

Appendix C ANNUAL HAWAII CONVENTION STEERING COMMITTEE GUIDELINES

Approved by the AHSC on August 12, 2023

The Annual Hawaii Convention Steering Committee's primary purpose is to carry the A.A. message of recovery. The Annual Hawai'i Convention is known as the State's convention. The social event goes beyond the group meeting level created for recovering alcoholics and their families to gather for mutual support with guest speakers, lectures, workshops, and activities. A fellowship dedicated to abstinence-based recovery from alcoholism. The abstinent-oriented model is based on the principles of Alcoholics Anonymous.

The Hawaii Area Assembly Committee of Alcoholics Anonymous accepted the previous revised guidelines for the Convention Steering Committee on August 18, 2012. Hawaii Area 17 suggests that these guidelines be reviewed at least every five years.

It was recommended by the 2022 Annual Hawaii Convention Steering Committee (AHCSC) that the guidelines be revised to reflect current and accurate practices and philosophies with consideration to the existing guidelines.

The principles of the 12 Steps, the 12 traditions and the 12 Concepts of Alcoholics Anonymous shall always be on the forefront of our efforts, and in all Convention operations.

1. Relationship with Hawai'i Area 17 Assembly:

1.1: In the spirit of cooperation, the AHCSC functions as a semi-autonomous subcommittee of the Hawaii Area 17 Assembly, referred to as the Area Assembly. AHSC's responsibility is to properly inform the Area Assembly of all convention activities through periodic reports to the Area Assembly on finances, revisions, and updates regarding any and all convention operations. Upon request, Form 990 and other documents are available for public inspection by Area Assembly members.

1.2 Financial Relationship with the Hawai'i Area 17 Assembly

- a. The Hawai'i Area 17 Assembly will support the costs for transporting the AHCSC Chair to all Area assemblies and committee meetings.
- b. The Convention will budget and support the costs related to participation at the Hawaii Annual Convention for the Alternate Area Chair and Alternate Area Delegate as deemed necessary.
- c. The Annual Hawai'i Convention is fully autonomous and manages its own financial affairs.
- d. Virtual options will be available to AHCSC members to attend monthly meetings and conduct business providing Area 17 continues to subscribe to a virtual platform. Use of the area web-conference account presently remains an open-invitation by Hawaii Area 17. In the event this virtual option becomes unavailable, AHCSC will seek other alternatives to conduct business.

1.3: Prudent Reserve and Surplus Funds

- a. Maintain a financial position with \$5,000.00 held in unrestricted funds. A prudent reserve of one year's operating cost of \$20,000 for management and general expenses as restricted funds.
- b. The AHCSA will determine how surplus funds will be used.
- c. Surplus Funds
 - OPTION A: Surplus funds will be used to support the upcoming convention by reducing cost regarding tickets, meals, activities, and the like.
 - OPTION B: All surplus funds excluding the convention prudent reserve will be divided between Hawaii Area 17 and its surrounding inter-groups.

All splits will be calculated as follows:

Hawaii Area 17	40%
Intergroups	10%

2. Relationship with AI-Anon and Alateen

Over the years, AHCSA has recognized its unique relationship with AI-Anon/Alateen Family Group Inc. It is in the continued spirit of cooperation that AHCSA invites AI-Anon/Alateen to participate in AHC. To honor this relationship, AHCSA has adopted some of the guidelines set forth:

“When an A.A. convention committee invites AI-Anon to participate with its own program, AA may pay all expenses (for meeting rooms, coffee, etc.) and keep all income from registration, etc., in a single fund used to pay all convention bills, after which any excess income reverts back to A.A.” (A.A. Guidelines: Relationship Between A.A. and AI-Anon: MG-8).

Space is arranged for at least one meal event and meeting rooms during the event. The AI-Anon Chairperson may reside on the AHCSA to inform and provide updates on its plans to participate. The AI Anon Chairperson is not a voting member of the AHCSA. The AI-Anon Chairperson is responsible for determining their program agenda and selecting their speakers for the convention. 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.

