject to Board review. (The only exception to the above is for

last minute telephone calls, which must be presented to the R2 Convention Treasurer no later than 30 days after the end of Convention). The financial information as stated above shall be submitted to the R2 Convention Chair and to the R2 Events Coordinator no later than 1 month after the end of Convention. The information will be part of the R2 Convention Chair's final report which shall be given at the next Assembly immediately following the close of Convention.

12. It shall be the responsibility of the R2 Treasurer to make sure that all applicable sales tax is reported as per California State Law. Such sales tax shall be included in the price of all fundraising items sold at the Convention. The Convention Treasurer will prepare a detailed list of income from items sold during the convention (i.e., tee-shirts, novelty items, silent auction, boutique sales, etc.) for use by the R2 Treasurer in preparation of the required sales tax report. Registration donations, drawing donations etc. are not subject to sales tax.
13. The Convention Treasurer will provide the Region 2 Tax Resale number to all Convention Committee Chairs involved in purchase of items for resale.
14. Prepare a notebook and/or computer disc containing all Convention treasurer information for submission to the R2 Events Coordinator for the R2 Treasurer and next year's Convention Chair.

Procedures:

1. Immediately upon formation of the R2 Convention Committee, and upon request through the R2 Events Coordinator, the Region 2 Treasurer will provide the Convention Treasurer with the checkbook, 'deposit only' ATM card, deposit slips and endorsement stamp for the appropriate Convention account ('South' or 'North' account). The R2 Treasurer will prepare a new signature authorization card which will be signed by the required Board Members after the incoming Convention Chair and Convention Treasurer have signed it. Region 2 has allotted initial 'seed' money funds of \$1,000.00 for the convention account. An additional \$2,000.00 in 'seed' money will be available to the next convention 60 days after the current convention is concluded. Expenses in excess of the allowed 'seed' money shall be paid for from money received for advance registrations.
2. Prior to Convention, obtain cash boxes for handling of money during the convention from the R2 Treasurer. Return the cash boxes to the R2 Treasurer at the end of the Convention.
3. Prior to the convention discuss procedures for handling all monies collected with the Convention Committee.
4. The day Convention opens:
 - a. Hand out envelopes to all persons handling money. Distribute written instructions to these people on how to handle the money and when and where to turn it in to the Convention Treasurer and R2 Treasurer.
 - b. Hand-out start up cash as needed. ALL excess cash received each day shall be collected at regular intervals by the Convention Treasurer and R2 Treasurer.
 - c. Only one person at any given time should be handling money for any one sub-committee. The sub-committee chairs shall be responsible for all accounting of their particular sub-committee.
 - d. Checks written for over the amount required should NEVER be accepted, unless it is a donation, and it shall then be so noted on the check for the accounting records.
 - e. Arrange for set times for committee members to turn-in money collected to the Convention Treasurer and R2 Treasurer.
 - f. Obtain one large or two smaller safe deposit box(s) (the Hotel Liaison shall reserve these in advance) for safe-keeping all money collected during the convention. The signers on the boxes shall be the Convention Treasurer, the Convention Chair, the R2 Events Coordinator, and the R2 Treasurer (or the R2 Chair, in the absence of the R2 Treasurer).

Two signatures must be required at all times - one from the committee and one from the Board.

- g. All hotel bills submitted during Convention MUST be co-signed by either the Convention Chair or Hotel Liaison AND the Region 2 Events Coordinator or R2 Treasurer.
5. The Convention Treasurer and the R2 Treasurer shall maintain a running account of receipts received throughout the convention, for reporting at the wrap-up luncheon/meeting.
6. The R2 Convention Treasurer shall submit approximate expense and surplus figures at the wrap-up luncheon/meeting.
7. A financial report shall be submitted to the Convention Chair, the R2 Events Coordinator, and the R2 Treasurer no later than 30 days following the Convention. This report shall include attendance figures at Convention and meal functions, a breakdown of all income subject to sales tax, and the estimated surplus earned by the convention.
8. The final itemized financial report (Excel spreadsheet) reflecting actual vs. budget amounts shall be submitted to the Committee Chair and to the R2 Events Coordinator for the Region 2 Board within 60 days following the Convention. A computer disc will be provided for the R2 Treasurer's use in preparing the budget for the next convention. The final report will be announced at the next Assembly. All financial records not previously submitted, shall then be turned over to the Region 2 Treasurer.

PLEASE NOTE: For bookkeeping and budgeting purposes the following items are part of the Region 2 Budget and are not included as Convention expenses:

1. The Region 2 Board at Convention.
2. The following year's Convention Chair at Convention.
3. Literature purchased in accordance with Region 2 policy for sale at Convention.

The following items will be considered part of the Convention budget and expenses:

1. The Current Convention Chair to Convention (should be a part of the Chair's budget line).
2. The cost of drawing tickets and associated registration and meal expenses for the winners of the Convention Drawing (with the exception of the sleeping accommodations for the first prize winner, if donated by the hotel).
3. Meal expenses for the dinner and breakfast speakers.

E. HOTEL LIAISON

The Hotel Liaison must have two (2) years of current abstinence, be adhering to the Twelve Steps and Twelve Traditions of Overeaters Anonymous, and be willing to adhere to the Region 2 Convention Policy and Procedures Manual.

All sub-committee Chairs are to work through the Hotel Liaison for any hotel contacts, assistance and needs.

It is suggested that the Hotel Liaison have a co-chair or assistant to act during absences of the Hotel Liaison at the Convention (personal emergencies, rest breaks, meals, etc.)

Duties and Responsibilities:

1. Become thoroughly familiar with the hotel's accommodations, dining facilities, meeting rooms, capacities, available equipment, etc.
2. Upon appointment, review the hotel contract and see that it is clearly understood by the hotel's salespeople as well as Convention Chair and the committee. It is advisable that copies of the hotel contract be available during Convention, should questions arise. A copy to be requested from R2 Events Coordinator.
3. Confirm room rates with the hotel, as well as finalize menus, costs for meals and other materials required throughout Convention. Remember that any contracts and/or financial agreements negotiated MUST be signed by the R2 Events Coordinator and another Region 2 Board member. Contract adjustments which increase costs by \$350.00, or less, may be signed by the R2 Events Coordinator.
4. Contact the R2 Convention Chair with any problems that might arise with the hotel. If necessary, the R2 Convention Chair will contact the R2 Events Coordinator who will provide assistance.
5. Work with all sub-committee chairs in obtaining necessary arrangements. Make sure that the needs of ALL Committees, particularly the Program Committee, Entertainment Committee, and Hospitality Committee, are met and made early enough to secure all space needed. Most of the space arrangements should already be in the signed contract.
6. Make arrangements for tables for Hospitality Room (including fund-raising, T-shirt and literature needs), registration, newcomers, audio-taping service, etc. Provide a floor-plan for each room as each will be set-up for those committee members who require them.
7. Confirm with the hotel the complimentary rooms to be used for committee members, as covered in signed contract. Dispersal of these rooms is at the discretion of the Convention Chair and the R2 Events Coordinator.
8. During the convention the Hotel Liaison shall handle any problems that may arise between the hotel and the Convention Committee or any sub-committee. Although cell phones may be used, a beeper or walkie-talkie can be requested from the hotel, so that the Hotel Liaison (or alternate) may be reached at all times during Convention. (R2 Events Coordinator should be notified of any problems regarding contract or financial responsibility).
9. Prepare a notebook (or CD) containing all Hotel Liaison information for submission to the R2 Events Coordinator for next year's Chair.

Procedures:

PLEASE NOTE: In accordance with Region 2 Policy meals shall be prepared without the use of sugars (except in packets for coffee/tea service) and alcohol products. Whenever possible there should be a choice of various whole grain bread products offered.

F. ENTERTAINMENT CHAIR

Duties and Responsibilities:

1. Plan and prepare the entertainment portion of the program for the Grand Opening, the Dinner and any other entertainment events as decided by the Convention Committee.
2. Encourage the use of OA talent, however outside talent may be sought, if needed.
3. Prepare an itemized breakdown of all entertainment expenses. Submit the breakdown to the Convention Chair.
4. All entertainment must be approved by the R2 Board. Details are to be submitted to the R2 Events Coordinator by the Convention Chair.
5. Coordinate with the Program, ~~and~~ Signs & Decorations, and Registration Chairs as necessary.
6. Arrange for music (band or DJ) and sound equipment required for the entertainment scheduled for the convention (e.g., dance, Café OA, Karaoke, Comedy show, professional entertainers, etc.) Sound equipment, if provided by the hotel, can be very costly.
7. Prepare a notebook (or CD) with information on this year's Entertainment Committee work to be submitted to R2 Events Coordinator for next year's Chair.

