

Hospital & Institutional Conference **Of Southern California** **Guidelines**

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I- Document Description and Management

The purpose of this document is to describe the organization, policy and administration of the Hospital and Institutional Conference of Southern California (hereafter referred to as "the Conference"). Where directed by the words "will", "shall" and "must", this document shall be

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precisely followed in order that the Conference will occur as described within. Other selections are intended to be general in nature and application, and are to be used as a general guiding reference to by those involved with service to the Conference.

This document is not configured to provide a detailed learning procedure for an uninformed person. It is expected that those persons reading this document will have attended, and also have participated in the planning process of at least two such Conferences.

Since future revisions to the H&I Conference Guidelines (here after referred to as "the Guidelines") may become necessary to achieve improved effectiveness, the following methods will be required for such changes.

1. All changes in the Conference guidelines must be approved by the Southern California H&I Intergroup, (here after referred to as "the SCHII Committee"). Such revisions must be submitted in writing by a member of the SCHII Committee, or of the Conference Committee, to either the SCHII Committee Policy Chairperson or the SCHII Committee Coordinator, at least one SCHII Committee meeting in advance of a required meeting vote.
2. Qualified voting members at an H&I Conference Committee meeting will consist of the Conference Committee officers as elected by the SCHII Committee, and all appointed Committee Chairpersons, Co-Chairpersons and Advisory Committee members present.
3. At no time will any individual have more than one vote.

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II- Conference Description and Purpose

The H&I Conference of A.A. is a conference held at Convention facilities in the Southern portion of California. The Conference is meant to include, but is not limited to, H&I members of A.A., Spanish H&I Committee members, and members of Al-Anon; along with General Service Trustees, Area Delegates, and the general membership of A.A.. In general, such committees geographically occupy the Southern portion of California, bounded by the Pacific Ocean, from the Central Coast area of California to the borders of Arizona and Mexico.

The Conference is held to enhance knowledge, cooperation and understanding within all areas of H&I work; including the Professional, Psychiatric, Penal, and Treatment facility approaches and methods in use with the practicing alcoholics we serve.

The purposes of the H&I Conference of Southern California are:

1. To improve the mutual understanding and cooperation between A.A. H&I groups hereafter referred to as H&I and professionals that are involved with the treatment of Alcoholism, including the hospitals, correctional and treatment facilities within the SCHII Committee area.
2. To enhance communications between H&I committees of the Southern California and A.A. as a whole, through workshops, panel presentations, speakers, general sharing and fellowship.
3. To provide enjoyment and gratification for A.A. members who give of their time, energy and money throughout the year, carrying the message to confined alcoholics.
4. To provide the general membership of A.A. with a better understanding of the H&I group functions.

III- Conference Leadership Policy

1. The Southern California H&I Conference is a function of, and is directly responsible to the SCHII Committee. The H&I Conference Co-Chairperson and the Co-Treasurer will be selected by the SCHII Committee in an election to be held annually at the January SCHII Committee meeting. These persons will take office 60 days after the conclusion of the immediate past Conference prior to theirs. The SCHII Committee Policy Chairperson and the H&I Information booth Chairperson will be elected by the SCHII Committee in an election to be held annually at the November SCHII Committee meeting. These persons will hold office for the conference year following the election. In the event of incapacity or other inability to serve, the newly elected Conference Co-Chairperson, Treasurer, the SCHII Committee Policy Chair, and H&I Information Booth Chairperson positions shall be filled by election as needed at the earliest possible SCHII Committee meeting.
2. The Advisory Committee will include the current Conference Chairperson, and the Co-

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Chairperson. Also included will be the three (3) immediate past Conference chairpersons, and the current SCHII Committee Policy chairperson. In the event that any one person chooses not to participate or when there is duplication, a qualified voting member of the SCHII Committee shall be elected by the SCHII Committee. In the spirit of rotation and the term limits abided by the SCHII Committee, all members must not serve for a period exceeding five (5) years in succession and they will not become eligible to serve again for five (5) years more in succession.——

3. Various Conference sub-committee Chairpersons will be selected by the Conference Chairperson, with advice from the other SCHII Committee elected officers, and will include the following positions: a Recording Secretary, and sub-Committee Chairpersons for various other Conference entities. It is an A.A. tradition that rotation of leadership should occur as frequently as possible in order that many may serve and grow in the program. For this reason, no one person should serve as Chairperson of a single Committee for two successive years and, where possible, new leadership should be selected.
4. Should any elected Conference Committee Chairperson be unable to fill or complete the term of office, the Co-Chairperson of that position will assume the vacated position and a new Co-Chairperson for that position will be elected at the next SCHII Committee business meeting. Each person so advanced shall serve for the balance of their respective terms.
5. The Conference Chairperson will request assignment of leadership from other participating groups including Al-Anon and Spanish H&I Committees. This participating leadership will be expected to be present at all planning meetings and in all duties performed within the framework of the Conference.
6. It is the responsibility of all elected Conference officers to attend the monthly SCHII Committee Business meetings, to report on the process of the Conference. All elected Conference Chair and Co-Chair positions may not miss more than three monthly SCHII Business meetings in a row. In the event of such occurrence, the SCHII Committee shall reserve the right to remove for cause the individual from the position and elect a replacement at the next SCHII Business meeting.

