

APPENDIX C
ANNUAL HAWAI'I CONVENTION STEERING COMMITTEE GUIDELINES
Approved by the AHC Steering Committee on July 31, 2012

The Hawaii Area Assembly Committee of Alcoholics Anonymous accepted the following revised guidelines for the Convention Steering Committee on August 18, 2012. It is suggested that these guidelines be reviewed at least every five years.

The principles of the 12 Steps, the 12 traditions and the 12 Concepts of Alcoholics Anonymous shall be practiced in all Convention operations.

The Steering Committee shall consist of six members. Three of these members shall be past Convention Chairpersons; one shall be the current Convention Chairperson. Two members shall be the Alternate Delegate and the Alternate Area Chair, from the area assembly. A quorum shall be 5 out of 6 members present. A two-thirds majority vote shall be required in all general operational matters.

1. Relationship with Hawai'i Area 17 Assembly:

- 1.1 In the spirit of cooperation, the Annual Hawai'i Convention Steering committee functions as a semi-autonomous subcommittee of the Hawai'i Area 17 Assembly.
 - 1.1.1 The Steering Committee Chair is a voting member of the Hawaii Area 17 Assembly
 - 1.1.2 All Convention Steering Committee meetings are open to the entire Fellowship
 - 1.1.3 The Alternate Area Delegate and Alternate Area Chairperson are voting members of the Convention Steering Committee.
 - 1.1.4 The Convention Steering Committee makes full financial reports to the Area Assembly.
 - 1.1.5 The Convention Steering Committee Chair will submit this document to the Area Assembly.
- 1.2 Financial Relationship with the Hawai'i Area 17 Assembly:
 - 1.2.1 The Annual Hawaii Convention will support the costs for transporting the Alternate Delegate and Alternate Area Chair to convention steering committee meetings.
 - 1.2.2 The Hawai'i Area 17 Assembly will support the costs for transporting the AHC steering committee chair to area assemblies and committee meetings.
 - 1.2.3 The Convention will budget and support the airfare costs related to participation at the annual convention for alternate area chair and alternate area delegate from neighbor islands.
 - 1.2.4 The Annual Hawai'i Convention is fiscally autonomous.

2. Relationship with AI Anon Family Groups

- 2.1 The fellowships of AA and AI-Anon (which includes AI Ateen for their younger members) have had a unique relationship from the beginning. It is in the spirit of cooperation that AI-Anon is invited to participate in this Convention. Space is arranged for at least one meal event and two meeting rooms during the event.
- 2.2 Hawaii Area World Service Committee selects their Chairman. The AI-Anon Family Groups chairman is responsible for selecting their speakers and program.
- 2.3 All Alateen activities are the responsibility of the AI-Anon Committee, and will be guided by the current Alateen Safety and Behavior requirements of the Hawaii World Service Committee and Assembly.
- 2.4 In the event of a split amongst the Hawai'i Area and inter-groups, AI Anon will be included in the distribution. (Distribution of the split is outlined in 4.3.3.16.1).

3. Steering Committee Membership

- 3.1 The Steering Committee consists of six (6) members:
 - 3.1.1 Current Convention Chairperson (four year commitment)
 - 3.1.2 Three available past Convention Chairpersons
 - 3.1.3 Area 17 Alternate Delegate (two year term)

3.1.4 Area 17 Alternate Chairperson (two year term)

3.2 Committee Quorum

3.2.1 A quorum exists when five(5) of six(6) members are present.

4. CONVENTION STEERING COMMITTEE JOB SELECTION, QUALIFICATIONS, & RESPONSIBILITIES

4.1 The Convention Steering Committee, its Chairperson and the Convention Chairperson are vital roles for the success of the Convention, and each has very specific responsibilities. Job descriptions for these positions are as follows:

4.2 Annual Hawaii Convention Steering Committee Chair

4.2.1 Selection

4.2.1.1 The Convention Steering Committee Chair is elected from one of the three past Convention Chairs for a one (1) year term.

4.2.2 Qualification

4.2.2.1 A.A. Experience – It is suggested that the Convention Steering Committee Chair have at least five (5) years of continuous sobriety, a sound understanding of A.A. principles (Steps, Traditions, Concepts), and have served on previous convention committees, either locally or in another Area (nationally or worldwide). Experience in previous conventions should include service at least two of the following areas: Registration, Program, Facilities, Entertainment, Hospitality and other convention committees.