Procedures:

1. Plan, write, and seek volunteers for the entertainment early enough to ensure the participation of those who will be needed, as well as those who wish to give service by participating.
2. Submit the script and/or outline for entertainment events to the Convention Chair and R2 Events Coordinator for approval by the R2 Board. If revisions are requested, ensure that the R2 Board receives them as soon as possible. Any substantive additions or changes made following Board approval of the original entertainment must be submitted to the R2 Events Coordinator for additional approval by the R2 Board.
3. Schedule rehearsals in a timely manner.
4. Contact the Hotel Liaison if you require the use of the Hotel's facilities for a dress rehearsal prior to the Convention.
5. Three (3) bids for the Band, DJ, or other paid entertainment must be submitted to the Convention Chair and forwarded to the R2 Events Coordinator for R2 Board approval. The Committee's recommendation should accompany the bids. Upon approval, a contract must be sent to the R2 Events Coordinator for signature.
6. Ask the Registration Chair to include a request for volunteers on the Registration flier.
7. Coordinate any special signs and/or decorations requested with Signs and Decorations Committee.
8. In Accordance with Traditions 7 and 8, members of the fellowship are considered to be donating their services for entertainment. However, non-members may be compensated for their services at the discretion of the Convention Chair and the Region 2 Events Coordinator.

REMINDER:

Entertainment agreements must be co-signed by the Entertainment Committee Chair or the Convention Chair, together with the R2 Events Coordinator or another R2 Board member, providing the R2 Board has approved the provider, the cost, and the content of the entertainment item. Should it become necessary to make any changes to the entertainment as approved, it is mandatory that the Region 2 Board be made aware of the change(s) as soon as possible. A last

minute request will result in a last minute decision, which is usually a conservative decision.

All written material, including all songs, which will be used in any area of Entertainment throughout the Convention, as well as any material used by a "specialty act" (i.e., comedian, singer, etc.) must be approved by the R2 Board.

The Entertainment Chair must notify all participants as early as possible that they must be registered at the Convention. If any participant is unwilling or unable to register, a replacement must be found, or Board approval obtained to waive this requirement. This provision does not apply to outside 'paid' professionals.

G. EVENT SECURITY CHAIR

Duties and Responsibilities:

1. Coordinate a committee to ensure that everyone attending the Convention is properly registered. This includes all sessions on both Friday and Saturday, including the Grand Opening, all Workshops, Marathons, as well as both meal functions and the dance sponsored by the Convention wherein additional payment has been made over general registration.
2. Have a committee member in the registration area as requested by the Registration Chair.
3. Assume responsibility for maintaining the Information Area as set-up by the Registration Chair.
4. Assist the Program and/or Entertainment Chairs at all functions, especially prior to both Convention-sponsored meal functions, and in-between the dinner and dance on Saturday night to ensure only those people with valid tickets are in attendance.
5. Arrange for any physically challenged people to be admitted in advance to the Grand Opening and any meal functions they may be attending.
6. In the afternoon before the Grand Opening, make sure some seats are removed near the front for wheelchair accommodation. Tape off sufficient seating in front for the R2 Board and the Convention Committee Chairs.
7. Arrange for wheelchair access in all Workshops and Marathons.
8. Obtain and maintain a list of area emergency services should the need arise. A list of members qualified in CPR may be helpful, as will knowledge of how to obtain emergency services through the hotel.
9. A script should be developed to train volunteers on how to handle attendees without the appropriate credentials (badges or meal tickets). If the Security Chair is unable to resolve the situation, either the Region 2 Events Coordinator or Hotel Security should be engaged.
10. Prepare a notebook (or CD) of Security information for submission to the R2 Events Coordinator for next year's Chair.

Procedures:

1. Prior to Convention, coordinate a committee to assist as stated above. Ensure that all such volunteers are familiar with the hotel, meeting space, and program.
2. At the Convention, ensure your committee is easily found, and that they are scheduled to assist as stated above.
3. Obtain 'Security' ribbons from the Hospitality Committee for wearing at Convention so that the Security committee members may be easily identified.

4. Once registration is closed on Friday evening, those who did not get a chance to register will be admitted to the Friday night activities.
5. Ensure that only registered members are admitted to workshops, marathon meetings and meal events.

H. FUNDRAISING CHAIR

Duties and Responsibilities:

1. Oversee all drawing and prize events connected with the Convention.
2. Oversee any and all other fundraising sponsored events and/or items prepared for purchase at the Convention. (e.g., silent auction).
3. Prepare and submit to the R2 Convention Chair, a budget for all fundraising items, for inclusion in the Convention budget. (e.g., pre-Convention drawing, sale items, quilt drawing, etc.)
4. Submit 3 bids for all proposed fundraising items to the Convention Chair for submission to the R2 Board to review and approve prior to ordering items.
5. Drawing tickets: The design and cost of printed drawing tickets must be submitted to the Convention Chair who will then submit them to the R2 Events Coordinator for R2 Board approval.
 - a. Ticket design: Original ticket designs must be presented in 'camera ready' format for the approval process. Refer to Section II, C, 5 for use of previously approved designs.
 - b. Ticket cost: Pre-numbered, and perforated ticket stock is available and is the cheapest method of printing. TICKETS MUST BE NUMBERED. Have tickets stapled in groups of (6) six. The cost of printing should be included in the Fundraising Chair's budget, but the Printing Chair may be assigned responsibility for the printing.
 - c. Ticket color: Printed Registration and Quilt/Afghan tickets should be printed on different colored stock, for ease of identification.
6. Notify the 'Registration' drawing winner, and the R2 Events Coordinator, so that arrangements may be made with the Hotel's master account.
7. Prepare several drawings to be held during the Convention. These may include 50/50 drawings as well as prize drawings.
 - a. Obtain donations of prizes from Region 2 Intergroups. Intergroups and individual meetings may take up a collection and donate items to the silent auction.
 - b. At the Convention Chair's discretion, intergroups or individual meetings may donate funds for the express purpose of purchasing fundraising items. These funds must be provided directly to the Convention Treasurer, who will track and disburse the funds.
8. Recruit volunteers to help sell drawing tickets during the Convention. Collect all funds and submit them to the Convention Treasurer.
9. Should your committee have a "Silent Auction", obtain donations of goods and services through members of the OA Fellowship only. Arrange with the Hospitality Chair for space in the Hospitality Suite for the auction. Include any projected expenses and overage in your requested budget. Fliers soliciting donations must be R2 Board approved. Obtain a Silent Auction Bid Form. Forms previously approved by the Board are available.
10. Schedule a responsible person to handle all monetary transactions. The Service Coordinator shall schedule additional volunteers as needed.
11. Should your committee decide to prepare and give away through a separate drawing a Region 2 Quilt, Region 2 Afghan, or any other such craft item, obtain volunteers to create sections and/or panels for this item, if possible. Print separate tickets for this drawing which will be

held at the Convention. Include any projected expenses and overage in your requested budget.

12. Create money handling procedures for volunteers, as well as procedures for tracking inventory.
13. Maintain complete financial records and turn them in at the close of Convention.
14. Prepare a notebook (or CD) with Fundraising information for submission to the R2 Events Coordinator for next year's Chair.

Procedures:

1. Distribute tickets for the Pre-Convention drawing
2. Hold the Pre-Registration drawing. Notify the winners, and the R2 Events Coordinator.
3. Prior to Convention, obtain prizes from R2 Intergroups, if needed, for prize drawings at the Convention.
4. If prizes involve registration to the current convention, provide contact information on the contest winner to the Registration Chair, the Hotel Liaison and the Region 2 Events Coordinator so that accommodations can be made.
5. Obtain ticket containers to collect the tickets for the individual drawings to be held at the Convention (box, bowl, etc.).
6. Prior to the Convention, make arrangements with the Convention Treasurer for start-up money for selling items at Convention. Turn funds in as scheduled by the Convention Treasurer.
7. Ask the Registration Chair to include a request for volunteers on the registration flier.

I. HOSPITALITY CHAIR

Duties and Responsibilities:

1. Recruit volunteers to serve as hosts and hostesses to greet and hug Convention attendees. They should also be available to answer questions, direct people to function locations, and be familiar with the facilities.
2. Obtain ribbons for identifying the Convention Committee and the Event Security Committee. Region 2 Board, Region 2 Trustee and other ribbons will be provided to the Region 2 Board by the R2 Vice-Chair.
3. Arrange for the set-up of the Hospitality Suite with the Hotel Liaison. There should be overstuffed chairs, love seats, small tables and chairs, long tables for informational materials, and a bulletin board. Also coordinate needs of the Fundraising, T-shirt, and Literature Chairs regarding space needed for their committees.
4. Obtain menus from area restaurants as well as information on places of interest in the general vicinity for the information table. A map of the general area, posted on the bulletin board would be helpful.
5. If the Fundraising Committee holds a "Silent Auction" or any other such fundraising function, assist them by scheduling space in the Hospitality Suite.
6. Include a request for newsletters and fliers from all Intergroups in Region 2 in at least one of the internal mailings sent by the Public Information Committee. These are to be available in the Hospitality Room (possibly near the literature table).
7. Prepare a notebook (or CD) with information on the Hospitality Committee work to be submitted to R2 Events Coordinator for next year's Chair.

Procedures:

1. Prior to the Convention, secure any material needed, such as writing pads, pens, maps, etc.
2. Coordinate with the Hotel Liaison regarding furniture needs for the Hospitality suite.
3. Coordinate with the Hotel Liaison to arrange for Hospitality Suite to be locked during main functions and hours of non-operation.
4. Advise Signs and Decorations Committee of any signs and decorations requested.
5. Coordinate with the Hotel Liaison to have a list of the foods being served at all Convention meal functions.
6. Write "Thank-You" notes to anyone outside of Overeaters Anonymous who has been helpful in your area.
7. Ask the Registration Chair to include a request for volunteers on the registration flier and on the Convention registration web site.