IV. Conference Planning Policy

- 1 The Conference Chairperson shall call for at least six (6) general planning meetings, starting in August or September of the year immediately prior to their Conference. An announcement will be posted-not-less than thirty (30) days prior to the first meeting, providing the dates, time and location of said meetings. The Chairperson may also call for discretionary meetings with individual committees, as deemed necessary, without the need for a general posting.
- 2 The Conference Chairperson, with the help of the immediate past Chair and Treasurer, and having immediate access to at least the past three (3) years of financial reports, will

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have a budget in place before the first planning meeting.

- 3 At the first or earliest possible planning meeting, a confidential Contact List of all Conference Committee Chairpersons shall be created and secured strictly for the use of those persons having responsibilities to the H&I Conference. Said list shall contain full current contact information including, names, phone numbers, email address, and other relevant information. This with the intent of ensuring direct and unfettered communication between these Conference Officers without undue delay or obstruction. Said listing will remain confidential. Only those persons having responsibilities to the H&I Conference may access this information.

V. General Conference Activity Policy

- 1 Literature displayed, distributed or sold shall be General Service Conference-approved only. The only exception shall be A.A. related newsletters and Conference audiotapes relating to A.A. and H&I work.
- 2 The Conference Committee will make any decision regarding professional community literature which may be displayed and/or distributed, always bearing in mind the requirement of "cooperation, not affiliation". This literature will be displayed separate and apart from A.A. literature, and will be clearly identified as literature from the professional community
- 3 No trinkets or souvenirs will be sold during the H&I Conference, with the following exceptions: (a) the company providing audiovisual services to the Conference may display and sell audiotapes; and (b) the Conference committee may display and sell commemorative items, with an emphasis on distributing pre-orders. The type and quantity of items that are to be sold shall be approved in advance, first by the Conference committee, and then by SCHII. Consideration shall be given to SCHII's desire that there should be no leftover unsold items that would be a financial detriment to the SCHII Committee.
- 4 Self-supporting social and fellowship functions may be held (such as a dinners and dances).
- 5 Travel arrangements, and/or guest rooms and/or complementary meals may be made for dignitaries and speakers who must travel from remote cities, or whose participation at other functions is required; this at the discretion of the Conference Committee. It is the general Conference Committee policy that such arrangements shall be infrequent.
- 6 The Conference Chairs and all members of the Conference Committee will not receive complementary guest rooms; however, if possible, the Hotel & Facilities Coordinator, will provide a hall for all attendees to use as a hospitality room.

VI. Conference Program

1. The Program will begin no earlier than 12:00 noon of the first day of the Conference and

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end no later than 12:00 noon on the third day of the Conference.

2. Banquet/A.A. meeting program.

- a) The A.A. Speaker meeting will be held on Saturday evening.
- b) Qualifications for A.A. meeting participants will require a minimum of one (1) year sobriety and routine participation in an H&I Committee. The Conference Chairperson will make selections for readers and short speakers (if used) for this meeting.
- c) The Twelve Steps and Twelve Traditions will be read at the A.A. banquet.

3. Panels, Presentations and Meetings.

- a) Panels, presentations and meetings are not to be considered as A.A. meetings, but rather as discussion and information presentations. Therefore, normal A.A. meeting readings and associated activities will not occur.
- b) Panels and meetings will start and end on time. There will be no over-lapping of meetings. Sufficient time shall be allowed for attendee movement between meetings.
- c) Time should be allowed during the latter part of the meetings for conference speakers to answer questions.
- d) Chosen Conference speakers and panel members should be properly qualified before speaking. Although the Program Chairperson will choose the speakers; overriding final voice shall be held by the Conference Chairperson acting in joint conscience with the Conference Advisory Committee.
- e) The Panel Moderator will act as host/hostess; keeping the panel to the specified format and schedule. The Moderator will not participate in the panel discussion.
- f) Panel Moderators will be provided a format prior to their individual Panels. Close adherence to such formats is expected, in order to ensure an effective, consistent, and productive Conference.
- g) Panel Moderator, will shut off the floor microphone during panels if questions are inappropriate, offensive, or the person makes a statement rather than asks a question.
- h) Panel participants shall avoid identifying as members of any Twelve Step program; thus avoid confusion concerning the nature of the Conference panel.

