

MISSOURI STATE CONVENTION GUIDELINES

The purpose of the Missouri State AA Convention shall be to join the Eastern and Western Areas of Missouri in unity and provide a useful opportunity to share the A.A. experience in a broader way. The convention committee shall follow the AA Guidelines (Conferences and Conventions) in all areas not specified in the Missouri State Convention Guidelines.

Section One - The Convention

- I The State Convention will be held during the month of July, whenever possible.
- II The convention site must be approved by at least two-thirds of the voting members of the convention committee.
- III Hotel contracts should be finalized at least 1 year, but no more than 2 years, in advance of the convention. Any exception to advance contracts must be submitted to and approved by each Area.
- IV At least 2 hotel bids shall be presented to the committee for consideration.
- V The convention committee shall make an earnest effort to cooperate without affiliation with Al-anon and Ala-teen as outlined in the AA Guidelines.

Section Two - The Convention Committee

- I The Convention Committee shall be composed of ten (10) members. Each Area shall choose five (5) members in accordance with their own Area guidelines.
 - A Qualifications for committee members shall be autonomously determined by each Area electing its committee members.
 - B The Convention committee shall fill committee positions from its own members for a term of one year.
 - C Committee positions shall be chairperson, alternate chair, secretary, treasurer, program chair, registration chair, public information chair, display and literature chair and (2) hospitality chairs. These positions should be filled at the first committee meeting.
 - D Each member is required to attend all scheduled meetings of the committee. Committee meetings should be scheduled as far in advance as possible taking into consideration other events which may cause a scheduling conflict with other events in either Area.
 - 1 Committee members may be removed for failure to attend committee meetings by a two thirds vote of the committee as a whole.
 - 2 Removed committee members should be replaced by their respective Area at that Area's next assembly.
 - E The first committee meeting should be immediately following the close of the convention to review committee chair responsibility, clarify procedures, requirements, and reimbursement policies.
 - F The most qualified person should always be chosen to fill these positions.

II Committee Positions

A Convention Chairperson

1 Qualifications

- a Should have served on the Missouri State Convention committee for one year prior to serving as committee chair.
- b Should have served on another convention committee.
- c When possible the Convention Chair position should rotate between Areas each year, but is not a requirement.

2 Duties

- a Schedule location and times for committee meeting
 - i Committee meetings should not conflict with currently scheduled events in either Area 38 or 39.
 - ii Committee meetings may be held at the convention hotel but it is not mandatory.
- b Prepares agenda for all committee meetings with the assistance of the secretary for distribution at least 1 week before the meeting.
- c Chairs all committee meetings.
- d Serves as the primary contact with the facility.
- e Carefully reviews existing hotel and catering contracts and advises each committee chair on how existing contracts may affect their responsibilities.
- f Negotiates all new hotel and catering proposals and presents them to the committee for final selection.
- g Conducts final hotel contract negotiations and contract signing.
- h In order to control excessive cost for refreshments (coffee, tea, etc.) provided for a fee by the facility, only the Convention Chairperson shall request replenishments.
- i Confirms the banquet, lunch and ice cream counts to the hotel based on contract timelines.
- j Maintains contact with all Committee Chairs and keeps them informed on the progress of all the arrangements.
- k Calls special committee meetings if they are needed.
- l Provides Alternate Chair with copies of all documents and correspondence prior to each committee meeting.

B Alternate Chairperson

1 Qualifications

- a Should have served on another convention committee.

2 Duties

- a Alternate shall fulfill the duties of the chair in chair's absence and shall automatically become the Convention Chairperson should the Chair be unable to finish their rotation.
- b Alternate assists Chairperson in gathering and reviewing proposed hotel and catering contracts.
- c Alternate Chair maintains guidelines and distributes to committee.
- d Alternate assists the committee chairs as needed.
- e Arranges for flowers or fruit basket for speaker's room.

- f** Also responsible to have the speaker podium and provide notebook with readings for each meeting.
 - i** The Anonymity Statement
 - ii** The Preamble
 - iii** How it Works
 - iv** The Traditions
 - v** The Promises
 - vi** Hard Cover Big Book
- C** Secretary
- 1** Qualifications
 - a** Ability to take comprehensive notes at the committee meeting.
 - b** Ability to type and distribute copies of committee meeting minutes.
 - c** It is recommended that the secretary have computer knowledge and access to means of electronic distribution of documents.
 - 2** Duties
 - a** Secretary keeps all written records, including minutes of the committee meetings.
 - b** Sends out minutes of the committee meetings and other information to committee prior to the next meeting.
 - c** Sends copies of all documented information to the archivist of each Area.
 - d** Maintains records of previous conventions (general attendance, banquets sold, etc.) for future planning.
 - e** Assists Chairperson in the preparation of agenda for committee meetings.
 - f** Sends copies of the past year's minutes to new members.
 - g** Recruits and coordinates Serenity patrol schedule and activities at the convention.
 - i** Serenity patrol welcomes event attendees
 - ii** Checks registration badges at main events
 - iii** Keep registration and meeting areas picked up
 - iv** Other activities as needed to enhance the event
- D** Treasurer
- 1** Qualifications
 - a** Previous experience as Group, District or Area treasurer is strongly recommended.
 - b** It is required that the Treasurer have computer knowledge and access to computer generated spreadsheets, email and bank accounts.
 - 2** Duties
 - a** Treasurer is responsible for all money, including revenues from registration and banquet.
 - b** The Treasurer shall maintain a non-interest-bearing checking account.
 - c** Calculates a break-even figure and the amount of registration to be charged for each convention for the approval by the committee.
 - d** Documents all costs of the convention and establish a record of costs for the use of future treasurers.
 - e** Advises the Chairperson and Committee on cash supply and income flow as well as rate of expenditures.
 - f** Prepares income/expense reports for dissemination to the Committee 2 weeks prior to each committee meetings.
 - g** Pays all bills.