J. LITERATURE CHAIR

There are two (2) methods of having literature available at the Convention.

Many convention committees have requested the San Fernando Valley Intergroup (SFVIG) to handle their literature. The SFV IG provides all literature and books and is responsible for sales of such during the convention at no cost to the convention committee or R2.

or

- a. Check with Intergroup(s) in the area and determine if they would like to assume responsibility for the literature sales. They would purchase, display and sell all literature and retain all income derived from sales. This option has been utilized whenever possible, as it eliminates many logistical problems (ordering and storing literature before the event, and disposing of unsold literature after the event)

or

- b. Region 2 orders literature, makes arrangements for storage, etc, per the following "Duties and Responsibilities" section.

Duties and Responsibilities:

1. Order and obtain all literature as projected for sale throughout Convention. There is a line item in the Region 2 Budget for an advance of funds to purchase literature for sale at the Convention. A commitment for purchasing any remaining literature by an area Intergroup shall be made prior to requesting such funding. All funds advanced must be reimbursed to Region 2 following the Convention.
2. Maintain accurate records of all literature purchased and sold.
3. Schedule a responsible person to handle monetary transactions during operating hours. The Volunteers Coordinator will schedule additional volunteers as necessary.
4. Obtain "Lifeline" information and order forms for the literature table.
5. Oversee the Literature Table and see that it is staffed at all times.
6. All checks received at the Convention for literature purchased must be made out to Region 2 of Overeaters Anonymous Inc.

7. Prepare notebook (or CD) with Literature Committee information for submission to the R2 Events Coordinator for next year's Chair.

Procedures:

1. Contact the World Service Office or a nearby Intergroup to order literature.
2. Contact the WSO and obtain a kit for "Lifeline" subscriptions for display and sale.
3. Arrange for storage through the Hotel Liaison for the night prior or morning of the Convention opening. Transport all literature to the hotel.
4. Set-up Literature Table.
5. Obtain a cash box from the Convention Treasurer with a small amount of start-up money to begin sales.
6. During the Convention, turn-in funds received as per the schedule suggested by the Convention Treasurer.
7. Following the Convention, submit a list of literature sold, and their quantities, for use in planning the following year.
8. Consult with previous Literature Chairs to find out what should be ordered, and in what quantity, to best serve the needs of the Fellowship.
9. Ask the Registration Chair to include a request for volunteers on the registration fliers.

REMINDER:

Only order literature which is OA approved. OA approved literature includes OA Board and Conference approved and AA Conference approved literature.

K. PROGRAM CHAIR

The Program Chair must have two (2) years of current abstinence, be adhering to the Twelve Steps and Twelve Traditions of Overeaters Anonymous, and be willing to adhere to the Region 2 Convention Policy and Procedures Manual.

Duties and Responsibilities:

1. Prepare and arrange the program for the Region 2 Convention including the Grand Opening, Workshops, Marathon Meetings, meal functions and Closing.
2. Arrange for all leaders, moderators and main speakers using preapproved program as a guideline. The committee is strongly encouraged to include individuals of all ethnicities and cultural backgrounds.
3. Prepare a list of suggested main speakers to be presented to the Convention Chair, Convention Committee, and R2 Events Coordinator for R2 Board review and approval. Only those Overeaters Anonymous members with a minimum of five (5) years current abstinence, who have worked the 12 Steps of Overeaters Anonymous, and are committed to the 12 Traditions are qualified to give service as a main speaker.
4. Arrange for someone to lead the fellowship in non-sectarian prayer, at appropriate functions. In selecting or recommending individual prayers, it is required that OA World Service Business Conference policy be complied with at all general sessions, workshops, marathon meetings or special scheduled meetings.
5. Submit a mock-up of the proposed program, as it will be printed, with workshop and marathon topics, and any other special events listed, to the Convention Chair, and R2 Events Coordinator for R2 Board approval. (See timeline.)

6. Provide taping release forms for use at all workshops, marathons, and functions where speakers are required. Provide formats and taping instructions at all workshops and marathons (see approved forms).
7. Meet with the Region 2 Trustee or Region 2 Chair to coordinate his or her participation in the Grand Opening. It is both a tradition and requirement that the Region 2 Trustee or the Region 2 Chair officially open Conventions.
8. The Region 2 Chair and Region 2 Trustee shall open the convention and introduce the Region 2 Board. The Convention Chair shall introduce the Convention Committee.
9. Prepare a notebook (or CD) which includes a thorough trail of all Program Chair work (forms, formats, etc.) for submission to R2 Events Coordinator for next year's Chair. Include information on the Marathon and Workshop sub-committees if applicable.
10. Write thank you notes or e-mails to all workshop and marathon meeting leaders and other volunteers after the conclusion of the convention.

Procedures:

1. Confirm all speakers, including back-up speakers, and moderators 4 to 6 weeks prior to Convention. Remind them that they must register for the Convention. Main Speakers for Grand Opening, Dinner, Breakfast and Closing, shall include speakers from various parts of Region 2 – north and south. It is suggested that out of area speakers be booked first. (Submit at least 8 suggested speakers)

Suggested speakers and back-up speakers should be sent for approval to the Region 2 Board. A short description of Intergroup liaison and time in program should be included. After board approval, speakers should be assigned as 1) Friday night opening speaker, 2) Saturday night banquet speaker, 3) Sunday breakfast speaker, and 4) Sunday closing speaker. Final selection should be sent to the R2 Board for approval.

2. Prepare a typed copy of the script for use at the podium at the Grand Opening, Dinner, Breakfast, and Closing and ensure copies are available at the podium before the start of the event. The script should stress that people should turn off cell phones or set them to vibrate.
3. Request a table (near the Registration tables) where workshop, marathon, and main speakers may sign-in after they register. Have sign-in sheets prepared for the speakers and moderators.
4. Have several "substitute" speakers and moderators on-hand, in case they are needed. (Convention Committee and R2 Board members should not be scheduled to speak except when needed as substitutes).
5. Have the Hotel Liaison arrange for additional meeting space for use for meditation throughout Convention. (As a reminder, any financial or contractual agreements must be made by the R2 Events Coordinator.)
6. When planning workshop and marathon topics, be sensitive to the needs of the fellowship. Recognizing that there are many different paths to recovery in Overeaters Anonymous, Region 2 wants to be sure the fellowship has the opportunity to hear a variety of speakers willing to share their experience, strength, and hope on how OA works for them. Special interest topics may be addressed, however the titles used may in no way suggest that any member of the fellowship may be denied participation. All workshops and marathons MUST be open to everyone.
7. It is strongly recommended that at any meal function served as a buffet that an announcement be made and the need respected allowing anyone physically challenged through the buffet line prior to the general assembly

8. At the Opening and Closing session, it is recommended that several seats on the center aisle(s) near the front of the room be removed to make room for those in wheelchairs. The Event Security personnel should staff this area to insure adherence by those so in need.
9. Provide a disclaimer to be read at ALL workshops, marathons, and by main speakers. For example: *"The opinions expressed here are those of the speaker and not necessarily that of Region 2 or Overeaters Anonymous as a whole"*

REMINDER:

Anyone who has agreed to be a Main Speaker, Leader, or Moderator must be registered for the Convention. If any of these people require financial assistance, the Program Chair will in form the Region 2 Events Coordinator and it will be handled on an exception basis.

No one who has spoken at an R2 Retreat or Convention within the past three (3) years shall be a Main Speaker. Main speakers shall have at least five (5) years current abstinence and have worked the 12 Steps of OA.

It is Region 2 policy to pay for the Main Speaker's meal at any meal function at which he/she is speaking.

It is suggested that something be provided for special focus groups. There are two (2) suggestions on how to accomplish this.

1. A room may be arranged for special focus meetings, such as women, men, gay/lesbian, HOW, People of Color, Spanish speaking, etc. A sign-up sheet can be provided at the Volunteers table with the hours the room will be available. The sign-up sheet will include the topic/special focus, the name of the person making the request and their phone (room) number. All topics, other than those specified above, must be approved by a member of the R2 Board.
2. Preplan and publish such events/meetings in the program.

1. MARATHON SUB-COMMITTEE (if deemed necessary)

Duties and Responsibilities:

- a. Determine the hours for the Marathon meetings with approval of the Convention Committee.
- b. Decide hourly topics for each marathon meeting.
- c. Arrange for leaders for each session from those qualified on a particular subject, as well as those who volunteer on registration forms.
- d. Only those members with a minimum of two years current abstinence and who have worked Steps 4 and 5 are qualified to speak at marathon meetings.
- e. Arrange for volunteers to serve as time-keepers in order to observe time constraints.
- f. Make sure that tape release forms are available for each session, and that all leaders know in advance that they will be taped, if applicable.
- g. Make sure that a R2 Board approved format (see approved forms) is made available at each session, and that this format also addresses the tape release forms and procedure, if applicable.
- h. Please see that OA World Service Business Conference policy with regards to the use of non-sectarian prayers is followed.

