

Al-Anon Committee

Chair and Co-Chair required

Responsibilities:

- Promote Convention
- Assign a Speaker Host to assist Al-Anon Speaker (if needed) (See details/coordinate with Speaker Liaison Chair)
- Set up and maintain Literature Table/ Country Store (optional) ●
Coordinate with Hotel Chair information regarding number and location of tables
- Coordinate with IEAAC Board Friday Morning Participation Meeting (if applicable)
- Possible future responsibility...decorate tables for one meal(Friday)in the banquet room. (if needed)

Archives

Chair and Co-Chair required

Responsibilities:

- Promote the Convention
- Invite Mid-Southern California Archives to set up and maintain tables/displays.
- Coordinate with Hotel Chair for location and number of tables needed for displays.
- Provide (purchase) shirt and cup to give to Archives

Carry the Message

Chair, Co-Chair and committee required

Responsibilities:

- Promote Convention
- Coordinate the distribution of mailers, flyers, and/or registration forms to all Central Offices - local and outside areas, Central Office Newsletter, AA Meetings, General Service Office, General Service District meeting, H & I Committees, Al-Anon, Clubhouses, Recovery Homes, Box 459, and Grapevine (Many of these can be sent by email)
- Keep records of where and when distributions were made. ● Mail out possible flyers, Save-the Date postcards, and/or Registration forms to current list of attendees, as per board recommendation. This list will be obtained from registration's previous years registration (on-line and walk-ins) spreadsheet.
- Create mailing labels
- Distribution Save-the Date Flyers should be sent out at least 6-8 months in advance. (Flyer will direct people to register online) Registration Forms no later than 3-5 months in advance. (Coordinate with board for timelines)
- Contact all Central Office Newsletter Editors of Southern California and have our registration/flyers reproduced in their publications.
- Provide flyers to all IEAAC committee members to support in distribution.
- Coordinate with Web-master for email blasts.
- Work with Registration to prevent sending repeat mailers to those already registered

Budget \$500.00

Postage - Labels - Mileage - Envelopes

Decorations

Chair and Co-Chair and committee required

Responsibilities:

- Promote Convention
- Only Saturday Night Dinner (Alanon will do Friday Night)
- Coordinate color theme with Ways and Means Chairperson
- Choose linen colors for banquet tables with Hotel Chairperson
- Consider table decoration options offered by Event Center
- Provide table Decorations for all tables, including head tables.
- Determine process for awarding centerpieces / table decorations.
- Coordinate removal of all decorations after Sunday meeting

Budget \$650

All materials cost and/or rentals.

Entertainment

Chair and Co-Chair required

Responsibilities:

- Promote Convention
- Coordinate entertainment for Saturday night only with board approval.
- Consider AA entertainers if professional options are available
- Coordinate with treasurer for final payment at conclusion of performance
- Provide information to the Graphics Chair for flyers etc. (6 months prior to convention)

Budget: \$925

General Service

Chair and Co-Chair required

Responsibilities:

- Promote Convention
- Invite/contact Mid-Southern California Area Convention Liaison to set up and maintain table with General Service Information and Literature
- Offer/provide volunteers to help with table
- Coordinate with the Hotel Chair regarding location and the number of tables needed.

Graphics

Chair and Co-Chair required

Responsibilities:

- Promote Convention
- Working with board, design and print all convention flyers, forms and programs.

(Proofread by Board)

- Save the Date Flyer printed by June (distributed to Carry the Message Chair and all Committee Chairs) (5000 count)?
- Registration Forms printed by August (Distributed to Carry the Message Chair and all Committee Chairs) (5000 count)?
- Programs (single page) by March 1 (Distributed to Registration) (500 count)?
- Design and print all tickets, Friday Dinner -(chicken and veggie), Saturday Dinner (Buffet), Sunday Breakfast (Buffet), Ice cream Social, Entertainment, etc. and deliver to Registration Chair 3 weeks prior to convention

Budget: \$2125

Printing and design

Hospitality

Hospitals and Institutions

Chair and Co-Chair required.

Responsibilities:

- Promote Convention
- Set up and maintain a table with literature and volunteers who can provide information about H & I opportunities of service.
- Coordinate with Hotel Coordinator Chair for table location.

Host / Hostess

Chair and Co-Chair and committee volunteers required.