- h Makes frequent bank deposits during the event so that there is never any large accumulation of cash.
 - i Prepares a written financial report after each convention and forwards to the Committee prior to distribution to the Area.
 - k Disburses excess funds, over and above the specified reserve, equally between each Area within 45 days of the end of the convention.
 - l Coordinates changing of signatures on bank account within 30 days after the election of the next year's Committee Officers.
- E Registration Chair
 - 1 Qualifications
 - a Previous experience working on a registration committee or as registration chair for another committee/event is recommended.
 - b It is required that the Registration Chair have computer knowledge and access to computer generated spreadsheets, email and bank accounts.
 - 2 Duties
 - a Receives registration slips from the treasurer.
 - b Prepares a pre-registration package including but not limited to
 - i Name tags
 - ii Meal tickets
 - iii Programs
 - iv Ribbon badge for speakers and Area officers
 - v Ribbon badge for host and committee members and volunteers
 - c Organizes committee to staff registration tables at event.
 - d Verifies income from onsite registration with treasurer and turns over all monies for deposit.
 - e Maintains list of registrants for next year's PI committee.
 - f Notifies hospitality chair of people volunteering with registration for hospitality serenity patrol.
- F Program Chair
 - 1 Qualifications
 - a Previous experience on this convention committee or 2 years of experience on another convention committee.
 - 2 Duties
 - a Selects main speakers for following year's convention
 - i Obtain speaker recordings to review for speaker choice
 - ii Coordinates Al-Anon speaker with Al-Anon Liaison
 - iii Send all speakers a confirmation letter immediately upon acceptance and reminder letter before the convention
 - b Arranges the following for current year's main speakers
 - i Coordinates with speaker host transportation to and from airport
 - ii Arranges hotel rooms for speakers
 - iii Arranges for the hotel to allow speakers to charge meals to their rooms
 - c Specify to all the speakers exactly what expenses will be paid by the convention
 - i Define travel expenses and assist with selecting appropriate airport
 - ii Special needs, type of room, meals and registration
 - iii If spouse or 1 guest accompanies speaker, the convention will pay for registration and banquet for that guest

- d Arranges Service speakers for current year's convention
 - i Saturday and Sunday morning speaker having direct experience at the Area or conference level be selected to speak on service within the fellowship
 - ii Service speaker be selected to speak on their service experience at GSO
 - iii Find out how the speaker wants to appear on the flyers
- e Select other local speakers and meeting chairs as needed to fill in the program.
 - i Work with Registration to choose local speakers, meeting chairs from pre-registration list
 - ii Ask if the speaker is willing to be on a panel or lead a workshop
- f Meeting chair chooses readers for steps, traditions, etc.
- 3 Arranges speaker hosts
 - a Follow up periodically with the speakers throughout the year prior to the convention as a courtesy and be available to assist if needed.
 - b Notify the speaker when they are on the program and the theme of the convention.
 - c Notify the speaker of what conditions they will speak under, i.e. podium, stage, sound system, etc.
- 4 Send all speakers a letter of appreciation as soon as possible after the convention.
- 5 Arrange for the recording of speakers, workshops and meetings.
- 6 Coordinates all extra meetings during the convention, i.e. Alkathons, workshops, service videos, etc.
- G Public Information Chair
 - 1 Duties
 - a Arranges for the design and production of flyers.
 - b Keeps accurate records of number of flyers and programs printed and any other pertinent information for future conventions.
 - c Supply convention information to *Box 459* and *Grapevine* four months prior to the convention.
 - d Assist the Hospitality chair as called upon.
 - e Work in conjunction with the MOSC Web Administrator.
- H Display Chair
 - 1 Duties
 - a Responsible for coordinating A.A. and/or Al-Anon displays (including display tables) and posters in the registration area.
 - b Responsible for the convention banner, Twelve Steps, Twelve Traditions and Twelve Concepts and any other permanent displays the convention may acquire.
- I Hospitality Chairs – The Convention Hosts
 - 1 Qualifications
 - a One chairman comes from the Eastern Area and one from the Western Area.
 - 2 Duties
 - a Work with DCM's and GSR's to encourage donations of supplies and/or funds for the purchase of supplies and Volunteers to work in the Hospitality Suites.
 - b Contact pre-registrants to fill empty volunteer times slots in hospitality suites.
 - c Coordinate with registration for work-credit for registration scholarship.
 - d Hospitality volunteers are not reimbursed expenses for attending the convention but should volunteer worktime in exchange for pre-approved registration scholarship.

