

**PUBLIC INFORMATION CHAIRPERSON 07-05-14**

- 1) ENCOURAGES LARGE ATTENDANCE IN KEEPING WITH THE TRADITIONS (11TH)  
WITHOUT ABANDONING THE PRINCIPLE OF "ATTRACTION RATHER THAN PROMOTION"
- 2) TAKES CARE OF ALL PRINTING NEEDS
- 3) RESPONSIBLE FOR PREPARATION & DISTRIBUTION OF FLYERS, FORMS ETC, WITH ALL CONTAINING  
CONFERENCE , LOGO, GROUP NAME (FREEDOM, FAITH & FELLOWSHIP) & WEBSITE ADDRESS
- 4) ALL INFORMATION SENT TO APPROPRIATE SUPPORTERS  
EX: GRAPEVINE, BOX 459, NIA CONCEPTS, ALL GROUPS IN THE AREA, ETC..
- 5) NOTICES TO GRAPEVINE AND BOX 459 MUST BE SENT 3 MONTHS IN ADVANCE
- 6) THERE SHOULD BE NO REFERENCE TO A.A. ON ANY RETURN ADDRESSES
- 7) **DOES NOT** RELEASE **ANY** FLYERS OR PRINTING WITHOUT APPROVAL FROM THE COMMITTEE
- 8) PRE-CONVENTION EVENT FLYERS MAILED TO LOCAL GROUPS
- 9) RESPONSIBLE FOR UPDATING MAILING LIST PER DATABASE BASED ON MAIL RETURNED, REMOVING & ADDING  
AS NEEDED
- 10) SCHEDULES, COORDINATES THE FIRST LARGE CONVENTION MAILING, WHICH SHOULD OCCUR AT LEAST  
6 MONTHS PRIOR TO THE CONVENTION. 2ND MAILING BEING THE FIRST WEEK OF MAY OR AS  
INDICATED BY DATE OF CONVENTION
- 11) PRESENTS TO COMMITTEE SUPPLIES NEEDED FOR REIMBURSEMENT
- 12) OWNS A COMPUTER & REQUIRES EXCELLENT COMPUTER SKILLS TO LEVEL OF ABILITY TO COMPLETE  
TASKS, WITH APPROPRIATE SOFTWARE TO COMPLTE TASKS
- 13) REQUIRES 1 YEAR OF CONTINUOUS TIME OF BEING CLEAN AND SOBER
- 14) KEEP RECORD TO IDENTIFY REGISTRATION FLYERS TAKEN TO OTHER CONFERENCES, EX: COLOR CODE  
OR MARKED LETTERS IN LOWER CORNER OF FLYER
- 15) MAKES AND PRINTS AS NEEDED, "FREE REGISTRATION" DOCUMENT & HAVE SIGNED BY CHAIRPERSON
- 16) KEEPS CHAIRPERSON INFORMED OF ALL PROGRESS AND ARRANGEMENTS
- 17) BRINGS TO MEETINGS AND MAKES AVAILIABLE ANY / ALL CURRENT FLYERS FOR ALL COMMITTEE MEMBERS
- 18) PROVIDES REGISTRATION FLYERS TO AUDIO FACILITY FOR DISTRBUTION
- 19) PROVIDES REGIASTRATION FLYERS TO OTHER COMMITTEE MEMBERS FOR DISTBUTION AT OTHER  
CONFERENCES, CONVENTIONS AND RECOVERY EVENTS AS INDICATED
- 20) ENSURE FLYERS OF UPCOMING EVENTS AND REGISTRATIONS FLYERS ARE AVAILIABLE AT ALL  
PRE-CONVENTION EVENTS
- 21) PROVIDE ALL COMMITTEE MEMBERS WITH COPIES OF CURRENT FLYERS WHEN COMPLETE BY E-MAIL
- 22)\*\*\*\*SEE ADDITIONAL COMMITTEE MEMBERS DUTIES\*\*\*