3. Hawaii Convention Steering Committee

All Steering Committee meetings are open to the fellowship. The Steering Committee shall consist of eight (8) members. Four (4) of these members shall include three (3) previous Convention Chairpersons and the current Convention Chairperson. Two (2) members shall be Area Officers. The Alternate Delegate and the Alternate Area Chairperson. The last two members will include the Secretary and the Treasurer. A quorum of six (6) to include one (1) Area Officer shall be present at a convened meeting in order to conduct business that require voting. Eight members of the AHCSA will maintain a traditional “Right of Participation” and shall be allowed a voting representation” of one (1) vote each. A two-thirds majority vote shall be required in all general operational matters.

AHCSC Voting Members:

- 3.1: Current Convention Chairperson
- 3.2: Incoming AHCSC Member
- 3.3: AHCSC Chairperson
- 3.4: Outgoing AHCSC Member
- 3.5: Area 17 Alternate Delegate
- 3.6: Area 17 Alternate Chairperson
- 3.7: Convention Secretary
- 3.8: Convention Treasurer

4. Convention Steering Committee: Qualifications

- 4.1: Convention Chairperson
 - a. A.A. Experience. Five years or more of continuous sobriety is preferred. Considerable period of sobriety is desirable.
 - b. Ought to possess a sound understanding and appreciation of the Steps, Traditions and Concepts
 - c. Familiar with the use of Roberts Rules of Orders and Third Legacy Procedures.
 - d. 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.
- 4.2: Incoming AHCSC Member
 - a. A.A. Experience. Five years or more of continuous sobriety is preferred. Considerable period of sobriety is desirable.
 - b. Ought to possess a sound understanding and appreciation of the Steps, Traditions and Concepts
 - c. Familiar with the use of Roberts Rules of Orders and Third Legacy Procedures.
- 4.3: AHCSC Chairperson
 - a. A.A. Experience. Five years or more of continuous sobriety is preferred. Considerable period of sobriety is desirable.
 - b. Ought to possess a sound understanding and appreciation of the Steps, Traditions and Concepts
 - c. Familiar with the use of Roberts Rules of Orders and Third Legacy Procedures.

Has served as a previous Convention Chairperson and a member of the Steering Committee. Preferably 2 or more years.
- 4.4: Outgoing AHCSC Member
 - a. A.A. Experience. Five years or more of continuous sobriety is preferred. Considerable period of sobriety is desirable.
 - b. Ought to possess a sound understanding and appreciation of the Steps, Traditions and Concepts
 - c. Familiar with the use of Roberts Rules of Orders and Third Legacy Procedures.
 - d. Has served as a previous Convention Chairperson and a member of the Steering Committee. Preferably 2 or more years.

4.5: Area 17 Alternate Delegate

- a. Currently serving as the Area 17 Alternate Delegate
- b. Ought to possess a sound understanding and appreciation of the Steps, Traditions and Concepts
- c. Familiar with the use of Roberts Rules of Orders and Third Legacy Procedures.

4.6: Area 17 Alternate Chair

- a. Currently serving as the Area 17 Alternate Chair
- b. Ought to possess a sound understanding and appreciation of the Steps, Traditions and Concepts
- c. Familiar with the use of Roberts Rules of Orders and Third Legacy Procedures.

4.7: AHCSC Secretary

- a. A.A. Experience. Five years or more of continuous sobriety is preferred. Considerable period of sobriety is desirable.
- b. Ought to possess a sound understanding and appreciation of the Steps, Traditions and Concepts
- c. Familiar with the use of Roberts Rules of Orders and Third Legacy Procedures.

4.8: AHCSC Treasurer

- a. A.A. Experience. Five years or more of continuous sobriety is preferred. Considerable period of sobriety is desirable.
- b. Ought to possess a sound understanding and appreciation of the Steps, Traditions and Concepts
- c. Familiar with the use of Roberts Rules of Orders and Third Legacy Procedures.

5. Convention Steering Committee Duties and Responsibilities:

5.1: Convention Chairperson

- a. In the spirit of Tradition 11, it states “each member becomes an active guardian of our fellowship”. Therefore, every AHCSC member ought to be responsible to ensure operations of the convention adheres to the Twelve Traditions of Alcoholics Anonymous
- b. A chairperson should be able to organize, lead be like a servant. Their leadership should help instill in others a high interest in service. The ideal chairperson has considerable planning abilities and able to arrange and conduct meetings in an orderly fashion and bring resolve to business matters.
- c. 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.
- d. 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.
- e. Select convention committee chairpersons and require chairpersons to select an assistant approved by the Convention Chairperson.
- f. Furnish a list of committee names and telephone numbers to the Steering Committee.
- g. Submit a budget for Steering Committee approval by January 15th of the convention year.
- h. Schedule and facilitate monthly convention meetings with convention secretary.
- i. Submit a final draft of the convention flyer to the steering committee for approval by February 1st of the convention year to include: the theme, logo, date, and location.
- j. Submit speaker tapes for proposed mainland speakers by March of the convention year.

