

## **CONFERENCE COMMITTEE PERSONNEL**

### **Areas of Responsibility**

The following job descriptions are general suggestions based on previous Conference experience; situations will vary, naturally. Implicit are cooperation and communications with others.

#### **Chairperson and Co-Chairperson:**

**Chairperson:** Dale H. (815)482-2530 djtms@yaho.com

**CoChairperson:** Dean G. (815)236-1362 deanglosson@comcast.net

- A. Coordinates the election of members to Chair the various committees.
- B. Calls Committee Meetings (time and place) and prepares meeting agendas.
- C. Prepares the pre-Conference Budget in conjunction with the conference treasurer.
- D. Has information on alternate housing, rates, phone numbers, etc.
- E. Invites Al-Anon and Alateen participation.
- F. Keeps close check on all phases of planning and progress.
- G. Participates in individual Committee meetings as necessary.
- H. Prepares and presents all reports including the final report to the Illinois State Policy Committee.
- I. Emphasizes to the planning committee that prior to the conference weekend communication with the hotel staff only takes place through Chairperson, Co- chair or designated planning committee members.

#### **Secretary: Dan M. (815) 308-5812 michel434@comcast.net\_**

- A. Keeps meeting attendance records (names, addresses, phone numbers and committee positions).
- B. Prepares and maintains the Committee Roster including names, addresses, phone numbers, email address' and committee positions. Also include all Al-Anon Committee members' information.
- C. Sends meeting minutes, notices, and agendas to committee members, together with updated Committee Rosters.
- D. Send minutes to Delegate, Alternate Delegates, Area Chairpersons, Alternate Area Chairpersons.

#### **Treasurer: Linda L. (262)203-6988 lleaf55@yahoo.com**

- A. Applies for Post Office box.
- B. Opens Conference checking account, with two signatures required for each check (Treasurer and Chairperson or Co-Chairperson). Non-profit, tax exempt numbers are available from Areas 19 or 20.
- C. Coordinates with registration and picks up mail, extracting checks and making deposits (always keeping copies of everything).
- D. Pays bills. Reimburses speakers for all travel and accommodation expenses.
- E. Makes sufficient cash available to make change at the registration table and the Grapevine and Literature rooms.
- F. Signs tabs for facility services (where necessary).
- G. Presents financial report to each meeting and after the Conference is over. Always compare the actual with the budget.
- H. Final disposition of all funds should be made within 30 days of the close of the conference whenever possible.

#### **Program Chairperson: Carol H. (815) 477-8262 (hm) (815) 715-8514 (cell) hubn88@sbcglobal.net**

- A. Plans program format in consultation with other Committee members including Al-Anon and Alateen.
- B. Invites the East Central Regional Trustee and at least one representative of the General Service Office to participate in the conference.
- C. Listens to tapes and contacts desired speakers. Arranges to pay for speaker's transportation to and from Conference site, accommodations and room reservations. This does not include paying for the

speakers' spouses, families or significant other unless those individuals are on the Conference program.

- D. For all panels, workshops and main speaker events provide a suggested agenda and any pertinent readings for the opening of meetings.
- E. Writes notes of appreciation to speakers before and after Conference.
- F. Arranges for recording of main event and panels.
- G. Advises Area Delegates of the program sessions assigned to their Areas and obtains names and cities of those participating.
- H. Supplies the Printing Chairperson with complete information for flyers, registration forms, programs and any other printing needs.

**Registration Chairperson: Chuck T.(847)487-8134 tvols1@sbcglobal.net**

- A. Keeps a running record of registration by category: A.A., Al-Anon and Alateen Keeps a running record of meals ordered for the banquet and other food packages if offered. Reports the numbers of registrations received at each planning committee meeting.
- B. Coordinates placement and seating of hearing-impaired with the interpreter.
- C. Prepares registration packages - name badges, banquet status, program and other special conference items.
- D. Staffs Registration Table at Conference.
- E. Consider having a pre-registration table at the previous State Conference or other Area events.

**Printing Chairperson: Steve (815)285-1223 info@gidental.com**

- A. Coordinates with Program Chairperson.
- B. Plans layout for flyers, registration forms and printed program.
- C. Gets comparison pricing, lead times and places orders.
- D. Has program layout ready but holds as long as possible for changes, ask printer for last possible deadline.
- E. Provides and electronic version of the flyer to Area Delegates for use on Area websites or in newsletters.
- F. An early bird flyer may be made available at the previous State Conference.
- G. The final registration flyer should be available for the Area Delegates at the Delegates/Past Delegates Conference the second week of February.

