

**Annual Hawaii Convention  
Committee Job Descriptions**

Committee	Description
Al Anon Chair	To coordinate Al Anon portion of the convention. Work closely with convention chair. Ensure all deadlines are met including providing program information, menus and other Al Anon needs.
Alkathon	To find, schedule and confirm speakers for the marathon meetings. Try to have a good cross-section of Hawai'i AA in service with the marathon meetings. Provide format, readings, literature and other supplies needed for these meetings.
Archives	Responsible for setting up the Archives at the Convention. Ensure volunteers are available while exhibit is open. Gather current convention items including a program, memento, shirts and other items to be included in the archives. Pack up archives to be returned to the storage at the end of the convention.
Bulk Mailing	Responsible for bulk mailing of the registration flyers using guidelines provided by the U.S. Post Office. Mail out should be completed by April of that year.
Catamaran	Organize catamaran cruise setting up the best price and times with a vendor in Waikiki. Organize volunteers as needed to answer questions and sign people up at the Catamaran table. This event is self-supporting. Coupons are sold at the coupon counter and redeemed at the catamaran table if necessary.
Central Office Liaison	Liaison and contact between Central Office and the Steering Committee, Convention Chair and committee. Provide information as needed including flyers to the Central Office.
Chair	<i>See Appendix C</i>
Coupons	Coordinate coupon stuffing for pre-registered guests. Sell coupons during the convention for activities and souvenirs. The coupons chair will work closely with the treasurer to ensure cash balance during the weekend of the convention. Coupons are printed by the secretary.
Decorations	Work closely with the convention chair to create and design decorations for the convention (including Al Anon) for the meeting rooms, stage and table centerpieces. HCONV secretary and facilities chair will provide the total number of tables.
Diamond Head Hike	To organize the diamond head hike for the convention. Organize transportation to Diamond Head for our guests. Organize volunteers as needed to answer questions and sign people up at the Diamond Head Hike table. This event is self-supporting. Coupons are sold at the coupon counter and redeemed at the Diamond Head hike table. Purchase water for the hike. <i>(suggest flashlights and good shoes)</i>
Entertainment	To select and contract all entertainment for the convention within the budget. Communicate with program chair to coordinate overall program schedule. Coordinate with facilities to ensure a smooth set-up and exit of entertainers and other needs such as microphones and stage space. Assist Al Anon with entertainment if needed.
Facilities Coordinators	To coordinate logistical support needed for the convention as assigned by the Facilities Coordinator Chair. *
Golf	To organize the golf event for the convention including transportation and prizes. Organize volunteers as needed to answer questions and sign people up at the Golf table. Coordinate with the program chair to schedule awards ceremony. This event is self-supporting. Coupons are sold at the coupon counter and redeemed at the Golf table.
Greeter	To greet people as they enter the main ballroom for meetings and meals. 12 people is sufficient.
Hospitality	To plan and coordinate activities for the hospitality room to keep guest entertained. Work with entertainment chair to schedule activities such as karaoke. Work with program chair to possibly include hospitality room schedule in the program.
Host/Hostess	To assist with seating of guests during meals according to their assigned seats. It is recommended to have at least 8 volunteers.
Information	To service the information table throughout the convention using volunteers including map of Waikiki, meeting schedules, bus schedules, hotel information including where to eat, etc.
Labyrinth	Organize and set up the Labyrinth for the convention. Organize volunteers during scheduled labyrinth hours. Pack up labyrinth to be returned to storage. .
Lei	To organize, order and distribute lei needed for speakers, readers, and other people designated by the chair to receive a lei including Al Anon. Work with the program chair to get the count of speakers, readers, etc. Ensure lei are distributed as needed during the convention weekend.

Literature	To set up and operate the literature table at the convention using volunteers as needed. Make arrangements with Central Office to get literature on consignment. Collect monies for all literature sold. At the end of the convention, return all money and books to Central Office.
Outreach Chair	To ensure that the convention is adequately outreach to all home groups statewide and the fellowship. Distribute registration forms to all groups. It is important to have at least one outreach person from each island.
Program	To design a program and schedule for the weekend's events. Find speakers and secretaries for all the workshops. To design the program that includes meeting topics, times, speaker and reader information, hotel information, etc. Provide the chair and steering committee with draft programs according to the due dates. Create meeting formats and readings including countdown and state countdown formats. . Write script for the voice. Create large print program for special needs. Review past years programs so ensure that repeat speakers do not occur.
Thursday Night Chair	Secretary the Thursday night meeting Find readers and provide the names to the program chair.
Friday Night Chair	Secretary the Friday night meeting. Find readers and provide the names to the program chair.
Saturday Night Chair	Secretary the Saturday night meeting. Find readers and provide the names to the program chair.
Sunday Chair	Secretary the Sunday meeting. Find readers and provide the names to the program chair.
Registration Chair	To coordinate pre-registration and on-site registration process at the convention. Assist with pre-registration packet stuffing. Will work closely with Treasurer during the HCONV to reconcile on-site cash sales.
Security	To coordinate, schedule and provide security during the convention. Recommended committee of at least 10 people with alternating shifts. Security will be assisting various committees especially facilities to ensure the safe functioning of HCONV and its members.
Shakers & Movers	To ensure that all clean up is done at the convention. Return items to storage at the end of the convention. Recommended someone with a truck.
Signage	To design and create all signage needed for the convention. Communicate with all committees to ensure required signage is arranged. Assemble and break down large wooden signs for the convention.
Souvenirs	Coordinate and order convention souvenirs including t-shirts & mugs. Work closely with the convention chair regarding design and colors. Work with the treasurer to determine quantities of items to be ordered. Ensure quantities ordered are quantities received. Organize volunteers to work the souvenirs table throughout the convention. Ensure all pre-ordered items are pulled for pick up. Coupons for souvenirs are sold at the coupons counter and redeemed at the souvenirs table.
Speaker Host/Hostess	To host mainland speakers while they are here for the convention including pick up at the airport, drop off at the hotel, invite to meals that aren't provided by HCONV, join them at paid meals, escort to island activities if interested, and any other needs they may have while here.
Special Needs	To coordinate special needs such as wheelchairs and special seating. Coordinate the sign-language interpreter for the main meetings.
Surfing	Organize surf meeting and board rental setting up the best price and times with a vendor in Waikiki. Organize volunteers as needed to answer questions and sign people up at the Surf table. This event is self-supporting. Coupons are sold at the coupon counter and redeemed at the catamaran table if necessary.
Volleyball	To organize volleyball tournament for the convention including location and prizes. Organize volunteers as needed to answer questions and sign people up at the volleyball table. Coordinate with the program chair to schedule awards ceremony. This event is self-supporting. Coupons are sold at the coupon counter and redeemed at the volleyball table.
Volunteer	Coordinate volunteers to be of service at the convention. Assist committee chairs by connecting volunteers with their committee as needed. Organize on-site volunteer table during the convention including connecting volunteers with service.
Ways and Means	Collect donations for raffle give away during convention. Responsible for collection, wrapping, selling of raffle tickets and disbursement at convention to ticket winners. Purchase raffle tickets for selling. Create subcommittee to assist.
Web page	To maintain the web page for the Annual Hawaii Annual Convention updating as needed with current information on events, prices, dates and times.

*Committee chairs are encouraged to find members to be in service with their committee.*

*All committee chairs must provide the web chair with their information to be posted on the website if needed.*