- k. 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 setup.
- l. Submit an overall convention program draft at the June steering committee meeting.
- m. Reside as the host during the convention without managing overall operations and activities

5.2: Incoming AHCSC Member

- a. In the spirit of Tradition 11, it states “each member becomes an active guardian of our fellowship”. Therefore, every AHCSC member ought to be responsible to ensure operations of the convention adheres to the Twelve Traditions of Alcoholics Anonymous
- b. Participate in screening and interviewing all applicants for the Convention Chair position during the second quarter of the year prior to the next convention.
- c. Participate in electing the next convention chair using
- d. Participate in selecting a Facilities Coordinator Chairperson
- e. Participate in selecting a Treasurer and Secretary for the Convention
- f. Oversee the convention format, approving changes such as adding or deleting duties
- g. Assist with setting convention location, dates and pricing (tickets, souvenirs, activities, etc.).
- h. Assist with approving main speakers selected by the convention chair
- i. Support the new Convention Chairperson and assist with the development and progress
- b. of the convention and be available at the convention to resolve problems should they arise.
- c. Collaborate with other steering committee members and help as needed.
- a. Attend convention meetings as required to include the convention.

5.3: AHCSC Chairperson

- a. In the spirit of Tradition 11, it states “each member becomes an active guardian of our fellowship”. Therefore, every AHCSC member ought to be responsible to ensure operations of the convention adheres to the Twelve Traditions of Alcoholics Anonymous
- b. Participate in screening and interviewing all applicants for the Convention Chair position during the second quarter of the year prior to the next convention.
- c. Participate in selecting the next convention chair using Third Legacy procedures
- d. Participate in selecting a Facilities Coordinator Chairperson
- e. Participate in selecting a Treasurer and Secretary for the Convention
- f. Represent the convention at all Area assemblies and committee meetings.
- g. Submit quarterly financial reports and Convention Steering Committee minutes to the
- b. Area Committee and Assembly. The AHCSC Chairperson is a participant and voting member of the Hawaii Area 17 Assembly.
- a. Give notice to the Area Fellowship when the need arises requesting any interested person to submit a pertinent resume by an appropriate deadline.
- c. Review and support the Incoming AHCSC member to facilitate the following year’s contract negotiations with the hosting facility (hotel, convention center, or other venue

5.4: Outgoing AHCSC Member

- a. In the spirit of Tradition 11, it states “each member becomes an active guardian of our fellowship”. Therefore, every AHCSC member ought to be responsible to ensure operations of the convention adheres to the Twelve Traditions of Alcoholics Anonymous
- b. Participate in screening and interviewing all applicants for the Convention Chair position during the second quarter of the year prior to the next convention.
- c. Participate in electing the next convention chair
- b. Participate in selecting a Facilities Coordinator Chairperson
- c. Participate in selecting a Treasurer and Secretary for the Convention
- d. Oversee the convention format, approving changes such as adding or deleting duties
- e. Assist with setting convention location, dates and pricing (tickets, souvenirs, activities, etc.).
- f. Assist with approving main speakers selected by the convention chair.

- g. Support the new Convention Chairperson and assist with the development and progress
- h. of the convention and be available at the convention to resolve problems should they arise.
- i. Collaborate with other steering committee members and help as needed.
- j. Attend convention meetings as required to include the convention.
- k. Support the new Convention Chairperson and assist with the development and progress of the convention
- l. Collaborate with other steering committee members and help as needed.