Procedures:

- a. Leaders should be arranged 4 to 6 weeks prior to Convention. A leader must have at least two (2) years of current abstinence, completed a 4th and 5th Step, and be registered for the Convention.
- b. Observe the designated time limit on each session, and suggest that the leader observe the time limit on sharing so as to allow as many to participate as possible.
- c. If you elect to have the marathon run 24 hours, make sure all sessions have a leader to insure some structure, and to make sure that taping procedures are followed, if applicable. If you do not elect to hold continuous marathon meetings, they usually end at midnight and begin again at 7 in the morning.
- d. Taping of the marathon sessions is a decision which is to be made by your sub-committee, the Program Committee as a whole, and the Convention Committee. Please advise the Region 2 Events Coordinator well in advance of the Convention as to your intentions so that appropriate arrangements may be made with the taping company.

REMINDER:

Anyone who has agreed to be a Main Speaker, Leader or Moderator must be pre-registered for the Convention.

2. WORKSHOP SUB-COMMITTEE (if deemed necessary)

Duties and Responsibilities:

- a. Decide hours and times that workshops will be held at the Convention.
- b. Decide topics to be addressed at each session. Workshops usually run for an hour and one-half and are scheduled during the Saturday session of the R2 Convention.
- c. Arrange for speakers and moderators for each workshop. Only those members with a minimum of two years current abstinence and who have worked the first five (5) Steps of OA are qualified to speak at a workshop session.
- d. Inform speakers and moderators of the workshop format and length of their session, as well as familiarize them with the taping process and requirement for all participants to sign the tape release forms.
- e. Please see that OA World Service Business Conference policy regarding the use of non-sectarian prayers is followed.

Procedures:

- a. Arrange for speakers as early as possible. Remind them that they must register for the Convention.
- b. Always include speakers and moderators from all areas of Region 2, not just the immediate geographic area. (Main Speakers should represent different areas of the Region, as well as different methods of working their program).
- c. Observe the designated time limit on all sharing, so that everyone will have a chance to participate.

REMINDER:

Anyone who has agreed to be a Main Speaker, Leader, or Moderator must be registered for the Convention.

A room may be arranged for special focus meetings, such as women, men, gay/lesbian, POC, Spanish Speaking, HOW, etc. A sign up sheet will be provided at the Volunteers table with the hours the room will be available. The sign up sheet will include the topic/special focus, the name of the person making the request and their phone (room) number. All topics, other than those specified above, must be approved by a member of the R2 Board. A slot for a specific topic must be reserved only once per day at peak hours and one other time per day at off-peak hours (during Saturday workshops).

L. PUBLIC INFORMATION CHAIR

The Public Information Chair has two distinct areas of concern - Internal Publicity and External Publicity. It is recommended that either a Co-Chair be appointed, or that the appointed Chair of this committee have two sub-committees, as both areas are equally important in carrying the message.

Duties and Responsibilities:

1. Prepare publicity, mailing lists, and press releases consistent with the Twelve Traditions, and have all such material approved (see forms for previously approved materials) by the Region 2 Board.
2. Whenever possible, contact all areas of public media and arrange for Public Service Announcements, or other such coverage of the Convention, within the boundaries of the Twelve Traditions of Overeaters Anonymous.
3. Be available at all times for any media visits, remembering that a R2 Board member must be present at all such media interviews.
4. Make sure that other Convention Committee Chairs are aware of the procedures for media visits, and that their volunteers know where to direct such requests during the Convention, if needed.
5. Prepare articles for submission to each issue of the R2 newsletter prior to the Convention. Submit announcements, as approved by the R2 Board, to the WSO.
6. Prepare publicity kits (including Convention/Registration fliers, general information about the Convention, and any fliers that other Convention Committees may request) and distribute to all Intergroups and Unaffiliated Groups, as needed throughout the planning year. All materials must be approved by the R2 Board. See forms previously approved by the Board.
7. Prepare a notebook (or CD) with information on this year's Public Information Committee work to be submitted to R2 Events Coordinator for next year's Chair and R2 archives.
8. Send notices to institutions such as hospitals, college departments (medicine, psychology, social work, nursing, health, etc.) and recovery homes.
9. Obtain local declarations to read at opening ceremonies stressing the value of OA to the local communities.

Procedures:

1. Contact the R2 Publications Chair and work with them to write an "attraction letter" inviting participation at the Convention to all Intergroups and Unaffiliated Groups in Region 2. Include registration fliers and coordinate this mailing with other committees to include their fliers and information. Submit to the Convention Chair. The Convention Chair will forward the request to the R2 Events Coordinator for approval by the R2 Board. The letter shall be printed using an R2 letterhead template to be provided by the R2 Board.
2. Approach TV and radio media with requests for scheduling dates for Public Service Announcements (PSA's). Remember, ALL communications and subsequent PSA's must be submitted to Convention Chair. The Convention Chair will forward the request to the R2 Events Coordinator for approval by the R2 Board.
3. Prepare news releases to be sent to area publications. (ALL articles must be submitted to Convention Chair and R2 Events Coordinator for approval by the Region 2 Board.) The Convention Chair will forward the request to the R2 Events Coordinator for approval by the R2 Board.
4. Send approved news releases to respective media. Plan what the 'media' should film. If there is a media request, have two or three people available for interviews. **DO NOT MEET WITH ANY MEDIA PERSONNEL WITHOUT A REGION 2 BOARD MEMBER IN ATTENDANCE.** Ensure that the anonymity of all OA members is preserved, including but not limited to omitting last names, filming in shadow and digital manipulation of images or audio.
5. Remember that we do not represent OA as a whole, and the anonymity of our Fellowship must be preserved. Any media communication, prior to and during convention, must be within the guidelines of the Twelve Traditions of Overeaters Anonymous. If there is any doubt, contact the Convention Chair, the Region 2 Events Coordinator and/or the Region 2 Board.
6. Ask the Registration Chair to include a request for volunteers on the registration flier, if needed.

M. REGISTRATION CHAIR

Duties and Responsibilities:

1. Design registration form/flier using R2 pre-approved form as a guideline, to be mailed and distributed for the Region 2 Convention. Coordinate with the Convention Chair and Printing Committee to do this. This flier must include:
 - a. A section requesting volunteers, speakers and moderators (Ask all committee chairs if they need to be included in the request for volunteers on the registration flier.)
 - b. Abstinence requirement for speakers (2 years of current abstinence; completion of Steps 4 and 5)
 - c. A space for listing topic preference and length of current abstinence for speakers
 - d. The following quotation: "This is Region 2's major annual fundraiser. All meal functions with speakers are open to paid participants only. Alternative activities are offered for those not attending the meal functions."
 - e. The following quotation: "Enclose a self-addressed, stamped envelope to receive a confirmation by postal mail. All other confirmations will be sent via e-mail."
 - f. Convention-specific information (date, logo, location, room cost, convention costs, meal costs, etc.)

- g. Items for sale (t-shirts and other fundraising merchandise), including cost, sizes, etc.
- h. R2 logo
- i. Contact name, address and phone number for registration. Make a provision for optional email addresses.
- j. A vegetarian meal option
- k. Registration cut-off date and refund cut-off date
- l. A space to indicate whether or not they are staying at the hotel
- m. The following quotation: "Please specify *Region 2* or *Region 2 of Overeaters Anonymous* when making hotel accommodations"
- n. The Hotel name, address (including zip code), and phone number.

A copy of the registration form must be provided to the Webmaster in both PDF and html form for inclusion in the R2 web site.

2. The Volunteers Coordinator will schedule volunteers to staff the Registration table during all operating hours. The Registration Chair must personally select individuals who will be responsible for all monetary transactions during those times.
3. Maintain a Registration List and provide information as needed. Note that this information may be obtained via an online report.
4. Ensure that all contest winners and Board members are registered for the convention.
5. Complete a registration form for 'onsite' registrants that includes name, city, and state (phone and email addresses are optional for 'onsite' registrations). List all charges (e.g.: entry fees, meals, etc.). Ensure that at least 250 of these forms be printed. They can be printed "2-up" to save paper.
6. Ensure that badges and meal tickets are printed for those who pre-registered for the convention and that badge stock is available for online registrants.
7. Most registrations take place on-line. Please refer to the "Webmaster section" for detailed information. Any registrations received by mail need to be entered manually.
8. Provide an up to date registration count to the R2 Events Coordinator when requested.
9. Prepare a notebook record and/or computer disc with all Registration information for submission to R2 Events Coordinator for next year's Chair.

Procedures:

1. Obtain a post office box readily accessible to the Registration Chair, or a designee of the Registration Chair.
2. A draft of the registration form shall be presented to the R2 Events Coordinator for presentation to the Region 2 Board for approval.
3. Compile a list of registrants and, as registrations are received, record these registrants by first and last names, date received, amount received, number of banquet, breakfast, and dance tickets, number and sizes of T-shirts ordered, and, if they are volunteering for service, how and when. A manual list of information may be necessary and a monthly tally will be kept in each grouping and the pertinent information dispersed to the various sub-committees. Registration forms should be filed by LAST NAME.
4. Maintain an accurate record of all money (cash, checks, money orders and 'on-line' payments) received. All money will be turned over to the Convention Treasurer for deposit into the Convention General Account. A list of checks, cash, money orders, and 'on-line' payments will be maintained by the Registration Chair.