VII Conference Funds Control Policy

- 1. The previous year's Conference Chairperson will provide seed monies, in an amount not to exceed Five Thousand Dollars (\$5,000.00) to the incoming Conference Chairperson no later than ninety (90) days following the conclusion of the immediate past Conference. These funds will be deposited into an H&I Conference account, established and maintained as described below, for the following H&I Conference. Such funds are to be

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used solely to establish Conference facilities and to pay initial operating expenses.

2. For any fund disbursement whatsoever, the H&I Conference account will always require signatures by two (2) of the four (4) positions elected by the SCHII Committee. Such Signatories shall include two (2) of the following elected Conference officers: Conference Chairperson, Co-Chairperson, Treasurer and the Co-Treasurer. No deviation from this stated policy shall be acceptable.
3. Additional initial funds may be obtained through early registration of the Conference Committee Meeting attendees.
4. Additional initial funds may be borrowed from the SCHII Committee general fund as needed. Such funding must be approved in a regular SCHII Committee meeting. These funds shall be repaid at the conclusion of the Conference for which they are borrowed.
5. It is the overriding intent of the Conference Committee that the Conference shall be self-supporting; while avoiding the accumulation of unnecessary funds. Conference purpose is to be self-supporting, but not to accumulate unnecessary funds. All Conference operations costs are to be minimized in order that the registration fees may remain low. Committee Chairpersons should operate within Committee budget restraints and verify planned costs with the Treasurer and/or Conference Chairperson prior to making expenditures. Should any Committee member or other person spend any Conference monies that have not been approved in full compliance with section One (1) through Four (4) above, by the Conference Committee that member may be held personally responsible for those expenses as determined by the SCHII Committee.
6. On-site social events, secondary to the Conference, such as dances, sporting events, banquets, and meals are expected to be self-supporting without reliance on general registration funds.
7. Requests for reimbursement of Conference activity costs as incurred by Committee members must be approved prior to incurring the expense. Such reimbursement requests must be submitted, in writing with original receipts attached, thirty (30) days following completion of the current year's Conference. The Treasurer may advance funds to Committee Chairpersons for future approved expenses with the advance approval of the Conference Committee.
8. Within the sixty (60) day period immediately following completion of the Conference, all remaining costs must be tabulated, all monies acquired totaled, and a written reconciliation report submitted, by the Conference Treasurer to the Conference Chairperson. Said Chairperson will then authorize any final payments for outstanding invoices and direct the Treasurer to issue such payments.
9. From the remaining funds, the rotating Conference Chairperson will present an amount up to Five Thousand Dollars (\$5,000.00) to the upcoming year's Conference Chairperson, as seed money for the upcoming year's Conference.

10. Any funds remaining after all required distributions will be presented to the SCHII Committee for a disbursement decision. The SCHII Committee holds sole discretion over such funds. A copy of the reconciliation report must be presented to the SCHII Committee Coordinator for presentation to the SCHII Committee.
11. The outgoing Chairperson will provide data and make suggestions to the incoming Chairperson regarding budgets for specific Committee Chairpersons.

VIII. POSITION DESCRIPTIONS AND DUTIES

Conference Chairperson (Advancement Position)

General Statement: The Conference Chairperson carries overall responsibility for effectiveness, and purpose, including the financial success of the current H&I Conference. The Conference Chairperson will have served as immediate-past Conference Co-Chairperson. Said Chairperson shall have been duly elected by majority vote of the SCHII Committee. The Conference Chairperson is responsible to the SCHII Committee for authority, to the Advisory Committee for Conference direction, and to the Policy Chairperson for adherence to policies. The Conference Chairperson must work closely with the Treasurer, elected in an identical manner, in order to perform within budget and maintain financial accountability.

The Conference Chairperson has full authority, as defined within this document, to utilize resources, volunteers and facilities to produce an effective Conference. No single person may overrule the Conference Chairperson. The only Conference authority granted to the SCHII Committee itself shall be the right of removal of any of the four elected persons from Conference positions by majority vote.

Specific activities and duties of the Conference Chairperson include:

1. Coordinate the activities of the Southern California H&I Conference Committee.
2. Prepare a budget for their Conference as described in section IV item 2 of this document.
3. Chair all planning meetings of the Conference Committee.
4. Appoint a Recording Secretary, and an Advisory Committee Chairperson conforming to section III item 2 of this document.
5. As deemed necessary, appoint members, (with advice from each Co-Chair), to various committees such as those listed below and described elsewhere in this document.

