

**Hospital & Institutional Conference**  
**Of Southern California**  
**Guidelines**

**TABLE OF CONTENTS**

<b>SUBJECT</b>	<b>PAGE NUMBER</b>
Table of Contents	1
Document Description and Management	2
Conference Description and Purpose	3
Conference Leadership Policy	3
Conference Planning Policy	4
General Conference Activity Policy	5
Conference Program	6
Conference Funds Control Policy	6
Position Descriptions and Duties	
Conference Chairperson	8
Conference Co-Chairperson	9
Treasurer	9
Co-Treasurer	10
Policy Chairperson	10
Program Chairperson and Co-Chairperson	11
Advisory Committee	11
Printing Chairperson and Co-Chairperson	12
Decorations Chairperson and Co-Chairperson	12
Recording Secretary	13
Graphics and Layout Chairperson and Co-Chairperson	13
Registration Chairperson	13
Registration Co-Chairperson	14
Hotel & Facilities Coordinator	14
Carry-The-Message Chairperson	14
Carry-The-Message Co-Chairperson	15
Host/Hostess Chairperson and Co-Chairperson	15
Usher/Welcoming Chairperson and Co-Chairperson	16
Hospitality Room Chairperson	16
Hospitality Room Co-Chairperson	17
Information Booth Chairperson and Co-Chairperson	17
Entertainment Chairperson and Co-Chairperson	17
Fund-Raising Coordinator	18
History of Guideline Revisions	18

## I- Document Description and Management

The purpose of this document is to describe the organization, policies and administration of the Hospital and Institutional Conference of Southern California (here-in-after referred to as "the Conference"). Where instructed by the words "will, shall and must", it is expected that this document be precisely followed in order that the Conference will occur as described within. Other selections are intended to be general and are to be used as guidelines or as a general reference to those involved with service to the Conference.

This document is not configured to provide a detailed learning procedure for an uninformed person. It is expected that those persons reading this document have participated in at least one Conference and have a general familiarity with Hospitals and Institution Committee processes as well as conferences and conventions within the AA structure:

Since changes and alterations to the Hospital and Institution Conference Guidelines (here-in-after referred to as "the Guidelines") may become necessary to achieve improved effectiveness, the following methods are required for such changes.

1. Major changes in the Conference guidelines must be approved by the Southern California Hospital and Institutional Intergroup (here-in-after referred to as "the SCHII Committee") in a regular scheduled SCHII Committee meeting. The procedure requires submission of the requested changes by a member of the SCHII Committee, or of the Conference Committee, to the SCHII Committee Policy Chairperson or the SCHII Committee Coordinator, in writing, at least one meeting in advance of a required meeting vote.
2. Minor changes in these guidelines, which will not alter the purpose of the Conference, may be made by vote of the Conference Committee members at a regularly scheduled H & I Conference Committee meeting.
3. Qualified voting members at an H & I Conference Committee meeting will consist of officers as elected by the SCHII Committee, and the appointed Committee Chairpersons, co-Chairpersons and the Advisory Committee members present.
4. At no time will any individual have more than one vote. Such minor changes must be documented by the SCHII Committee Policy Chairperson and presented at the next scheduled full SCHII Committee meeting for concurrence prior to formal changes to this document.
5. The Conference Chairperson may make emergency changes in these guidelines in the period immediately prior to the Conference dates or on-site at the Conference with vocal concurrence with two members of the Advisory Committee. These emergency changes are not expected to be presented for formal changes to this document, but should be reported at the next SCHII Committee meeting.

## **II- Conference Description and Purpose**

The Hospital and Institutions Conference of Alcoholics Anonymous is an event held at Convention facilities in the Southern portion of California. The event is meant to include Hospital and Institutions members of Alcoholics Anonymous from areas from the Central Coast areas to the Mexico border and to the Arizona border.

The event is held to enhance knowledge and understanding of all avenues of Hospital and Institutions work including the professional views, the psychiatric approaches, the penal requirements as well as the recovery facility methods used for practicing alcoholics.

The purposes of the Hospital and Institutional Conference of Southern California are:

1. To improve the mutual understanding and cooperation between Alcoholics Anonymous Hospital and Institution groups (H&I) and the hospitals, correctional and treatment facilities within the SCHII Committee area.
2. To enhance communications between H & I committees of the SCHII Committee and A.A. as a whole, through workshops, panel presentations, speakers, general sharing and fellowship.
3. To provide enjoyment and gratification for A.A. members who give of their time, energy and money throughout the year, carrying the message to confined alcoholics.
4. To provide the general membership of Alcoholics Anonymous with a better understanding of the Hospitals and Institutions group functions.

