

I. Vision of the convention ..... 1

II. Theme of the convention..... 1

III. Committees and their duties ..... 1

IV. Advisory Council (optional)..... 5

VII. Summary of Committee Functions ..... 6

VIII. Timeline of Committee Work ..... 7

## I. Vision of the convention

*Having had a spiritual experience as a direct result of the study and practice of the Twelve Steps as they are laid out in the Big Book, we are now over one hundred Big Book Step Study Groups throughout the United States. We seek to bring together people from all over the country and have them share their experience with the Steps. The sole purpose of this Convention is to share the solution that the Big Book offers so that it may better help us carry the Big Book message to those alcoholics that who still suffer.*

## II. Theme of the convention

## III. Committees and their duties

### A. General Chairperson (assisted by one or two co-chairpersons)

\_\_\_\_\_ meets the suggested requirements of two years’ sobriety, has worked the steps out of the Big Book, and conducted themselves in a manner of recovery consistent with Steps 10, 11, and 12 for a minimum of two years.

#### General Chairperson duties include

- Chairing monthly meetings
- Working with the Secretary to produce agendas for meetings
- Ensuring that all information meets A.A. Traditions
- Overseeing the convention; supporting the work of subcommittee chairpersons
- Opening and closing the BBSS conference
- Ensuring that the convention gets a tax identification number, post office box, and a checking account with two account holders
- Staying informed on the progress of the arrangements, particularly hotel, food, and speakers
- Calling interim committee meetings when needed
- Gathering competitive bids for the convention committee’s consideration
- Securing written and itemized contracts for hotel, recording, and catering services

**B. Secretary**

\_\_\_\_\_ meets the suggested requirements of two years' sobriety, has worked the steps out of the Big Book, and has been living in Steps 10, 11, and 12 for a minimum of one year.

**Secretary duties include**

- Recording monthly meeting minutes, votes and reports
- Creating and maintaining a binder of all meeting documents
- Distributing documents to committee members at the steering committee meetings
- Working with the General Chairperson to produce agenda for the steering committee meetings
- Contacting Central Services to post monthly meeting and event dates from the Secretary's report
- Maintaining an updated list of committee members
- Mailing invitations to Area Committee, Central Services Office, and GSO to ensure representation of the conference

**C. Treasurer and Co-Treasurer**

\_\_\_\_\_ and \_\_\_\_\_ will serve a minimum of two years. They meet the suggested requirements of three years' sobriety, have worked the steps out of the Big Book and conducted themselves in a manner of recovery consistent with Steps 10, 11, and 12 for a minimum of two years.

**Treasurer and Co-Treasurer duties include**

- Opening and maintaining of the BBSS Convention bank account (Suggest naming the account "BBSS Convention [year]")
- Setting up and maintaining digital payment accounts (apps) for online registrations
- Receiving and maintaining bank statements
- Creating and maintain an accounting log
- Recording of funds received and disbursed
- Presenting detailed financial reports at the monthly meetings
- Making deposits and withdrawals with regard to the committees needs
- Both signatures shall be required on all checks
- Turn over convention funds ("seed money") to the next committee

**C. Registration Chairperson**

\_\_\_\_\_ meets the suggested requirement of three years' sobriety, has worked the steps out of the Big Book, and has been living in Steps 10, 11, and 12 for a minimum of two years.

**Registrar duties include**

- Opening and maintaining a post office box for mail-in registrations
- Managing monies received from the treasury, for printed materials
- Maintaining an expense log and report expenditures to the Co-Treasurers
- Developing necessary registration forms and arrangement of volunteers
- Receiving registration applications, develop and maintain an address lists of paid participants

- Responsibility for tracking the dinner head count and reporting it to the caterer and hotel
- Facilitating registration data with the Co-Treasurer(s)
- Advise the General Chairperson of registration totals
- Sees that any Seventh Tradition collections are reported to the Treasurer

#### **D. Public Information/ Advertising Chairperson**

\_\_\_\_\_ meets the suggested requirements of three years' sobriety, has worked the steps out of the Big Book, and has been living in Steps 10, 11, and 12 for a minimum of two years.

