

## PROGRAM CHAIR

### Chair and Co-Chair

Responsibility: Arrange and oversee all meetings and coordinate Program Booklet, working with Graphics Chair

- Set up format for all major AA meetings
- Provide format and Readings to Marathon Chairs and Board chair for big Speaker Meetings
- Ensure Anonymity Statement is read at the opening meeting. Establish time for meeting starts, working with Hotel Chair
- Find and schedule main speakers for Fri night opening meeting, Sat Banquet meeting and Sunday morning closing meeting, working with Convention Chair, as well as Intergroup, GSR, H&I and Young Peoples Chairs for their respective speaker meetings
- Provide IEAAC Board with Speaker Names and CDs of previous talk for each of the main speaks (Fri PM, Sat PM, and Sun AM) for Board review and approval.
- Advise convention Chair on who to use for taping the speaker meetings
- Coordinate with Graphics chair on information need for Program Booklet, get speaker meeting program and times from Intergroup, Young Peoples, H&I and GSR chairs
- Coordinate speaker housing with Hotels coordinator. Provide completed registration form for each main speaker marked speaker IN UPPER RIGHT corner so they are comped. Make a copy of each Registration and give one to treasurer and on to Hotel chair
- Coordinate speaker hospitality requirements, delivery a Hospitality basket provided by Hospitality Chair to each main speaker's hotel room
- Coordinate any special opening ceremonies
- Recruit drivers as necessary to meet/return out of town speakers to Ontario Airport

Budget: \$2000.00

Dec 2018

**Note: The main Speaker's benefits are Friday and Saturday nights at hotel, registration, banquet for self and one guest.**