## **III- Conference Leadership Policy**

1. The Southern California H & I Conference is a function of, and is directly responsible to the SCHII Committee. The H & I Conference Co-Chairperson and the Co-Treasurer will be selected by the SCHII Committee in an election to be held annually at the January SCHII Committee meeting. The SCHII Committee Policy Chairperson and the H&I booth Chairperson will be selected by the SCHII Committee in an election to be held annually at the November SCHII Committee meeting. These persons will take office for the conference year following the election. If any of these persons are unable to assume their respective duties, a new Co-Chairperson and/or Treasurer and/or the SCHII Committee Policy Chairperson and/or H&I booth Chairperson will be elected by the SCHII Committee at the earliest possible SCHII Committee meeting.
2. An Advisory Committee will consist of the current Conference Chairperson, the Co-Chairperson of the Conference and the immediate three past Conference chairpersons, plus the current SCHII Committee Policy chairperson. In the event that any one person chooses not to participate or when there is duplication, an at-large person shall be elected from the SCHII Committee. In the spirit of rotation and the term limits abided by the SCHII Committee, all members must not serve for a period exceeding five (5) years in succession and they will not become eligible to serve again for five (5)

years more in succession.

- 3 Committee Chairpersons for the Conference will be selected by the Conference Chairperson, with advice from the other SCHII Committee elected officers, and will include the following positions: a recording Secretary, an Advisory Committee Chairperson and Committee Chairpersons for various operating committees. It is an Alcoholics Anonymous tradition that rotation of leadership should occur as frequently as possible in order that many may serve and grow in the program. For this reason, no one person should serve as Chairperson of a single Committee for two successive years and, where possible, new leadership should be selected.
- 4 In case of vacancy by any of the elected Conference Chairpersons positions, the Co-Chairperson of that position will take over the vacated position and a new Co-Chairperson for that position will be elected at the next SCHII Committee business meeting to finish the balance of term.
- 5 The position of Program Chairperson requires not less than 5 years sobriety, participation in an H&I Group for not less than 4 years and participation in at least 2 previous Conferences. All other operating Committee Chairpersons should have a minimum of two year's sobriety with service in an H&I Committee for not less than one year.
- 6 The Conference Chairperson will request assignment of leadership from other participating groups including Al-Anon and H&I Spanish Speaking Groups. This participating leadership will be expected to be present in planning meetings and to perform duties within the framework of the Conference.
- 7 Other participating Alcoholics Anonymous service entities, such as Central Offices and General Service, should be invited to participate in the Conference by the Conference Chairperson, who will assign a Committee Chairperson to give assistance to these participating groups. The Committee Chairperson will be expected to be present in planning meetings and to perform duties within the framework of the Conference.
- 8 It is suggested that all elected Conference positions attend the monthly SCHII Committee Business meetings, to repost on the process of the Conference.

#### **IV. Conference Planning Policy**

- 1 The Conference Chairperson shall call for at least five general planning meetings, starting not-less-than nine months prior to the Conference. An announcement, posted-not-less than 30 days prior to the first meeting, will provide the dates, time and location of these planning meetings. The Chairperson may also call for meetings with individual committees, as he/she deems necessary, without the need for a general posting.
- 2 At the first planning meeting or at the earliest possible planning meeting, persons selected for Committee Chairperson positions will be identified on a contact list by names, mailing addresses, phone numbers and email addresses. All names,

addresses and phone numbers are for H & I Conference use only and must remain confidential, noting that only those persons who have responsibilities to the H & I Conference will have access to this information.

**V. General Conference Activity Policy**

- 1 Literature displays or literature to be distributed or sold shall be General Service-approved only, with the exception of A.A. related newsletters and event audiotapes relating to Alcoholics Anonymous and Hospital and Institution work.
- 2 The Conference Chairperson will use his/her discretion on any professional community literature to be displayed and/or distributed bearing in minds the requirement of "cooperation, not affiliation". This literature will be displayed separate and apart from A.A. literature, and will be clearly identified as literature from the professional community
- 3 No trinkets or souvenirs will be sold during the H&I Conference, with the following exceptions: (a) the company providing audiovisual services to the Conference may display and sell audiotapes; (b) the Conference committee may display and sell commemorative items, with an emphasis on distributing pre-orders. The type and quantity of items that are to be sold shall be approved in advance, first by the Conference committee, and then by SCHII. Consideration shall be given to SCHII's desire that there should be no leftover unsold items that would be a financial detriment to the SCHII Committee.
- 4 Self-supporting social and fellowship functions may be held (such as a dinner/dance).
- 5 Event speakers, whose residences are distant, or whose participation dates and times are extensive or at late hours, may be granted complementary guest rooms and/or complementary banquet/luncheon tickets at the discretion of the Conference Chairperson.
- 6 Travel arrangements, and/or guest rooms and/or complementary meals may be made for those dignitaries and speakers who must travel from remote cities, or whose participation at other functions is required, at the discretion of the Conference Chairperson. It is the general Conference Committee policy that such arrangements are to be infrequent.
- 7 Members of the Conference Committee will not receive complementary guest rooms; however, hospitality rooms for Conference Committee use may be programmed providing the Advisory Committee agrees with the need.
- 8 Badges for A.A.'s, Al-Anons, guests and professionals should be easily distinguished from each other.