5. Prepare a letter of confirmation to be sent to those registrants who request one and who enclose a self-addressed, stamped envelope. This letter must be given to R2 Events Coordinator to be pre-approved by the R2 Board (see forms for previously approved letters).
6. Maintain a numbered list of names of pre-registered people which shall be used as a check-off list when the packet is picked-up from the registration table at Convention. On-site registrations forms will be added to this list and used to determine the final count of registrations for the Convention.
7. Prior to Convention, prepare a list of instructions for all volunteers. Be sure to have plenty of volunteers available as well as several stand-by and floaters-especially during predicted peak registration times.
8. Be sure to have:
 - a. Marking Pens for names on badges, for onsite registrations.
 - b. Pens for filling-out registration forms on-site.
 - c. Onsite registration forms, printed dinner, breakfast and dance tickets, if available. Always have additional meal tickets available at the registration table. Hotels can usually accommodate more than the contracted number. Verify total meals with hotel liaison before selling additional meal tickets.
 - d. Programs.
 - e. Scissors, staplers, staples, tape and paper clips.
9. It is suggested that the following information be available, as well as any other sub-committee information as deemed necessary, in the Registration area:

Obtain from the Hotel Liaison maps of the hotel which include areas being used for Convention with copies available in the Hospitality Room.

REGARDING SCHOLARSHIPS:

Refer to Section III - General Recommendations, Item A-Registration Fee. Only an R2 Board Member is authorized to make any reduction in registration fees.

REFUND POLICY:

A written request for a refund, less a \$10 processing fee, will be honored, if received or postmarked at least 30 days prior to convention.

REMINDER:

It is Region 2 policy that all tickets for any event associated with convention be completely sold-out and our guarantee met before we assist in re-selling previously purchased tickets. Any person wishing to re-sell a ticket for any such event should be directed to place a notice for the same on the bulletin board provided in the Hospitality Suite. Absolutely no exceptions may be made without specific approval of a Region 2 Board Member.

N. SIGNS AND DECORATIONS CHAIR

Duties and Responsibilities:

1. Coordinate with all other committee Chairs as to what signs are required. Request information from R2 Events Coordinator or committee member who prepared prior year's signs.
2. Recruit volunteers to assist in making any required signs.
3. Coordinate with the Program, Entertainment and Hospitality Committee Chairs as to what decorations and/or table arrangements will be needed.
4. Design all decorations and centerpieces as necessary.
5. Coordinate through the Hotel Liaison any special restrictions the hotel may have on signs and decorations.
6. Submit design of signs to Convention Chair, for submission to the R2 Events Coordinator for R2 Board approval.
7. Prepare a notebook (or CD) of all Signs and Decorations Committee work for submission to the Convention Chair and R2 Events Coordinator for next year's chair.

Procedures:

1. Obtain a list of workshop and marathon topics from the Program Chair in order to prepare the necessary signs.
2. Obtain the specific signs needed by all other committees.
3. Ensure that the signs are brought to the Convention in a timely manner, and that all are in place where and when needed.
4. Signs should be prepared for posting outside of all meetings, workshops, and marathons, as well as for special areas such as Registration, Literature, Newcomers, Hospitality Suite and T-shirts.
5. All signs should be removed when no longer necessary.
6. Any generic signs should be saved and passed on to next year's Chair.
7. Decorations should follow the theme of the Convention.
8. Ask the Registration Chair to include a request for volunteers on the Registration flier.

O. T-SHIRT CHAIR

Duties and Responsibilities:

1. Prepare a budget including three bids, with cost of shirts, suggested sales price, and proposed overage. Applicable tax, shipping and handling and any set-up charge must be included in a detailed breakdown of cost per T-shirt. This is to be submitted to the Convention Chair. The Convention Chair will submit it to the R2 Events Coordinator for Board approval. Request information from R2 Events Coordinator for T-shirt sources.
2. Obtain pre-order information (see Reminder section below) in order to prepare the size/quantity order.
3. Prepare a system for pre-ordered shirts to be set aside, and for selling the balance at the Convention.
4. Schedule a responsible person to handle all monetary transactions. The Volunteers Coordinator shall schedule additional volunteers as necessary.
5. Maintain complete financial records and turn them in at the close of Convention.
6. Prepare a notebook (or CD) of T-shirt information, including bids, quantity ordered, price per shirt, etc., for submission to the R2 Events Coordinator for next year's Chair.

Procedures:

1. Obtain three bids for purchasing T-shirts, and submit to them, together with T-shirt design, to the Convention Chair. The Convention Chair will submit it to the R2 Events Coordinator for Board approval. Base your request for funds on the suggested bids.
2. Submit a drawing or photo of the T-shirts to the R2 Events Coordinator for R2 Board approval and posting on the website.
3. Pre-order T-shirts as needed, and make advance deposit as required. Ensure that a full range of T-shirt sizes are included. Consult with past year's order to determine the size distribution. (See Reminder in this section)
4. Prior to Convention, have the T-shirts available for purchase at Assemblies or other events.
5. Pick-up shirts when ready, and set aside all pre-ordered shirts.
6. Arrange for storage with the Hotel Liaison for either the night prior or morning of Convention opening. Transport all T-shirts to the hotel.
7. The sale of the remaining T-Shirts and the distribution of pre-ordered T-Shirts can be done at the Registration desk or at a separate location. If done at a separate location:
 - i. Inform the Hotel Liaison so that tables can be made available
 - ii. Make arrangements with the Convention Treasurer for a cash box and seed money for selling at the convention. Ensure that money is picked up throughout the weekend by the Treasurer's staff.
8. It is ESSENTIAL that accurate counts and sales records be kept throughout the convention because the Region must pay sales tax to the State of California on T-Shirt sales. Turn in all sales records at the close of the Convention.
9. Obtain T-shirts in colors reflecting the Convention. Sizes from Medium to 5X must be made available. If ordering size Small, please be aware that only 2 or 3 Small sizes have been purchased at prior conventions. Whenever possible, order all T-shirts from the same supplier to allow for color matches in all sizes.
10. Ask the Registration Chair to include a request for volunteers on the registration flier.

REMINDER:

Remember the approval of the R2 Board is required prior to ordering or expending any funds for T-shirts.

T-shirts must be ordered in sizes Medium through 5XL or 6XL if at all possible.

It is a good idea to check with the T-shirt Chairs from previous conventions to obtain their allocation of sizes prior to obtaining bids. Try to be as accurate as possible in the number of each size to be ordered. Prior to the final order, check with the Registration Chair to obtain the list of sizes ordered, which may also be a good indication of what will be needed.

P. VOLUNTEER COORDINATOR

Duties and Responsibilities:

1. Contact all pre-registered participants from the Registration Chair's volunteer list and assign them to positions that do not involve monetary transactions.
2. Ask for volunteers at OA meetings or other OA functions.
3. Assign those people doing service in return for receiving scholarships.
4. Maintain a Volunteer Chart listing all shifts and volunteers scheduled.
5. Maintain a table for volunteer sign-ins during the Convention close to the Registration table.
6. Provide Board approved sign-up sheets for individuals requesting special focus meetings. (See forms previously approved by the R2 Board)
7. Post an appropriate sign at the registration area directing volunteers to the Volunteer table.
8. Be available during the Convention to find additional volunteers as needed.
9. Be prepared to place any scholarship recipients or other on-site volunteers into service positions.
10. Prepare a notebook (or CD) of Volunteer Coordination for submission to the R2 Events Coordinator for next year's Chair.

Procedures:

1. Compile an alphabetized roster of volunteers' names, telephone numbers, and dates and times available to give service. Obtain these names from the Volunteer Coordinator's list and the Registration Chair's list. This information may be provided via the online registration system.
2. Maintain a list of names (first and last) and e-mail addresses of all volunteers and have them sign-in next to their names.
3. Send a thank you note to all volunteers after the convention.

Q. WEBMASTER

Duties and responsibilities:

The Convention Webmaster activities will be coordinated by the R2 Events Coordinator. Convention website creation and maintenance responsibilities will be assumed by the Region w webmaster or someone appointed by and approved by the Region 2 Board. That person will have to coordinate their activities with the Region 2 Webmaster to ensure that all information is uploaded to the Region 2 website in a timely manner.

1. The Convention Webmaster will create, update and modify the content of all R2 Convention webpage(s) using current convention colors and logo. The Convention webpage is linked to the Region 2 website. Final R2 Board approved webpage items are to be submitted to the R2 Events Coordinator for posting on the website by the R2 Webmaster.
2. The Convention Webmaster will provide documentation and training to the Registration Chair and other committee members on how to use the online registration system.
3. Coordinate content with the Region 2 Webmaster, the Registration Chair, the Region 2 Events Coordinator and other Convention committee members as needed.

4. Provide online documentation to assist users of the online registration system.

Procedures:

1. Two weeks after current convention is over the following (R2 board approved) items should be posted to the R2 website.
 - a. Convention logo for next year's convention with "reserve the date" announcement written by Convention committee (e.g.; P.I. Chair). If information from PI chair is not yet available, the convention Webmaster will write up a short statement about location and dates of convention. As soon as an announcement has been received from the PI chair (after approval of the Convention committee and the R2 Board) it should be posted to the website.
 - b. Convention Flyer
2. Registration information should be posted no later than November since convention registration forms are distributed at the Region 2 Fall Assembly.
3. Registration form (R2 board approved) in PDF form for downloading should be provided by November and should be made available via a link on the Convention website.
4. The online registration information, including Pay-Pal information, shall be updated.
5. T-shirt picture(s) approved by R2 board should be included on the convention website.
6. Convention Program should be posted to the Convention website 3 to 6 months before convention, after R2 board approval.
7. Dinner and breakfast menus may optionally be provided.
8. Registration chair may need instructions pertaining to on-line registration procedure.

