

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