



# March Roundup Committee Guidelines

*General Services of Southeastern Michigan*

*Alcoholics Anonymous - Area 33*

*Revised 10/2024*

# Foreword

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The following job descriptions are based on previous experience -- Situations will vary, naturally. Implicit is cooperation and communication with others so that A.A.'s 36 Principles are observed. For those unfamiliar, the 36 principles are the 12 Steps, the 12 Traditions, and the 12 Concepts for World Service.

The March Roundup Convention Guidelines were written according to the 36 Principles and past experiences of the Trusted Servants who have served on the MRU committee prior to this revision.

## 2024 Revision

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An Ad Hoc Committee was formed in April, 2024 to review and update the March Roundup guidelines that were drafted during the 2002-2005 Original Draft. This 2024 March Roundup Guidelines Committee consisted of the following individuals:

- Cheryl B., Area 33 Alternate Delegate, panel 73; past chairperson of multiple MRU Sub-Committees.
- Sue F.; Past Delegate, Area 22; MRU Co-Chairperson (2024) and current MRU Chairperson (2025)
- Steve C.; past chairperson of multiple MRU Sub-Committees, current MRU Co-Chairperson (2025)
- Sean S.; past chairperson of multiple MRU Sub-Committees
- Karen C.; past/current chairperson of multiple MRU Sub-Committees
- Carol M.; past chairperson of multiple MRU Sub-Committees

Our objective was to develop responsibility guidance that provides clear boundaries (Concept 10) while still allowing for right of decision and interpretation (Concept 3) .

These guidelines were reviewed by a panel of past MRU Chairpersons, the Area 33 Finance Committee and the 2025 MRU Convention Committee before being brought before the Area Assembly for final consideration in December, 2024.

## 2002-2005 Original Draft

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An Ad Hoc Committee consisting of two past Delegates from Area 33 – Bill T. and Laura H., the current March Round-Up Chairperson [at the time] – Carolyn R., and two members of the March Round-Up Sub Committees, Ray D. and Bruce B. was formed in 2002.

These guidelines then went before the Area Assembly for final consideration in January 2005.

Many thanks to the committee for its diligent work, tolerance and patience.

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Proposed

# March Roundup Structure & Ownership

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March Roundup is a standing committee of Alcoholics Anonymous Area 33, and is therefore responsible to those they serve -- the Area 33 Body via Area Assembly. Though not assigned any specific committee duties in these Convention Committee Guidelines, the currently-seated Area 33 Delegate (or Alternate-Delegate) provide oversight to and are considered voting members of the Convention Committee.

From a business perspective, March Roundup is a legal entity (DBA) owned entirely by General Service of Southeastern Michigan, the IRS-registered non-profit 501(c)(3) commonly known as (and doing business as) Area 33. This structure allows March Roundup to use Area 33's tax-exempt, non-profit status as discussed in the [Financial Prudence](#) section of this document.

The Officers of the March Roundup legal entity are the [Convention Chairperson](#), [Convention Co-Chairperson](#), [Convention Treasurer](#), and [Convention Secretary](#). The Co-Treasurer and Co-Secretary are not considered Officers unless the Treasurer and Secretary are not present.

Proposed

# Responsibilities of ALL Sub-Committee Members

## Attendance at Convention Committee Meetings

As an interdependent Convention Committee, it is essential that each Sub-Committee is aware of what all other Sub-Committees are working on. By attending monthly planning meetings regularly, and paying close attention, Committee Members learn who is responsible for which aspects of the Convention.

1. **Each Convention Sub-Committee is expected to represent itself (by Chairperson and/or Co-Chairperson) at each monthly Convention Planning meeting.**
  - a. Ideally, both the Chairperson and the Co-Chairperson should attend each meeting, but it is understood that this is not always possible every month.
2. If a Sub-Committee Chairperson is absent (without prior accommodations) for 2 consecutive, or 3 total monthly planning meetings, that Sub-Committee Chairperson may be asked to resign their position.
  - a. In A.A., we are practicing honoring our commitments. By joining this Committee, each member commits to attending a full year of planning meetings as scheduled.
  - b. A lot of information is exchanged and relationships form before, during, and after each planning meeting; many decisions are made. Experience has shown that Committee members who miss multiple meetings impair the Committee's progress by:
    - i. Re-asking questions that were thoroughly addressed during prior meetings
    - ii. Reopening discussions that were decided previously.
    - iii. Being unaware of who to work with for cross-Sub-Committee responsibilities.
  - c. Exceptions may be made so long as the work of the Sub-Committee is progressing smoothly and that the Sub-Committee Chair seems to stay current via published minutes, submitting written reports, and other communication methods.
3. Sub-Committees are encouraged to collaborate, both internally and across Sub-Committees, between monthly planning meetings.
  - a. This is when the "real work" happens; it is the reason a Committee roster is created and shared.
  - b. Monthly planning meetings are about reporting on the results of those intra- and inter-Sub-Committee collaborations.
4. Each Convention Sub-Committee is expected to represent itself at the final "Wrap up" meeting to be held shortly after the conclusion of the Convention (typically 1-2 weeks).
  - a. Document and share any "lessons learned" that would improve future Conventions from your own Sub-Committee's perspective.
    - i. What worked well this year?
    - ii. What didn't work out so well?
    - iii. How could we have done things better?
  - b. Hear the observations of other Sub-Committees.
  - c. Setup this year's Sub-Committee Co-Chairs for success as they, presumably, rotate into the role of next year's Sub-Committee Chairperson.

## Recruitment of Sub-Committee Volunteers

Some Convention Sub-Committees' responsibilities are simple enough that they can be accomplished by just a Chairperson and Co-Chairperson. Other Sub-Committees' responsibilities require the assistance of MANY volunteers to complete.

It is the responsibility of each Sub-Committee Chairperson and Co-Chairperson to recruit volunteers as needed to accomplish their responsibilities.

1. Volunteer Sub-Committee members are welcome to attend/observe Convention planning meetings, but only Titled positions (Treasurer, Secretary, etc.), Sub-Committee Chairpersons, and Sub-Committee Co-Chairpersons are voting members of the Convention Committee.
2. Volunteer Sub-Committee members need not be elected/approved by Convention Committee, and do not have a rigid, pre-defined sobriety requirement.
3. Sub-Committee Chairs/Co-Chairs should use their best judgment in delegating tasks to volunteer Sub-Committee members according to their demonstrated level of responsibility/sobriety.
  - a. Example: It would be unwise to entrust large sums of cash to someone with ~1 month of sobriety and a history of the theft-related felonies.

## Co-Chairperson Mentorship By Sub-Committee Chairs

For EACH of the Sub-Committees listed in this document, the Co-Chairperson is expected to rotate into the role of next year's Chairperson for their respective Sub-Committee.

Therefore, it is EACH current Chairperson's responsibility to make sure that their Co-Chairperson is prepared to do so when the time comes.

1. Ensure that Co-Chairperson is included (such as email CC) on important communications related to the role.
2. Include Co-Chairperson in all critical decisions affecting the role and responsibilities of the Sub-Committee, soliciting and accepting input from that Co-Chairperson as appropriate..
3. Each Chairperson is encouraged to delegate some responsibilities to their Co-Chairperson (by mutual agreement) to share workload, so long as all responsibilities of the Sub-Committee are fulfilled by someone. Example reasons for delegation:
  - a. A particular trusted servant possesses special skills or expertise related to the responsibility.
  - b. A particular trusted servant has a particular interest or aptitude related to the responsibility.
  - c. Geographic or scheduling convenience

## Budgeting & Financial Prudence

Sub-Committee budgeting process is based on prior Convention experience and anticipated expenses for the current year. Just because a budget has been requested or allocated, that does NOT mean that you are obliged to SPEND that entire budget. As trusted stewards, we are expected to be financially responsible and accountable for all expenses.

Each Sub-Committee and Officer is responsible for submitting their estimated budget request to the [Treasurer](#) within the timeline communicated by the [Treasurer](#).

All Convention Committee and Subcommittee members are NOT to enter into any subscription or other contractual obligation that involves an ongoing financial commitment without the express written consent of the [Convention Chairperson](#), Convention [Treasurer](#), and the Area 33 Finance Committee.

Any outside service or contract, regardless of financial commitment, should be brought to the attention of the [Convention Chairperson](#), Convention [Treasurer](#), and the Area 33 Finance Committee if that service has any bearing on the operation of current or future Conventions.

An example of this would be a "Free Trial" that transitions to a monthly service charge at the end of the trial period, or subscriptions using Area- or Convention-managed electronic payment accounts (PayPal, etc.) or banking/credit accounts must be reviewed and approved by Area 33 Finance Committee.

During the Convention Planning process, the Convention [Treasurer](#) will likely disperse copies of Area 33's Tax Exemption paperwork, as well as a copy of the Convention's reimbursement request form. Tax Exemption form should be presented to the store or vendor when making any Convention related purchase - **We Do NOT Pay Sales Tax!**

**Failure to adhere to the prohibition on paying Sales Tax could jeopardize Area 33 / General Services of Southeastern Michigan's non-profit 501(c)(3) status with the IRS.**

In order to be reimbursed for any expenses, receipts and a reimbursement form must be submitted to the Convention [Treasurer](#). **No Receipt = No Reimbursement!**

Proposed



# Convention Chairperson

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The primary responsibilities of the Convention Chairperson are listed below. The [Convention Chairperson](#) is an Officer for the March Roundup legal entity (DBA), as discussed in the [March Roundup Organizational Structure](#) section of this document.

As an integral part of the Convention Committee, the [Convention Chairperson](#) and the [Convention Co-Chairperson](#) are expected to stay as guests at the designated Convention hotel throughout the duration of the Convention. For consistent budgeting purposes, these rooms should be paid by the Convention Committee (or from any "comped" rooms that may be available).

If an individual's financial situation allows, they are encouraged to make a contribution to the Convention to offset their room cost.

## General Leadership Responsibilities

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1. Ensures Sub-Committee Chairs & Co-Chairs are recruiting Volunteers, as discussed in the [Recruitment of Sub-Committee Volunteers](#) section of this document to assist with their Sub-Committee's responsibilities before and/or during the Convention.
2. Ensures Sub-Committee Chairs & Co-Chairs are Mentoring their Co-Chairpersons as discussed in the [Co-Chairperson Mentorship By Sub-Committee Chairs](#) section of this document.
3. Offers guidance and engages assistance to Sub-Committees struggling with volunteer recruitment, mentoring, or other responsibilities.
4. Fosters teamwork, communication, and collaboration across all MRU Sub-Committees.

## Planning - Committee Management

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5. Calls Convention Committee meetings time and place and prepares meeting agendas.
6. Conducts election for this year's Convention Committee.
  - a. Any Sub-Committee Chairperson role that may be left vacant, such as by a previous Co-Chairperson who chose not to rotate into this year's Chair.
  - b. [Al-Anon & Alateen Co-Chairperson](#)
  - c. [Alcathon Co-Chairperson](#)
  - d. [Buttons & Ribbons Co-Chairperson](#)
  - e. [Coffee Co-Chairperson](#)
  - f. [Décor & Entertainment Co-Chairperson](#)
  - g. [Graphics & Printing Co-Chairperson](#)
  - h. [Hispanic Community Co-Chairperson](#)
  - i. [Hospitality Co-Chairperson](#)
  - j. [Program Co-Chairperson](#)
  - k. [Public Information & Mailing Co-Chairperson](#)
  - l. [Registration Co-Chairperson](#)
  - m. [Co-Secretary](#)
  - n. [Co-Treasurer](#)
  - o. [Ushers & Greeters Co-Chairperson](#)
  - p. [Volunteer Management & Info Desk Co-Chairperson](#)

7. Supplies committee members with packet including:
  - a. Electronic Access to the complete Guidelines (this document)
  - b. Printed copy of their specific Sub-Committee job description from these guidelines
  - c. Printed copy of the [Responsibilities of ALL Sub-Committee Members](#) section of these guidelines.
  - d. March Roundup By-Laws
  - e. Target Dates Flowchart
  - f. A.A. Convention Guidelines from GSO ([MG-004](#))
  - g. Map of Convention Venue, as available/applicable
8. Early in planning, it is highly recommended that the [Convention Chairperson](#), working with the [Convention Co-Chairperson](#), review the job descriptions, budget planning and timelines with each Sub-Committee chairperson and co-chairperson. It is a best practice to do this outside of full Convention committee meetings.
9. Monitors all phases of Convention planning, shares these duties with the [Co-Chairperson](#), ensuring target dates are being met.
10. Invites Area 33 Committee Chairpersons to assist and advise in the Convention planning process for matters related to the scope of their committee. (e.g., Accessibilities, Technology, etc.)