Program

Decorations

Graphic Design Event

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- | | | | |
|--|--------------------|-------------------|------------------|
| | Hotel & Facilities | Carry the Message | Registration |
| | | Host | Hospitality Room |
6. Choose the Saturday night banquet speaker, with the advice of the Program Chair.
 7. Chair the A.A. Conference banquet meeting.
 8. Request participation from the Al-Anon Family Groups and from the Spanish-Speaking H&I Committees. Such participation shall include the appointment of a Chairperson representing. Each of these groups who will attend planning meetings as well as at the Conference.
 9. Request participation from the local Central Office and General Service Committees of A.A. Normal participation would be limited to information booths.
 10. Shall present to the incoming Co-Chairperson by a copy of all previous year's Conference records, correspondence (et al), pertinent to site information, as soon as such data are available
 11. Attend the monthly SCHII business meeting, to give updated reports of the Conference planning.
 12. Request H&I Committee Liaisons ask their committee's for donations to the coffee fund.

Conference Co-Chairperson (Elected at SCHII Committee)

General Statement: The Conference Co-Chairperson, elected as described in Section III item 1 of this document. Is delegated the prime responsibility of attendance and participation in all Conference planning meetings and other decision-making gatherings in order to gain sufficient experience for rotation, the following year to Conference Chairperson. The Co-Chairperson will have a full voice and vote in the decisions necessary for effectiveness of the Conference. If for any reason the Chairperson is unable to complete their term, the Co-Chairperson shall assume the full duties of Chairperson. The Conference Co-Chairperson must have a minimum of: five (5) years uninterrupted sobriety, three (3) years of current activity with an H&I Committee of Southern California, two (2) years current involvement with Southern California H&I Conference planning processes, and have attended at least two (2) Southern California H&I Conferences.

Specific activities and duties of the Conference Co-Chairperson include:

1. Chairs any planning or conference committee meeting in the absence of the Conference Chairperson.
2. Make recommendations and otherwise assist the Conference Chairperson in selection of Committee Chairpersons.
3. Maintain an active working involvement in all activities of the Conference Chairperson such that decisive continuity of thought and action exists, so that in the event the Conference Chairperson cannot complete their duties, a continuity of thought and action shall prevail, and the Conference shall not suffer unduly. Such preparation should be

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thorough and complete at all levels, so that the Conference Chairperson duties may be assumed at any time, during or at completion of Conference.

4. Assist and carry out assignments, as requested by Conference Chairperson.
5. In the absence of a standing facility contract, solicit and obtain bids from facilities wishing to host the Conference, making use of the assistance of the current Advisory Committee and the Conference Co-Treasurer.
6. Present such bids to the SCHII Committee meeting no later than 18 months prior to the Conference they will Chair. At said meeting, representatives of the prospective facilities may be invited to present a written bid for their facility.
7. Enter into contract for Conference facilities for their year's Conference with assistance from the Conference Hotel & Facility Coordinator, and direction from SCHII Committee.
8. Re-contact each facility having bid, and advise them of the SCHII Committee decision, thanking them for their interest in hosting the Conference.
9. Provide the chosen facility with their full contact information, to include full name, e-mail, telephone numbers and other such information as needed. Such complete contact information shall also be provided for the Treasurer and Hotel & Facility Coordinator.
10. Attends all monthly SCHII business meetings, to give updated reports on Conference planning.

Treasurer (Advancement Position)

General Statement: The Conference Treasurer, will have full authority and responsibility for any financial matters pertaining to the Conference. The Conference Treasurer will have served as immediate-past Conference Co-Treasurer. Said Treasurer shall have been duly elected by majority vote of the SCHII Committee. The Treasurer will have a full voice and vote in any financial decision and is expected to state any opinion that will determine or further enhance the financial position of the Conference.

Specific activities and duties of the Conference Treasurer include:

1. Obtain liability insurance as needed for facilities and programs, with assistance from Co-Chairperson, if required.
2. Acquire and maintain a post office box for receipts of all mailings related to the Conference.
3. Choose to either (1) continue using the current H&I Conference checking account, or (2) secure and maintain a new H&I Conference checking account. Said account shall be used for deposit of all received funds, as well as disbursement of funds for the sole purpose of payment of Southern California H&I Conference obligations. Said account, which will be titled “(year) H&I Conference”, (for example, “2002 H&I Conference”) must be established within fifteen (15) days of receipt of the previous year’s Conference funds.

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This account shall require four (4) authorized disbursement signatures. Signatories shall be limited to: Conference Treasurer, Co-Treasurer, Chairperson and Co-Chairperson. Two (2) signatures as specified above will be needed to authorize payments. No deviation from this stated policy shall be acceptable.