- e Schedule hospitality room volunteers and notify them one week before the convention.
- f Coordinate with committee treasurer the purchase of fresh food and other last minute items necessary for the hospitality room.
- g Arrange with volunteers to transport donated food and beverages to the event.
- h Hospitality volunteers should wear special identification badges.
- i Forward contact list of names and phone numbers of hospitality volunteers to next hospitality chair at the end convention committee meeting.
- j Be available to answer questions and provide assistance to conventioners.
- k Prior to convention would assist the PI Chair, as called upon.

Section Three - Funding

- I All responsibilities and funds shall be shared equally between the Eastern and Western Area of Missouri.
- II A prudent reserve in an amount decided jointly by the Eastern and Western Areas shall be kept for seed money for the next year's convention. (See Attachment A Item 1.)
- III Any excess of the established reserve is to be divided equally as a contribution to each Area after each convention.
- IV The approval of both Eastern and Western Area Assembly will be required to increase or decrease the reserve amount.
- V If it is determined to discontinue the convention, the remaining funds/debts will be equally divided between the Eastern and Western Areas.
- VI If either Area should decide to withdraw their support of the convention, they shall forfeit their portion of funds to the remaining Area.
- VII The checking account should have two authorized signatures, the Treasurer and the Convention Chairperson. Only one signature is required on a check.

Section Four - Reimbursement

- I All committee members receive mileage to and from meetings. (See Attachment A Item 2)
- II The convention will provide registration and banquet and reimbursement for the equivalent of one hotel room at the convention hotel for one night.
 - A Committee members may only have one absence with notice to qualify provided registration and banquet and hotel room.
 - B If a committee member must miss more than one committee meetings due to an unforeseen emergency the committee, by substantial unanimity, may excuse the absence so that the member may qualify for provided registration and banquet and hotel room.
- III All committee members are urged to claim all expenditures, and to hold down costs as much as possible.

Section Five - Website

- I The official website of Missouri State Convention shall be mostateconvention.org. This site is maintained through volunteer efforts and shall follow the traditions and guidelines of Alcoholics Anonymous in all regards.
- II This website is not endorsed nor approved by Alcoholics Anonymous World Services, Inc. or any given Internet provider. It is an AA service provided solely by the Missouri State Convention Committee.

III The primary purpose of the website shall be to provide public information about the Missouri State Convention. The Missouri State Convention Committee shall be the administrating body of the policies for the design, content and maintenance of the web site.

IV Design

- A** The website shall be constructed in such a manner that the public area of the site be available for viewing by anyone who accesses the Internet through any means and with any system.
- B** The website shall be developed in a manner that does not show preference to specific systems, device, browser, etc. that would make accessing the site through other means difficult.

V Content

- A** Since any web site is a public document, the principle of anonymity applies as it does to other forms of media. To that end, full names and photographs of AA members are prohibited in public area of the site.
- B** In order to maintain personal anonymity and to prevent illicit use of Area email, no email addresses shall be displayed on the website. All comments, inquiries, and remarks will go through the "Contact Us" page of the website to the positions or committees listed on that page.
- C** The only links that the website will display are to aa.org, the AA Grapevine, The Eastern and Western Areas. Links for technical assistance to enhance the function of the website – such as for mapping, or translation are acceptable with committee approval.
- D** Excessive use of graphic material should be avoided, as the 11th Tradition warns against the use of "sensational advertising". Intensive graphical, musical, or video, which is not pertinent to, or supportive of the site's informational content, could be considered sensational advertising by those who view the site.

VI Maintenance

Due to necessary technical education, experience, and proven skill required to design, develop and maintain a website, MOSC committee may choose an AA member of the Eastern or Western Areas to maintain and when necessary, redevelop the convention website.

- A** If the chosen web administrator is not a member of the committee they shall be considered an advisor not a voting member of the committee. However if attendance at the joint committee meeting is requested by the committee reimbursement would be available.
- B** The MOSC Web Administrator shall work directly with PI Chair.
- C** The choice of Web Administrator must be confirmed by a 2/3 majority vote of the committee. Likewise, the Web Administrator may be relieved of duties by a 2/3 majority vote of the committee.
- D** Web Administrator should have education and/or prior employment in web page design and a minimum of four years sobriety.

VII Website Funding

The MOSC website shall be financially supported by the Convention Committee. The many free sites available on the Internet, while tempting, must be avoided as they often include mandatory advertising as "rent" for the space.

Attachment A:

Item 1

In July of 1993 the committee voted to establish a minimum prudent reserve of \$5,000. Eastern and Western Areas shall provide \$2,500 each as a fund for financing the convention.

Item 2

Revised 7/30/2009 Mileage changed to \$0.25/mile