The Convention Policy and Procedures Manual will be revised at the discretion of the Region 2 Board

Appendix A – R2 Convention Timeline

15 to 18 Months Prior to Convention

Convention Chair:

1. Announce and convene a preliminary meeting.
2. Recruit volunteers for Chairs for various sub-committees.
3. Set schedule of meetings through the end of calendar year, at least, so that Hotel Liaison may arrange this with the Hotel. (Caution: Be prepared to hold meetings in another place for a few months. Some hotels do not want meetings prior to 12 months before the convention.)
4. Notify the R2 Events Coordinator of the date of the first regularly scheduled meeting as soon as possible.
5. Convention Policy & Procedure Manual and previously approved forms:
 - a. Distribute the Convention Policy and Procedure Manual (including this timeline) to each Convention Committee Chair or position.
 - b. Obtain previously approved forms from the R2 Events Coordinator, copy and distribute to appropriate committee members.
6. Select a Convention theme, logo and colors to submit to the R2 Events Coordinator for submission to the R2 Board for approval.
7. Announce the approved theme and colors at the current year's Spring Assembly.
8. Obtain the initial convention budget from the Convention Treasurer and distribute to committee chairs for review and possible changes.

Secretary:

Take accurate minutes of each meeting and distribute minutes and an updated member roster within one week of each meeting via e-mail.

Treasurer:

1. Obtain the initial convention budget from the R2 Treasurer, make copies and give to Convention Chair for distribution to committee chairs for review and possible changes.
2. Obtain checkbook, 'deposit only' ATM card, deposit slips and endorsement stamp for the appropriate Convention account ('North' or 'South') from the R2 Treasurer. The R2 Treasurer will prepare a new signature authorization form which will be signed by the required Board Member(s) after the incoming Convention Chair and Convention Treasurer have signed it

All Committees:

Review committee budget reflected in initial convention budget. Submit proposed changes to the Convention Treasurer as soon as possible.

All Committee Members:

Participate in a Convention Service & Traditions Workshop facilitated by 2 current or former members of the R2 Board. (Events Coordinator and one other current or former board member)

R2 Events Coordinator is to arrange the meeting time and place with hotel contact and will submit possible dates for workshop to the Convention Chair.

Appendix A – R2 Convention Timeline

12 to 15 Months Prior to Convention

Convention Chair:

1. Prepare a 5 minute presentation for the closing session at the current year's R2 Convention..
2. Work with the Convention Treasurer in obtaining budget revisions from all committees and prepare a Convention Budget for approval by the Committee.
3. Obtain the following and submit same to the R2 Events Coordinator for R2 Board Approval:
 - a. Program outline (from Program Chair)
 - b. Final 'committee approved' convention budget (from Convention Treasurer)
 - c. Article for publication in Lifeline (from PI Chair)
 - d. Convention pre-announcement flier (from Program Chair)
 - e. Silent Auction/Boutique flier requesting donations (from Fundraising Chair)
 - f. Drawing ticket design and bids if applicable (from Fundraising Chair).
 - g. Rough draft of registration flier (from Registration Chair) – use pre-approved form as guideline.
4. Visit the hotel with the Hotel Liaison to make initial arrangements with regard to space, time, etc. including arrangements for monthly committee meetings.
5. Arrange for distribution of R2 Board approved pre-convention announcements at current year's convention.

Fundraising Chair:

1. Submit design (see Sect. II, C, 5) and bids for drawing tickets for the Registration prize and Quilt/Afghan prizes (if applicable), to Convention Chair for R2 Board approval if applicable. Use pre-approved form as guideline.
2. Determine prices to be charged for drawing tickets and determine whether they will be sold as part of the online registration if applicable.
3. Have approved drawing tickets printed if applicable.

Hotel Liaison:

1. Obtain name of Hotel Contact from R2 Events Coordinator.
2. Arrange to meet the hotel contact (together with the Convention Chair and R2 Events Coordinator) to review contract, securing space as needed. All contractual and/or financial issues MUST go through the R2 Events Coordinator. Contract changes require R2 Board approval.

(Hotel Liaison – cont'd)

3. Work with the hotel contact or chef to obtain suitable menus for the meal functions. Any price variance must be approved by the R2 Board.

Program Chair:

1. Design convention pre-announcement flier/postcard and submit it to the Convention Chair for submission to the R2 Board (if printing cost exceeds \$100.00, submit with 3 bids).
2. Upon Board approval, have pre-announcement fliers/postcards printed (suggested to print 5,000) for distribution at the current year's R2 Convention, Region Assemblies and other events (e.g.: L. A. Birthday Party).
3. Submit, to the convention chair, a preliminary time schedule indicating when workshops and marathon meetings will take place. Indicate the number of workshops to be held during each time slot.

Public Information:

1. Submit an article for publication in the "Lifeline" to the Convention Chair for submission to the R2 Board.
2. Schedule time slots for special events (e.g., showing the OA film) with the Program Chair.

Registration Chair:

1. Begin working on the registration form using pre-approved form as guideline. Check with all committees regarding their special requirements for this form. Name, address, and phone number of hotel to be included on form. – Use pre-approved registration form as a guide.
2. Submit a rough draft of the Registration form to the Convention Chair for Committee and R2 Board approval.

Treasurer:

1. Incorporate changes to the initial Convention budget and present to Convention Chair for Committee approval.
2. Obtain the Region 2 Tax Resale Number from the R2 Treasurer and provide the number to committee chairs responsible for purchasing approved merchandise which will be resold as fundraisers.

All Committees:

Submit your committee's special requirements needed for inclusion on registration form to Registration Chair.

Appendix A – R2 Convention Timeline

9 TO 12 MONTHS PRIOR TO CONVENTION

Convention Chair:

1. Obtain all bids from the Entertainment, Fundraising, Printing, Registration and T-Shirt Chairs for submission to the R2 Events Coordinator for R2 Board approval.
2. Obtain the following (with bids if not already provided) and submit them to the R2 Events Coordinator for R2 Board approval. Note that list is not exhaustive.
 - a. Plans, scripts, DJ bids, etc. from the Entertainment Chair.
 - b. Finalized meal plan from the Hotel Liaison
 - c. Rough draft of the program structure from the Program Chair using pre-approved form as guideline.
 - d. Camera-ready copy of the Registration flier from the Registration Chair.
 - e. Committee approved T-Shirt design and sale price, together with 3 bids, from the T-Shirt Chair
 - f. Preliminary list of main speakers from Program Chair.
3. Create status report and present to the Fall Assembly. Presentation will be about 10 minutes and is designed to create enthusiasm for the event.

Entertainment Chair:

1. Obtain three (3) bids from DJ's or Bands for the dance or other entertainment. Submit these to the Convention Chair for R2 Board approval.
2. Begin the preliminary schedule for entertainment.
3. Submit all plans, scripts, etc. to the Convention Chair for R2 Board approval.

Fundraising Chair:

1. Obtain three (3) bids for any items proposed for sale at the Convention, if applicable. Submit the bids to the Convention Chair for approval by the R2 Board.
2. Distribute approved 'Registration' and 'Quilt/Afghan' drawing tickets at the Fall Assembly if applicable.

Hotel Liaison:

1. Make arrangements with the hotel to obtain a beeper or walkie-talkie so you may be reached whenever necessary. Cell phones may also be utilized, providing reception is adequate.
2. Submit finalized meals to the Convention Chair for R2 Board approval.

Program Chair:

1. Submit the rough draft of the program structure (ideas; what's happening, etc.) to the Convention Chair for R2 Board approval.

(Program Chair – cont'd)

2. Solicit suggestions for Main Speakers from committee members, R2 Board and members of the fellowship and create preliminary list. Main speakers should have not spoken during the three (3) preceding Region 2 conventions. Speakers should reflect the diversity of the program (North/South, male/female, gay/straight, obese/anorexic/bulimic, etc. Get some information from speakers, (e.g. IG affiliation, time in program, length of abstinence, special focus).

Public Information Chair:

1. Submit an article to the R2 Publications Coordinator for publication in the R2 Newsletter (MUST be approved by the R2 Board).
2. Seek out declarations from site area local governments.

Registration Chair:

1. Submit camera-ready copy of the registration form to the Region 2 Board by September 1st for their approval.
2. Submit camera-ready copy of the registration form to the R2 Events Coordinator for posting to the convention website.
3. Print the approved registration form in sufficient quantities to be distributed at the Fall Assembly.
4. Distribute approved registration form at the R2 Fall assembly.