### Planning - Services Vendor Management

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11. Hires any necessary interpreting/captioning services as appropriate to facilitate inclusivity.
  - a. Utilize existing Area 33 resources, including standing committees, whenever applicable.
12. Hires a recording company to record speakers and panels.
  - a. The recorder receives no monetary compensation from the Convention. The recorder is considered an independent entity, receiving proceeds from the sale of recorded media.
13. Invites one of the local Intergroup Offices, evoking the spirit of rotation, to prominently display Conference-approved literature and offer other recovery-related items for sale at the Convention.
14. Makes Friday night dinner and Sunday morning breakfast reservations, securing reasonably priced restaurants in close proximity to Convention, for the Main Speakers, Delegate, Convention Chair, and Program Chair.
  - a. If the Alanon Main Speaker is joining, the [Al-Anon & Alateen Chair](#) is also invited.
  - b. If a Main Speaker elects to forego these group meal reservations, appropriate adjustments to their meal stipend may be made.
15. Collaborates with the [Program Sub-Committee](#), [Al-Anon & Alateen Sub-Committee](#), and [Treasurer](#) to determine an appropriate meal stipend amount for Saturday breakfast and lunch for Main Speakers.

### Planning - Venue Management

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16. Investigates Convention facilities after selection and becomes familiar with the site.
17. Schedules one or more Committee Meetings to be held at the Convention Venue, to familiarize all committee members with the Convention space. Hotels will typically provide complimentary board rooms for these meetings. See specific contract.
18. Communicates with Venue
  - a. Communicate room layouts provided by Convention Sub-Committees and coordinate any necessary room flips.

- b. Secures/inquires about hotel vault for registration and Treasurer for the weekend of Convention.
  - c. Placement of Entertainment after main speakers.
  - d. Makes room reservations for Convention Chair, Convention Co-Chair, A.A. Speakers, and AI-Anon Speaker.
    - i. Room reservations should also be made for the [Registration Chairperson](#), [Registration Co-Chairperson](#), [Treasurer](#), and [Co-Treasurer](#), as they are expected to be on-site and on-call through the duration of the Convention.
    - ii. If the Venue offers “comp” rooms, these reservations should be made from those.
19. Obtains information on alternate housing, rates, phone numbers, etc. in case the hotel is overbooked.
20. Negotiates and signs the Venue contract for the next Convention year. The [Convention Co-Chairperson](#) must be included in all contract negotiations and discussions.
- a. The contract should not be signed until it has been reviewed and approved by the Area 33 Finance Committee.
  - b. Venue contract should state we use the smallest cups available for coffee service (varies with Venue).
  - c. We pay gratuities but not tax.
21. If a new Venue is required, the [Convention Chairperson](#) is instructed to make a motion at Area 33's Area Assembly to form an Ad Hoc Committee focused on March Roundup venue selection.
- a. That venue selection committee may include the current [Convention Chairperson](#) and/or [Convention Co-Chairperson](#), but should NOT be led by either of these sitting officers. It should include at least one past March Roundup Chairperson and one current (or past) member of the Area 33 Finance Committee.
  - b. That venue selection committee then develops and submits a Request For Proposal (RFP) following these guidelines for site selection:
    - i. Location
      - 1. Within Area 33 (Typically the greater Detroit Area)
      - 2. Other services nearby, such as restaurants, gas stations, convenience stores.
    - ii. Cost
      - 1. Room rates
      - 2. Space rental
    - iii. Adequate size
      - 1. Number of guest rooms
      - 2. Capacity (number of attendees)
      - 3. Capacity (significant number of breakout rooms required)
    - iv. Parking Availability (free, or validated, or fee per day, and safe)
    - v. Food & Beverage availability
    - vi. Banquet Capacity
    - vii. Accessibility
    - viii. Enhanced Wi-Fi Availability

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## Convention Setup

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22. The Chairperson stays at the hotel for the Convention weekend, including Thursday night to meet with the hotel staff. This is paid for by the Convention committee.
23. Other flyers displayed at the Convention:
  - a. A.A. only related flyer events are allowed.
  - b. Only Area 33 event announcements are allowed during the Convention.

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## During the Convention

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24. Serves as the point person for any concerns that may arise from any Convention Sub-Committee and/or the Venue.
25. When the hotel releases the area to the Committee for set-up, be present to address any concerns that any of the Sub-Committees might raise.
26. Secures a set of main speaker recordings as a gift for each of the main speakers, plus one (1) complete set of recordings for the archives.
27. Cancellations and Refunds
  - a. Refund requests are handled by the Convention Chairperson and the [Treasurer](#), in cooperation with the [Registration Sub-Committee](#) responsible for processing any refunds.
  - b. Consideration is given to hardship cases received after date. The trend is toward refunding payments as a goodwill gesture - provided such meals did not have to be paid for.

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## After the Convention

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28. Joins the Post-Convention Wrap-Up meeting as discussed in the [Attendance at Convention Committee Meetings](#) section of this document.
  - a. Ensures that the [Convention Co-Chairperson](#) fulfills their responsibility to schedule and lead this meeting.
29. Coordinates with the [Program Chairperson](#) to send a note of appreciation to each main speaker.
  - a. A standard thank you letter may be drafted in advance of the Convention to save time.
  - b. Suggest personalizing each thank you to the speaker's message.
30. Presents a check, provided by the [Treasurer](#), for funds in excess of prudent reserve to Area 33 at the next Area Assembly after the financial books for the Convention have been closed. (NOTE: This is a "transfer of funds", not a "contribution" or "donation".)

# Convention Co-Chairperson

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The role of Convention Co-Chairperson is generally considered a two year commitment, with the expectation of rotating into the role of Convention Chairperson next year. The [Convention Co-Chairperson](#) is an Officer for the March Roundup legal entity (DBA), as discussed in the [March Roundup Organizational Structure](#) section of this document.

As an integral part of the Convention Committee, the [Convention Chairperson](#) and the [Convention Co-Chairperson](#) are expected to stay as guests at the designated Convention hotel throughout the duration of the Convention. For consistent budgeting purposes, these rooms should be paid by the Convention Committee (or from any "comped" rooms that may be available).

If an individual's financial situation allows, they are encouraged to make a contribution to the Convention to offset their room cost.

The primary responsibilities of the Convention Co-Chairperson are listed below. Close coordination with the [Convention Chairperson](#) and Area 33 representation in the Convention Committee is essential for continuity of the Convention through service rotations.

## General Leadership Responsibilities

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1. Attends monthly Convention Planning meetings as discussed in the [Attendance at Convention Committee Meetings](#) section of this document, and handles any money matters in accordance with the [Financial Prudence](#) section.
  - a. Leads monthly Convention Planning meetings if the [Convention Chairperson is unable to do so](#).
2. Reads and understands the role of the [Convention Chairperson](#), and prepares to step into that role at any time, should that become necessary.
3. Observantly shadows the [Convention Chairperson](#), making sure to be included in any significant communications or decisions.
4. Partners with the [Convention Chairperson](#), offering insight and suggestions based on unique experience or expertise that the Co-Chairperson may have.
5. Collaborates with the [Convention Chairperson](#) to decide which responsibilities could or should be delegated to the Co-Chairperson for this year.
6. Ensures Sub-Committee Chairs & Co-Chairs are recruiting Volunteers, as discussed in the [Recruitment of Sub-Committee Volunteers](#) section of this document to assist with their Sub-Committee's responsibilities before and/or during the Convention (in cooperation with the [Convention Chairperson](#)).
7. Ensures Sub-Committee Chairs & Co-Chairs are Mentoring their Co-Chairpersons as discussed in the [Co-Chairperson Mentorship By Sub-Committee Chairs](#) section of this document (in cooperation with the [Convention Chairperson](#)).
8. Offers guidance and provides assistance to Sub-Committees struggling with volunteer recruitment, mentoring, or other responsibilities (in cooperation with the [Convention Chairperson](#)).
9. Fosters teamwork, communication, and collaboration across all MRU Sub-Committees (in cooperation with the [Convention Chairperson](#)).

## Planning

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10. Shares responsibility with the [Convention Chairperson](#) to keep all phases of Convention planning in check and on track.
  - a. Assists with Chair responsibilities when necessary.

11. Consults with the [Program Co-Chairperson](#) to select main speakers for next year's Convention, during which they are expected to serve as Program Chairperson.
12. Invites Area 33 Officers and Committees to staff a display table at the Convention to assist with their mission.
  - a. Work with the [Convention Chair](#), [Program Sub-Committee](#), and the Venue contact to design layout of Area & Committee display tables.
  - b. Provides a locked room for the Archives Committee set up. (Area Archivist and Archives Chairs are key holders)
13. Invites Area 33 Committee Chairpersons to assist and advise in the Convention planning process for matters related to the scope of their committee. (e.g., Accessibilities, Technology, etc.), in cooperation with the [Convention Chairperson](#).

## Planning - Banquet

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14. Plans the Banquet for this year's Convention, as applicable, typically on Saturday night.
15. Reviews notes from past years Conventions to understand meal options and price history.
16. Collaborates with Venue representative(s) to determine the Venue's menu options and pricing structure.
  - a. Meal Cost + Gratuity. **WE DO NOT PAY SALES TAX!**
  - b. Banquet Room / Kitchen Capacity. How many banquets can be sold?
  - c. Deadlines for estimated / final meal count & menu choices.
  - d. Procedures for communicating and accommodating Attendee allergen or dietary preferences.
  - e. Details of alternate on-premise and/or nearby dining options for Attendees who do not register for the Banquet.
17. Determines the pricing and registration cutoff dates for Banquet reservations so the Convention at least breaks even on the Banquet when all costs are concerned.
  - a. This should be completed before October to meet timelines of various Sub-Committees.
18. Communicates Banquet pricing, menu, and cutoff dates to the [Registration Sub-Committee](#) (for configuring any Registration systems) and the [Graphics & Printing Sub-Committee](#) (for inclusion on flyers & bulletins), and any other Sub-Committees that rely on this information.

## Convention Setup

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19. Retrieves any materials needed for the Convention from Area 33 designated storage location (approx 1 week before start of the Convention).
20. Reviews inventory/contents of retrieved Convention materials.
21. When the hotel releases the area to the Committee for set-up, be present to address any concerns that any of the Sub-Committees might raise, in cooperation with the [Convention Chairperson](#).

## During the Convention

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22. Serves as the point person for any concerns that may arise from any Convention Sub-Committee and/or the Venue, in cooperation with the [Convention Chairperson](#).
23. Chairs the Saturday night banquet.
  - a. Inform Banquet Attendees of reserved seating for the main speaker, as applicable.
  - b. Invites a member to lead a brief prayer or blessing before the meal.
  - c. Makes any additional applicable announcements.