## **VI. Conference Program**

1. The Program will begin no earlier than 12:00 noon of the first day of the Conference and end no later than 12:00 noon on the third day of the Conference.
2. Banquet/AA meeting program.
  - a. The A.A. Speaker meeting will be held on Saturday evening.
  - b. Qualifications for A.A. meeting participants will include minimum of one year sobriety and routine participation in an H & I Committee. Typically, the Conference Chairperson will make selections for readers and short speakers for this meeting.
  - c. The Twelve Steps and Twelve Traditions will be read at the A.A. banquet.
3. Panels, Presentations and Meetings.
  - a. Panels, presentations and meetings are not to be considered as A.A. meetings, but rather as discussion and information presentations. Therefore, normal A.A. meeting readings and associated activities will not occur.
  - b. Panels and meetings will start and end on time. There will be no overlapping of meetings and sufficient time should be allowed for attendee movement between meetings.
  - c. Time should be allowed during the latter part of the meetings for questions.
  - d. The participants chosen should be properly qualified. Although the Program Chairperson will choose the speakers, the Conference Chairperson and the Conference Advisory Committee will have overriding final voice.
  - e. The role of the panel Moderator is to act as host/hostess and keep the panel to the specified format and on schedule. The moderator will not participate in the panel discussion.
  - f. The identification as a member of any 12 step program, by all panel participants, should be avoided to prevent confusion concerning the nature of the Conference panel.
  - g. The Moderators will be provided a format prior to the panel meetings. Close adherence to these formats is expected, in order to ensure an effective and productive Conference.
  - h. At the direction of panel Moderator, ushers will shut off microphone during panels if questions are inappropriate, offensive, or the person makes a statement rather than asks a question.

## **VI. Conference Funds Control Policy**

1. The previous year Conference Chairperson will provide seed monies, in an amount of up to \$5,000.00, to the current Conference Chairperson no later than 90 days after the conclusion of their Conference. These funds will be deposited into an account established for the subsequent H&I Conference and are to be used to establish Conference facilities and pay initial operating charges.
2. For fund disbursement, the account will require signatures by two of the three

- positions elected by the SCHII Committee, which includes the Chairperson, Co-Chairperson and the Treasurer.
3. Additional initial funds may be obtained through early registration of the Conference Committee attendees.
  4. As needed and as approved in a regular SCHII Committee meeting, initial funds may be loaned from the SCHII Committee general fund. Loaned funds are to be repaid at the conclusion of the Conference.
  5. The Conference purpose is to be self-supporting, but not to accumulate unnecessary funds. All Conference operations costs are to be minimized in order that the registration fees may also be minimized. Committee Chairpersons should operate within Committee budget restraints and verify planned costs with the Treasurer and/or Conference Chairperson prior to making expenditures.
  6. General Conference registration, both pre-registration and on-site registration, is to be the only source of funding for the overall event. On-site social events, such as dances, sporting events, banquets, and meals are expected to be self-supporting without reliance on general registration funds.
  7. Requests for reimbursement of Conference activity costs as incurred by Committee members, should be submitted, in writing with receipts attached, immediately following the expenditure; but must be submitted not more than 30 days following completion of the current year Conference. The Treasurer may advance funds to Committee Chairpersons for future approved expenses with the Conference Chairperson's approval.
  8. Within the 60 day period following completion of the Conference, all remaining costs must be tabulated, all monies acquired totaled, and a written reconciliation report submitted to the Conference Chairperson who will then authorize any final payments for outstanding invoices and disburse accumulated funds to participating groups.
  9. From the remaining funds, the rotating Conference Chairperson will present a check in the amount up to \$5,000.00 to the upcoming year Conference Chairperson, as seed money for the subsequent year's Conference.
  10. Any funds remaining after all required distributions will be presented to the SCHII Committee for a disbursement decision. A copy of the reconciliation report must be presented to the SCHII Committee Coordinator for presentation to the SCHII Committee.
  11. The outgoing Chairperson will provide data and make suggestions to the incoming Chairperson regarding budgets for specific Committee Chairpersons.