T-shirt Chair:

1. Submit T-shirt design, and suggested selling price to Convention Chair for approval by the Committee and the R2 Board. (Sales price to include provision for sales tax.)
2. Obtain three (3) bids and submit them, along with your recommendations, to the Convention Chair for R2 Board approval. Contact R2 for T-shirt sources.
3. Submit the approved T-shirt design and pricing, and, if available, a photo of the T-shirt to the R2 Events Coordinator for posting to the convention website.
4. Order approved T-shirts and begin distribution by R2 Fall assembly, if possible. If not, they should be received in order to sell at the Los Angeles Birthday Party.

Webmaster/Events Coordinator:

1. Customize R2 convention registration website for current convention.
2. Website must be ready to accept registrations no later than the Fall Assembly.

Appendix A – R2 Convention Timeline

6 TO 9 MONTHS PRIOR TO CONVENTION

Convention Chair:

1. Obtain from the Entertainment Chair the rough draft of the planned entertainment. Submit this draft to the R2 Events Coordinator for R2 Board approval.
2. Attend the R2 Fall Assembly to make an entertaining presentation about the Convention.
3. Obtain the design and cost for the badges/name cards from the Registration Chair and submit these to the R2 Events Coordinator for R2 Board approval.
4. Contact the LA Intergroup to request time at the OA Birthday Party for a R2 Convention Presentation and select presenter.
5. Arrange to have the Registration form distributed at the LA Intergroup OA Birthday Party.
6. Request permission to display and sell convention T-shirts at the OA Birthday Party.
7. Obtain the PI proposed releases and submit them to the R2 Events Coordinator for R2 Board approval.
8. Obtain all PI materials to be sent within the fellowship for approval by the R2 Board.
9. Obtain the finalized program flier/handout and submit it to the R2 Events Coordinator for R2 Board approval.
10. Obtain “final” list of suggested Main Speakers and back-up speakers from Program chair and submit to R2 Events Coordinator for Board approval.

Entertainment Chair:

Submit the rough draft of all planned entertainment to the Convention Chair for R2 Board approval.

Event Security Chair:

Coordinate a committee and work with the Program Chair, Entertainment Chair, and Registration Chair to ascertain the timeslots security coverage will be needed.

Fundraising Chair:

1. Distribute tickets for the pre-convention drawing at the Fall R2 Assembly if applicable.
2. Distribute silent auction fliers soliciting items to be auctioned, at the Fall R2 Assembly if applicable. (On flier, include solicitation for donations for “Boutiques” or other fundraising projects which require donations.)

Hospitality Chair:

1. Obtain ribbons for Committee and coordinate distribution with the Registration Chair, who will prepare the name tags.
2. Work with the Hotel Liaison in preparing a diagram for the Hospitality Suite set-up, submitting special requests to the hotel, including water set-up. Available R2 graphics may be used as guidelines for set-up.

Hotel Liaison:

Finalize the menu and plans for the wrap-up luncheon and submit to the R2 Events Coordinator.

Literature Chair:

Contact local Intergroups to determine if one of them is interested in providing and staffing the literature table for the Convention. (Two or more intergroups may wish to cooperate in this service.)

Program Chair:

1. Begin the preliminary lists of workshop, marathon meeting and panel speakers, leaders, and moderators by January 1st. Note that main speakers will have been finalized at this point.
2. Finalize program outline of topics for workshops and marathons by January 1st

Public Information:

1. Contact “media” to request schedule dates for Public Service Announcements (PSA’s).
2. Assign a committee member to be responsible for PSA’s.
3. Obtain R2 letterhead template from the R2 Events Coordinator, or other Board member, for mailings, including Registration forms within the fellowship (Region 2 and WSO). All releases and materials to be sent must be submitted to the Convention Chair for R2 Board approval. (See previously approved forms and letters. A sample package of all mailings must be approved by the R2 Board.)
4. Submit announcement to the oa.org website and the Region 2 Calendar to ensure that announcements are listed at least 4 months prior to the convention.

Appendix A – R2 Convention Timeline

(Continued on next page)

6 TO 9 MONTHS PRIOR TO CONVENTION (CONT'D)

Registration Chair:

1. Coordinate, with the Convention Chair, the distribution of Registration forms at the OA Birthday Party held in January or February by the LA Intergroup.
2. Prepare name tags for Registration, Hospitality committees. Committee name to be indicated on name tag. Committee and Board ribbons to be provided through Hospitality Chair. Security committees may have vests available.
3. Process incoming registrations according to the documentation provided by the Region 2 Webmaster. This will be an ongoing task.
4. Relay information on volunteers to the Program Chair or Volunteer Chair as appropriate. Note that this will be an ongoing task.

Signs and Decorations Committee:

Prepare ideas for decorations at the Opening Ceremonies as well as at the Main Meal functions and submit the same to the Convention Chair and R2 Events Coordinator.

All Committees:

Give list of signs needed to the Signs and Decorations Committee for preparation of signs for use during the Convention.

Appendix A – R2 Convention Timeline

3 TO 6 MONTHS PRIOR TO THE CONVENTION

Convention Chair:

1. Give a report at the Spring Assembly.
2. Distribute, or arrange for the distribution of Registration forms at the Spring Assembly.
3. Submit convention registration forms (200-250) to R2 Chair for distribution at World Service Business Conference.
4. Obtain standard meeting formats from Region 2 Events Coordinator, revise as appropriate (along with the Convention Program Chair) and submit to R2 Board for approval if they differ from the template.

Boutique Chair:

1. Coordinate a committee.
2. Determine whether items will be solicited outside the local intergroups.
3. Determine pickup dates and locations and obtain storage space for items.
4. Create flyer requesting donations and distribute to intergroups.

Entertainment Chair:

1. Work through the Hotel Liaison to finalize all necessary arrangements and secure equipment, including A/V (Audio/Visual) for use during the Entertainment portions of the Convention.
2. Schedule all necessary rehearsals at the hotel. Coordinate this through the Hotel Liaison.

Event Security Chair:

Procure vests or other means of identification (such as badges, hats, ribbons, etc.) in sufficient quantities to accommodate all committee members. If these items must be purchased and will cost over \$100, submit three competitive bids to Convention Chair and Convention Treasurer for approval by Region 2 Board.

Fundraising Chair:

1. Arrange for pre-convention storage of items being sold at the convention.
2. Arrange for pickups of sale items being donated.
3. Coordinate with the hotel liaison to obtain space for storing all items being sold as fundraisers during closed hours. (Hotel liaison to arrange storage space the day before the convention, if possible.)
4. If applicable, distribute additional afghan/quilt tickets at the Spring Assembly, if available.

Hotel Liaison:

1. Submit a map of the hotel facilities (including a fire map) and their use to all committee chairs who require this information. Provide this map to the R2 Events Coordinator.
2. Obtain requests for table requirements from the Literature, Hospitality, Volunteer, Registration, T-shirt and Fundraising Chairs. Other intergroups or Region 2 committees may request space but it will be provided on an “as available” basis. Coordinate arrangements for the same with the hotel.
3. Coordinate, with the Hotel, the methods of protecting fundraising items, the Hospitality Suite, etc., during Main functions and hours of non-operation. Advise committee chairs of the agreed to procedures.
4. Try to arrange storage space for the day before the convention, if at all possible.

Literature Chair:

1. Coordinate with the Hotel Liaison to obtain space for storing the literature on-site during closed hours and tables required to display literature.
2. Contact R2 Events Coordinator and/or WSO for a “Lifeline” display and order kit. - Optional
3. Obtain back issues of “Lifeline,” if possible, to distribute at the Convention.

Program Chair:

1. Submit a final draft of the program flier/handout to the Convention Chair for R2 Board approval.
2. Printing of Convention Program for distribution of Spring Assembly.
3. Request that the Events Coordinator submit the Convention and R2 logos to the taping company along with the necessary release forms for their printing and use at the convention.
4. If revised submit meeting formats to committee and to Convention Chair for R2 approval.

(Continued on next page)

Appendix A – R2 Convention Timeline

3 TO 6 MONTHS PRIOR TO THE CONVENTION (Cont'd)

Public Information Chair:

1. Prepare news releases for newspapers including as many neighborhood newspapers as can be contacted.
2. Obtain PSA's. (Public Service Announcements)
3. Submit articles to Intergroup Newsletters. All materials must be submitted to the Convention Chair for R2 Board approval.
4. Follow up with the television and radio media. Try to get commitments for broadcasting PSA's and/or live on-site coverage. Inform interested media of the requirement that they speak to an R2 Board member while at the convention. To avoid misrepresentation, and to ensure that the 12 Traditions are upheld, every effort should be made to obtain final approval for the copy being published by a third party .
5. Mail registration forms to all Intergroups reminding them about the registration deadline. (optional) These may be handed out at R2 Assemblies.
6. Prepare and distribute a second packet of materials to Intergroups, Unaffiliated Groups, Regions, etc.
7. Send out periodic e-mail blasts to former attendees and intergroups reminding them of registration deadlines.
8. Follow up on proclamation requests.

Registration Chair:

1. Provide a sufficient number of Registration forms to the Public Information Chair for distribution to all intergroups not represented at the Spring Assembly.
2. Distribute registration fliers to Intergroups not represented at the Spring Assembly.

T-shirt Chair:

Coordinate with the Hotel Liaison to obtain space for storing the T-shirts on-site during closed hours

Appendix A – R2 Convention Timeline

2 MONTHS PRIOR TO CONVENTION

Convention Chair:

Submit to the R2 Events Coordinator the schedule of Registration table's shifts during which an R2 Board member must be available.