5.5: Area 17 Alternate Delegate

- a. In the spirit of Tradition 11, it states “each member becomes an active guardian of our fellowship”. Therefore, every AHCSC member ought to be responsible to ensure operations of the convention adheres to the Twelve Traditions of Alcoholics Anonymous.
- b. Carry the voice or conscience of A.A. individual members, groups, and the Area assembly to the Convention Steering Committee.
- c. Participate in screening and selecting the next convention chair.
- d. Participate in selecting a Facilities Coordinator Chairperson
- e. Participate in selecting a Treasurer and Secretary for the Convention
- f. Oversee the convention format, approving changes such as adding or deleting duties.
- g. Assist with setting convention location, dates, and pricing (tickets, souvenirs, activities, etc.).
- h. Assist with approving main speakers selected by the convention chair
- i. Support the new Convention Chairperson and assist with the development and progress of the convention and be available at the convention to resolve problems should they arise.
- j. Collaborate with other steering committee members and help as needed.
- k. Attend convention meetings as required to include the convention.

5.6: Area 17 Alternate Chair

- a. In the spirit of Tradition 11, it states “each member becomes an active guardian of our fellowship”. Therefore, every AHCSC member ought to be responsible to ensure operations of the convention adheres to the Twelve Traditions of Alcoholics Anonymous.
- b. Carry the voice or conscience of A.A. individual members, groups, and the Area assembly to the Convention Steering Committee.
- c. Participate in screening and selecting the next convention chair
- d. Participate in selecting a Facilities Coordinator Chairperson
- e. Participate in selecting a Treasurer and Secretary for the Convention
- f. Oversee the convention format, approving changes such as adding or deleting duties
- g. Assist with setting convention location, dates, and pricing (tickets, souvenirs, activities, etc.).
- h. Assist with approving main speakers selected by the convention chair
- i. Support the new Convention Chairperson and assist with the development and progress of the convention and be available at the convention to resolve problems should they arise.
- j. Collaborate with other steering committee members and help as needed.
- k. Attend convention meetings as required to include the convention.

5.7: Convention Secretary

- a. In the spirit of Tradition 11, it states “each member becomes an active guardian of our fellowship”. Therefore, every AHCSC member ought to be responsible to ensure operations of the convention adheres to the Twelve Traditions of Alcoholics Anonymous
- b. A.A. Experience. Five years or more of continuous sobriety is preferred. Considerable period of sobriety is desirable.
- c. Possess a sound understanding and appreciation of the Steps, Traditions and Concepts
- b. Refer to Secretary Monthly Responsibilities Master Document

5.8: Convention Treasurer

- a. In the spirit of Tradition 11, it states “each member becomes an active guardian of our fellowship”. Therefore, every AHCSC member ought to be responsible to ensure operations of the convention adheres to the Twelve Traditions of Alcoholics Anonymous
- b. A.A. Experience. Five years or more of continuous sobriety is preferred. Considerable period of sobriety is desirable.
- c. Possess a sound understanding and appreciation of the Steps, Traditions and Concepts
- d. Maintain a bank balance of at least \$5,000.00 to be used as seed money and a prudent reserve or no less than 15% not to exceed 20% of the cost from the previous convention
- e. Any surplus funds should be used to reduce the cost associated with convention operations (tickets, meals, activities, etc.).

6. Terms of Service

6.1: Convention Chairperson

- a. Selected by the AHCSC for the term of one (1) year on the AHCSC

6.2: Incoming AHCSC Member

- a. One (1) year up to two (2) years on the AHCSC

6.3: AHCSC Chairperson

- a. One (1) year up to one (1) more year on the AHCSC

6.4: Outgoing AHCSC Member

- a. One (1) year rotating out of the AHCSC

6.5: Area 17 Alternate Delegate

- a. Two (2) year term in concurrent with Area 17

6.6: Area 17 Alternate Chair

- a. Two (2) year term in concurrent with Area 17

6.7: AHCSC Secretary

- a. Service term for the Convention Secretary is set at three (3) years unless determined differently by the AHCSC members.
- b. Rotate on different years to ensure continuity and experienced will be passed on.
- c. Contract compensation for these positions is \$6,000.00 annually payable in monthly installments.
- d. Term begins on April 1 and ends on May 31

6.8: AHCSC Treasurer

- a. Service term for the Convention Treasurer is set at three (3) years unless determined differently by the AHCSC members
- b. Rotate on different years to ensure continuity and experienced will be passed on.
- c. Contract compensation for these positions is \$6,000.00 annually payable in monthly installment.
- d. Term begins on April 1 and ends on May 31

7. 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 ensures 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.