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## After the Convention

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24. Schedules and Chairs the Post-Convention Wrap-Up meeting as discussed in the [Attendance at Convention Committee Meetings](#) section of this document.
25. Ensures files and equipment to get Convention location and transfers them, after the Convention to the appropriate storage location.
  - a. Keeps a list of Sub-Committee Co-Chairs to collect committee equipment for the following year's Convention.
  - b. Collects walkie-talkies from MRU Ushers, Hospitality, and any other Sub-Committees that may have used them, as applicable.
  - c. Checks that all inventoried materials have been returned or noted.

Proposed



# AI-Anon & Alateen Sub-Committee

The AI-Anon and Alateen Sub-Committee is responsible for managing AI-Anon and Alateen aspects of the Convention.

Though separate programs, AI-Anon, Alateen, and A.A.'s shared history calls for cooperation and coordination in planning this Convention without affiliation. In order to create the most enjoyable and cohesive Convention experience for ALL attendees, the AI-Anon & Alateen Sub-Committee are integral participants in the Convention planning process, and should be provided access to shared, Convention-related resources accordingly.

## AI-Anon & Alateen Chairperson

The primary responsibilities of the AI-Anon & Alateen Chairperson are listed below.

### General Responsibilities

1. Attends monthly Convention Planning meetings as discussed in the [Attendance at Convention Committee Meetings](#) section of this document, and handles any money matters in accordance with the [Financial Prudence](#) section.
2. Recruits Sub-Committee Volunteers, as discussed in the Recruitment of Sub-Committee Volunteers section of this document, to assist with this Sub-Committee's responsibilities before and/or during the Convention. Though unlikely, Volunteers for this Sub-Committee may be needed to:
  - a. Assist with local ground transportation needs for AI-Anon and Alateen Main Speakers.
  - b. Assist with AI-Anon and Alateen program-related duties.
3. Mentors [AI-Anon & Alateen Co-Chairperson](#) as discussed in the [Co-Chairperson Mentorship By Sub-Committee Chairs](#) section of this document.
4. Provides information for the Alateen program.

### Planning - AI-Anon Main Speaker Selection & Coordination

5. If not already reviewed and scheduled under Co-Chair role in previous year, selects the AI-Anon Main Speaker.
  - a. Provides copies of the main speaker talks to Convention Chair and for approval prior to inviting.
6. Provides AI-Anon Main Speaker's name and hometown to [Graphics & Printing Sub-Committee](#) for inclusion on Registration Flyers/Bulletins. Typically needed by September for flyer publication in October.
7. Provides the [Convention Chairperson](#) with the names, addresses, and arrival dates of the main AI-Anon speakers so room reservations can be made and their names added to the hotel master list.
8. The Convention pays for the registration, travel, hotel room, Friday night dinner, banquet and other reasonable expenses incurred by the AI-Anon Main Speaker.
  - a. If a main speaker requests to bring a guest, the Convention may pay for one guest's registration, Friday night dinner and banquet.
  - b. This must be communicated with the Convention [Treasurer](#) in the development of the budget and [Convention Co-Chair](#) for banquet counts.
  - c. A reasonable meal stipend will be provided for AI-Anon Main Speaker to cover their Saturday breakfast and lunch, amount to be determined collaboratively by the [AI-Anon & Alateen Sub-Committee](#), [Convention Chairperson](#), and [Treasurer](#).
9. Manages communication with Main Speakers to confirm:



- a. Travel arrangements; driving or flying or other.
  - b. Accommodations for speaker and possible guest.
  - c. Special needs. (dietary, mobility, etc.)
10. Communicates confirmed logistics to the [Convention Chair](#) to make room reservations, and the Convention [Treasurer](#) for needed reimbursement.
11. Works with the Convention Chair to assign a Host for AI-Anon Main Speaker.
- a. Great care should be taken in selecting Hosts. They will reflect our Area's hospitality and contribute greatly to the Main Speakers' experience. Hosts should be familiar with March Roundup and Area 33.
  - b. Host responsibilities:
    - i. Pick up and drop off the speaker from the airport, if traveling by air.
    - ii. Assist the speaker at the facility and help with check-in.
    - iii. Works with the [Treasurer](#) to provide the Main Speaker with their meal stipend upon arrival.
    - iv. Escort the speaker throughout the weekend, and generally make them feel comfortable with obtaining Convention Program, banquet tickets, lanyards, etc.
    - v. Make introductions of the speaker to some of the Convention Committee members.
    - vi. Get to know the speaker; the host may be asked to introduce the speaker.
    - vii. Following the Convention, provide assistance with their check-out and any other needs, including transportation.

### Planning - AI-Anon & Alateen Program Coordination

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- 12. Begins planning panel topics as soon as possible.
- 13. Coordinates with Convention [Program Sub-Committee](#) and/or [Convention Chairperson](#) and/or [Convention Co-Chairperson](#) on program format.
  - a. Number of panels, time slots, number of speakers per panel.
  - b. Space allocation for AI-Anon & Alateen literature and panels.
- 14. Reviews past programs for time schedule and room scheduling guidance. Panels may be scheduled around or through meal times; remember to be mindful to not "double book" speakers.
- 15. Coordinates with Convention [Program Sub-Committee](#) on a shared schedule (spreadsheet or similar) to be accessible to all Sub-Committees.
  - a. The spreadsheet (or similar) should include panel day, time, location, topic, chair first name with last initial and AI-Anon/Spanish indicator if applicable.

### Planning - AI-Anon & Alateen Panel Coordination

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- 16. AI-Anon and Alateen Panel Coordination:
  - a. Invites AI-Anon leaders and trusted servants to be responsible for a panel.
    - i. They will be responsible for selecting a panel chair and panelists.
    - ii. Members of the March Round-up Committee should refrain from participating on panels.
  - b. Before the Convention, supplies panel leaders guidelines about appropriate dress, language and singleness of purpose along with a reminder that we should stick to the topic.
  - c. To allow more involvement from AI-Anon members and share a variety of experiences, it is recommended that a single person should not serve on more than one panel.

17. Coordinates resources to staff Alateen Permissions station at/near Registration desk as applicable.

## Convention Setup

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18. Creates and distributes permission forms for Alateen attendees, as applicable.
19. Places AI-Anon and Alateen literature in designated space as coordinated with the [Program Sub-Committee](#).

## During the Convention

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20. Manages permission forms for Alateen participants at or very near the Registration desk.
21. Alateen must have adult supervision at all times in the Hospitality Room, if one exists.
22. Provides the appropriate format, opening, readings, introduction, and closing to the session chairperson, usually in a folder placed at the podium.
23. Chairs or arranges for a member to Chair the AI-Anon Main Speaker session.

## After the Convention

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24. Attends the Post-Convention Wrap-Up meeting as discussed in the [Attendance at Convention Committee Meetings](#) section of this document.

## AI-Anon & Alateen Co-Chairperson

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The role of AI-Anon & Alateen Co-Chairperson is generally considered a two year commitment, with the expectation of rotating into the role of AI-Anon & Alateen Chairperson next year.

The primary responsibilities of the AI-Anon & Alateen Co-Chairperson are listed below. Close coordination with this Sub-Committee's Chairperson, [Convention Chairperson](#), [Convention Co-Chairperson](#), and Area 33 representation in the Convention Committee is essential for continuity of the Convention through service rotations.

1. Attends monthly Convention Planning meetings as discussed in the [Attendance at Convention Committee Meetings](#) section of this document, and handles any money matters in accordance with the [Financial Prudence](#) section.
2. Coordinates with [Convention Co-Chair](#) on AI-Anon speaker selection for the year in which they become Chairs.
  - a. Listens to AI-Anon speaker tapes and contacts desired speakers early. (Lining up speakers a minimum of two years in advance is a necessity).
    - i. Selects speakers who refrain from using profanity or graphically inappropriate descriptions out of respect for the podium and all Convention attendees.
    - ii. AI-Anon Speaker shares should adhere to AI-Anon's traditions.
3. Books guest speakers early and preferably by phone to get immediate YES or NO
4. Reads and understands the role of this Sub-Committee's Chairperson, and prepares to step into that role at any time, should that become necessary.
5. Observantly shadows this Sub-Committee's Chairperson, making sure to be included in any significant communications or decisions.
6. Partners with this Sub-Committee's Chairperson, offering insight and suggestions based on unique experience or expertise that the Co-Chairperson may have.

7. Collaborates with this Sub-Committee's Chairperson to decide which responsibilities could or should be delegated to the Co-Chairperson for this year.
8. Attends the Post-Convention Wrap-Up meeting as discussed in the [Attendance at Convention Committee Meetings](#) section of this document.

Proposed

# Alcathon Sub-Committee

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The Alcathon Sub-Committee is responsible for managing the Alcathon room for the Convention.

The Alcathon room provides a space for Attendees to process any sobriety-threatening concerns that may arise during the Convention or in an Attendee's life. It also provides a space for people who may not be interested in any of the scheduled Program sessions at a given time. The Alcathon Sub-Committee facilitates discussions and manages the room.

In past years, Alcathon has cooperated with the Area 33 Films Committee to show Conference Approved videos alternated between Alcathon sharing sessions.

## Alcathon Chairperson

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The primary responsibilities of the Alcathon Chairperson are listed below.

### General Responsibilities

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1. Attends monthly Convention Planning meetings as discussed in the [Attendance at Convention Committee Meetings](#) section of this document, and handles any money matters in accordance with the [Financial Prudence](#) section.
2. Recruits Sub-Committee Volunteers, as discussed in the Recruitment of Sub-Committee Volunteers section of this document, to assist with this Sub-Committee's responsibilities before and/or during the Convention. Volunteers for this Sub-Committee may be needed to:
  - a. Facilitate discussions and/or "lead" meetings.
3. Mentors this Sub-Committee's Co-Chairperson as discussed in the [Co-Chairperson Mentorship By Sub-Committee Chairs](#) section of this document.

### Planning

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4. Cooperates with the [Program Sub-Committee](#), [Convention Chairperson](#), and [Convention Co-Chairperson](#) to identify which room within the Venue will serve as the Alcathon room.
5. If allowed by the Venue, procures a selection of snacks (hard candies, etc.) to be placed in candy dishes in the Alcathon room, and replenished as necessary. Coordinate any budget with the [Treasury Sub-Committee](#).
6. Identifies a strategy for handling "lulls" in conversation to keep the discussion moving. Suggested Ideas:
  - a. Specific Topic Schedule
  - b. List or "grab bag" of selected topics to draw at random.
  - c. A.A. Conference Approved Literature
7. Recommends an Alcathon room schedule in cooperation with the [Program Sub-Committee](#), with the final Alcathon schedule to be approved by the entire Convention committee.
  - a. Communicate schedule with [Graphics & Printing Sub-Committee](#) for inclusion in program.
  - b. The Alcathon room should be closed during the main speakers.
8. Creates an Alcathon Volunteer staffing plan to cover [Alcathon Sub-Committee](#) responsibilities.
  - a. Shift time slots should be chosen so shift changes occur when most attendees are occupied with Program activities.
  - b. Include the quantity of volunteers needed for each time slot.

- c. Suggest completing this by October to align Volunteer Sign-Ups with the opening of Registration.
- 9. Provides Alcathon Volunteer staffing plan to the [Volunteer Management & Info Desk Sub-Committee](#) for inclusion into the Volunteer sign-up process.
  - a. Cooperate with [Volunteer Management & Info Desk Sub-Committee](#) as needed to refine the staffing plan and provide Volunteer Job Descriptions.
- 10. Prior to the Convention, cooperates with [Volunteer Management & Info Desk Sub-Committee](#) to confirm Volunteer's time slot and participation.
  - a. Suggest approximately 1 month prior to start of Convention to allow backfill of any vacancies.