##### **Public Information/ Advertising Chairperson duties include**

- Preparing and distributing online info about the program, speakers, and time and location of the convention (perhaps including map of area, if necessary).
- Mailing PDF convention flyers every month to all groups in the area, starting about six months before the convention date
- Sending dates and location of the convention, with a mailing address for information or registration (three months in advance) to the A.A. Grapevine and to Box 4-5-9, to be published in their calendars. The GV lists only area, regional, state, or provincial events of more than one day's duration; send notices to the GV at Box 1980, New York, NY 10163. For Box 4-5-9, send notices to Box 459, Grand Central Station, New York, NY 10163.
- Ensures that registration forms, flyers, etc. are created and posted to BBSS websites.

#### **E. Site Coordinator**

\_\_\_\_\_ meets the suggested requirements of three years' sobriety, has worked the steps out of the Big Book, and has conducted themselves in a manner of recovery consistent with Steps 10, 11, and 12 for a minimum of two years.

##### **Site Coordinator duties include**

- Liaison to the hotel
- Working with the General Chair to negotiate contracts with the hotel: for meeting rooms, banquet & coffee prices
- Reporting to the Steering Committee the requirements, estimates, and needs for the hotel accommodations
- Maintaining an expense log and report all expenses to the Co-Treasurers

#### **F. Display and Literature Chairperson**

\_\_\_\_\_ meets the suggested requirement of two years' sobriety, has worked the steps out of the Big Book, and has been living in Steps 10, 11, and 12 for a minimum of one year.

##### **Display and Literature Chairperson duties include:**

- Responsible for displays and posters and for having A.A. literature available for all.
- Contacting G.S.O. to provide a literature display for the convention.

- This complimentary package is available in English, Spanish or French from G.S.O. for local conventions/conferences/roundups in the U.S. and Canada and contains one copy of all A.A. book dust jackets; one copy of all A.A. Conference-approved pamphlets; A.A. Guidelines; flyers; List of Central Offices, Intergroups and Answering Services for the United States and Canada; List of General Service Offices, Central Offices, Intergroups and Answering Services Overseas; List of Service Material Available from G.S.O.; The A.A. Service Manual; and the Conference-approved Literature & Other Service Material catalog.

### **G. Taping/Recording and Advertising Chairperson**

\_\_\_\_\_meets the suggested requirements of two years' continuous sobriety, has worked the steps out of the Big Book, and has been living in Steps 10, 11, and 12 for a minimum of one year.

#### **Taping Recording Chairperson duties include:**

- Responsibility for negotiating with the individual or company who will be taping recording the convention
  - The convention taping chairperson may develop an AA release form may be developed on in which speakers agree to being taped recorded or decline to be recorded.
  - Ensuring that the strength of all our anonymity, the Traditions are reinforced when the taping recording companies, vendors, and individuals, or tapers whose labels and catalogs do not identify speakers by last names, titles, service jobs, or descriptions
- Ensuring that taping chairperson ensures that those who record have an understanding of the A.A.'s Twelve Traditions.
- The agreement prepared by the convention committee determines what the recording vendor sells or displays on their site (to protect anonymity and uphold the A.A. guidelines that restrict the use of the name, logo, and other materials)
- The convention committee clarifies that recording, which is done by an outside vender, is not an official part of the convention.
- The convention committee may not accept any taping royalties.

### **H. Media Chairperson**

\_\_\_\_\_meets the suggested requirements of two years' sobriety, has worked the steps out of the Big Book, and conducts themself in a manner of recovery consistent with Steps 10, 11, and 12 for a minimum of one year.

#### **Display and Literature Chairperson duties include:**

- Responsible for print and digital displays, and for having A.A. literature available to all.
  - Contacting G.S.O. to provides a literature display for the convention.
- Note: A complimentary package is available in English, Spanish or French from G.S.O. for local conventions/conferences/roundups in the U.S. and Canada and contains one copy of all A.A. book dust jackets; one copy of all A.A. Conference-approved pamphlets; A.A. Guidelines; flyers; List of Central Offices, Intergroups and Answering Services for the United States and Canada; List of General Service Offices, Central Offices, Intergroups and Answering Services Overseas; List of

Service Material Available from G.S.O.; The A.A. Service Manual; and the Conference-approved Literature & Other Service Material catalog.

