

## CRC OPERATING POLICY 2011

THE PURPOSE OF THIS POLICY IS TO SET OPERATING GUIDELINES AND STRUCTURE  
CRCXXIII WAS PLANNED AND EXECUTED UNDER A NEW STRUCTURE WITHOUT GUIDELINES  
SET IN PLACE, AND LESSONS LEARNED FROM IT ARE INCORPORATED INTO THIS POLICY.

THE FOLOWING IS A GENERAL OUTLINE OF THE POLICY:

BOD DIRECTION OF CRC:

BOD EVENTS MANAGEMENT:

CRC COMMITTEE CHAIR ELECTIONS:

CRC CHAIR

CRC SUBCOMMITTEES:

REGISTRATION:

PROGRAMMING:

CRC PURCHASING:

CONVENTION INFORMATION:

ARTS & GRAPHICS:

BOD DIRECTION OF CRC:

AS OF SEPTEMBER, 2009 THE CHICAGOLAND REGIONAL SERVICE COMMITTEE  
ASSIGNED MANAGEMENT OF OUR ANNUAL CONVENTION TO THE CSO BOARD OF DIRECTORS.  
IN ORDER TO EFFECTIVELY EXERCISE THIS RESPONSIBILITY IT BECAME NECESSARY  
FOR BOD MEMBERS TO HAVE DIRECT INVOLVEMENT IN THE PLANNING AND OVERSIGHT OF CRC.  
THE BOD CAN APPOINT DIRECTORS TO OVERSEE SPECIFIC AREAS OF CRC SUCH AS REGISTRATION,  
PROGRAMMING, PURCHASING, CONVENTION INFORMATION, AND FUNRAISING/ENTERTAINMENT.  
THE CRC CHAIR IS ELECTED BY THE BOD. IN THE EVENT THAT NO BOD MEMBER IS  
AVAILABLE TO DIRECTLY OVERSEE ANY OF THESE AREAS, THE BOD EVENT MANAGEMENT TEAM  
ALONG WITH THE CRC GENERAL MANAGER WILL TAKE RESPONSIBILTY FOR THE TASKS  
THE BOD WILL DETERMINE EACH ANNUAL REGISTRATION PRICE / POLICY  
THE BOD WILL DETERMINE THE MAIN SPEAKER FORMAT EACH YEAR  
CRC DIRECTORS & CHAIRS WILL MEET EVERY 3<sup>RD</sup> SUNDAY, OPERATING DECISIONS WILL BE MADE BY  
DIRECTORS & CHAIRS PRESENT

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### BOD EVENT MANAGEMENT TEAM:

THE OVERALL OPERATION OF CRC REQUIRES MANY DIFFERENT LEVELS OF DECISIONMAKING AUTHORITY, AND THE POLICY WILL ATTEMPT TO ESTABLISH AS FAIRLY AS POSSIBLE THOSE NECESSARY LINES OF RESPONSIBILITY AND AUTHORITY. THE EVENT MANAGEMENT TEAM HAS THE COMBINED RESPONSIBILITY AND AUTHORITY TO MAKE MANY OF THESE DECISIONS. MEMBERS OF THIS TEAM SHOULD BE COMMITTED TO DEVELOPING THEIR KNOWLEDGE OF CONTRACT NEGOTIATION AND THE LOGISTICS OF CONVENTION PLANNING AND COMMITTEE INTERACTION TO BEST SERVE THE FELLOWSHIP. THIS BOD EVENTS TEAM SHOULD IDEALLY CONSIST OF AT LEAST 3 BOD MEMBERS