**Hospitality Chairperson: Justin S. (815)347-0525 revjotwp@gmail.com**

- A. Find volunteers for hours which areas are open.
- B. Ask for donations of cakes, candies, cookies, soda, snacks, coffee, etc.
- C. Encourage contributions from local Districts and Groups - time, money, people.
- D. Oversees good housekeeping practices in Hospitality rooms
- E. It is requested that NO game (cards, etc.) playing take place in any Conference rooms. Gambling is not permitted.

**Coffee Chairperson: Brendan O. (815)482-8272 burglecut4308@yahoo.com**

- A. Maintains contact with facility staff, supplying coffee stations throughout Conference
- B. Insures full coffee stations.
- C. Should have authority to sign tab for coffee fills and refills and control timing, as well as amount of coffee delivered to each station.
- D. Designate scheduled times when coffee is to be available, near main meeting room, between program sessions, providing some control over usage.
- E. Include decaffeinated coffee, tea bags and hot water.

**Greeters Chairperson: Hugh O. (312)823-4675 oreillyhugh@hotmail.com**

- A. Have desired number of people near Registration Table and in hallways to greet attendees, answer questions, give directions, etc. Allocate hours of service for each helper.
- B. See that each greeter has a ribbon or some identification indicating that they are greeters and able to help participants.
- C. The greeters can often help the Entertainment Committee with security at the dance(s).

**Decorations Chairperson: Open-Volunteers Needed**

- A. Insure that Banners are in place, starting with the Kickoff Meeting Friday night.
- B. Plan and arrange for all decorations including Saturday Banquet table decorations.
- C. See that expenditures are kept within allotted budget.

Dance Chairperson: Ryan L. (815)404-7303

**compassionasaweapon@gmail.com**

- A. Selects DJ and negotiates contract keeping in mind the wide range of age groups attending conferences.
- B. Arrange for volunteers to check registration badges at entrance to ballroom.
- C. Handles all other details for the dance (one dance only).

**Literature Chairperson: Don S.**

- A. Makes arrangements for quantities for desired General Service Conference approved literature and books. This can be obtained from the Chicago Area Service Office on consignment, if desired.
- B. Chooses people to work literature table(s), and assigns hours of service. Puts cards with prices by each literature stack.

**Special Needs Chairperson Open-Volunteers Needed**

- A. Arranges for interpreter for the hearing-impaired.
- B. Coordinates seating of hearing impaired with the interpreter
- C. The flyer should include the handicapped icon.
- D. The flyer should include the hearing impaired icon above the following statement: "Call the Conference Special Needs Chairperson no later than two (2) weeks before the conference if an interpreter is needed.
- E. Add contact information listed below:
- F. Name, Telephone, TTY# (if available), e-mail address

**Grapevine Chairperson: Frank G.**

- A. Have a display of all available Grapevine items at the Conference where the items can be purchased.
- B. Coordinate with the three Area Grapevine Chair people and the Conference Literature Committee.
- C. Make sure that members and participants are aware of :
  - 1. the Fellowship's international journal
  - 2. the enhancements to sobriety it can offer
  - 3. Grapevine special items

**Archives Chairperson: Clarence J.**

- A. Provide Archives Room with displays from the three Areas.
- B. Coordinate with the three Area Archives Chair people.
- C. Make sure that members and participants have available to them the Fellowship's history and records.

Public Information/Outreach Chairperson: Rich H. (815)353-7850

**richh925@msn.com**

- A. Gets members to cover special events, make Conference announcements, and to distribute registrations forms.
- B. Arrange to include an earlybird flyer in the packets for the previous State Conference.
- C. Distribute the final flyer to Area Delegates at the Delegates/Past Delegates Conference in February. This is particularly important if the conference is Regional.
- D. Consult with printing and program chairpersons for timing and coordination of printing.
- E. Bear in mind the 11th Tradition and A.A.'s principle that: "Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films." See Page 2 of A.A. Guidelines - Conferences and Conventions for more information.

**Al-Anon: Kathy W.**

- A. State and/or local representatives should be part of all Committee meetings.
- B. Advise Conference Chairperson of estimated number of people in Conference rooms.
- C. Program(s) plans should be given to Chairperson and Printing Chairperson as soon as completed.
- D. It is suggested that Alateen permission slips be required.

Ala-non may share the A.A. literature room to display and sell their literature