



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 and assisting the NCCAA Treasurer. The Host Committee Treasurer should select at least two trusted assistants to help count money collected in a separate locked count room. The Host Committee Treasurer or assistants will need to always staff the count room for the opening hours of the Conference. The hours that will need to be covered are Friday Noon – 10 PM; Saturday 8 AM – 10 PM and Sunday 8 AM – 1PM.

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

The Host Committee Treasurer also maintains the Host Committee 7th Tradition money collected at the Host Committee meetings and is responsible to pay the rent of the hall that is used for the Host Committee meetings. The Host Committee Treasurer is responsible for paying any approved Host Committee expenses. At the close of the Conference any remaining money in the Host Committee 7th Tradition is to be turned over to the NCCAA Treasurer. The Host Treasurer will need to be present at any outreach events to assist the NCCAA Treasurer with collection of money and Registrations.

The Host Committee Treasurer and Assistants need to arrive at the conference at Noon on Friday to help set up the Treasury Room and review procedures for the collected money with NCCAA Treasurer. Conference collections are tracked with Excel and Receipts. A working knowledge of excel is not required but appreciated.

During the conference, the Location of the Treasury Room should not be openly shared for safety reasons. The Host Treasurer and assistants Help to ensure that the Treasury Room remains clean and organized.

All volunteers should wear the Host Committee Ribbons and be appropriately dressed.

All volunteers for the Treasurer Committee need to register for the conference – The conference is self-supporting and all need to register to make certain that the conference continues to be self-supporting.