### EVENT MANAGEMENT TEAM WILL:

DIRECTLY ENGAGE IN ALL CONTRACT NEGOTIATION AND PRE-CONVENTION PLANNING WITH THE HOST HOTEL  
THIS INCLUDES ANY ISSUES OF AUDIO/VISUAL, ELECTRICAL, FOOD & BEVERAGE, PARKING, MEETING ROOM SET-UP, BALLROOM SEATING PLANS, SECURING LOCKED ROOMS FOR CRC STAFF  
BE THE DIRECT LIAISON BETWEEN THE CRC COMMITTEE AND THE HOST HOTEL STAFF ON-SITE  
THIS INCLUDES HANDLING OF FRONT DESK/CHECK-IN ISSUES, SECURITY, ALL ON-SITE ADJUSTMENTS  
HAVE GENERAL OVERSIGHT OF THE CONVENTION ON-SITE ALONG WITH CRC CHAIR  
SCHEDULE ON-SITE ASSIGNMENT OF DUTIES FOR ALL CRC STAFF  
MAKE ALL LOGISTICAL DECISIONS OF ON-SITE EVENT & WORKSHOP LOCATIONS IN CONJUNCTION WITH THE HOST HOTEL  
WORK WITH PROGRAMMING TO COORDINATE A FINAL PROGRAM OF EVENTS TO CONFIRM THESE LOCATIONS  
MAKE ALL ON-SITE STAFF ROOM ASSIGNMENTS IN A PROCESS FAIR TO ALL COMMITTEE MEMBERS  
NEGOTIATE ALL VENDOR CONTRACTS INVOLVING PAYMENT TO CRC

### CRC SUB-COMMITTEE CHAIR ELECTIONS:

HELD NO LATER THAN MARCH EACH YEAR WITH ANNOUNCEMENT OF OPEN POSITIONS GOING OUT TO THE FELLOWSHIP IMMEDIATELY FOLLOWING CONVENTION.  
ALL MEMBERS IN ATTENDANCE AT THE ELECTION MEETING ARE ELIGIBLE TO VOTE.  
ALL MEMBERS IN ATTENDANCE WITH 5 YEARS CLEAN TIME ARE ELIGIBLE TO BE CONSIDERED FOR OPEN POSITIONS.  
PRIOR EXPERIENCE AT AN AREA CONVENTION OR CRC LEVEL IS REQUIRED  
MEMBERS SEEKING ELECTION SHOULD BE FAMILIAR WITH THIS POLICY PRIOR TO NOMINATION.  
TERMS RUN FOR ONE CONVENTION YEAR WITH OPTION TO BE RE-ELECTED ONCE TO SAME POSITION.

### CRC CHAIR:

CRC CHAIR IS ELECTED BY THE BOD AND HAS BOD VOTING PRIVILEGES  
HAS PRIOR EXPERIENCE WITH CRC AT SUB-COMMITTEE CHAIR LEVEL

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HAS GENERAL OVERSIGHT OF CRC COMMITTEE IN COORDINATION WITH EVENTS MANAGEMENT TEAM  
SUBMITS MONTHLY WRITTEN REPORTS TO CRSC AND BOD  
MAY ASSIGN MEMBERS AT LARGE TO EXECUTE SPECIFIC CRC TASKS  
HAS THE AUTHORITY TO APPOINT OR REMOVE OTHER CRC SUB-COMMITTEE CHAIRS  
(SEE REDRESS PROCESS FOR REMOVED MEMBERS)

CRC CO-CHAIR:

APPOINTED BY CRC CHAIR, WHO DETERMINES DUTIES OF THIS POSITION

CRC SUBCOMMITTEES:

SOME NECESSARY FUNCTIONS OF CRC OPERATION INCLUDE:

REGISTRATION – PROGRAMMING – CONVENTION INFORMATION – FUNDRAISING & ENTERTAINMENT –  
ARTS & GRAPHICS – PURCHASING – SECRETARIAL / BOOKEEPING DUTIES – SERENITY KEEPING ON-SITE  
CRC IS BEST SERVED BY MANAGERS AND VOLUNTEERS WHO ADAPT A 'HOST COMMITTEE'  
OF WILLINGNESS TO CONTRIBUTE THEIR EFFORTS WHERE NEEDED. SOME FUNCTIONS DO REQUIRE  
A FULL COMMITTEE OVERSEEN BY A CHAIR. THESE CHAIRS ARE EXPECTED TO RECRUIT  
SUFFICIENT COMMITTEE VOLUNTEERS:

REGISTRATION CHAIR:

