

Canada Atlantic Region of Narcotics Anonymous (CARNA) Regional Assembly Hosting Guidelines

Purpose

The purpose of these guidelines is to provide a standardized framework for the planning and hosting of the Regional Assembly.

Responsibility and Planning

The Local Host Committee (LHC) shall consist of the Local Host Committee Point Person and any local members that are interested in assisting. The duties of the LHC listed below will be separated in any fashion the committee decides. Common duties include venue/housing recommendations, registration, recovery meetings and food service.

Overall responsibility for the Regional Assembly falls on the RD Team with CARNA Admin oversight. The agenda for the Regional Assembly will be set by the CARNA Admin after consultation with the RSC and the LHC and implemented by the RD team.

RD Team Responsibilities:

- Select a Venue
- Create proposed Agenda for Approval by Regional Admin Body
- Coordinate with RSC Treasurer to Advance funds to LHC
- Oversee registration
- Provide final report, including financials at the RSC Meeting following the Assembly

LHC Responsibilities

- Provide list of potential venues for consideration to RD Team
- Select Workshops or other agenda items from the list provided by Regional Admin Body
- Upon approval, pay for venue with advanced funds from RSC Treasurer or pay and get reimbursement
- Provide materials required for registration and manage all registration activities
- Recommend meals/snacks selection and ensure food is provided pending approval of RD team

Format

Conference Year the focus will be on the Conference Agenda Report, the Conference Approval Tract and other items as time allows.

Non-Conference Year focus will be on unity and service education within our Region.

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. The preference for these CAR/CAT Assemblies will be online.

Non CAR/CAT years will happen between Spring & Fall as determined by the Regional Body.

Rotation

The event will rotate through the region west/east -through our member areas

Agenda

The event must have an agenda approved by the regional admin body. The agenda must be approved at least one (1) regional meeting prior to the event.

Framework for the event agenda:

- Saturday activities should start at 10am and end no later than 10pm
- Saturday evening may contain a fundraising event
- Sunday activities must allow for normal Regional Meeting with no competing events planned
- The LHC must provide Saturday Lunch at a minimum. Other meals can be provided as decided by the LHC. If there are not meals provided options for food should be nearby.

Financial Responsibility

Financial responsibility for the event lies with the RSC

There will be no registration fee for the weekend.

A 7th Tradition basket will be placed at all meals to allow contributions, 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.