

Guidelines For Hosting The Annual Regional Assembly

Purpose

The purpose of these guidelines is to provide a standardized framework in which Areas can host the annual Regional Assembly.

Responsibility and Planning

Overall responsibility for the regional assembly falls on the RD / RDA. All planning for Regional Assembly will be done with regional oversight provided by the RD, RDA, and at least one other regional officer appointed by the RSC Chair.

Host committee

The host committee shall consist of a chairperson and other persons serving specific functions as needed. (Points of accountability)

Specific tasks for the event should be clearly defined with a member assigned to each task. Tasks should include;

- Registration
- Workshops
- Food service
- Recovery meetings / other events

Format

Conference Year the focus will be on the Conference Agenda Report with other workshops as time allows.

Non Conference Year focus will be on WSC issue discussion topics with other workshops as time allows.

Timing

For conference years, the Assembly must be held after the release of the Conference Agenda Report and the Conference Approval Track. The best time frame to hold the CAR related Assemblies is between February and March. A storm date should be included in planning to allow for potential weather related travel difficulties.

In a non conference year, early spring is recommended.

The timing must be clearly stated in the bid and any known potential event conflicts.

Rotation

The event will **rotate** through the region on an east/west rotation NB, PEI, NS, NL. So a province would/could potentially host the event once every 4 years

Bid process

Any area can bid in case the province in the current rotation priority does not have a bid;

The Province that has the rotation priority has first choice for an area to be selected unless no bids are submitted from the areas in that province. This could result in the rotation list being reprioritized. Multiple bids will be resolved by the regional committee down to a single bid

Each bid must contain

- An agenda for the weekend
- A full budget for the event
- The name of the host committee chairperson, with a recommendation from the host area committee.

Agenda

The event must have an agenda approved by the regional committee. The agenda must be approved by 2 regional meetings before the event. Approval can occur by email or phone poll for extraordinary circumstances

Here are some event agenda suggested guidelines

- Should be a Hospitality room/area
- Saturday activities should start at 10am and end at 10pm
- Saturday evening may contain a fundraising event
- Sun activities must allow for normal Regional Meeting
- The host committee may provide all or some meals. Meals could include Saturday lunch, Saturday Supper, Sunday breakfast, and Sunday lunch. If these four meals are not provided by the committee there must be restaurants nearby.

Financial Responsibility

Although financial responsibility for the event lies with the RSC, the host committee, and other ASC's are encouraged to raise funds for seed money.

The event must be as affordable as possible so we include as many groups as possible.

There will be no registration fee for the weekend.

A 7th Tradition basket will be placed at all meals to allow collection of NA funds, proceeds to CARNA. All budgets must be approved by the RSC and the event must stay within budget.

Flyers

Flyers should be available at the RSC at least 3 months in advance of the event. A pre event flyer may be released shortly after the event bid has been accepted.