- 4 Maintains financial records of all Conference activities. The Conference Treasurer will prepare and submit current financial reports to the Conference Chairperson on a regular basis as requested by the Chairperson. Publishes a final financial statement to the Conference Officers and to the SCHII Committee within sixty (60) days following the end date of the Conference.
- 5 Attends all monthly SCHII business meetings with updated reports on Conference planning.

Co-Treasurer (Elected at SCHII Committee)

General Statement: The Conference Co-Treasurer, elected as described in Section III item 1 of this document. Is delegated the prime responsibility of attendance and participation in all Conference planning meetings and other decision-making gatherings in order to gain sufficient experience for rotation, the following year to Conference Treasurer. Will assist the Treasurer, however possible, if for any reason the Treasurer is unable to complete their term, the Co-Treasurer shall assume the full duties of Treasurer. The Conference Co-Treasurer must have a minimum of five (5) years of uninterrupted sobriety, three (3) years of current activity with an H&I Committee of Southern California, and one (1) year current involvement in planning said Conference, and having attended at least two (2) Southern California H&I Conferences.

Specific activities and duties of the Co-Treasurer include:

1. Maintains an active working involvement in all activities of the Conference Treasurer such that decisive continuity of thought and action exists, so that in the event the Conference Treasurer cannot complete their duties, a continuity of thought and action shall prevail, and the Conference shall not suffer unduly.

Policy Chairperson (Elected at SCHII Committee)

General Statement: The Policy Chairperson will have prime responsibility to assure the Conference purpose is maintained and that the guidelines, as mandated within this document, are followed. The Policy Chairperson shall have a full voice and vote in any policy decisions and is expected to voice any opinions relating to Conference decisions that effect policy.

Specific activities and duties of the Policy Chairperson include:

1. Presents proposed changes to the Southern California H&I Conference Policies and Guidelines for review, discussion, and determination at an SCHII Committee meeting.
2. Reviews Conference Planning and other decision making meeting Minutes; inspecting same for changes and/or deviations from written policy. Any such deviations must be

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brought to the attention of both the Conference Chairperson and the SCHII Committee in the most immediate and timely manner possible.

3. Maintains master copies of the Conference Guidelines.
4. Prepares and submits the most recently approved current revision of the Conference Guidelines to the Conference Chairperson, Co-Chairperson, Treasurer and Co-Treasurer forty five (45) days prior to the first Conference Committee meeting.
5. Attends monthly Conference planning meetings.

Program Chairperson (Selected by Conference Chairperson)

General Statement: The Program Chairperson has prime responsibility and authority to prepare the Conference Program, to select presenters and speakers, to schedule panel time frames, to prepare drafts for registration printing, and to assure that the program is appropriate to the Conference. The Program Chairperson shall also select interesting and informative presentations with input from the Conference Chairperson, Co-Chair and other knowledgeable members. The Program Chairperson should have a minimum of five (5) years of uninterrupted sobriety, three (3) years of participation in an H&I Committee of Southern California, and two (2) years current involvement in planning said Conference, and having attended at least two (2) Southern California H&I Conferences.

Specific activities and duties of the Program Chairperson include:

1. Selects and appoints a qualified person to serve as Program Co-Chairperson, with advisement from the Conference Chairperson.
2. Establishes a format for meetings to be approved by the Planning Committee. This format will include the Anonymity Statement, SCHII statement of purpose and necessary meeting information.
3. Establishes a conference program consisting of a mix of institutions (jails, prisons, work furlough, detoxification centers, hospitals and recovery homes) as well as selection of speakers from the professional fields relating to alcoholism.
4. Selects individuals to moderate or participate in the meetings with a mix of speakers from within A.A., and professionals in the field of recovery, correction and so forth.
5. Requires all SCHII Committee Representatives furnish full and complete personal contact information, including full name, mailing addresses, e-mail addresses and telephone numbers. This to occur at least six (6) months prior to the Conference start date and to include all individuals recommended for Conference Service. Such information shall be held securely and used solely for the purposes of the Conference.
6. Provides the Graphics Chairperson with a written outline of the planned Conference program.
7. Briefs each panel Moderator and all participants 15 minutes prior to each scheduled meeting.

Program Co-Chairperson (Selected by Program Chairperson)

General Statement: The Program Co-Chairperson will assist the Chairperson however possible, if for any reason the Chairperson is unable to complete their term, the Co-Chairperson shall assume the full duties of Chairperson. The Program Co-Chairperson shall meet the same qualifications as the Chairperson.

Advisory Committee (Standing Committee)

General Statement: The Advisory Committee shall consist of the three (3) immediate past and available Chairpersons, and the Policy Chairperson. Said Committee shall advise and prepare the Conference Chairperson, Co-Chairperson, Treasurer and Co-Treasurer as to the intent, scope and execution of their duties for the current Conference. The Advisory Committee shall be available throughout the planning process. The current SCHII Committee Policy Chair will act as Advisory Committee Chairperson in all such cases.

