NCCAA Conference Host Committee Guidelines

HOST COMMITTEE TREASURER

The Host Committee Treasurer is responsible for staffing the count room throughout the operating hours of the Conference. The Host Committee Treasurer should select two Assistants to help count money collected in a separate locked room. The Host Committee Treasurer or Assistants will need to staff the count room at all times for the entire Conference.

Host Committee Treasurer and assistants will need to be present for the main speaker meetings 7th Tradition collections. 7th Tradition collections occur at all meetings held in main meeting hall and Marathon Meetings and at least the Host Committee Treasurer or Assistants need to be present for these collections.

Prior to the Conference NCCAA Treasurer will instruct Host Committee Treasure and Assistants of the procedures for the collected money. Conference collections are tracked with Excel and Receipts. A working knowledge of excel is not required but appreciated.