**VII. POSITION DESCRIPTIONS AND DUTIES**

**Conference Chairperson (Advancement Position)**

General Statement. The Conference Chairperson, elected as Conference Co-Chairperson for the previous years' Conference by majority vote, at a meeting of the SCHII Committee, carries overall responsibility for effectiveness, purpose success and financial success of the current H&I Conference. The Chairperson reports to the SCHII Committee for authority, to the Advisory Committee for Conference direction, and to the Policy Chairperson for adherence to policies. The Conference Chairperson must work closely with the Treasurer, also elected by majority vote of the SCHII Committee, in order to perform within budget and maintain financial accountability.

The Conference Chairperson has full authority, within the guidelines listed in the above paragraph, to utilize resources, volunteers and facilities to produce an effective Conference. No single person may overrule the Conference Chairperson, and only with the full concurrence of the Advisory Committee may a Conference decision made by the Conference Chairperson be modified. The only Conference authority granted to the SCHII Committee is removal of any of the four elected persons from Conference positions by majority vote.

Specific activities and duties of the Conference Chairperson include:

1. Coordinate the activities of the Southern California H & I Conference Committee.
2. Chair all planning meetings of the Conference Committee.
3. Attend monthly SCHII Committee meetings to report on the progress of the Conference.
4. Appoint a Secretary, an Advisory Committee and an Advisory Committee Chairperson.
5. Appoint members to various committees as deemed necessary such as those listed below and described later in this document:

Graphics	Carry The Message	Special Event	Program
Host/Hostess	Banquet	Registration	Ushers/Welcoming
Printing	Hotel Liaison	Hospitality Room	Decorations
Information Booth	Fund-Raising		
6. Chair the A.A. Conference banquet meeting, at their discretion
7. Request participation from the Al-Anon Family Groups and from the Spanish-Speaking Committees and request a Chairperson from each of these groups be present for planning meetings as well as at the Conference.
8. Request participation from the local Central Office and General Service Committees of Alcoholics Anonymous. Normal participation would be limited to information booths.
9. The Conference Chairperson shall present a copy of all previous year's Conference records, correspondence (et al), pertaining to site information, to the incoming Co-Chairperson immediately following assuming the Chairperson duties.

**Conference Co-Chairperson (Elected at SCHII Committee)**

General Statement: The Conference Co-Chairperson, elected by majority vote at a meeting of the **SCHII Committee**, has prime responsibility to participate in Conference planning meetings and other decision-making meetings in order that this person will gain sufficient experience for a later term as Conference Chairperson. The Co-Chairperson will have a full voice and vote in the decisions necessary for effectiveness of the Conference. The Conference Co-Chairperson must have a minimum of: five years uninterrupted sobriety, three years of current activity with a Hospital and Institutional Committee of Southern California and two years current involvement with conference planning.

Specific activities and duties of the Conference Co-Chairperson include:

1. Chairs any planning or conference committee meeting in absence of Conference Chairperson.
2. Recommends and assists Chairperson in selection of Committee Chairpersons.
3. Maintains a working relationship in all activities of the Conference Chairperson such that continuity of decisions is proper, in the event the Conference Chairperson cannot complete the duties. Preparation should be complete toward assuming Chairperson duties at any time or at completion of Conference.
4. Assists and carries out assignments, as requested by Conference Chairperson.
5. With assistance from the current Advisory Committee and Conference Treasurer, the Conference Co-Chairperson will solicit and obtain bids from facilities wishing to host his/her Conference. Unless there is already a standing facility contract that had been previously approved by the SCHII Committee
6. The Conference Co-Chairperson will present those bids at the SCHII Committee meeting immediately prior to the Conference. Representatives of the prospective facilities may be invited to present a written bid for his/her facility
7. The Conference Co-Chairperson will re-contact each facility that made a bid and advise them of the SCHII Committee decision, and thank them for their interest in hosting the Conference.
8. The Conference Co-Chairperson will provide the chosen facility with the names and addresses of the newly elected Chairperson, Treasurer and Hotel Liaison, who will be in contact with the facility.
9. Automatically becomes H & I Conference Chairperson the following year.

**Treasurer (Advancement Position)**

General Statement: The Conference Treasurer, elected as Conference Co-Treasurer for the previous years' Conference by majority vote, will have full authority and responsibility for all monetary maintenance and accounting for the Conference. The Treasurer will have a full voice and vote in any monetary decision and is expected to state any opinion that will further enhance the financial position of the Conference.

Specific activities and duties of the Conference Treasurer include:

1. With assistance from Conference Co-Chairperson, and direction from SCHII Committee,

enters into contract for Conference facilities for subsequent year's Conference.