#### I. Recording Services Chairperson

\_\_\_\_\_ meets the suggested requirements of two years' continuous sobriety, has worked the steps out of the Big Book, and conducted themselves in a manner of recovery consistent with Steps 10, 11, and 12 for a minimum of one year.

##### Recording Services Chairperson duties include

- Responsibility for negotiating with the individual or company who will be tape recording the convention
- The convention taping chairperson might develop an AA release form for speakers to agree to be tape recorded or decline to be tape recorded.
- Ensuring that the strength of all our anonymity Traditions is reinforced by the tape-recording company, vendors, and individuals
- Ensures that labels and catalogs do not identify speakers by last names, titles, service jobs, or descriptions
- The Ensuring that taping chairperson ensures that a taper those who record has have an understanding
- of the A.A.'s Twelve Traditions.
- The agreement prepared by the convention committee determines
- what the taper recording vendor sells or displays onsite
- The convention committee clarifies
- Making clear that tape recording and being recorded is not an official part of the convention.
- Convention committees discourage receiving any taping royalties to the Fund.

#### J. Entertainment Chairperson (optional)

\_\_\_\_\_ meets the suggested requirements of two years' sobriety, has worked the steps out of the Big Book, and conducted themselves in a manner of recovery consistent with Steps 10, 11, and 12 for a minimum of one year.

##### Entertainment Chairperson duties include

- Providing entertainment for off time during the convention.
- Hiring a DJ (or arranges for taped or recorded music)
- Arrange an offsite event that doesn't conflict with convention programming

## IV. Advisory Council and Recommendations (optional)

- A. Create a Provisionary Advisory Council from members of previous convention committees. A partial list includes:
1. Ronica H.
  2. Harry S.
  3. Brett B.
  4. Suzanne T.
  5. Bob R.
  6. Peter S.

7. Kathleen B.
  - B. Adopt a statement affirming gender equity, to be included on the website
  - C. Commit, if possible, to reserving some funds to seed a future convention
  - D. Reserve some net monies to donate to General Service
  - E. Conduct the convention in accordance with [A.A. Guidelines on Conventions](#)

## VII. Summary of Committee Functions

**Convention**<sup>1</sup> – meets monthly with committee chairs; guides budget process; suggests best practices, anticipates problems, sees the big picture, helps committee chairs find solutions for procedural issues; keeps things on a spiritual plane, puts principles before personalities

**Secretary** – maintains a record of committee decisions; creates agendas; provides minutes (print and/or email); attends all committee meetings; distributes/uploads minutes

**Website**<sup>1</sup> – set up/maintain the site, online registration, downloadable flyer; liaise with Registration Chair and previous convention site rep

**Hotel**<sup>1</sup> – guide bid process; liaise with previous convention rep, for guidance; act as convention representative to hotel during convention

**Registration**<sup>1</sup> – handle monies/bank account; liaise with previous convention Registrar and Website Chair

**Speakers**<sup>1</sup> – secure speaker commitments; liaise with previous convention rep, for guidance

**Recording Service**<sup>1</sup> – schedules a recording service; liaise with Hotel Chair re AV services (audio, digital projection unit)

**Program**<sup>2</sup> – establish overall convention schedule, incl. times for speakers, breaks; liaise with Speakers Chair and Readers/Timekeepers Chair

**Food Service**<sup>2</sup> – schedule snacks, meals; liaise with Hotel Chair and Setup/Cleanup Chair

**Setup/Cleanup**<sup>2</sup> – recruit volunteers; liaise with Food Service Chair

**Media**<sup>2</sup> – banner, PowerPoint, signage, packets, convention memento(s); liaise with Registration Chair

**Readers/Timekeepers**<sup>2</sup> – set up, monitor readers signup board; schedule speaker timekeepers; meet with readers 10 mins before each session