OVERSEES REGISTRATION PROCESS FROM PRE-REGISTRATION THRU ON-SITE  
SUBMITS UP TO DATE REPORTS ON ALL REGISTRATION SALES ACTIVITY MONTHLY – AND DAILY ON-SITE  
RECRUITS SUFFICIENT VOLUNTEERS TO SALE PRE-REGISTRATIONS TO THE ENTIRE FELLOWSHIP  
OVERSEES DISTRIBUTION OF REGISTRATION BOOKS / FORMS AND TRACKING OF SALES  
COORDINATES COLLECTION OF FUNDS WITH CSO FINANCIAL MANAGER AND CRC GENERAL MANAGER  
FOR DEPOSIT  
COORDINATES PRE-REGISTRATION SALES AT ALL FUNDRAISING EVENTS PRIOR TO CONVENTION  
SUBMITS PROPOSAL FOR REGISTRATION PACKAGES BY OCTOBER CRC MEETING  
COORDINATES WITH PROGRAMMING AND EVENTS MANAGEMENT TO DEVELOP FINAL PROGRAM  
BY NOVEMBER CRC MEETING RECRUITS SUFFICIENT VOLUNTEERS FOR ON-SITE REGISTRATION  
AND PROVIDES TRAINING

PROGRAMMING CHAIR:

OVERSEES SELECTION OF WORKSHOP TOPICS AND SPEAKERS.  
IMPLEMENTS MAIN SPEAKER SELECTION AS DIRECTED BY BOD.  
COORDINATES WITH THE EVENTS TEAM IN DEVELOPING FINAL PROGRAM.

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### CONVENTION INFORMATION CHAIR:

RECRUITS COMMITTEE VOLUNTEERS TO DISBURSE UP TO DATE CRC INFO THRU-OUT FELLOWSHIP  
COORDINATES WITH CRC GENERAL MANAGER AND EVENTS TEAM TO DEVELOP FLYERS.  
IS RESPONSIBLE TO HAVE AT LEAST 4 ON-SITE STATIONS PROVIDING MAPS, PROGRAM INFORMATION,  
AND DETAILS OF PARKING – ROOM RATES - DISCOUNTS FROM HOTEL, ETC..

### CRC PURCHASING CHAIR:

ALONG WITH CRC GENERAL MANAGER & EVENTS TEAM , OVERSEES PURCHASES OF SUPPLIES AND  
SERVICES. THESE INCLUDE:

SUPPLIES FOR FUNDRAISING EVENTS, SUPPLIES FOR REGISTRATION INCLUDING PACKAGE ITEMS,  
COMMITTEE T-SHIRTS, POSTERS & SIGNS, HIRING VENDORS SUCH AS D-JAYS.

WILL NEGOTIATE ON BEHALF OF CRC TO OBTAIN THE MOST BENEFICIAL PRICES IN  
PURCHASING ITEMS AND SERVICES, WORKING WITH EVENTS TEAM TO ENSURE  
NECESSARY NEGOTIATING SKILLS.

ALL ACTUAL PURCHASES OF GOODS AND SERVICES WILL BE COORDINATED BY CSO FINANCIAL  
MANAGER

### FUNDRAISING & EVENT CHAIR:

RECRUITS COMMITTEE VOLUNTEERS TO STAFF ALL PRE-CONVENTION FUNDRAISING EVENTS  
RESPONSIBLE FOR STAFFING ALL ON-SITE ENTERTAINMENT EVENTS FOR TICKET COLLECTION  
SUBMITS MONTHLY REPORT TRACKING ANY NON REGISTRATION INCOME FROM EVENTS  
RESPONSIBLE FOR TRACKING PAID ATTENDANCE AT CRC DANCES, COMEDY SHOWS, BANQUETS, ETC.  
AND SUBMITS POST CONVENTION REPORT WITH TOTALS.

RECOMMENDS ENTERTAINMENT VENDORS

### REDRESS PROCESS:

A COMMITTEE MEMBER SEEKING A REDRESS FOR REMOVAL FROM THE COMMITTEE OR OTHER  
ACTIONS CAN REFER TO THE 10<sup>TH</sup>  
CONCEPT. THE MEMBER MAY PETITION THE BOD IN WRITING WITH THE DETAILS  
OF THEIR COMPLAINT. THE BOD WILL REVIEW THE COMPLAINT AND DETERMINE IF IT IS APPROPRIATE TO  
GRANT THE MEMBER A HEARING AT A BOD MEETING OR NOT. IN EITHER CASE THE DECISION OF THE  
BOD WILL BE ACCEPTED AS BINDING.