

## Convention Chair

Responsibility: Be a leader, select a dynamic committee. Everything else will fall into place. Don't panic!

- Be available!
- Get started by February.
- Form a committee of sub-committee chairs which are selected not elected. Try to get all areas (Riverside, San Bernardino counties) involved. Past experience is helpful. One year previous service is required for treasure position.
- Each Chair can best select own Co-Chair but the Chair should be involved in the choice to insure a firm back-up and to widen area participation.
- Develop a working relationship and outline the duties of the convention Co-Chairs. Familiarize yourself with all co-chair duties, Get Co-Chairs involved. Let committees run themselves- you'll be surprised how capable they will become.
- Develop a budget with the help of the Treasure and past Chairperson(s). Use past records as helpful guidelines and give each committee a budget and job description.
- Establish a subcommittee planning meeting schedule and maintain it throughout the year
- Organize and lead the Saturday night banquet meeting, Benediction, Chapter 3, 12 Traditions, and Anonymity statement.

Budget: Typically receives complimentary room in hotel for Friday and Saturday nights, a Saturday night banquet ticket and all reasonable expenses paid. These should be accounted for on Treasure report.

Miscellaneous things –

- Start planning meetings early- they can be enjoyable.
- Give Convention Co-Chair defined responsibilities, it will help them as chair.
- Select competent secretaries that are easily accessible.
- Develop a budget based on history, distribute with job descriptions to committee chairs and require chairs to be in budget and do required task.
- Chair responsibility is to insure all speakers are coordinated including room, transportation, tickets, and meals while at convention.
- Develop a good working relationship with Alanon and Alateen committees while in planning stages.
- Support Young People and establish dialogue early.
- Flyers should be out early- mid June. Start with 15,000 which should be plenty to distribute using wisdom. Utilize quarter sheets that refers to online registration as an additional way to get the word out with less expense.

- Carry the Message Chair should be active in the fellowship and should have co-chair and others to help distribute flyers and registration information.
- Graphics chair should have outside experience and skills. This is a huge responsibility and can be very costly. Stay close with the chair, proof all printed material and have others proof before sending any materials to be printed in bulk.
- Entertainment is an expensive item; a capable chair is vital. Get entertainment booked early. Chair is dealing in contracts and financial agreements, stay in close contact with chair.
- Young People, general service, H & I choose own speakers with Board/ Chair approval.
- Programs Chair gets main speakers with approval by Board/ Chair. Complementary rooms for Friday and Saturday nights and banquet tickets are provided to each of the three main speakers.
- Alanon forms and oversee their own committees.

Proposed revision: August 2012