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## Convention Setup

- 11. Sets up the Alcathon room as needed.
- 12. Fills candy dishes, as applicable.
- 13. Distributes or posts any discussion facilitation materials identified during the Planning phase of this Committee's work.

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## During the Convention

- 14. Ensures the smooth operation of the Alcathon room during scheduled hours.
- 15. Greets Alcathon volunteers and orients them to the room and processes.
- 16. Leads discussion as planned.
- 17. Tidies up the Alcathon room on a periodic basis:
  - a. Discards any garbage into appropriate trash receptacles.
  - b. Replaces trash can liners and/or engages Venue staff to prevent overflowing trash bins
  - c. Pushes in chairs and/or rearranges furniture.
  - d. Wipes down tables and countertop surfaces.
  - e. Assures the Alcathon room looks presentable.

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## After the Convention

- 18. Returns any items that may have been borrowed in the set up of the Alcathon room.
- 19. Attends the Post-Convention Wrap-Up meeting as discussed in the [Attendance at Convention Committee Meetings](#) section of this document.

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## Alcathon Co-Chairperson

The role of Alcathon Co-Chairperson is generally considered a two year commitment, with the expectation of rotating into the role of Alcathon Chairperson next year.

The primary responsibilities of the Alcathon Co-Chairperson are listed below. Close coordination with this Sub-Committee's Chairperson, [Convention Chairperson](#), [Convention Co-Chairperson](#), and Area 33 representation in the Convention Committee is essential for continuity of the Convention through service rotations.

- 1. Attends monthly Convention Planning meetings as discussed in the [Attendance at Convention Committee Meetings](#) section of this document, and handles any money matters in accordance with the [Financial Prudence](#) section.
- 2. Reads and understands the role of this Sub-Committee's Chairperson, and prepares to step into that role at any time, should that become necessary.

3. Observantly shadows this Sub-Committee's Chairperson, making sure to be included in any significant communications or decisions.
4. Partners with this Sub-Committee's Chairperson, offering insight and suggestions based on unique experience or expertise that the Co-Chairperson may have.
5. Collaborates with this Sub-Committee's Chairperson to decide which responsibilities could or should be delegated to the Co-Chairperson for this year.
6. Attends the Post-Convention Wrap-Up meeting as discussed in the [Attendance at Convention Committee Meetings](#) section of this document.

Proposed

# Buttons & Ribbons Sub-Committee

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The Buttons & Ribbons Sub-Committee is responsible for managing the ribbons used to identify volunteers and speakers, and for managing mementos (typically pin-on buttons) used to build awareness of the Convention.

Traditionally, *low-dollar-value* materials, such as pin-on buttons, are produced to serve as mementos of the Convention for those who collect them, and to build awareness of the event. Future committees may choose other *nominal-cost* materials (die-cut stickers, bookmarks, etc.) to serve this purpose as market availability and economic conditions may dictate. For simplicity, the term "button(s)" in the remainder of this section refers to whatever form of awareness-raising memento is selected.

**Due to tax liability complications, selling *high-dollar-value* merchandise (mug, tumblers, t-shirts, hoodies, etc.) have been prohibited.**

## Buttons & Ribbons Chairperson

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The primary responsibilities of the Buttons & Ribbons Chairperson are listed below.

### General Responsibilities

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1. Attends monthly Convention Planning meetings as discussed in the [Attendance at Convention Committee Meetings](#) section of this document, and handles any money matters in accordance with the [Financial Prudence](#) section.
2. Recruits Sub-Committee Volunteers, as discussed in the Recruitment of Sub-Committee Volunteers section of this document, to assist with this Sub-Committee's responsibilities before and/or during the Convention. Volunteers for this Sub-Committee may be needed to:
  - a. Package buttons
  - b. Distribute buttons
3. Mentors this Sub-Committee's Co-Chairperson as discussed in the [Co-Chairperson Mentorship By Sub-Committee Chairs](#) section of this document.

### Planning - Button Design and Ordering

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4. Reviews content of logo design with the [Graphics & Printing Sub-Committee](#) to ensure accurate required information is incorporated into logo design to be printed on buttons.
  - a. Refer to [Logo Design](#) guidelines for items to double-check.
  - b. Buttons should include the Convention name, dates, theme, and location.
5. If time allows, requests a sample or proof of buttons from the vendor to ensure accurate printed representation of colors and logo legibility on button.
6. Orders buttons from supplier.
  - a. Review historical orders with vendor(s) and historical usage patterns from prior years Conventions to estimate quantities needed.
  - b. If possible, combine orders with Ribbons, to take advantage of volume discounts.
7. Utilizes Area 33's Tax Exempt status for placing any orders. Federal EIN and Michigan Sales Tax Exemption Forms can be obtained from the Convention Treasurer or Area 33 Treasurer.
8. Calculates per-item manufacture/printing costs in order to set the "Suggested Contribution" price for buttons prior to distribution.

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## Planning - Button Packaging and Distribution

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9. Packages buttons into appropriate quantities (suggestion: 25) for individuals to distribute to Convention Committee members, GSRs, DCMs, Area 33 Committee Chairs, Area Officers, and other volunteers.
10. Distributes appropriate quantity of buttons to representatives from Areas 32 and 34 for distribution in those Areas.
11. Attends Area Assembly and/or Area Committee, DCM, and Statewide meetings to distribute buttons.
12. Maintains a list of all persons volunteering to take buttons to distribute, including quantities furnished and any monies received.
13. Collects all contributions from pre-Convention button distribution and provides any monies received to the [Treasury Sub-Committee](#).

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## Planning - Ribbon & Badge Management

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14. Ribbons are used to identify Convention Committee members, volunteers (Ushers, etc.), panelists, and main speakers.
  - a. At times in the past, special, engraved plastic or metal badges have been ordered for the Convention Committee Chairpersons & Officers.
    - i. This includes the seated Area 33 Delegate, who is considered a voting member of the Convention Committee.
    - ii. The right of decision whether to order specialized badges or just "Committee" ribbons alone resides with the Buttons & Ribbons Sub-Committee for that given year.
15. The [Buttons & Ribbons Sub-Committee](#) manages the ordering process for engraved badges, if decided.
  - a. Reviews design and material options available from historical and/or new vendors, and associated costs. Checks vendor's required lead times.
  - b. Confirms name spelling with each planned recipient, and the overall costs & selected design with the [Convention Chairperson](#) and [Convention Co-Chairperson](#).
  - c. Orders special engraved badges for the Convention Committee Chairpersons, Officers, and seated Area 33 Delegate in advance of selected vendor's stated manufacturing lead times.
16. Reviews any leftover ribbon inventory from previous year(s), noting the colors, form factor(s), and quantity remaining of each ribbon type.
17. Reviews notes from previous year(s) [Buttons & Ribbons Sub-Committee](#) to estimate quantities needed for this year, and any vendor notes.
18. Uses existing inventory as a guide when ordering new ribbons to maintain color continuity within a given year's Convention.
  - a. As supplies run low, you are empowered to adapt ribbon color(s) and style to current trends and availability for future years.

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## Convention Setup

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19. Brings any remaining buttons to the Venue prior to the start of the Convention.
20. Works with the [Convention Chairperson](#) and [Convention Co-Chairperson](#) to determine how and where ribbons, and any remaining buttons, will be distributed.
  - a. This will likely be co-located with the [Volunteer Management & Info Desk Sub-Committee](#).



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## During the Convention

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21. Manages distribution of those remaining buttons at the Convention, including any contributions/proceeds collected.
22. Cooperates with the [Volunteer Management & Info Desk Sub-Committee](#) and/or [Registration Sub-Committee](#) to oversee the distribution of ribbons.

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## After the Convention

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23. Provides any monies received from button distribution during the Convention to the [Treasury Sub-Committee](#).
24. Attends the Post-Convention Wrap-Up meeting as discussed in the [Attendance at Convention Committee Meetings](#) section of this document.

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## Buttons & Ribbons Co-Chairperson

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The role of Buttons & Ribbons Co-Chairperson is generally considered a two year commitment, with the expectation of rotating into the role of [Buttons & Ribbons Chairperson](#) next year.

The primary responsibilities of the Buttons & Ribbons Co-Chairperson are listed below. Close coordination with this Sub-Committee's Chairperson, [Convention Chairperson](#), [Convention Co-Chairperson](#), and Area 33 representation in the Convention Committee is essential for continuity of the Convention through service rotations.

1. Attends monthly Convention Planning meetings as discussed in the [Attendance at Convention Committee Meetings](#) section of this document, and handles any money matters in accordance with the [Financial Prudence](#) section.
2. Reads and understands the role of this Sub-Committee's Chairperson, and prepares to step into that role at any time, should that become necessary.
3. Observantly shadows this Sub-Committee's Chairperson, making sure to be included in any significant communications or decisions.
4. Partners with this Sub-Committee's Chairperson, offering insight and suggestions based on unique experience or expertise that the Co-Chairperson may have.
5. Collaborates with this Sub-Committee's Chairperson to decide which responsibilities could or should be delegated to the Co-Chairperson for this year.
6. Attends the Post-Convention Wrap-Up meeting as discussed in the [Attendance at Convention Committee Meetings](#) section of this document.

# Coffee (Beverage) Sub-Committee

The Coffee (Beverage) Sub-Committee is responsible for managing the Coffee/Tea/Beverage service provided in the Convention space.

In recent years (2020-2024), Coffee service provided by the Venue has been the single largest expense of the Convention. Keeping this expense in check is essential, as it directly impacts the size of our gift to Area 33 at the end of the Convention.

During past Conventions, the March Roundup Committee has sometimes sought staffing and/or financial contributions from A.A. Districts and individual A.A. Groups in order to furnish a "Hospitality Suite" or provide Beverage services. The needs and details of any such communication is highly-dependent upon arrangements made with the Venue, and may vary from year to year.

## Coffee Chairperson

The primary responsibilities of the Coffee Committee are listed below.

### General Responsibilities

1. Attends monthly Convention Planning meetings as discussed in the [Attendance at Convention Committee Meetings](#) section of this document, and handles any money matters in accordance with the [Financial Prudence](#) section.
2. Recruits Sub-Committee Volunteers, as discussed in the Recruitment of Sub-Committee Volunteers section of this document, to assist with this Sub-Committee's responsibilities before and/or during the Convention. Volunteers for this Sub-Committee may be needed to:
  - a. Monitor adherence to posted placards regarding beverage station use.
  - b. Locate or message the [Coffee Chairperson](#) and/or [Coffee Co-Chairperson](#) to sign off on any coffee urn refills/replacement.
3. Mentors this Sub-Committee's Co-Chairperson as discussed in the [Co-Chairperson Mentorship By Sub-Committee Chairs](#) section of this document.