Responsibilities:

- Promote Convention
- Recruit volunteers (40-50 people) to sell Raffle and 50/50 tickets throughout the convention including all meals.
- Money collected from 50/50 and Raffle must be kept separate. ● Establish a schedule/shifts for volunteers to work. (Get their phone numbers to remind them prior to convention)
- Set up and maintain a hostess table where volunteers check-in and pick up tickets to sell and drop off money, check out.
- Chair and/or Co-Chair should be at the Hostess table to assign jobs and collect money. (Money is recorded and turned over to Treasurer throughout the convention)
- Have raffle ticket spinners located at Hostess Table. Can sell tickets at Hostess table too.
- Obtain Volunteer ribbons from the Registration Chair for volunteers to wear.
- Obtain from Ways and Means two different color ticket roles, one for 50/50 and one for raffle. Baskets or aprons to sell tickets. ● Newcomer Big Books will be at Hostess / Ways and Means Table for people to sign.
- Prior to convention research local eateries, hotels, shopping and recreation to provide to convention guests. (simple flyer with info.)

Budget: \$100

Tickets

Hotel Coordinator

Chair and Co-Chair and committee required

Responsibilities:

- Promote Convention
- Work with Board, Hotel/Event Center Representative and Committee Chairs to schedule and plan room usage, catered events, coffee/food carts, hotel rooms, audio/visual equipment and all other facility arrangements.
- Coordinate with Board pricing of meals and menus.
- Provide current/final counts to Hotel Catering Dept. gathered from registration
- Meet with Board Chair and Treasurer to establish a master account with hotel/event center
- Provide any pertinent guidelines for Entertain Chair (if needed).
- Plan and coordinate all tables needed for Registration, GSR, H&I, Hostess, Archives, Alanon, Intergroup, Ways and Means, Fundraising, Alkathon, Ushers. (Possible outside vendors)
- Arrange hanging of IEAAC Banner with Event Center (if possible)
- Chair and Co-Chair should be on convention site throughout the convention (Thursday -Sunday) to facilitate smooth operations and trouble-shooting with Hotel/Event Center representative.
- Pick linens and simple centerpieces provided by event center.

Budget: \$550.00

Hotel room accommodations for Hotel Coordinator Chair

Intergroup

Chair and Co-Chair required

Responsibilities:

- Promote Convention
- Set up and maintain a table throughout convention
- Procure books, literature and more for distribution or sales, provide pertinent information regarding Central Office (ex. AA picnic, volunteer opportunities, etc.)
- Select and schedule volunteers to man table

Longtimers

Chair and Co-Chair required

Responsibilities:

- Promote Convention
- Organize Longtimers meeting (30 + years of sobriety)(Saturday)
 - Determine how Longtimers will be selected to share
 - Determine length of time each participant will share
 - Obtain timer/gong for keeping shares on schedule
 - Must be gracious and patient
 - Choose readings/readers (folder will be provided)

Marathon Meetings

Programs

Chair and Co-Chair and committee required

Responsibilities:

- Promote Convention
- Arrange and oversee all speaker selections
- Keep an up to date and pass on for future use a current list of recommended speakers
- Coordinate with Board the scheduling of time slots for speakers ● Provide Board with Speaker names and CD of previous talk for review and approval.
- Work with Board on choosing an audio/visual taping vendor.(Room and meals provided)
- Provide Graphics Chair information regarding speakers, entertainment names, etc. for flyers and program.
- Coordinate speaker housing with Hotel Chair. Provide completed registration form for each speaker to Hotel Chair, Treasurer and Registration with the phrase "Speaker Comped" clearly marked.
- Coordinate with Speaker Liaison Chair any hospitality requirements for each speaker.
- Coordinate with Board any opening ceremonies.

Budget: \$2000

Airfare and gas cards

Registration

Chair and Co-Chair and committee required

Responsibilities:

- Promote Convention
- Keep record of all pre-convention registrations through mail and online; and all registrations done at door during convention event. This excel spreadsheet will be used for updating next years mailing list for Carry the Message committee
- Coordinate with board all reserved priority seating for speakers and guests, board and guests.
- Keep track of purchased whole weekend / whole group tables (group of 8 people) priority seating. Groups will sit together for the entire weekend.
- Purchase badge holders and badges (500) and create/print a badge from spreadsheet. Badges should show first name, last initial and home group if specified. (Can be made through Eventbrite)
- Obtain from Graphics Chair printed tickets of meals (Friday Dinner, Saturday Dinner, Sunday Breakfast), ice cream social, entertainment, purchased t-shirt and/or mug and place in pre-stuffed envelopes with printed badges accordingly. These will be ready to go prior to convention to facilitate easy pre-registered line at the registration table.
- Set up and maintain the registration table at convention. Recruit people to help with the registration table who have had some past experience with convention. If this process is not carried out correctly it can cause great confusion with seating and tables.
- Registration is the first committee people will see and is the customer service arm of the convention. Smile, grin and bear it with grace.
- Convention Chair and Co-Chair will be available to assist at anytime.