Hotel Liaison:

Confirm all details regarding the meal functions, meeting room arrangements, etc. with the hotel.

Program chair

Send out confirmation letters/e-mails to all main speakers, workshop and marathon speakers.

Public Information Chair (Optional):

1. Arrange for media event, including staffing by Board members.
2. Write script for media event.

Registration Chair:

Provide the Convention Chair with a schedule of registration table's time shifts in order that the R2 Board can schedule their timeslots to cover at the Registration area during operating hours. An R2 Board member is required to be present during registration hours to talk to media and discuss scholarships, if the need arises.

Fundraising Chair:

Make arrangements to collect all outstanding Registration prize tickets and money prior to the pre-convention drawing.

Literature Chair:

1. If the San Fernando Valley (SFVIG) Intergroup handles convention literature items below are not necessary. Obtain SFVIG information from R2 Events Coordinator.
2. If the convention committee is purchasing literature, prepare the literature order.

(Literature Chair – cont'd)

3. Then, contact area Intergroups to obtain commitments for purchasing the remaining literature at the end of the Convention.
4. If a local Intergroup is providing and selling the literature, contact them to determine their needs (tables, etc) and advise Hotel Liaison.

Appendix A – R2 Convention Timeline

1 MONTH PRIOR TO CONVENTION

Convention Chair:

Hold the Convention Registration prize drawing 30 days prior to the convention if at all possible.

Convention Treasurer:

Obtain cash boxes from the R2 Treasurer for use during the Convention. (It may be appropriate to request cash boxes to be brought to the Spring Assembly.) Prepare money collection envelopes and other forms needed to track income and expenses at the convention site. (Pre-approved forms may be available. Contact R2 Events Coordinator.)

Event Security Chair:

Take your committee on a walk-through of the area, going over when and where they will be needed during the Convention. Make sure security vests or other identifying items are available.

Fundraising Chair:

1. Attend the Convention Registration prize drawing.
2. After the drawing, notify the winners as well as the R2 Events Coordinator who will handle hotel reservations. Comp'd Hotel rooms may be used for this. (Registration and meals to be handled by the committee.) A "Winners Certificate" is available from R2 Events Coordinator upon request.
3. Obtain ticket rolls (50/50 drawing) and prizes as required for on-site drawings.
4. Obtain hanging racks on which to hang boutique clothes for sale at convention.
5. Sort clothes being sold at Boutique and determine prices.
6. Secure volunteers to cover the convention weekend.

Hotel Liaison:

Arrange for the use of one or two safety deposit boxes at the hotel and a locked room for use by Committee Treasurer and R2 Treasurer.

Public Information Chair:

1. Pick up proclamations.
2. Arrange for display of proclamations at the convention.
3. Incorporate any proclamations into opening night script.

Registration Chair:

1. Confirm that name tags, meal and T-shirt tickets can be printed off the web and have 150 to 200 blank registration extras, for those who register at the Convention. Assure that extra meal tickets (dinner and breakfast) are available to be sold if hotel makes additional meals available.
2. Select volunteers to staff onsite registration table if desired.

Appendix A – R2 Convention Timeline

During Convention

Convention Chair:

The role of the Convention Chair is to ensure smooth operations during the convention, which means they will be taken on a number of roles.

1. Ensure that all logistics are in order (rooms allocated and set up correctly, all materials are onsite, etc.)
2. The Convention Chair is the first point of escalation for any issues that may arise during the convention. If they cannot resolve the situation, the next escalation points are the Region 2 Events Coordinator, then the Region 2 Chair.
3. The Convention Chair, along with the Region 2 Chair and the Region 2 Trustee, hosts the Opening Ceremonies.

Convention Treasurer:

(Region 2 Treasurer will work with you during convention.)

1. Distribute the necessary cash boxes and start-up funds.
2. Periodically collect funds from the various committees.
3. Count all cash and checks collected during the convention with the R2 Treasurer. With the R2 Treasurer, deposit counted proceeds in the Hotel's safety deposit box.
4. Prior to the closing ceremonies, obtain the bills for the Hotel's services from the R2 Events Coordinator.
5. With the R2 Treasurer, during the Closing Ceremonies, withdraw funds from the safety deposit box and make a final accounting of the total income and expenses incurred during the convention, and prepare a preliminary estimate of the Convention's overage(shortage) and make a verbal report at the Wrap-up Luncheon.
6. Work with the R2 Events Coordinator to apply the cash to the Master Account at the hotel. Balance of hotel bill should be paid within 30 days after convention. R2 Events Coordinator should arrange this.

Event Security Chair:

1. Supervise and staff all events which require security.
2. Maintain a sign-in board at the Registration area.

Fundraising Chair:

1. Handle all drawings held during the Convention.
2. Maintain accurate records as to ticket distribution and amounts collected.
3. Handle all set-up and tear-down for any silent auction, drawings, boutiques or other fundraising items, excluding T-shirts.
4. Coordinate and staff table(s) for selling any fundraising items prepared for the Convention, other than the T-shirts.
5. Turn in cash as required by the Treasurer.

Hospitality Chair:

Staff and supervise the Hospitality suite.

Arrange for and supervise Greeters, Huggers, etc.

Hotel Liaison:

1. Be sure that a prominent (easy to see and access) area with tables is made available to be used by the recording company. Region 2 has contracted with a recording company.
2. Request extended check-out time and parking from hotel. Announce at closing meeting.

(Cont'd on next page)

Appendix A – R2 Convention Timeline

During Convention (cont'd)

Literature Chair:

If the Committee is selling the literature - (does not apply if San Fernando IG is handling literature):

1. Obtain a cash box and start-up money for use during sale hours.
2. Supervise the staffing of the literature table whenever literature will be available.
3. Turn in cash as required by the Treasurer.
4. Deliver or make arrangements for the remaining literature to be picked up by an area Intergroup to reimburse R2 for up-front funding.

Make sure the required tables are available in the Hospitality Suite or another suitable area – probably registration area. Determine that only OA approved literature is being offered for sale. San Fernando IG may ask for help at the registration table. - Make sure volunteers are available.

Program Chair:

1. Have sign-in sheets and schedules available for all speakers, leaders and moderators at the Volunteers table.
2. Have meeting formats, tape release forms and disclaimers in all meeting rooms with instructions for all the leaders/moderators.
3. Be available to supervise workshops and marathon meetings as necessary.
4. Ensure that ask-it baskets and pencils and other workshop materials are provided as appropriate.

Signs & Decorations Committee:

Provide all signs and decorations as needed and supervise their placement, if necessary. Request that hotel liaison make arrangement for easels from hotel.

Registration Chair:

1. Work with the Volunteer chair to staff the registration tables. (Note that you may want to select your own volunteers since it involves handling money)
2. Turn in cash, checks and charge slips as required by the Treasurer.
3. Maintain a list of registered attendees at the hotel.
4. Complete and retain a registration form for on-site registrations: Write individual's name, City and State on form, together with registration amount paid; dinner and breakfast info., if applicable. Phone numbers and email addresses are optional for onsite registration forms. A print-out for pre-registered registrations should be available when registration begins.

T-shirt Chair:

1. Obtain a cash box and start-up money for use during sale hours, if t-shirts sold on site at the registration table.
2. Supervise selling of T-shirts, if required.
3. Turn in cash as required by the Treasurer.

Appendix A – R2 Convention Timeline

AFTER CONVENTION

Convention Chair:

1. Attend, and facilitate, the wrap-up luncheon meeting
2. Attending committee chairs are requested to submit a verbal, preliminary report to the board and following year's convention committee chairs.
3. Submit a preliminary report to the R2 Events Coordinator for the next R2 Board meeting.
4. Submit a final report at the next R2 Assembly.

Convention Secretary:

1. Take minutes at the wrap-up luncheon and distribute to all Committee Chairs, the R2 Events Coordinator for the R2 Board, and next year's Convention Committee Chair.
2. Turn in all minutes and records to the R2 Events Coordinator for the R2 Archives within 30 days after convention.

Convention Treasurer:

1. Deposit final receipts into the R2 Convention account.
2. Balance convention bank account and all records.
3. Submit a final report to the R2 Treasurer and R2 Events Coordinator within 30 days after the conclusion of the Convention. Write a check to R2 for the overage (or have the R2 Treasurer transfer funds), plus any seed money advanced in excess of the initial \$1,000.00 seed money (for following year's convention chair/treasurer) at, or before, this time.
4. Give a final report to the Convention Chair to submit to R2 Events Coordinator. All financial records must be turned in at this time. A financial accounting will be presented at the following assembly by the R2 Treasurer or Events Coordinator.

All Committee Chairs:

1. Attend the wrap-up luncheon, if possible.
2. Deliver all reusable items to the wrap-up lunch so they can be passed along to next year's committee.
3. Send/deliver written information, notebook, supplies, etc. regarding your committee to next year's Convention Committee Chair within two (2) weeks after the convention.
4. Send thank-you notes as needed.

NOTE: All Committee Chairs have two (2) weeks following the closing of the Convention to get all requests for reimbursements to the Convention Treasurer. The books will be closed thereafter. Any outstanding bills will be paid on a case by case basis with review and approval from the R2 Board.