

PROGRAM CHAIRPERSON 07-05-14

- 1) WORKS CLOSELY WITH EVENTS-AT-CONVENTION AND CAMPGROUND CHAIRPERSON
- 2) SCHEDULES AA SPEAKERS & ASSISTS CO-CHAIRPERSON WITH AL-ANON SPEAKER AS INDICATED
- 3) PLANS CONVENTION FORMAT IN CONSULTATION WITH THE COMMITTEE, INCLUDING AL-ANON
- 4) LISTENS TO RECORDINGS AND RECOMMENDS SPEAKERS FOR COMMITTEE APPROVAL
- 5) ARRANGES FOR RECORDING OF SPEAKERS AT EVENT
- 6) SUPPLIES THE PUBLIC INFORMATION CHAIRPERSON WITH SCHEDULE OF SPEAKER INFORMATION FOR USE ON FLYERS & REGISTRATION FORMS
- 7) PREPARE CONVENTION PROGRAM TO BE DISTRIBUTED AT REGISTRATION
- 8) SCHEDULE CHAIRPERSONS AND READERS FOR SPEAKERS MEETINGS, AT CONVENTION AND AT PRE-CONVENTION EVENTS
- 9) MAINTAIN CONTACT WITH SPEAKERS THROUGHOUT TIME PROCEEDING CONVENTION, UPDATING THEM AND MAKING NOTE OF ANY SPECIAL REQUIREMENTS OR CONSIDERATIONS THEY MAY REQUEST
- 10) FORM SUB-COMMITTEE
- 11) PROVIDE CLOSING MEETING WITH ANY SPEAKER COMMENTS
- 12) ARRANGES FOR TRAVEL AND HOTEL ACCOMMODATIONS
- 13) ALL EXPENSES SHOULD BE PRESENTED TO COMMITTEE IN ADVANCE WHEN POSSIBLE
- 14) PROVIDES A HOST AND/OR HOSTESS RESPONSIBLE FOR TRANSPORTATION ETC.. FOR EACH SPEAKER
- 15) PROVIDES HOST WITH SPEAKER PHONE #, FLIGHT INFO, ETC.. PRIOR TO EVENT
- 16) ARRANGE & SET UP EXPENSES FOR SPEAKERS (HOTEL ROOMS, FOOD TAB, ETC..)
- 17) MAKE ARRANGEMENTS WITH SPEAKERS AS TO WHAT IS EXPECTED OF THEM AND INFORM THEM UNDER WHAT CONDITIONS THEY WILL BE SPEAKING
- 18) OBTAIN THANK YOU PLAQUES FOR SPEAKERS
- 19) REQUIRES 2 YEARS OF BEING CLEAN AND SOBER
- 20) REQUIRES COMPUTER SKILLS TO LEVEL TO COMPLETE ABOVE TASKS
- 21) KEEPS CHAIRPERSON INFORMED OF ALL PROGRESS AND ARRANGEMENTS
- 22) CONTACT ALL SPEAKERS ONE TO TWO WEEKS AFTER CONFERENCE, AGAIN TO THANK THEM & RECEIVE ANY COMMENTS OR CONCERNS
- 23) OBTAINS SNACKS, OTHER ITEMS & THANK YOU CARDS FOR GIFT BAG & TAKES TO HOTEL FRIDAY AM
- 24) OBTAINS CHECK FROM TRESURER TO PAY HOTEL, FOR **ALL** ROOMS USED BY CONVENTION (SIGNER, AL-ANON, SPEAKERS)
- 25) OBTAINS TEE SHIRT SIZES & TYPES FROM SPEAKERS AND PROVIDE SAID INFO TO SOUVENIR CHAIR TO RESERVE
- 26) MAILES "SPEAKER LETTER" TO ALL SPEAKERS APPROXIMATELY TWO WEEKS PRIOR TO CONVENTION
- 27) HAS HELD PREVIOUS MMAAC COMMITTEE CHAIRPERSON POSITION
- 28) SCHEDULES EACH AA SPEAKER TO CHAIR ONE ALKATHON MEETING (COORDINATING WITH ALKATHON CHAIR)
- 29) SET UP PERSONS TO COMPLETE "STATE RECOGNITION" & SOBRIETY COUNTDOWN ON SAT NIGHT
- 30) SET UP AREA FOR SPEAKERS MEETINGS: BIIL & BOB PICS, PODIUM WITH READINGS, WATER, BUG CANDLES & LIGHTS @ PODIUM
- 31) SET UP SPEAKER SEATING AREA FOR SPEAKER MEETINGS WITH BUG SPRAY, BUG CANDLES, BLANKETS, COFFEE & CONDIMENTS, WATER (CHAIRS IF INDICATED)
- 32) OBTAIN TWO BIG BOOKS FOR SOBRIETY COUNTDOWN (HAVE ALL GUEST SPEAKERS SIGN ONE PRIOR TO MEETING)
- 33) ***SEE ADDITIONAL COMMITTEE MEMBER DUTIES***