Budget: \$450

Badges, printing cartridges, ink.

Speaker Liaison

Chair and Co-Chair and committee required.

Responsibilities:

- Promote Convention
- Coordinate with Programs Chair
 - Recruit reliable volunteers to work closely with speakers throughout the entire weekend
 - Arrange transportation to and from convention / airports etc.
 - Assist with Hotel registration
 - Individual Liaisons may be asked to read a short excerpt chosen by the speaker before introducing them.
 - Introduce Speakers at their slotted time
- Be available for requests for special needs
- Provide/ Create Speaker baskets to be delivered to their hotelrooms prior to their arrival, coordinate with Hotel Chair.
- Create a “What I Like” questionnaire for speakers to fill out for help with creating speakers baskets.

Budget: \$400

Baskets for speakers

Gas for transportation to airports etc.

Ushers

Recovery Home - Newcomer Liaison

Chair, Co-Chair and committee required

Responsibilities:

- Promote Convention
- Recruit ushers from Recovery Homes and newcomers
 - Contact surrounding Recovery Homes and ask for volunteers.
 - Coordinate with board a reduced one day price for volunteers and inform Recovery homes for coordination of volunteers
 - Recruit local newcomers to assist - (reduced one day price)
- Establish dress code (help with dress shirts, ties, etc. if needed)
- Obtain Volunteer ribbons from Registration Chair
- Establish duty schedule and assignment for main doors and banquet room
- Ushers will be responsible for manning doors into banquet/meeting room, checking to make sure people have registered, and /or have dinner tickets, Ice Cream social tickets etc.
- Manage doors to make sure they are closing quietly during speaker talks.

Budget: \$150.00

Ways and Means and Fundraising

Chair and Co-Chair required

Responsibilities:

Ways and Means-

- Promote Convention
- Select color choices for T-shirts and mugs
- Coordinate with Board and Registration Chair the number of pre-ordered/pre-paid T-shirts and mugs
- Set up and maintain table for handing out t-shirts and mugs
- Recruit volunteers to help with table
- Purchase 2 different colored rolls of raffle tickets (2-3 rolls per color)

Fundraising-

- Plan, organize, advertise and run fundraising events (Board approved)
- Arrange for volunteers to help with events
- Coordinate with treasurer on expenditures and profits for each event
- Turn in all money after each event with expense receipts etc.
- Provide profit/ loss statement on each event
- Provide raffle 3-5 large items/ some small baskets for raffle.
- Conduct raffle on Saturday night after dinner, but prior to Speaker.
- Give away 50/50 raffle on Sunday after breakfast but prior to speaker
- Coordinate with hostess chair to sell tickets for raffle and 50/50 throughout weekend and during all meals.
- Turn over all funds raised to Treasurer periodically throughout convention weekend

Budget: TBD

Young People

Chair and Co Chair required.

Responsibilities:

- Coordinate with Board to pick speaker (provide previous talk CD)
- Coordinate speaker liaison with Speaker Liaison Chair.
- Coordinate activities for time slot Saturday evening 10-Midnight after last main Speaker is finished

Web-Master

Chair and Co-Chair required

Responsibilities:

- Promote Convention
- Set up and maintain web-site including pricing, dates, pertinent postings, advertising, job descriptions, by-laws, email blasts, etc.
- Provide on-going reports to Registration Chair of all registrations, excel spread sheet form.
- Submit yearly bill for maintaining web-site.
- Registration Chair may have access to pertinent information for gathering registration information (if possible)(read only)

Sporting Events

Chair and Co-Chair required

Responsibilities:

Golf:

ALL GOLFERS MUST BE REGISTERED FOR CONVENTION TO PLAY GOLF!

- Select golf course, facilitate contract as needed
- Coordinate with Board golf date, time and prices
- Organize volunteers starters and helpers
- Purchase trophies
- Provide pertinent information to Graphics Chair for flyers
- Trophies and all flyers etc must read "Gary P. Memorial Tournament"
- Budget: \$150.00
- Trophies, prizes