Specific activities and duties of the Advisory Committee include:

1. Advises the Conference Chairperson and any other Committee member regarding past experiences, resources and methods and any problems or questions arising out of Conference business.
2. Meets prior to the Conference Planning Committee meetings to draft and/or approve any needed changes to the Policies and Guidelines. Makes written submission of any such suggested changes and/or recommendations to the next Conference Planning Committee meeting, such submissions to be presented for discussion and determination at the following SCHII Committee meeting.

Decorations Chairperson (Selected by Conference Chairperson)

General Statement: The Decorations Chairperson will plan for all Conference decoration including entry area decorations, meeting room decorations, hospitality room decorations, and banquet meeting decorations/centerpieces. The Decorations Chairperson should have a minimum of one (1) year of uninterrupted sobriety, current participation in an H&I Committee of Southern California.

Specific activities and duties of the Decorations Chairperson include:

1. Will coordinate with the Graphics Chairperson and Hotel & Facilities Coordinator regarding color schemes and maintain Conference theme where applicable.
2. Will select and appoint a qualified person to be Decorations Co-chairperson.
3. Select volunteers to assist in assembling and placing decorations at the Conference.

Decorations Co-Chairperson (Selected by Decorations Chairperson)

General Statement: The Decorations Co-Chairperson will assist the Chairperson however possible, and if for any reason the Chairperson is unable to complete their term, the Co-Chairperson shall assume the full duties of Chairperson. The Decorations Co-Chairperson shall meet the same qualifications as the Chairperson.

Recording Secretary (Selected by Conference Chairperson)

General Statement: The Recording Secretary will document proceedings of Conference planning meetings and publish this information to the Committee. The Recording Secretary must have a minimum of two (2) years of uninterrupted sobriety, one (1) year of participation in an H&I Committee of Southern California, and one (1) year current involvement in planning said Conference, and having attended at least one (1) Southern California H&I Conferences.

Specific activities and duties of the Recording Secretary include:

1. Record minutes of all Conference planning and decision meetings. Presents minutes of previous meetings to the committee members for approval and disburses information to all committee members.
2. Maintains a roster of all Committee members with names, positions, addresses, telephone numbers, and email addresses. Maintains attendance listing for Conference Planning meetings.
3. Assists Conference Chairperson, as needed relating to preparation and disbursement of notices.

Graphics and Layout Chairperson (Selected by Conference Chairperson)

General Statement: The Graphics and Layout Chairperson prepares artwork and layouts as needed for the Conference. Also is responsible for attending to the printing needs of the H&I Conference Committee. This printing shall include stationary, registration forms, flyers, dinner tickets, and any other printing deemed necessary by the Conference Committee. This position requires possession of, or access to, a computer and knowledge of necessary software. The Graphics and Layout Chairperson should have a minimum of two (2) years of uninterrupted sobriety, one (1) year of participation in an H&I Committee of Southern California, and one (1) year current involvement in planning said Conference, and having attended at least one (1) Southern California H&I Conferences.

Specific activities and duties of the Graphics and Layout Chairperson include:

1. Select and appoint a qualified person as Graphics and Layout Co-Chairperson.
2. Present Conference Logo and Title statement to the Conference Committee for approval.
3. Prepare a draft of the program for review by the Conference Committee.
4. Will coordinate with the Committee Chairpersons as to the timing and quantity of the different printings and is responsible for the timely delivery of printed materials required.
5. Will supply the SCHII Web site Chairperson with flyers and registration forms, in an appropriate format for posting on the website.

Graphics and Layout Co-Chairperson (Graphics and Layout Chairperson)

General Statement: The Graphics and Layout Co-Chairperson will assist the Chairperson

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however possible, if for any reason the Chairperson is unable to complete their term, the Co-Chairperson shall assume the full duties of Chairperson. The Graphics and Layout Co-Chairperson shall meet the same qualifications as the Chairperson.

Registration Chairperson (Selected by Conference Chairperson)

General Statement: The Registration Chairperson is responsible for receiving all requests for Conference Registration and event tickets. Systematically logs such entries, prepare and issue registration information as well as event tickets. Receive funds that correspond to requests, log and account for these funds and forward such funds to the Conference Treasurer. The Registration Chairperson should have a minimum of two (2) years of uninterrupted sobriety, one (1) year of participation in an H&I Committee of Southern California, and one (1) year current involvement in planning said Conference, and having attended at least one (1) Southern California H&I Conferences.