### Planning

4. Signers for coffee during the weekend of the Convention are as follows: Coffee Chair and Co-Chair, and other Convention Committee person(s) designated by Coffee Chair and Co-Chair as needed.
5. Coffee Chair and Co-Chair will have ribbons or other means to identify their service positions for easy identification by the Venue staff.
6. Sets the coffee schedule and communicates it to Venue staff.
  - a. Communicates with the Program Sub-Committee to ensure coffee is available when needed.
  - b. Starts Coffee before the first program session begins.
7. Only one coffee station is to be made available. (Based on prior experience.)
8. Creates (with the assistance of [Graphics & Printing Sub-Committee](#)) or asks the Venue to post beverage station signage as deemed necessary, depending on Venue policies. This may include, but not be limited to:
  - a. Beverage Service Times
  - b. Use Cups Provided. **Please do not use travel mugs!**

- c. Coffee for Convention attendees only.
9. Cup size: Recommend 5- or 6-ounce cups. (This may vary depending on the availability and Venue.)
10. Creates a Coffee Volunteer staffing plan to cover Coffee Station monitoring responsibilities.
  - a. Shift time slots should be chosen so shift changes occur when most attendees are occupied with Program activities.
  - b. Include the quantity of volunteers needed for each time slot.
  - c. This should be completed October to align Volunteer Sign-Ups with the opening of Registration.
11. Provides Coffee Volunteer staffing plan to the [Volunteer Management & Info Desk Sub-Committee](#) for inclusion into the Volunteer sign-up process.
  - a. Cooperate with [Volunteer Management & Info Desk Sub-Committee](#) as needed to refine the staffing plan and provide Volunteer Job Descriptions.
12. Prior to the Convention, cooperates with [Volunteer Management & Info Desk Sub-Committee](#) to confirm Volunteer's time slot and participation.
  - a. This should be completed approximately 1 month prior to start of Convention to allow backfill of any vacancies.

## Convention Setup

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13. Works with Venue staff to ensure that the beverage station is set up per agreed upon parameters during the Planning.
14. Ensures appropriate signage is in place.

## During the Convention

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15. Ensures that a Sub-Committee member/volunteer is monitoring the Coffee Stations at times of service to encourage adherence to posted placards.
16. Keeps duplicate receipts for *each* authorized coffee refill to facilitate verifying the accuracy of charges in the final bill.
17. Ensures that the proper pots or gallons are being charged.
18. The cost of coffee is the Coffee plus gratuity only. **(We DO NOT pay sales tax)**
19. Depending on the Venue, the Coffee Committee may also be required to ensure that water stations are kept full.

## After the Convention

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20. Works with the [Treasury Sub-Committee](#), [Convention Chairperson](#), and [Convention Co-Chairperson](#) to reconcile coffee pots used, saved duplicate receipts, etc. with the final bill from the Venue.
21. Attends the Post-Convention Wrap-Up meeting as discussed in the [Attendance at Convention Committee Meetings](#) section of this document.

## Coffee Co-Chairperson

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The role of Coffee (Beverage) Co-Chairperson is generally considered a two year commitment, with the expectation of rotating into the role of Coffee (Beverage) Chairperson next year.

The primary responsibilities of the Coffee (Beverage) Co-Chairperson are listed below. Close coordination with this Sub-Committee's Chairperson, [Convention Chairperson](#), [Convention Co-Chairperson](#), and Area 33 representation in the Convention Committee is essential for continuity of the Convention through service rotations.

1. Attends monthly Convention Planning meetings as discussed in the [Attendance at Convention Committee Meetings](#) section of this document, and handles any money matters in accordance with the [Financial Prudence](#) section.
2. Reads and understands the role of this Sub-Committee's Chairperson, and prepares to step into that role at any time, should that become necessary.
3. Observantly shadows this Sub-Committee's Chairperson, making sure to be included in any significant communications or decisions.
4. Partners with this Sub-Committee's Chairperson, offering insight and suggestions based on unique experience or expertise that the Co-Chairperson may have.
5. Collaborates with this Sub-Committee's Chairperson to decide which responsibilities could or should be delegated to the Co-Chairperson for this year.
6. Attends the Post-Convention Wrap-Up meeting as discussed in the [Attendance at Convention Committee Meetings](#) section of this document.

Proposed

# Décor & Entertainment Sub-Committee

The Décor & Entertainment Sub-Committee is responsible for managing the appearance of the Program space within the Convention Venue, purchasing Main Speaker welcome baskets and gifts, and any entertainment to be provided outside the main Program sessions.

## Décor & Entertainment Chairperson

The primary responsibilities of the Décor & Entertainment Chairperson are listed below.

### General Responsibilities

1. Attends monthly Convention Planning meetings as discussed in the [Attendance at Convention Committee Meetings](#) section of this document, and handles any money matters in accordance with the [Financial Prudence](#) section.
2. Recruits Sub-Committee Volunteers, as discussed in the Recruitment of Sub-Committee Volunteers section of this document, to assist with this Sub-Committee's responsibilities before and/or during the Convention. Though unlikely, Volunteers for this Sub-Committee may be needed to:
  - a. Pickup Décor materials, gifts, or welcome baskets and/or deliver them to the Venue.
  - b. Assist Entertainment suppliers with equipment loading/unloading/setup.
3. Mentors the [Décor & Entertainment Co-Chairperson](#) as discussed in the [Co-Chairperson Mentorship By Sub-Committee Chairs](#) section of this document.

### Planning

4. Identifies entertainment options, including pricing proposals, for Friday and Saturday night entertainment. Suggested options include, but are not limited to:
  - a. Live DJ / Dance
  - b. Talent show
  - c. Karaoke
  - d. Comedy show
  - e. Jam session for musicians
5. Brings entertainment options and corresponding pricing to the Convention committee for review and approval.
6. Secures commitments from Entertainment providers for Friday and Saturday night entertainment.
  - a. Cooperates with the [Convention Chairperson](#), [Convention Co-Chairperson](#), and/or [Treasury Sub-Committee](#) to determine contract signature authority and deposit or payment terms.
7. Coordinates with the [Program Sub-Committee](#), [Convention Chairperson](#), and [Convention Co-Chairperson](#) to identify room placement and connectivity needs that may be required for confirmed entertainment providers.
8. Researches and proposes the following items for the Convention Committee approval, subject to budgetary review.
  - a. Main Speaker Welcome Baskets or Gifts, to be presented upon arrival or within guest rooms.

- b. Main Speaker Thank You Gifts, to be presented at the conclusion of their speech.
  - c. Floral arrangements to be placed on each side of the Main Speaker stage or podium.
  - d. Floral arrangements to be placed on/near Panel stages or podiums.
9. Furnishes selected Décor & Entertainment vendor(s) with Area 33's non-profit Tax Exempt status paperwork prior to placing any order. **We DO NOT pay Sales Tax!**
  10. If allowed by the Venue and deemed appropriate by the Committee, cooperates with the [Graphics & Printing Sub-Committee](#) to produce a poster or banner for display on the Main Speaker stage. The poster should include the following information:
    - i. Convention Name
    - ii. Convention Theme
    - iii. Convention Dates, including the year.
  11. Purchases 2 Big Books for the sobriety countdown.

### Convention Setup

12. If permitted by the Venue, Welcome Baskets or gifts are placed in the main speakers hotel rooms before their arrival (Friday A.A., Saturday Alanon, Saturday A.A., Alateen, and Sunday A.A. Speakers). The Venue may charge a nominal fee for this service.
  - a. If Venue placement service is cost-prohibitive, provide Welcome Baskets to the [Program Sub-Committee](#) to distribute to the Speakers as they arrive.
13. Oversees the pickup and/or delivery of any floral arrangements ordered to the Venue. Places the floral arrangements at and around the podium in the main speaker room.
14. If applicable, hangs or displays the Convention banner/poster on or near the podium.
15. If applicable, greets any entertainment providers and facilitates any pre-Convention setup that may be required.

### During the Convention

16. Ensures Main Speaker gifts are available at the podium for the session's Chairperson to present to the speaker after their talk.
17. Monitors the status of floral arrangements throughout the Convention to address any hydration, dead-heading, or detritus-shedding issues that may occur.
18. Greets any entertainment providers who may be arriving during the Convention and facilitates any loading/unloading, setup, or equipment moves that may be required.
19. Ensures 2 Big Books are in place at the Main Speaker podium for sobriety countdown.

### After the Convention

20. Oversees the distribution or disposal of floral arrangements at the end of the Convention.
21. Attends the Post-Convention Wrap-Up meeting as discussed in the [Attendance at Convention Committee Meetings](#) section of this document.

## Décor & Entertainment Co-Chairperson

The role of Décor & Entertainment Co-Chairperson is generally considered a two year commitment, with the expectation of rotating into the role of Décor & Entertainment Chairperson next year.

The primary responsibilities of the Décor & Entertainment Co-Chairperson are listed below. Close coordination with this Sub-Committee's Chairperson, [Convention Chairperson](#), [Convention Co-Chairperson](#), and Area 33 representation in the Convention Committee is essential for continuity of the Convention through service rotations.

1. Attends monthly Convention Planning meetings as discussed in the [Attendance at Convention Committee Meetings](#) section of this document, and handles any money matters in accordance with the [Financial Prudence](#) section.
2. Reads and understands the role of this Sub-Committee's Chairperson, and prepares to step into that role at any time, should that become necessary.
3. Observantly shadows this Sub-Committee's Chairperson, making sure to be included in any significant communications or decisions.
4. Partners with this Sub-Committee's Chairperson, offering insight and suggestions based on unique experience or expertise that the Co-Chairperson may have.
5. Collaborates with this Sub-Committee's Chairperson to decide which responsibilities could or should be delegated to the Co-Chairperson for this year.
6. Attends the Post-Convention Wrap-Up meeting as discussed in the [Attendance at Convention Committee Meetings](#) section of this document.

# Graphics & Printing Sub-Committee

The Graphics & Printing Sub-Committee is responsible for managing the visual representation ("branding") of the Convention.

Having a consistent visual theme for printed and online materials is important to provide a quality experience to Convention Attendees. This is accomplished by using harmonious, accessible color palettes and consistent, legible font choices. Information in these materials must also be accurate and complete to avoid costly re-prints and delaying the work of other Sub-Committees.

Much of the work of this Sub-Committee is necessary EARLY in the Convention planning process, especially during the summer and early fall. Almost all other subcommittees are dependent upon the timely completion, review, and approval of this Sub-Committee's works.

Humility to accept multiple reviews & constructive feedback of your work will be an asset in this committee. Timely delivery is key.

## Graphics & Printing Chairperson

The primary responsibilities of the Graphics & Printing Chairperson are listed below.

### General Responsibilities

1. Attends monthly Convention Planning meetings as discussed in the [Attendance at Convention Committee Meetings](#) section of this document, and handles any money matters in accordance with the [Financial Prudence](#) section.
2. Recruits Sub-Committee Volunteers, as discussed in the Recruitment of Sub-Committee Volunteers section of this document, to assist with this Sub-Committee's responsibilities before and/or during the Convention. Though unlikely for this particular committee, Volunteers for this Sub-Committee may be needed to:
  - a. Pickup / Deliver Printed Materials (Programs, Flyers, etc.)
  - b. Review Logo & Flyer designs and advise for accessibility.
3. Mentors [Graphics & Printing Co-Chairperson](#) as discussed in the [Co-Chairperson Mentorship By Sub-Committee Chairs](#) section of this document.

### Planning - Printing Research

4. Consults notes from past conferences to determine printing quantities of flyers, registration forms, and programs that will be necessary.
  - a. Printed Program Schedule quantities, in particular, should match projected Convention attendance and historical trends.
5. Consults vendor notes from past conferences and/or researches new printing vendors. Obtains comparison pricing, lead time requirements, and accepted file formats from candidate vendors.
6. Furnishes selected vendor(s) with Area 33's non-profit Tax Exempt status paperwork prior to placing any order. **We DO NOT pay Sales Tax!**
  - a. Tax-Exempt paperwork should be obtained from the Convention [Treasury Sub-Committee](#).



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## Planning - Deliverables

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The work of this Sub-Committee begins with receiving the Convention Theme from the Area 33 Delegate, upon return from the General Service Conference (typically in April or May). From that Theme, this subcommittee is responsible for creating layouts for the below-listed following deliverables.