2. Will obtain liability insurance as needed for facility and program with assistance from Co-Chairperson.
3. Will acquire and maintain a post office box for receipts of all mailings related to the Conference.
4. Acquires and maintains checking account for deposition of all received funds and disbursement of funds for payment of obligations. Such account, which will be titled (year) H&I Conference, (for example, 2002 H & I Conference) must be established within 15 days of receiving the previous year's Conference funds. This account shall have three authorized disbursement signatures, which are: the Treasurer's, the Chairperson's and Co-Chairperson's. Two signatures will be needed to authorize payments.
- 5 Will maintain financial records of all Conference activities. Prepare and submit current financial reports to the Conference Chairperson on a regular basis (as requested by the Conference Chairperson) and publishes a final financial statement to the Conference Officers and to the SCHII Committee within 60 days following Conference dates.

**Co-Treasurer (Elected at SCHII Committee)**

General Statement: Will assist the Treasurer, however possible, and if for any reason the Chairperson is unable to complete the term, shall assume the duties of Treasurer. The Co-Treasurer will have at least five years of uninterrupted sobriety and two years of current activity with a Hospital and Institutional Committee of Southern California. The Conference Co-Treasurer is elected by majority vote at a meeting of the Southern California H&I Intergroup, at the same time as the Conference Co-Chair.

**Policy Chairperson (Elected at SCHII Committee)**

General Statement: The Policy Chairperson will have prime responsibility to assure the Conference purpose is maintained and that the guidelines, as recorded within this document, are followed. The Policy Chairperson shall have a full vote in any policy decisions and is expected to voice any opinions relating to Conference decisions that effect policy.

Specific activities and duties of the Policy Chairperson include:

1. Presents proposed changes to the Conference Policies and Guidelines for review and approval at an SCHII Committee meeting.
2. Review Conference Planning and Decision meeting minutes and inspects same for changes and/or deviations from written policy. Any such deviations must be brought to the attention of the Conference Chairperson at the earliest possible date and reported to the SCHII Committee at the earliest possible meeting date.
3. Maintain master copies of the Conference Guidelines.
4. Prepare and submit approved current revision Conference Guidelines to the Chairperson, Co-Chairperson and Treasurer 45 days prior to the first Conference Committee meeting.

**Program Chairperson (Selected by Conference Chairperson)**

General Statement: The Program Chairperson has prime responsibility and authority to prepare the Conference program, select presenters and speakers, schedule panel time frames, prepare drafts for registration printing, and assure the full program is effected in a manner appropriate to the Conference. Using advice gained from the Conference Chairperson and the Co-Chairperson, and any other knowledgeable members, select interesting and informative presentations.

Specific activities and duties of the Program Chairperson include:

1. Select and appoint a qualified person to be Program Co-Chairperson.
2. The Program Chairperson will establish a format for meetings to be approved by the Committee. This format will include the Anonymity Statement and necessary meeting information.
3. The Program Chairperson is to establish a conference program that consists of a mix of institutions (jails, prisons, work furlough, detoxification centers, hospitals and recovery homes) as well as selection of speakers from the professional fields that relate to alcoholism.
4. The Program Chairperson will select the individuals who are to moderate or participate in the meetings with a mix of speakers within Alcoholics Anonymous, and professionals in the field of recovery.
5. The Program Chairperson should request all SCHII Committee Representatives to furnish names, mailing addresses and telephone numbers of individuals being recommended for Conference Service at least 6 month before the Conference date.
6. The Program Chairperson with the Host/Hostess Chairpersons, as well as the person who recommended the individual speaker, should meet and escort all participants to the appropriate conference facilities and provide sufficient hospitality as needed.
7. The Program Chairperson is responsible for providing the Graphics Chairperson with a written outline of the planned Conference program.
8. The Program and/or Conference Chairperson will meet with each panel Moderator and participants 15 minutes prior to each scheduled meeting for briefings.

**Program Co-Chairperson (Selected by Program Chairperson)**

General Statement: Will assist the Chairperson however possible, and if for any reason the Chairperson is unable to complete the term, shall assume the duties of Chairperson

**Advisory Committee (Standing Committee)**

General Statement: The Advisory Committee, consisting of the three immediate past and available Chairpersons, along with the Policy Chairperson, have responsibility to advise and prepare the Current Chairperson, Co-Chairperson and Treasurer in their duties for the current Conference. This counsel is specifically required prior to beginning of Conference planning meetings, but may continue throughout the planning period and will be required where there is evidence that any significant decision may be needed. The current Conference Chairperson will select an Advisory Committee Chairperson from those in the Advisory Committee.

Specific activities and duties of the Advisory Committee include:

1. Advise the Conference Chairperson and any other Committee member regarding past experiences, resources and methods and any problems or questions arising out of Conference business.
2. Meet prior to the Conference Planning Committee meetings to draft and/or approve any needed changes to the Policies and Guidelines. Submit such suggested changes to the Policy Chairperson, in writing, and to the Conference Planning Committee meeting (with their recommendation), for presentation and final approval at SCHII Committee.