4.2.3 Leadership

4.2.3.1 A chair should be able to organize and lead while conducting themselves as a servant.

4.2.4 Communication

4.2.4.1 Communications skills are paramount as the chair needs to communicate with all members of the fellowship, those involved in service at the convention, those attending. The chair also is primary conduit between the Annual Hawaii Convention and the Hawaii Area 17 Assembly.

4.2.5 Responsibilities to the Convention

4.2.5.1 Support the Convention Chair

4.2.5.2 Attend all convention meetings as the voice of the Convention Steering Committee

4.2.5.3 Offer support and share experience with all committee chairs

4.2.5.4 Conduct steering committee meetings in an orderly fashion

4.2.5.5 Set meeting agendas in conjunction with the secretary

4.2.5.6 Sign contracts with all contractors providing service to the convention (tee shirts, taping services, entertainment, etc.)

4.2.5.7 Review and support the incoming steering committee member to facilitate the following year's contract negotiations with the hosting facility (hotel, convention center, or other venue)

4.2.5.8 Responsibilities to the Area Assembly

4.2.5.8.1 Represent the convention at all Area assemblies and committee meetings

4.2.5.8.2 Submit quarterly financial reports and Convention Steering Committee minutes to the Area.

4.2.5.8.3 The Convention Steering Committee Chair will submit this document to the Area Assembly when updated.

4.3 Convention Steering Committee Members

4.3.1 Selection

4.3.1.1 Served as past convention chair within past three conventions (unless replacing a member who could not continue commitment)

4.3.2 Qualification

4.3.2.1 See 3.1

4.3.2.2 Or be the duly elected Alternate Area Delegate or Alternate Area Chair

4.3.3 Responsibilities

4.3.3.1 Comply with Hawaii Area 17 Assembly Structures & Guidelines, Appendix C.

- 4.3.3.2 Maintain overall responsibility for the convention
 - 4.3.3.3 Maintain fiscal prudence
 - 4.3.3.4 Interview and screen all applicants for the Convention Chair position during the second quarter of the year prior to the next convention.
 - 4.3.3.5 Elect next convention chair from amongst the qualified applicants using Third Legacy procedures
 - 4.3.3.6 Select both the Convention Secretary and Treasurer (paid special workers).
 - 4.3.3.6.1 Give notice to the Area Fellowship when the need arises requesting any interested person to submit a pertinent resume by an appropriate deadline.
 - 4.3.3.6.2 Interview and screen candidates
 - 4.3.3.6.3 Elect using Third Legacy procedures
 - 4.3.3.7 Select the Facilities Coordinator Chair
 - 4.3.3.8 Oversee the convention format, approving changes such as adding or deleting duties
 - 4.3.3.9 Set convention ticket prices
 - 4.3.3.10 Approve selection of speakers selected by the convention chair
 - 4.3.3.11 Select convention location and dates
 - 4.3.3.12 Host the Annual Convention Forum
 - 4.3.3.13 Support convention chair and be available at the convention to resolve problems should they arise
 - 4.3.3.14 Attend meetings as required
 - 4.3.3.15 Within sixty (60) days of the end of the calendar year, provide a financial statement following acceptable accounting practices showing income, expenses, and any other financial transactions to be provided to the Area Assembly at the next Area Assembly following the sixty day period
 - 4.3.3.16 Maintain a bank balance of at least \$5,000.00 to be used as seed money and a prudent reserve of not less than 15% nor more than 20% of the cost of the previous convention. Any overage should be reinvested in the convention in order to lower ticket prices and/or be divided equally between the Area Assembly and all Hawaii Island inter-groups.
 - 4.3.3.16.1 All splits will be calculated as follows:
 - Once funds are moved to cover prudent reserve and start up, the remainder will be distributed as listed below.
 - Remaining balance will be pro-rated per person. The total split will then be calculated by the per person from the following categories.
 - AA – will be split within the 6 Hawaii Intergroups and the Hawaii Area
 - 40% Hawaii Area
 - 10% each Intergroup
 - AI Anon – the total number of AI Anon participants multiplied by the per person pro-rated amount will be given to AI Anon.
- 4.4 Alternate Delegate and Alternate Area Chair
- 4.4.1 The alternate delegate and the alternate area chair are members of the Steering Committee to safeguard the 12 Traditions of Alcoholics Anonymous within the operations of the Convention and to be a liaison of the Fellowship in partnership with the Steering Committee Chair.
 - 4.4.2 The alternate delegate and alternate area chair resolve to carry the voice of individual members, groups and the area assembly to the Convention Steering Committee.
- 4.5 Annual Hawaii Convention Chair
- 4.5.1 A.A. Experience — Many chairpersons say five years of continuous sobriety, some say ten years, but all agree that considerable period of sobriety is desirable. It is suggested that they have served on various Convention committees whether locally, on the mainland or internationally, for a minimum of four years. It is also advised that they have served on two of the following committees, or all, and have