All deliverables should be test-printed in color and black/white to ensure readability. Deliverables should be provided in the following formats, and stored in a shared location accessible to the full Convention Committee:

- ❖ Common, current industry-standard, **print-ready format** (such PDF, etc.)
- ❖ Common, current industry-standard, **editable digital format** (such as Google Doc, PowerPoint) in case any last minute edits are necessary
- ❖ Printed, Collated, Folded, Stapled (as appropriate) hardcopy output.

### Deliverables (Specifics discussed in greater detail in subsequent sections):

7. Convention [Logo designs](#) and colors options
  - a. Designs should be presented in May and approved at the June Convention Committee meeting.
8. Save the Date Flyer/Bulletin
  - a. Needed by the Area 33 Delegate to distribute at Statewide Meeting, typically near the end of July.
9. Registration Form/Bulletin
  - a. Needed by the [Public Information & Mailing Sub-Committee](#) to begin distributing by the end of Oct.
10. Hospitality/Beverage Contribution Flyer/Bulletin
  - a. Collaborates with the [Hospitality Sub-Committee](#) and/or [Coffee \(Beverage\) Sub-Committee](#) to determine specific needs for the current year's Convention.
11. Program Layout
  - a. Collaborates with the [Program Sub-Committee](#) to complete the program layout near-final draft by January Convention Committee meeting.
  - b. Holds printing order until just before printer's lead time deadline, in case of last minute changes, as mentioned in Program Sub-Committee's [Program Planning](#) section.
12. Posters and Navigational Placards
  - a. Clear, well-placed, and eye-catching signage is essential to assist Conference Attendees in locating their desired workshops and program activities without needing to ask for directions.
  - b. Quantity and Content will depend upon Venue layout and signage options.
13. Badge Inserts ("Blanks")
  - a. Collaborates with the [Registration Sub-Committee](#) to determine appropriate dimensions and placement of the logo. We need some way to identify registered attendees and prevent forged badges.

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## Deliverable - Logo & Button Design

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The following factors should be taken into account when designing logo(s) for each year's Convention.

14. Visual Contrast
15. Appropriate Font Size
16. Logo should be shaped to fit the form factor of Buttons or other mementos planned by the [Buttons & Ribbons Sub-Committee](#). A circular logo is strongly suggested.

17. Logo MUST look good printed in black and white in addition to color on-screen.
18. Logo MUST include "March Roundup", the Year, and the Convention Theme.
19. Button/Memento design MUST include the Logo and the following information (if not already incorporated into Logo):
  - a. Convention Venue and City
  - b. Convention Dates
  - c. "Presented by Area 33"

### Deliverable - Save The Date Flyer/Bulletin

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The following factors should be taken into account when designing a "Save the Date" announcement for each year's Convention.

20. Keep it simple: "March Roundup", Year, Dates, Venue, City, and Theme
21. Include a brief, non-specific summary of planned weekend events, if known.
  - a. Keynote speakers, Panels, Dance, Banquet, Al-Anon, Alateen, Spanish Language programming.
  - b. Whatever other "general" items can be listed for the current year.
22. Include email contacts for more information.
  - a. Typically the [Convention Chairperson](#)'s and the [Registration Chairperson](#)'s email addresses.

### Deliverable - Registration Flyer/Bulletin

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The following factors should be taken into account when designing a "Registration Flyer" for each year's Convention.

23. The Registration Flyer is a primary means of publicizing the Convention.
  - a. Flyer text serves the following functions: Informing Attendees of Details, Inviting them to attend, and Inspiring them to Register Early.
  - b. Information should try to answer all possible questions the recipient may have.
24. An informative flyer would include all of the below details:
  - a. Title of Convention
  - b. Convention Theme
  - c. Convention Location (Venue Name AND Full Address)
  - d. Convention Dates
  - e. Program Start Time
  - f. Program End time
  - g. Names of Guest Speakers
  - h. Program Details
  - i. Special events (dance, etc.)
  - j. Accessibility Accommodation Plans (as applicable)
  - k. Email & Telephone Contacts – Convention Chair, Registration Chair and Al-Anon/Alateen Chair (if applicable)
  - l. Registration Tiers, Costs & Deadlines
  - m. Refund/Cancelation Deadlines

- n. Banquet Cost and Deadlines (as applicable)
    - i. "Banquets must be reserved in advance!"
  - o. Coffee and/or General Contributions
  - p. Host Hotel Details
    - i. Hotel block Reservation Code
    - ii. Room Rates & Deadlines (attendee makes own reservation)
    - iii. Hotel reservation phone number & URL
    - iv. Travel or Parking tips (if needed)
  - q. If registration/contribution by mail is planned:
    - i. Reminder to write legibly
    - ii. Minimum information fields for mail-in submissions:
      - 1. Name, Email, Phone (optional)
      - 2. Group/District Name (for contributions)
    - iii. Make check or money order payable to the March Roundup
    - iv. Registration mailing address
      - 1. Mail-in registration Deadline.
25. Registration Flyer should include this exact text on "Why we have to pay", widely used by other Conventions:
- Why we have to pay. There are many A.A. conventions around the world. One of the most common misconceptions of these gatherings is that they are A.A. "meetings," so there should be no dues or fees as per our Twelve Traditions. However, March Roundup and other Conferences are special events and not regular A.A. meetings. This conference requires months of planning, preparation, and money to present. We must pay for the use of the facilities and other expenses during the weekend. We are also responsible for speaker travel and lodging expenses, printing costs, postage, and supplies. The event is paid for through the cost of your registration. No baskets are passed. As responsible A.A. members we pay our own way.*
26. If necessary, use legal size paper to present the needed information. Make it attractive and readable.
27. Collaborate with the [Spanish Language Sub-Committee](#) to create a translated version of the Flyer (as applicable).

### **Deliverable - Hospitality/Beverage Contribution Flyer**

This deliverable is intended to raise District- and Group-level awareness of any Hospitality or Beverage Service staffing or sponsorship help that the Convention Committee may need assistance with. These details and needs are highly-dependent upon arrangements with the Venue and are expected to vary from year to year. As such, the details of this deliverable may vary.

- 28. Collaborates with the [Hospitality Sub-Committee](#) and/or [Coffee \(Beverage\) Sub-Committee](#) to determine if this Deliverable is needed. If needed, identify the specific needs for the current year's Convention.
- 29. If necessary, creates a Flyer that should contain the following information:
  - a. Name and Theme of Convention
  - b. Convention Location (Venue name, City, State)
  - c. Convention Dates

- d. Specific needs or cost explanation identified by the Hospitality Sub-Committee and/or Coffee (Beverage) Sub-Committee.
- e. Contribution "Form" & Instructions
  - i. Online Contribution Instructions
  - ii. Mail-In Contribution Instructions (address, PO Box, payable to "March Roundup")
  - iii. All contribution methods should ask:
    - 1. Contribution on behalf of an Individual/ a Group / a District?
    - 2. District # / Group Name
    - 3. Group's GSO registration number (if known)
    - 4. Submitter's Name/Email/Phone number (in case of questions)

### Deliverable - Program Schedule

The following factors should be taken into account when designing the Program Schedule booklet or brochure that Attendees rely on for a quality Convention experience. Accuracy is crucial!

- 30. Program should be designed to be fully-legible if printed in black/white only.
  - a. This is necessary to facilitate last-minute printing of additional copies on-demand, using commonly-available paper/printing/copying facilities that may be available at the Venue.
  - b. Do not rely on color printing as the only differentiation for critical information, as some Attendees may be colorblind. Also, Color printing is expensive, and does not photocopy well.
  - c. Be mindful that Attendees may have visual/accessibility challenges, or they may be viewing the program schedule electronically on a variety of screen sizes or orientations.
    - i. Choose your page aspect ratio, contrast, font size/weight, and schedule pagination accordingly.
- 31. If possible, creating a single, unified program schedule encompassing programming for all sub-groupings of Attendees (A.A., Al-Anon, Alateen, Spanish Language, Deaf/Hard-of-Hearing, etc.) contributes to a quality experience for Attendees.
  - a. Each schedule item should be identified or "tagged" by Fellowship(s), Accessibility Service(s), and Language(s).
- 32. Program Schedule **Cover** must include:
  - a. The words "Program Schedule" (so people know what it is as they grab it)
  - b. Convention Name
  - c. Convention Theme
  - d. Convention Dates
  - e. Convention Venue
- 33. Program Schedule Internal Pages should include:
  - a. A map or diagram of the Venue listing room names and notable landmarks, if possible.
  - b. Applicable Day & Date Heading on EACH page.
  - c. For Main/Keynote Speakers: Speaker Name, City and State/Province, Fellowship.
  - d. For Panels: Panel Topic
  - e. Session Start Time and End Time
  - f. Session Location (Room)

- g. Fellowship Target for EACH Session (A.A., Al-Anon, Alateen)
  - h. Language/Accessibility Service(s) planned for EACH Session (ASL, Closed Caption, Spanish Language, Translation, etc.)
  - i. Session Chairperson or Panel Leader.
34. Program Schedule Final or Near-Final Draft should be thoroughly reviewed by at least 3 **detail-oriented reviewers** to catch any errors or omissions prior to printing.
- a. Please allow at least 1 week before the "Send to Printer" deadline for this review.
  - b. Suggest that 1 of the reviewers be the [Program Chairperson](#) or [Program Co-Chairperson](#).
  - c. Suggest that 1 of the reviewers be the [Convention Chairperson](#) or [Convention Co-Chairperson](#).
35. Collaborates with Area 33 Technology/Web Chairperson to post the final Program Schedule on Area 33 website, ideally 10 days prior to the start of Convention.
- a. Jointly determine format(s) deemed most appropriate as technology evolves. (downloadable PDF, web-native table, etc.)

### Deliverable - Posters & Navigation Placards

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The need for posters and navigational placards will depend heavily upon the layout of the Venue. The need will also depend on the prevalence and suitability of any existing physical or electronic signage that the Venue may provide.

36. Coordinates with [Convention Chairperson](#), [Convention Co-Chairperson](#), and [Program Sub-Committee](#) to understand signage needs and Venue policies/services that may be applicable.
- a. Do we need mall-style "You are Here" map poster boards? How many, and where to place?
  - b. Do we need signage pointing toward "Panel Discussions", "Banquet", "Main Ballroom", etc. to assist Attendees? How many, and where to place them?
  - c. Do we need a poster board-printed program schedule? How many & where to place?
  - d. Does the Venue provide easels for Convention use? Number and availability?
  - e. Does Venue have any other sign-related policies we may need to adhere to?
    - i. Fire code hallway encroachment, No adhesive tape, etc.
  - f. If deemed appropriate, the [Décor & Entertainment Sub-Committee](#) may request a banner or poster for display on the Main Speaker stage.
37. Creates layouts and oversees creation of any signage boards or placards as deemed appropriate.
38. If at all possible, signage boards should be designed to be durable, reusable, and repurposable for future Conventions.

### Deliverable - Attendee ID Badges

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We need to identify registered attendees and prevent forged badges. How this is accomplished is up to the current year's Convention Committee.

39. Collaborates with the [Registration Sub-Committee](#) to determine need, appropriate dimensions, and placement of the logo.

### Convention Setup

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40. Coordinates with [Convention Chairperson](#), [Convention Co-Chairperson](#), and [Program Sub-Committee](#) to oversee placement of any easels and signage as determined in the [Posters & Navigation Placards](#) section of this document.

41. Ensures that printed Program Schedules are in place, at the Venue at least 1 hour before Convention start time.

### During the Convention

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42. Monitors remaining quantities of printed Program Schedule booklets/pamphlets, as well as the rate they are being distributed to provide valuable data to future Convention Committees.