**Printing Chairperson (Selected by Conference Chairperson)**

General Statement: The Printing Chairperson, in concert with the Printing Co-Chairperson, will be responsible for attending to the printing needs of the H & I Conference Committee. This printing shall include stationary, registration forms, flyers, dinner tickets, and any other printing deemed necessary by the Conference Chairperson and Program Chairperson.

1. The Printing Chairperson will coordinate with the Registration, Special Events, Program and Carry The Message Chairpersons as to the timing and quantity of the different printings and shall be responsible for the timely printing and return to the appropriate committee chairperson(s) of the materials required.
2. The Printing Chairperson will select and appoint a qualified person to be Printing Co-Chairperson.

**Printing Co-Chairperson (Selected by Printing Chairperson)**

General Statement: Will assist the Chairperson however possible, and if for any reason the Chairperson is unable to complete the term, shall assume the duties of Chairperson

**Decorations Chairperson (Selected by Conference Chairperson)**

General Statement: The Decorations Chairperson will plan for all Conference decoration including entry area decorations, meeting room decorations, hospitality room decorations, and banquet meeting decorations/centerpieces.

1. Will coordinate with the Graphics Chairperson and Hotel Liaison Chairperson regarding color schemes and maintain Conference theme where applicable.
2. Will select and appoint a qualified person to be Decorations Co-chairperson.
3. Select volunteers to assist in assembling and placing decorations at the Conference.
4. Provide appropriate ribbons, or other identification, for the Conference, speakers and other Conference participants.

**Decorations Co-Chairperson (Selected by Decorations Chairperson)**

General Statement: Will assist the Chairperson however possible, and if for any reason the Chairperson is unable to complete the term, shall assume the duties of Chairperson

**Recording Secretary (Selected by Conference Chairperson)**

General Statement: The Recording Secretary will document proceedings of Conference planning meetings and publish this information to the Committee.

Specific duties include:

1. Record minutes of all Conference planning and decision meetings. Presents minutes of previous meetings to the committee members for approval and disburse information to all committee members.
2. Maintains a roster of all Committee members with names, positions, addresses, telephone numbers, and email addresses. Maintains attendance listing for Conference Planning meetings.
3. Assists Conference Chairperson, as needed relating to preparation and disbursement of notices.

**Graphics and Layout Chairperson (Selected by Conference Chairperson)**

General Statement: The Graphics and Layout Chairperson prepares artwork and layouts as needed for the Conference. This position requires possession of, or access to, a computer and knowledge of necessary software.

Specific duties include:

1. Select and appoint a qualified person as Graphics and Layout Co-Chairperson.
2. Design Conference Logo and Title statement for attractiveness and fit to mailers and Registration forms.
3. Prepare a draft of the program for the Program Chairperson and the Conference Chairperson's review.

**Graphics and Layout Co-Chairperson (Selected by Conference Chairperson)**

General Statement: Will assist the Chairperson however possible, and if for any reason the Chairperson is unable to complete the term, shall assume the duties of Chairperson

**Registration Chairperson (Selected by Conference Chairperson)**

General Statement: Has responsibilities for receiving all requests for Conference Registration and event tickets. Must systematically log such entries, prepare and issue registration information as well as event tickets. Receive funds that correspond to requests, log and account for these funds and forward such funds to the Conference Treasurer.

1. Select and appoint a qualified person as Registration Co-Chairperson.
2. Establish a control system, preferably by Computerized entry, where all registrations and event requests may be properly logged
3. Obtain from the Treasurer all early and pre-registration information and properly log this data.
4. Establish a procedure, with the Treasurer, for handling and disposition of moneys received.
5. Select and provide staff for the Registration booth at the Conference.

6. Prepare the registration badges of all pre-registered attendees.
7. Submit all funds received at the on-site Conference Registration booth to the Treasurer at intervals suitable to minimize booth holdings. Conference registration, together with copies of the registration and ticket request forms must be presented as requested by Treasurer.
8. Maintain a current accounting of the total Conference registrations and submit a completed list of registration forms to the Conference Co-Chairperson following Conference completion to be used as a mailing list for the following year.

**Registration Co-Chairperson (Selected by Registration Chairperson)**

General Statement: Will assist the Chairperson however possible, and if for any reason the Chairperson is unable to complete the term, shall assume the duties of Chairperson

**Hotel and Facilities Coordinator (Selected by Conference Chairperson)**

1. Select and appoint a qualified person as Hotel and Facilities Co-Coordinator.
2. With advice from Program Chairperson and Conference Chairperson, select rooms for appropriate meetings and communicate plans to Hotel staff.
3. Communicate and coordinate the physical needs of the Conference Committee with the hotel staff.
4. In conjunction with the Conference Chairperson, will sign a contract with the Conference facility for any special event(s).
5. Carry out all other duties as requested by the Conference Chairperson.
6. Maintain liaison with Hotel staff, such that needs of Conference Committee can be arranged.