Specific activities and duties of the Registration Chairperson include:

1. Select and appoint a qualified person as Registration Co-Chairperson.
2. Establish a control system, preferably by computerized entry, where all registrations and event requests may be properly logged
3. Establish a procedure, with the Treasurer, for handling and disposition of moneys received.
4. Select and provide staff for the Registration booth at the Conference.
5. Prepare the registration badges of all pre-registered attendees.
6. Submit all funds received at the on-site Conference Registration booth, along with accounting of said funds to the Treasurer at intervals suitable to minimize booth holdings.
7. Maintain a current accounting of the total Conference registrations and submit a completed list of registration forms to the Conference Co-Chairperson following Conference completion.
8. Provide appropriate ribbons, or other identification, for the Conference, speakers and other Conference participants.

Registration Co-Chairperson (Selected by Registration Chairperson)

General Statement: The Registration Co-Chairperson will assist the Chairperson however possible, if for any reason the Chairperson is unable to complete their term, the Co-Chairperson shall assume the full duties of Chairperson. The Registration Co-Chairperson shall meet the same qualifications as the Chairperson.

Hotel and Facilities Coordinator (Selected by Conference Chairperson)

General Statement: The Hotel and Facilities Coordinator will be the main contact between the hotel/facility and the Conference; this for continuity purposes. Serves as on-site contact person with the hotel/facility, and makes any decisions necessary for the smooth running of the

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Conference, this with advisement from the Conference Chair. Ensures that all invited committees, ie: Central Office, Archives, etc. have all necessary tables and chairs. The Hotel and Facilities Chairperson should have a minimum of one (1) year of uninterrupted sobriety, current participation in an H&I Committee of Southern California.

Specific activities and duties of the Hotel and Facilities Coordinator include:

1. Appoints a qualified person as Hotel and Facilities Co-Coordinator.
2. Under advisement from the Program and Conference Chairpersons, selects appropriate rooms for various meetings, and communicate plans to Hotel staff.
3. Coordinates the various physical needs of the Conference Committee; communicating them to the hotel staff before, during and after the Conference.
4. Sign a contract with the Conference facility for any special event(s); this in conjunction with the Conference Chairperson.
5. Carries out all other duties as requested by the Conference Chairperson.
6. Maintains a professional liaison relationship with Hotel staff, such that the needs of the Conference Committee are effectively coordinated and achieved.
7. Will confer with the facility to identify any policies which may be in effect regarding 'outside' consumables, such as cookies, donuts, beverages, brownies, etc., in the Hospitality Room or other areas of the facility. The Hotel Coordinator will relay the information to the Hospitality Chair in advance of the Conference. Such information will be made available to all participants of the Conference that no conflicts may arise which might violate any standing policy of the facility.

Hotel and Facilities Co-Coordinator (Selected by Hotel and Facilities Coordinator)

General Statement: The Co-Chairperson will assist the Coordinator however possible, if for any reason the Coordinator is unable to complete the term, the Co-Chairperson shall assume the full duties of Coordinator. The Hotel and Facilities Co-Chairperson shall meet the same qualifications as the Chairperson.

Carry the Message Chairperson (Selected by Conference Chairperson)

General statement: The Carry the Message Chairperson is responsible for distribution of Conference programs, registration forms and necessary information to all H&I Committees in Southern California. The same information shall be presented to as many Recovery professional, firms, and agencies, as is needed. Shall also maintain a dedicated staff; to present this information to as many regular A.A. meetings and clubs as possible. The Carry-the-Message Chairperson should have a minimum of one (1) year of uninterrupted sobriety, current participation in an H&I Committee of Southern California.

Specific activities and duties of the Carry the Message Chairperson include:

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1. Selects and appoints a qualified person as Carry the Message Co-Chairperson
2. Arranges the distribution of Conference registration forms through SCHII Committee Representatives, Committee Chairpersons, Central Offices, Area-wide A.A. events, A.A. meetings, and Alanon meetings. Also provides local H&I Committee reps with letters of invitation for distribution to the Hospitals & Institutions they serve.
3. Contacts the District & Area CPC Chairs to help contact Professional Community members who might not otherwise become aware of this Conference.
4. Prepares news releases for A.A. publications, to include fliers, newsletters, etc.
5. Notifies both the A.A. Grapevine and Box 459 of the Conference purpose, dates and location. This at least (4) four months prior to the Conference. For example: "May 14-16, 20XX, Host City, California; XX Annual Southern California H&I Conference, P.O. Box XXXX; Host City, CA. XXXXX". Contact phone numbers and/or email addresses should also be provided to these publications.
6. Coordinates needs with the Printing Graphics and Layout Chairperson at the first planning meeting.

Carry-the-Message Co-Chairperson (Selected by Carry-The-Message Chairperson)

General Statement: The Carry-the-Message Co-Chairperson will assist the Chairperson however possible, if for any reason the Chairperson is unable to complete their term, the Co-Chairperson shall assume the full duties of Chairperson. The Carry-the-Message Co-Chairperson shall meet the same qualifications as the Chairperson.