### After the Convention

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43. Reports back to the Convention Committee any relevant lessons learned.
  - a. Total number of printed programs (pre-conference and distribution rate)
  - b. Cost summaries for subsequent budgeting.
  - c. Vendors used, quality/customer service evaluation.
44. Attends the Post-Convention Wrap-Up meeting as discussed in the [Attendance at Convention Committee Meetings](#) section of this document.

## Graphics & Printing Co-Chairperson

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The role of Graphics & Printing Co-Chairperson is generally considered a two year commitment, with the expectation of rotating into the role of [Graphics & Printing Chairperson](#) next year.

The primary responsibilities of the Graphics & Printing Co-Chairperson are listed below. Close coordination with the [Graphics & Printing Chairperson](#), [Convention Chairperson](#), [Convention Co-Chairperson](#), and Area 33 representation in the Convention Committee is essential for continuity of the Convention through service rotations.

1. Attends monthly Convention Planning meetings as discussed in the [Attendance at Convention Committee Meetings](#) section of this document, and handles any money matters in accordance with the [Financial Prudence](#) section.
2. Reads and understands the role of this Sub-Committee's Chairperson, and prepares to step into that role at any time, should that become necessary.
3. Observantly shadows this Sub-Committee's Chairperson, making sure to be included in any significant communications or decisions.
4. Partners with this Sub-Committee's Chairperson, offering insight and suggestions based on unique experience or expertise that the Co-Chairperson may have.
5. Collaborates with this Sub-Committee's Chairperson to decide which responsibilities could or should be delegated to the Co-Chairperson for this year.

# Hispanic Community Sub-Committee

The Hispanic Community Sub-Committee is responsible for managing the Spanish language aspects of the Convention.

## Hispanic Community Chairperson

The primary responsibilities of the Hispanic Community Chairperson are listed below.

### General Responsibilities

1. Attends monthly Convention Planning meetings as discussed in the [Attendance at Convention Committee Meetings](#) section of this document, and handles any money matters in accordance with the [Financial Prudence](#) section.
2. Recruits Sub-Committee Volunteers, as discussed in the Recruitment of Sub-Committee Volunteers section of this document, to assist with this Sub-Committee's responsibilities before and/or during the Convention. Though unlikely, volunteers for this Sub-Committee may be needed to:
  - a. Provide translation services for those attendees who may need it.
3. Mentors the [Hispanic Community Co-Chairperson](#) as discussed in the [Co-Chairperson Mentorship By Sub-Committee Chairs](#) section of this document.

### Planning

4. Cooperates with the [Program Sub-Committee](#), [Convention Chairperson](#), and [Convention Co-Chairperson](#) to determine the scope of any Spanish language programming that will be included in the current year's Convention.
  - a. Evaluates what, if any, translation equipment or other technologies may be available for use during the Convention.
  - b. Determines budget, if any, for live translation staff.
5. Coordinates with the [Graphics & Printing Sub-Committee](#) to develop a translated version of the Registration Flyer/Bulletin.
6. Distributes translated version of Registration Flyer/Bulletin to Spanish language meetings.
7. Coordinates with the [Program Sub-Committee](#) to incorporate Spanish language panels into the overall Convention Program.
  - a. Supplies panel topics
  - b. Supplies panel leader's names for each panel
8. Locates and schedules any live translation staff that may be needed.
  - a. Payment terms and signature authority for any contracts with paid translators should be coordinated with the [Convention Chairperson](#), [Convention Co-Chairperson](#), and [Treasury Sub-Committee](#).

### Convention Setup

9. Obtains any translation equipment that may be available from [Convention Chairperson](#) and/or [Convention Co-Chairperson](#).
  - a. Verifies inventory of equipment received.



10. Sets up the translation equipment as needed.
11. Greets any translation staff and assists them with any needs they may have.

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### During the Convention

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12. Oversees any translation services occurring during the Convention.
13. Keeps in contact with the [Registration Sub-Committee](#) in case any translation assistance is needed for newly-arrived attendees attempting to register.

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### After the Convention

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14. Shuts down any translation equipment for storage. Remove batteries for safe storage.
  - a. Verifies with equipment inventory while packing up.
15. Returns translation equipment to [Convention Chairperson](#) and/or [Convention Co-Chairperson](#).
16. Attends the Post-Convention Wrap-Up meeting as discussed in the [Attendance at Convention Committee Meetings](#) section of this document.

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## Hispanic Community Co-Chairperson

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The role of Hispanic Community Co-Chairperson is generally considered a two year commitment, with the expectation of rotating into the role of [Hispanic Community Chairperson](#) next year.

The primary responsibilities of the Hispanic Community Co-Chairperson are listed below. Close coordination with this Sub-Committee's Chairperson, [Convention Chairperson](#), [Convention Co-Chairperson](#), and [Area 33 representation in the Convention Committee](#) is essential for continuity of the Convention through service rotations.

1. Attends monthly Convention Planning meetings as discussed in the [Attendance at Convention Committee Meetings](#) section of this document, and handles any money matters in accordance with the [Financial Prudence](#) section.
2. Reads and understands the role of this Sub-Committee's Chairperson, and prepares to step into that role at any time, should that become necessary.
3. Observantly shadows this Sub-Committee's Chairperson, making sure to be included in any significant communications or decisions.
4. Partners with this Sub-Committee's Chairperson, offering insight and suggestions based on unique experience or expertise that the Co-Chairperson may have.
5. Collaborates with this Sub-Committee's Chairperson to decide which responsibilities could or should be delegated to the Co-Chairperson for this year.
6. Attends the Post-Convention Wrap-Up meeting as discussed in the [Attendance at Convention Committee Meetings](#) section of this document.



# Hospitality Sub-Committee

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The Hospitality Sub-Committee is responsible for ensuring that Convention Attendees have an informal space for casual conversation or recreation during the Convention. This may include providing Attendees with complimentary snacks or beverages, if allowed by the Venue. Note, this does not include providing meals, only prepackaged small items.

This Sub-Committee may not be necessary if the Venue does not provide adequate space for a "Hospitality Suite", and/or forbids bringing in outside food or beverages.

During past Conventions, the March Roundup Committee has sometimes sought staffing and/or financial contributions from A.A. Districts and individual A.A. Groups in order to furnish a "Hospitality Suite" or provide beverage services.

The needs and details of any such communication is highly-dependent upon arrangements made with the Venue, and may vary from year to year.

## Hospitality Chairperson

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The primary responsibilities of the Hospitality Chairperson are listed below.

### General Responsibilities

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1. Attends monthly Convention Planning meetings as discussed in the [Attendance at Convention Committee Meetings](#) section of this document, and handles any money matters in accordance with the [Financial Prudence](#) section.
2. Recruits Sub-Committee Volunteers, as discussed in the Recruitment of Sub-Committee Volunteers section of this document, to assist with this Sub-Committee's responsibilities before and/or during the Convention. Volunteers for this Sub-Committee may be needed to:
  - a. Stock or refill snacks and/or refreshments.
  - b. Tidy up the hospitality space on a periodic basis by removing garbage, pushing in chairs, and wiping down surfaces.
3. Mentors the [Hospitality Co-Chairperson](#) as discussed in the [Co-Chairperson Mentorship By Sub-Committee Chairs](#) section of this document.

### Planning

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4. Cooperates with the [Convention Chairperson](#) and the [Convention Co-Chairperson](#) to determine if a Hospitality room is feasible for this year's Convention.
5. Cooperates with the [Convention Chairperson](#) and the [Convention Co-Chairperson](#) to understand the Venue's policies and arrangements as they relate to [Hospitality Sub-Committee](#) responsibilities.
  - a. All communication with the Venue should be channeled through the [Convention Chairperson](#) and/or [Convention Co-Chairperson](#).
6. Start-up money for the Convention Hospitality room, if applicable, comes from the money received through contributions from Districts, Groups, and Individuals earmarked for this purpose.
  - a. See Sub-Committee historical notes and/or the [Treasury Sub-Committee](#) for prior years' contributions and expenses to compile a proposed budget.
7. If deemed necessary, cooperates with [Coffee \(Beverage\) Sub-Committee and Graphics & Printing Sub-Committee](#) to create a Beverage/Hospitality contribution and volunteer flyer.

8. Attends Area Assembly and District DCM meetings to distribute any Beverage/Hospitality flyers and/or solicit volunteers, especially November, January and February.
9. Identifies a selection of snacks and refreshments to be served in the Hospitality room, as well as a replenishment schedule, to stay within the approved budget.
10. Recommends a Hospitality room schedule in cooperation with the [Program Sub-Committee](#), with the final Hospitality schedule to be approved by the entire Convention committee. Suggested schedule:
  - a. Friday 5pm – 11pm
  - b. Saturday 7am – 11pm
  - c. Sunday 7am – 11am
  - d. Hospitality room should be closed during the main speakers.
11. Creates a Hospitality Volunteer staffing plan to cover [Hospitality Sub-Committee](#) responsibilities.
  - a. Shift time slots should be chosen so that shift changes occur when most attendees are occupied with Program activities.
  - b. Include the quantity of volunteers needed for each time slot.
  - c. Suggest completing this by October to align Volunteer Sign-Ups with the opening of Registration.
12. Provides Hospitality Volunteer staffing plan to the [Volunteer Management & Info Desk Sub-Committee](#) for inclusion into the Volunteer sign-up process.
  - a. Cooperate with [Volunteer Management & Info Desk Sub-Committee](#) as needed to refine the staffing plan and provide Volunteer Job Descriptions.
13. Prior to the Convention, cooperate with [Volunteer Management & Info Desk Sub-Committee](#) to confirm Volunteer's time slot and participation.
  - a. Suggest approximately 1 month prior to the start of the Convention to allow backfill of any vacancies.
14. Purchases snacks, refreshments, and/or supplies using Area 33's non-profit Tax Exempt status paperwork. **We DO NOT pay Sales Tax!**

## Convention Setup

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15. Obtains walkie-talkies, if deemed necessary, from the [Ushers & Greeters Sub-Committee](#), [Convention Chairperson](#) or [Convention Co-Chairperson](#).
16. Identifies retail stores in close proximity to the Venue if additional supplies, refreshment, or beverage purchases should be needed.
17. Stocks Hospitality room with an initial supply of snacks and refreshments.
18. Stores replenishment supplies in or near Hospitality room, but out of plain sight, to facilitate a paced release.

## During the Convention

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19. If allowed by Venue, coffee is brewed in the hospitality suite through the weekend to help defray the cost of coffee paid to the hotel.
20. Stocks or refills snacks and/or refreshments on a periodic basis.
  - a. Paces refill times appropriately to ensure that procured supplies last throughout the Convention.
21. Tidies up the Hospitality room on a periodic basis:
  - a. Discards any garbage into appropriate trash receptacles.
  - b. Replaces trash can liners and/or engages Venue staff to prevent overflowing trash bins.

- c. Pushes in chairs and/or rearranges furniture.
  - d. Wipes down tables and countertop surfaces.
  - e. Assures the Hospitality room looks presentable.
22. Procures additional snacks, refreshments, or supplies from nearby retail stores if supplies are running low.

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## After the Convention

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23. If used, return walkie-talkies to the [Ushers & Greeters Sub-Committee, Convention Chairperson,](#) or [Convention Co-Chairperson.](#)
24. Attends the Post-Convention Wrap-Up meeting as discussed in the [Attendance at Convention Committee Meetings](#) section of this document.

## Hospitality Co-Chairperson

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The role of Hospitality Co-Chairperson is generally considered a two year commitment, with the expectation of rotating into the role of Hospitality Chairperson next year.

The primary responsibilities of the Hospitality Co-Chairperson are listed below. Close coordination with the [Hospitality Chairperson,](#) [Convention Chairperson,](#) [Convention Co-Chairperson,](#) and Area 33 representation in the Convention Committee is essential for continuity of the Convention through service rotations.