**Carry The Message Chairperson (Selected by Conference Chairperson)**

General statement: The Carry The Message Chairperson is responsible for distribution of Conference program and registration information to all H&I Committees in Southern California. Additionally, the same information shall be presented to as many Recovery System professional firms as is needed. With a dedicated staff, present this information to as many regular A.A. meetings and clubs as possible.

1. Select and appoint a qualified person as Carry The Message Co-Chairperson
2. Arrange the distribution of registration forms through SCHII Committee Representatives, Committee Chairpersons, Central Offices, other area wide A.A. events and local H & I Committees.
3. Prepare news releases for A.A. publications (flyers, newsletters, etc.) and the local commercial Host City paper.
4. Notify the Grapevine and Box 459 of the Conference dates and location, at least four months prior to the Conference. For example, "May 14-16, 20XX, Host City, California; XX Annual Southern California H & I Conference, P.O. Box XXXX; Host City, CA. XXXXX". Contact phone numbers and/or email addresses should also be provided to

these publications.

5. Be responsible for distribution, through local H & I Committees, Central Offices, General Service Area Assemblies, SCHII Committee, and any other means that will ensure wide information distribution about the Conference.
6. Prepare and mail flyers with letters of invitation to the various hospitals and institutions served and to other professional organizations which would have interest in the Conference.
7. At the first Conference planning meeting, with the aid of the Printing Chairperson, submit a timetable for preparing, printing and distributing Conference publicity.
8. Working with the SCHII Committee Representatives, local Intergroup Representatives, Central Service Representatives and General Service Assemblies, will establish local H & I Committee contacts for the purpose of distribution of all Conference related materials.

**Carry-the-Message Co-Chairperson (Selected by Carry-The-Message Chairperson)**

General Statement: Will assist the Chairperson however possible, and if for any reason the Chairperson is unable to complete the term, shall assume the duties of Chairperson

**Host/Hostess Chairperson (Selected by Conference Chairperson)**

General Statement: Host/Hostess Chairperson is responsible for staffing and coordinating volunteers to provide a welcome and gracious atmosphere for the Conference attendees and to insure the comfort and hospitality for panel presenters and speakers.

1. Select and appoint a qualified person as Host/Hostess Co-Chairperson.
2. Select volunteer hosts/hostesses for the Conference and coordinate their efforts at the Conference including assigning hours and duties as needed.
3. In cooperation with the Decorations Chairperson, the Host/Hostess Chairperson will determine in what way the hosts/hostesses will be identified; i.e., manner of dress, ribbons, etc, with any cost subject to the approval of the Conference Committee. In no instance will there be cost to host/hostesses that would prohibit participation by any A.A. member.
4. Volunteer Host/Hostess Duties include:
  - a. Greeting panel participants and dignitaries to see that they are directed to the Program Chairperson and panel Moderators.
  - b. Encouraging the professional guest to participate in social activities of the Conference and meet as many people as possible.
  - c. Directing Conference attendees to proper areas of the complex where meetings and registration are taking place. A host/hostess should be stationed in the lobby of the headquarters hotel for this purpose.

**Host/Hostess Co-Chairperson(Selected by Host/Hostess Chairperson)**

General Statement: Will assist the Chairperson however possible, and if for any reason the Chairperson is unable to complete the term, shall assume the duties of Chairperson

**Usher/Welcoming Chairperson (Selected by Conference Chairperson)**

General Statement: Usher/Welcoming Chairperson provides and coordinates staff to assist and direct attendees, as well as presenters and visitors to meeting rooms. Provide a source of staffing to assist as needed for any welcoming or security related issues.

1. Select and appoint a qualified persons as Usher/Welcoming Co-Chairperson
2. Select volunteer ushers for the Conference and coordinate their efforts at the Conference including assigning hours and duties as needed.
3. In cooperation with the Decorations Chairperson, the Usher/Welcoming Chairperson will determine in what way the ushers will be identified; i.e., manner of dress, ribbons, etc., with any cost subject to the approval of the Conference Committee. In no instance will there be cost to host/hostesses that would prohibit participation by any A.A. member.
4. Volunteer usher duties include:
  - a Maintain an orderly flow of people to and from the various areas of the Conference Center during panels and meetings
  - b Provide any assistance necessary to maintain the Hospitality Room at the request of the Hospitality Room Chairperson
  - c Arrange for manning the floor microphone during the question and answer period of panels under direction of panel Moderator.
  - d Arrange for movement of materials where necessary to effect a proper flow of program.
  - e. Provide staffing for any welcoming or security issue that requires immediate attention.