- knowledge of function of the others; Registration, Program, Food and Beverage, Thursday Reception, and Entertainment. This would normally include a sound understanding and appreciation of the Steps, Traditions and Concepts
- 4.5.2 Leadership—A chairperson should be able to organize and lead, yet act like a servant, rather than a dictator. Leadership should help instill in others a high interest in service. It should also help make sure that some action or discussion is taken on all matters coming before the Steering Committee. Leaving no troublesome loose ends. The ideal chairperson has considerable planning abilities and is able to conduct meetings in an orderly manner.
 - 4.5.3 Communication - The ideal Chairperson is sensitive to the wishes of Convention participants, but is not too personally sensitive. This person has an intense desire to see A.A. and the Convention thrive and prosper. Communication skills and the foresight to serve as an elder statesman of the Convention is important to convey the happenings of the Convention Committee meetings to the Steering Committee and the Area.
 - 4.5.4 Living the example — One of the greatest services a Chairperson can render A.A. without even realizing it, is simply to live in a way that becomes an example for many members. Through watching such an A.A. action, they may come to understand the service to others is part of our personal recovery.
 - 4.5.5 Spirit of Rotation – Spirit of rotation is a practical, organizational and spiritual principle. It is tied especially to the 9th Tradition. Traditionally, rotation of service positions keeps A.A. members from becoming frozen in office. It also ensures that group tasks, like nearly everything else in A.A., are passed around for all to share. Rotation insures that fresh ideas are brought to the task, and helps to bring us spiritual rewards more enduring than fame. **In the spirit of Tradition Twelve, it ever reminds us "to place principles before personalities."** Terms are outlined and stated in the Structure and Guideline Appendix C. The steering committee does have the right to extend terms as needed for the better of the steering committee. Before you rotate out of service be sure to help train your replacement and or be available to assist and answer questions as needed.
 - 4.5.6 Select convention committee chairpersons.
 - 4.5.6.1 Require them to have an assistant or alternate approved by the Chairperson.
 - 4.5.6.2 Furnish a list of committee names and telephone numbers to the Steering Committee.
 - 4.5.7 Submit a budget for Steering Committee approval by January 15th of the convention year.
 - 4.5.8 Holds convention meetings
 - 4.5.8.1 Construct an agenda with convention secretary.
 - 4.5.8.2 Facilitate convention committee meetings
 - 4.5.9 Submits final draft of the convention flyer to the steering committee for approval by February 1st to include: the theme of the convention, logo, activities and souvenirs.
 - 4.5.10 Submit speaker tapes for proposed mainland speakers by March.
 - 4.5.11 Work with the convention site staff, catering staff and facilities coordinator chair to confirm logistics of the convention including menus, costs and facility logistics and set-up.
 - 4.5.12 Submit an overall convention program draft at the June steering committee meeting.
 - 4.5.13 During the convention, preside as host of the event.
 - 4.5.14 Have fun.
- 4.6 Paid Special Workers
 - 4.6.1 The Annual Hawaii Convention will contract the secretary and treasurer positions.
 - 4.6.2 Positions are selected by the steering committee as described in 4.3.3.6.
 - 4.6.3 Terms for paid for the secretary and treasurer are 3 years.
 - 4.6.4 Terms begin on April 1st.
 - 4.6.5 Rotate on different years to ensure continuity and experienced will be passed on.
 - 4.6.6 Contract compensation for these positions is \$6,000.00 annually payable in monthly installments.