

## **Board of Trustee's Policy: Establishment of an Annual Convention Committee as a WSO Standing Committee** (approved at the April and May 2017 Board meetings)

### **I. Overview:**

1. Hosting the annual convention is a big responsibility. There are many financial, legal, business and programmatic decisions to make and the budget is approximately equivalent to RCA's annual budget.
2. For the past many years local groups, on their own, when hosting an Annual Convention, have had to discover and recreate annually how to handle all financial issues (such as bank accounts, tax ID, insurance) web pages, convention program guidelines and so forth. Therefore, the RCA Board decided that it would make it easier for groups to host an annual convention, if there was a standing RCA Convention Committee.

### **II. Background:**

1. Responsibility for the Conventions is assigned to the WSO by the Bylaws:

The services provided by W.S.O. shall include but shall not be limited to:

. . . Sponsoring and organizing the Annual National R.C.A. Convention, hereinafter referred to as "R.C.A.C." Bylaws paragraphs 1.2.1 and 1.2.1.3.

2. In the past the WSO has provided financial support to the local convention committee, covered any losses accrued by the local committee, and received any profits from the local committee. Thus, in all practical respects, the convention costs and expenses have been those of the WSO. Proper tax accounting requires the use of the WSO EIN on convention related bank accounts and the reporting of all financial activities on the WSO's income-tax submissions.
3. The Board is charged with the responsible management of RCA funds. RCA Concept of Service Eight states:

The Board of Trustees is the principal planner and administrator of overall policy and finance for the RCA–WSO. It is entrusted with the responsible management of RCA funds, which are to be used to further the Fellowship's primary purpose. The Board is responsible for the monitoring and oversight of contracted service providers.

### **III. Policy:**

1. The Annual Convention Committee (ACC) is hereby established as a standing committee that regularly reports, as do other committees, to the Board.
2. The WSO shall be responsible for the expenses associated with each convention. Contracts shall be signed in the name of WSO for RCA, Inc. (signed in an organizational capacity, never in an individual capacity).
3. The WSO shall establish a separate bank account for the use of the Annual Convention Committee to manage income and expenses, as well as a separate account for each annual convention.

4. The following requirements apply to the committee:
  - a. The Annual Convention Committee shall manage the expenses associated with each RCA Annual Convention and shall submit a convention budget to the Board for approval. Significant changes to the budget shall also require Board approval.
  - b. The WSO Financial Service provider would be assigned the responsibility to maintain separate charts of accounts for each annual convention.
  - c. The RCA Board treasurer shall be a member of the Annual Convention Committee
5. The Annual Convention Committee shall use the WSO tax ID number (EIN) for all bank accounts and all other documents requiring an EIN.
6. The WSO shall report the income and expenses of each annual convention as part of its annual tax filings.
7. For each annual convention:
  - a. The Annual Convention Committee shall be responsible to create, present, and save an annual report. Each annual report shall include details on the number of attendees, costs, and program details, as well as a useful summary of strengths of the convention and ideas for improving future conventions.
  - b. This report will be fully transparent and available to all RCA members to serve as the “institutional memory” of conventions, and is intended to help guide future Committee members in planning future conventions.
8. A task of the Annual Convention Committee shall be to find local or regional groups to participate in hosting an Annual Convention, as well as to respond to inquiries from local or regional groups. The Committee shall bring proposals for future convention locations to the WSO Board for approval.
9. The following provisions shall apply:
  - a. The Annual Convention Committee shall work with regional or local groups who will provide leadership and volunteers to establish the program of recovery content and the various workshops and speakers.
  - b. Additionally, it is envisioned that some members of the Annual Convention Committee could serve on the committee to assist with several conventions while some committee members would come onto the committee only during the time they are serving to host one Convention, though it is anticipated that some will then stay on the Committee to assist with one or more subsequent Conventions.
  - c. To fully clarify this, it is envisioned that there would not be “the Annual Convention Committee” *and* a separate “local Committee” but rather they would work in concert on the Annual Convention Committee.
  - d. There would be a Chair of the Annual Convention Committee and also be designated leaders from the local team with delegated responsibilities.
  - e. It is envisioned that once fully established, the Annual Convention Committee will be working on planning for and producing at least two and hopefully three conventions at a time.

- f. It is envisioned that having an Annual Convention Committee will make it easier to find local/ regional groups interested and willing to host a Convention in their area since they will have the immediate support of institutional memory from previous conventions, financial structure, and website development. This will leave the local group to focus more on the recovery aspects of a convention.
- 10.** The Annual Convention Committee shall engage in a major edit and simplification of the currently circulating “Convention Guidelines” and present them for approval to the WSO Board and the Fellowship.