Host Chairperson (Selected by Conference Chairperson)

General Statement: The Host Chairperson is responsible for the recruiting and coordination of sufficient volunteers to provide a gracious, welcoming, and hospitable atmosphere for all Conference attendees, presenters, and speakers. The Host Chairperson should have a minimum of one (1) year of uninterrupted sobriety, current participation in an H&I Committee of Southern California.

Specific activities and duties of the Host/ Chairperson include:

1. Appoint a qualified person as Host Co-Chairperson.
2. Selects a volunteer hosting staff for the Conference and coordinate their efforts and assigning hours and duties as needed.
3. Sets a dress code and provides for means of identification of the host staff.
4. Provides hospitality and escorts all participants to the appropriate conference facilities. This in cooperation with the Program Chairperson.
5. Volunteer Host Duties include:
 - a) Greets Conference attendee's and dignitaries and directs them as needed

Host Co-Chairperson (Selected by Host Chairperson)

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General Statement: The Host Co-Chairperson will assist the Chairperson however possible, if for any reason the Chairperson is unable to complete their term, the Co-Chairperson shall assume the full duties of Chairperson. The Host Co-Chairperson shall meet the same qualifications as the Chairperson.

Hospitality Room Chairperson (Selected by Conference Chairperson)

General statement: The Hospitality Room Chairperson provides staffing and refreshes the Hospitality room as needed. The Hospitality Room Chairperson should have a minimum of one (1) year of uninterrupted sobriety, current participation in an H&I Committee of Southern California.

Specific activities and duties of the Hospitality Room Chairperson include:

1. Appoints a qualified person as Hospitality Co-Chairperson.
2. Recruits and schedules volunteers to staff the hospitality room when open.
3. Establishes a procedure for timely deliveries of coffee; this in conjunction with the Hotel & Facilities Coordinator.
4. Secures all supplies when the Hospitality Room is not open for service.
5. Requests all committees to donate cookies, brownies, etc., if requested by the Conference Chairperson and allowed by the hotel. The Hotel & Facilities Coordinator will inform them in advance as to hotel policy regarding "outside" food and/or beverages; and he/she will have the final word on this matter.
6. Maintains information as to availability of nearby A.A. meetings.

Hospitality Room Co-Chairperson (Selected by Hospitality Room Chairperson)

General Statement: The Hospitality Co-Chairperson will assist the Chairperson however possible, if for any reason the Chairperson is unable to complete their term, the Co-Chairperson shall assume the full duties of Chairperson. The Hospitality Room Co-Chairperson shall meet the same qualifications as the Chairperson.

Information Booth Chairperson (Advancement Position)

General Statement: Information Booth Chairperson will maintain the SCHII information booth throughout the Conference

Pre-Conference Event Coordinator (Selected by Conference Chairperson)

The current-serving Chairperson of the Southern California H&I Conference, may at their discretion, appoints a Pre-Conference Event Coordinator. All funds raised from such events will be presented to the Conference Treasurer. The amount reported should show expenses, revenue and net of fund-raising activities. The Pre-Conference Event Co-Chairperson should have a minimum of one (1) year of uninterrupted sobriety, current participation in an H&I Committee of Southern California.

Specific activities and duties of the Pre-Conference Event Coordinator include:

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1. Informs the SCHII Committee of all pre-conference events, at least (2) two months prior to the activity.
2. Pre-Conference events must be self supporting. No Conference funds are to be advanced for this event.

Pre-Conference Event Co-Coordinator (Selected by Pre-Conference Event Coordinator)

General Statement: The Pre-Conference Event Co-Coordinator will assist the Coordinator however possible, and if for any reason the Coordinator is unable to complete their term, the Co-Coordinator shall assume the full duties of Coordinator. The Pre-Conference Event Co-Coordinator shall meet the same qualifications as the Coordinator.

VIII. HISTORY OF GUIDELINES REVISIONS

Revision#	Description	Date Submitted to SCHII Committee	Dated Approved by SCHII Committee
1	Modified Program Chair to appointed position, instead of an elected position	May, 2001	June, 2001
2	Removed requirement that questions to the panels/workshops be written beforehand	May, 2001	June, 2001
3	Major Rewrite for clarity and precision	October, 2001	January, 2002
4	Moved the sobriety requirement for the Conference Co-Treasurer from 3 to 5 years	September 2002	October, 2002
5	Establish Fund-Raising Coordinator	July, 2004	August, 2004
6	Revise Complete Guidelines	Jan. 27 2008	Feb 24, 2008
7	Revise Complete Guidelines	March 28, 2010	June 27, 2010