### **Optional: Entertainment**

---

<sup>1</sup> One year of planning: Hotel, Website, Registration, Speakers, Food Service, Recording Service

<sup>2</sup> Six months' planning: Program, Setup/Cleanup, Banners/Signage/Packets, Readers/Timekeepers

## VIII. Timeline of Committee Work

### A. One year before the convention

<b><i>One year before the convention</i></b>
<b>Develop committees</b>
<b>Convention</b> – meet monthly with committee chairs; guide budget process; suggest best practices, anticipate problems, see the big picture, help committee chairs find solutions for procedural issues; keeps things on a spiritual plane, puts principles before personalities; gives every consideration to other people’s input and suggestions; adheres to A.A.’s Twelve Traditions regarding money, non-affiliation, and the rest
<b>Website</b> – set up/maintain the site, online registration, downloadable flyer <b>Liaise with:</b> Registration chair (and previous convention site rep, if desired), Treasurer(s)
<b>Hotel</b> – guide bid process; liaise with previous convention rep, for guidance; act as convention representative to hotel during convention
<b>Registration</b> – handle monies/bank account <b>Liaise with:</b> previous convention Registrar, Treasurer(s), Website chairs
<b>Speakers</b> – secure speaker commitments <b>Liaise with:</b> previous convention speaker rep, for guidance
<b>Recording Service</b> – ( <i>meets monthly, until services are secured</i> ) schedules a recording service <b>Liaise with:</b> Hotel Chair re AV services (audio, digital projector/screen for PowerPoint)
<b>Secretary</b> – records the primary decisions of the convention committee and reports, distributes, and maintains all minutes in a shareable online location, such as the convention website’s cloud storage account.
<b>Treasurer(s)</b> – maintains the checking account, manages online banking and digital pay options (apps, convention website registration) <b>Liaise with:</b> Registration, Website chairs

## B. Six months before the convention

<b><i>Six months before the convention</i></b>	
<b>Meet monthly</b>	<b>Meet bimonthly</b>
<p><b>Convention</b>– meet monthly with committee chairs; guide budget process; suggest best practices, anticipate problems, see the big picture, help committee chairs find solutions for procedural issues; keeps things on a spiritual plane, puts principles before personalities; gives every consideration to other people’s input and suggestions; adheres to A.A.’s Twelve Traditions regarding money, non-affiliation, and the rest</p>	<p><b>Program</b> – establish overall convention schedule, incl. times for speakers, breaks</p> <p><b>Liaise with:</b> Speakers Chair, Readers/Timekeepers Chair</p>
<p><b>Website</b>– set up/maintain the site, online registration, downloadable flyer</p> <p><b>Liaise with:</b> Registration Chair (and previous convention site rep, if desired)</p>	<p><b>Food Service</b> – schedule snacks, meals</p> <p><b>Liaise with:</b> Hotel Chair and Setup/Cleanup Chair</p>
<p><b>Hotel</b>– guide bid process; liaise with previous convention rep, for guidance; act as convention representative to hotel during convention</p>	<p><b>Setup/Cleanup</b> – recruit volunteers</p> <p><b>Liaise with:</b> Food Service Chair</p>
<p><b>Registration</b> – handle monies/bank account</p> <p><b>Liaise with:</b> previous convention Registrar and Website Chairs</p>	<p><b>Media</b> – banner, PowerPoint, signage, packets, convention memento(s)</p> <p><b>Liaise with:</b> with Registration Chair</p>
<p><b>Speakers</b> – secure speaker commitments</p> <p><b>Liaise with:</b> previous convention rep, for guidance</p>	<p><b>Readers/Timekeepers</b> – set up, monitor readers signup board; schedule speaker timekeepers; meet with readers 10 mins before each session</p>
<p><b>Recording Services</b> – <i>(meets monthly, until services are secured)</i> schedules a recording service</p> <p><b>Liaise with:</b> Hotel Chair re AV services (audio, digital projector/screen for PowerPoint)</p>	