

LOUISIANA STATE CONVENTION COMMITTEE RESPONSIBILITIES:

These job descriptions are just an overview of suggestions used by past committees. The responsibilities and positions may be changed as deemed necessary by the State Convention Committee.

CHAIRPERSON:

Before Convention

- Chair and prepare agenda for all Convention planning meetings; experience has shown monthly meetings are helpful
- Maintain a working relationship between Host Committee and the Area Assembly to ensure that the best interests are being served
- Be a signatory on all facility contracts and bank accounts
- Work jointly with Convention Treasurer to maintain a working list of all financial obligations, and ensure all are being met
- Work closely with Area 27 Chairperson and Officers to keep the Assembly informed
- Attend, chair committee meeting, and report to the Area Assembly
- Oversee and delegate Convention planning, and support all members in the completion of their duties
- Work with the facility management on all matters concerning the Convention and insure that costs of services are agreed upon

During Convention

- Attend the State Convention from start to finish
- Assure Traditions are followed throughout the Convention

After Convention

- Prepare and give final financial report by the close of the August Assembly
- Rotate as Advisory Member of the succeeding State Convention Committee
- Share records and information with new State Convention Chair, and Area Archives

CO-CHAIR:

- Assist Convention Chair in all matters relating to the Convention
- In the case of absence of Convention Chairperson, assume the honor and responsibility of Chair
- Will be considered for Chair of the next Convention
- Required to attend Convention from start to finish

VOICE:

- Makes announcements, welcomes attendees, introduces the meeting chair
- Sees to it that a Big Book, meeting format, Anonymity Statement, water pitcher, glasses, etc. are available at every meeting at the podium

PRINCIPLES GUARDIAN:

- A member who has a working knowledge of our principles as outlined in our 12 Traditions and Concepts, and/or can research this information to help the Committee make informed decisions in regards to practicing the principles in all its affairs

REGISTRATION CHAIRPERSON:

- Maintain an accurate count and cross check the Treasurer's records in a timely manner and report to the Convention Committee during each meeting
- Obtain registration forms, badges, ribbons, etc. needed for name tags for attendees, guests, and Committee
- Arrange and coordinate volunteers to man the Registration table during hours determined by Convention Committee; volunteers will process forms, receive monies, and keep count of all Convention registrants
- Coordinate with the Treasurer for transfer of funds to and from the Registration table
- Pre-registration badges shall be clearly marked and available near the Registration table
- Maintain scholarships, and help honor the 7th Tradition
- Experience has shown that the Registration Chair, though not required to man the registration tables at all times, should be available at regular intervals at the tables to handle above responsibilities and any problems that arise
- Final report and all unused materials to be submitted to Convention Chair, with a copy of the final report to Convention Treasurer
- The updated registration list (preferably electronic format) will be given to the incoming Convention Chair

HOSPITALITY/COFFEE CHAIRPERSON:

- Acquire coffee and related supplies, donations, and volunteers for the hospitality room
- Coordinate with hotel and Convention Chair the do's and don'ts; maintain count of beverages acquired through hotel for historical and financial records
- Final report to be submitted to Chair; financial report submitted to Treasurer

SPEAKER/HOST CHAIRPERSON:

- Recruit volunteers to "host" each speaker, that will also chairs and introduces the speaker at the meeting
- Secure responsible volunteers with vehicles to transport speakers from and to the airport, with easy identification of and by the speaker upon arrival
- Ensure adequate accommodations and coordinate off-site ventures
- Procure gift for each speaker and/or provide a gift basket in their room
- Ensure the comfort and needs of speakers are met

PROGRAM/ENTERTAINMENT CHAIRPERSON:

- Assists the Convention Chair with speaker selections and programming suggestions, and ensures time and space for Area 27 displays and /or workshops
- Help select other volunteers for speaker selection; obtain tapes from sources, review these tapes, and help select speakers
- Provide activities for fellowship after meetings during Convention (dance, ice cream socials, or other entertainment) and procure necessary supplies and volunteers
- Submit final report and financials to be submitted to Chair and Treasurer

FLYER/MAILING CHAIRPERSON:

- Obtain lists for mailing are obtained from State Convention Secretary or Registration Chair
- Responsible for design, printing, and distribution of all fliers and all materials for the Convention, which includes, but is not limited to: programs, registrations, etc.
- Responsible for design, printing, and displaying the Convention banner if necessary
- Recruit volunteers to process mailings at times to be determined by Committee
- Submit final report and financials to Chair and Treasurer

SECURITY CHAIRPERSON:

- Responsible to make participation in the Convention a safe and enjoyable experience for all by securing volunteers, equipment, supplies, etc. needed
- Coordinate with Committee as to their needs for secured rooms, on-site deposit boxes with keys, escort for funds and/or special needs registrants
- Submit final report and financials to Chair and Treasurer

SPECIAL NEEDS/SCHOLARSHIP CHAIRPERSON:

- Considerations are for financial and physical handicaps
- Coordinate and obtain ASL (American Sign Language) personnel through professional agencies when needed
- Scholarships arranged with advanced pre-registration, or made available on-site in consideration of one's ability to contribute and participate
- Submit final report and financials to Chair and Treasurer

CONVENTION WEBSITE CHAIRPERSON:

- Maintains and updates information on Convention website
- Works closely with the Area 27 Website Chair, and follows any Area Website guidelines, as well as refer to the GSO Publication entitled *AA Guidelines – Internet* as a reference
- Submit final report and financials to the Chair and Treasurer

AL-ANON CHAIRPERSON:

- Coordinates with the Convention Committee to plan the Al-Anon/Alateen programs to take place during the Convention, but not in conflict with any other speaker meeting, and reports any needs of space, time, and finances
- Expenses to be approved and covered by State Convention Committee
- Submit final report and financials to Chair and Treasurer