**Usher/Welcoming Co-Chairperson (Selected by Usher/Welcoming Chairperson)**

General Statement: Will assist the Chairperson however possible, and if for any reason the Chairperson is unable to complete the term, shall assume the duties of Chairperson

**Hospitality Room Chairperson (Selected by Conference Chairperson)**

General statement: Hospitality Room Chairperson provides staffing and refreshments for an area where Conference attendees may share and relax during the conference.

1. Select and appoint a qualified person as Hospitality Co-Chairperson.
2. Obtain names of volunteers to be responsible for the Hospitality Room service and maintenance and schedule same to provide staffing at all open times.
3. Establishes with the conference facility staff, and assistance from the Facilities Coordinator, the procedure for timely deliveries of coffee, and a list of persons authorized to order and sign for same.
4. Present all donations received and all authorized bills for supplies to the Treasurer at the end of each day, or at such shorter intervals as shall be agreed upon with the Treasurer.
5. Secure all supplies and moneys on hand when the Hospitality Room is not open for service.

6. Where time, space and utilities are available, provide periods of entertainment as can be drawn from the ranks of Alcoholics Anonymous.
7. Requests all committees to donate cookies, brownies, etc., if so requested by the Conference Chairperson

**Hospitality Room Co-Chairperson (Selected by Hospitality Room Chairperson)**

General Statement: Will assist the Chairperson however possible, and if for any reason the Chairperson is unable to complete the term, shall assume the duties of Chairperson

**Information Booth Chairperson (Advancement Position)**

General Statement: The Information Booth Chairperson will provide staffing for an area where attendees may inquire regarding meeting times and locations, obtain general hotel and restaurant information and attempt to locate other attendees.

1. Select and appoint a qualified person as Information Booth Co-Chairperson.
2. Information Booth Chairperson will maintain this booth throughout the Conference and arrange for it to be staffed at all times.
3. Maintain information as to availability of hotels, points of interests, convenient restaurants, doctors, hospitals, local maps and local A.A. meeting schedules.
4. Maintain a supply of materials for submitting questions to panels and a receptacle to hold written questions.

**Information Booth Co-Chairperson (Elected by The SCHII Committee )**

General Statement: Will assist the Chairperson however possible, and if for any reason the Chairperson is unable to complete the term, shall assume the duties of Chairperson

**Entertainment Chairperson (Selected by Conference Chairperson)**

General Statement: The Entertainment Chairperson will be responsible for effecting events as requested by the Conference Chairperson and the Program Chairperson. Staffing, coordination with the facilities staff and facilities Chairperson will be frequent and necessary.

1. Select and appoint a qualified person as Entertainment Co-Chairperson.
2. The Entertainment Chairperson shall, at the discretion of the Conference Chairperson, submit a plan to elected officers. With their help and approval, Special Events such as a dinner-dance/show and/or sporting event will be drafted. The plan is then submitted to the Conference Committee for approval.

**Entertainment Co-Chairperson (Selected by Entertainment Chairperson)**

General Statement: Will assist the Chairperson however possible, and if for any reason the Chairperson is unable to complete the term, shall assume the duties of Chairperson.

**Fund-Raising Coordinator (Selected by Conference Chairperson)**

The current-serving Chairperson of the Southern California H & I Conference, may at their discretion, appoint a Fund-Raising Coordinator for the conference they are chairing. All funds derived from fund-raisers must be broken out in a separate portion of the final Conference Financial Report. The amount reported should show expenses, revenue and net of fund-raising activities.

- 1 Serves for a period of one year, or less.
- 2 In conjunction with the Conference Chairperson, informs the SCHII Committee of all fund-raising activities, at least two months prior to the activity.
- 3 Prior to any expenditure of Conference funds, obtains the approval of at least two of the below-listed members of the Conference planning committee:
  - a. Conference Chairperson
  - b. Conference Treasurer
  - c. SCHII Committee Policy Chair

**VIII. HISTORY OF GUIDELINES REVISIONS**

<b>Revision#</b>	<b>Description</b>	<b>Date Submitted to SCHII Committee</b>	<b>Dated Approved by SCHII Committee</b>
1	Modified Program Chair to appointed position, instead of an elected position	May, 2001	June, 2001
2	Removed requirement that questions to the panels/workshops be written beforehand	May, 2001	June, 2001
3	Major Rewrite for clarity and precision	October, 2001	January, 2002
4	Moved the sobriety requirement for the Conference Co-Treasurer from 3 to 5 years	September 2002	October, 2002
5	Establish Fund-Raising Coordinator	July, 2004	August, 2004
6	Revise Complete Guidelines	Jan. 27 2008	February 24

Approved by SCHII Committee 02-24-2008