1. Attends monthly Convention Planning meetings as discussed in the [Attendance at Convention Committee Meetings](#) section of this document, and handles any money matters in accordance with the [Financial Prudence](#) section.
2. Reads and understands the role of this Sub-Committee's Chairperson, and prepares to step into that role at any time, should that become necessary.
3. Observantly shadows this Sub-Committee's Chairperson, making sure to be included in any significant communications or decisions.
4. Partners with this Sub-Committee's Chairperson, offering insight and suggestions based on unique experience or expertise that the Co-Chairperson may have.
5. Collaborates with this Sub-Committee's Chairperson to decide which responsibilities could or should be delegated to the Co-Chairperson for this year.
6. Attends the Post-Convention Wrap-Up meeting as discussed in the [Attendance at Convention Committee Meetings](#) section of this document.

# Program Sub-Committee

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The Program Sub-Committee is responsible for coordinating the Main Speakers and Panels for the Convention.

The program content is the substance of the Convention; the main attraction for our attendees. We need the Program content to carry the message consistent with the 36 Principles of Alcoholics Anonymous (12 Steps, 12 Traditions, 12 Concepts). The content should be presented so that it is accessible to the broadest possible cross-section of our fellowship.

## Program Chairperson

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The primary responsibilities of the Program Chairperson are listed below.

### General Responsibilities

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1. Attends monthly Convention Planning meetings as discussed in the [Attendance at Convention Committee Meetings](#) section of this document, and handles any money matters in accordance with the [Financial Prudence](#) section.
2. Recruits Sub-Committee Volunteers, as discussed in the [Recruitment of Sub-Committee Volunteers](#) section of this document, to assist with this Sub-Committee's responsibilities before and/or during the Convention. Volunteers for this Sub-Committee may be needed for:
  - a. Identifying & Enlisting Panel Speakers & Leaders across a broad swath of meetings.
  - b. Reviewing Speaker recordings to filter and prioritize future Keynote Speaker candidates.
3. Mentors Program Co-Chairperson as discussed in the [Co-Chairperson Mentorship By Sub-Committee Chairs](#) section of this document.

### Planning - Main Speaker Selection & Coordination

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4. If the Main Speakers are not already reviewed and scheduled under Co-Chair role in previous year, provide copies of main speaker talks to Convention Chair and Delegate for approval prior to inviting.
5. Main Speaker Coordination:
6. Provide [Convention Chairperson](#) with the names, addresses, and arrival dates of the main A.A. speakers so room reservations can be made and their names added to the hotel master guest list.
7. The Convention pays for the registration, travel, hotel room, Friday night dinner, banquet and other reasonable expenses incurred by the main speakers.
  - a. If a main speaker requests to bring a guest, the Convention may pay for one guest's registration, Friday night dinner and banquet.
  - b. This must be communicated with the Convention Treasurer in the development of the budget and Convention Co-Chair for banquet counts.
  - c. A reasonable meal stipend will be provided for Main Speakers to cover their Saturday breakfast and lunch, amount to be determined collaboratively by the [Program Sub-Committee](#), [Convention Chairperson](#), and [Treasurer](#).
8. Coordinates communication with Main Speakers.
  - a. Confirms:
    - i. Travel arrangements; driving or flying or other.
    - ii. Accommodations for speaker and possible guest.

- iii. Special needs. (dietary, mobility, etc.)
  - b. Communicates this information to the Convention Chair to make room reservations, and the Convention Treasurer for needed reimbursement.
- 9. Works with the Convention Chair to assign a Host for each Main Speaker.
  - a. Great care should be taken in selecting Hosts. They will reflect our Area's hospitality and contribute greatly to the Main Speakers experience. Hosts should be familiar with March Roundup and Area 33.
  - b. Host responsibilities:
    - i. Pick up and drop off the speaker from the airport, if traveling by air.
    - ii. Assist the speaker at the facility and help with check-in.
    - iii. Works with the [Treasurer](#) to provide the Main Speaker with their meal stipend upon arrival.
    - iv. Escort the speaker throughout the weekend, and generally make them feel comfortable with obtaining Convention Program, banquet tickets, lanyards, etc.
    - v. Make introductions of the speaker to some of the Convention Committee members, the Area Officers, Delegate and Alternate Delegate as opportunities arise.
    - vi. Get to know the speaker; the host may be asked to introduce the speaker.
    - vii. Following the Convention, provide assistance with their check-out and any other needs, including transportation.

### Planning - Program Coordination

- 10. Begins planning panel topics as soon as the Convention theme is provided by the Delegate. Panel topics should be aligned with the Convention theme where possible; and always aligned with our 36 principles.
- 11. Plans program format with program co-chair. (Number of panels, time slots, themes of panels, number of speakers per panel, etc.)
- 12. Reviews past programs for time schedule and room scheduling guidance. Panels may be scheduled around or through meal times; remember to be mindful to not "double book" speakers.
- 13. Maintains a program spreadsheet within the shared drive for access by Convention Chair Graphics, and other affected subcommittees.
  - a. The spreadsheet should include panel day, time, location, topic, chair first name with last initial and AI-Anon/Spanish indicator if applicable.
  - b. Near-final draft of schedule to be done by November Convention Committee meeting.

### Planning - Panel Coordination

- 14. Invites each DCM and other Area 33 participation such as Committee Chairs, Past-Delegates, Liaisons, to be responsible for a panel. They will be responsible for selecting a panel chair and panelists. Members of the March Round-up Committee should refrain from participating on panels.
- 15. Before the Convention, supplies panel chairs with a communication stating the necessity for appropriate dress, language and singleness of purpose along with a reminder that we should stick to the topic.
- 16. To allow more involvement from A.A. members and share a variety of experiences, it is recommended that people should not serve on more than one panel.
- 17. We also ask that the panelists be well-versed and knowledgeable about the topic they are going to speak on.

- a. It doesn't serve the Convention well - for example, if someone is speaking on the 4th step panel that has never done a 4th step, or speaking about the traditions that really doesn't have a grasp of the traditions.
  - b. This and all panel guidelines should be supplied to each district submitting panel chairs and panelists to MRU.
18. Historically, there have been "no-show" panelists. We generally ask the panel chairperson, in advance, to have at least one "back-up" speaker for their panel.

## Planning - General

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19. Attends General Service Meetings to invite Area 33 Committees to display information about their respective committees.
  - a. Collaborates with the [Convention Chairperson](#) and [Convention Co-Chairperson](#) to assign space for Area 33 Committee displays.
20. Collaborates with [Convention Co-Chairperson](#) to identify a person to serve as the Convention Voice for duties described later in this section.

## Convention Setup

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21. Have all the A.A. readings available for the Panel Chairperson. Suggested A.A. readings:
  - a. Opening Prayer decided by Convention Committee
  - b. A.A. Preamble
  - c. Anonymity Statement
  - d. Housekeeping Statement
22. Have all the A.A. readings available for the [Convention Chairperson](#) introducing Main Speakers. Finds readers to read each of the suggested readings below:
  - a. Opening Prayer (Chairperson)
  - b. Anonymity Statement (Chairperson)
  - c. A.A. Preamble
  - d. How it Works
  - e. 12 Traditions

## During the Convention

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Responsibilities at the Convention:

23. Assembles panelists approximately 15 minutes in advance of panel start in designated "ready room" area.
24. Distributes Ribbons to Speakers, Panel Chairs and Panelists in collaboration with the [Buttons & Ribbons Sub-Committee](#).
25. Before each panel and main meeting, a Program Sub-Committee member should make sure that the room(s) are properly set up.
  - a. The microphone is working
  - b. Water pitcher and glasses are on the dais.
  - c. Readings are placed appropriately.
26. Have Convention Voice address each main speaker meeting prior to turning over to the [Convention Chairperson](#) to introduce the main speaker.
  - a. Announcements

- b. Housekeeping
- c. Schedule changes

## After the Convention

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27. Coordinates with the [Convention Chairperson](#) to send a note of appreciation to each main speaker.
  - a. A standard thank you letter may be drafted in advance of the Convention to save time.
  - b. Suggest personalizing each thank you to the speaker's message.
28. Attends the Post-Convention Wrap-Up meeting as discussed in the [Attendance at Convention Committee Meetings](#) section of this document.

## Program Co-Chairperson

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The role of Program Co-Chairperson is generally considered a two year commitment, with the expectation of rotating into the role of Program Chairperson next year.

The primary responsibilities of the Program Co-Chairperson are listed below. Close coordination with [Program Chairperson](#), [Convention Chairperson](#), [Convention Co-Chairperson](#), and Area 33 representation in the Convention Committee is essential for continuity of the Convention through service rotations.

1. Attends monthly Convention Planning meetings as discussed in the [Attendance at Convention Committee Meetings](#) section of this document, and handles any money matters in accordance with the [Financial Prudence](#) section.
2. Coordinates with [Convention Co-Chair](#) and Area Delegate on speaker selection for the year in which they become Chairs.
  - a. Listens to A.A. speaker tapes and contacts desired speakers early. (Lining up speakers a minimum of two years in advance is a necessity).
    - i. Selects speakers who refrain from using profanity or graphically inappropriate descriptions out of respect for the podium and all Convention attendees.
    - ii. A.A. Speaker shares should adhere to our 5th Tradition's singleness of purpose by minimizing references to problems other than alcoholism.
  - b. Books guest speakers early and preferably by phone to get immediate YES or NO
3. Reads and understands the role of [Program Chairperson](#), and prepares to step into that role at any time, should that become necessary.
4. Observantly shadows the [Program Chairperson](#), making sure to be included in any significant communications or decisions.
5. Partners with the [Program Chairperson](#), offering insight and suggestions based on unique experience or expertise that the Program Co-Chairperson may have.
6. Collaborates with the [Program Chairperson](#) to decide which responsibilities could or should be delegated to the Program Co-Chairperson for this year.
7. Attends the Post-Convention Wrap-Up meeting as discussed in the [Attendance at Convention Committee Meetings](#) section of this document.



# Public Information & Mailing Sub-Committee

The Public Information & Mailing Sub-Committee is responsible for managing public awareness of the Convention within Area 33, neighboring Areas, East Central Region, and within A.A. G.S.O.-published publications.

Ideally, the [Public Information and Mailing Chairperson](#), [Public Information and Mailing Co-Chairperson](#), and Sub-Committee members should live in different geographical locations, if at all possible, to ensure widespread distribution of Public Information materials throughout the Area.

## Public Information and Mailing Chairperson

The primary responsibilities of the Public Information and Mailing Chairperson are listed below.

### General Responsibilities

1. Attends monthly Convention Planning meetings as discussed in the [Attendance at Convention Committee Meetings](#) section of this document, and handles any money matters in accordance with the [Financial Prudence](#) section.
2. Recruits Sub-Committee Volunteers, as discussed in the Recruitment of Sub-Committee Volunteers section of this document, to assist with this Sub-Committee's responsibilities before and/or during the Convention. Volunteers for this Sub-Committee may be needed to:
  - a. Attends A.A. Events and make Announcements about the Convention.
  - b. Distributes fliers or promotional materials.
3. Mentors this Sub-Committee's Co-Chairperson as discussed in the [Co-Chairperson Mentorship By Sub-Committee Chairs](#) section of this document.

### Planning

4. Sends Convention information to The Grapevine and Box 459 in accordance with their current publishing lead time requirements.
  - a. In 2024, notices must be submitted at least 5 months before the Convention (Late August/Early September).
  - b. [Convention Chairperson](#), [Convention Co-Chairperson](#), and [Secretary](#) should review announcements *prior to submission*.
  - c. [Convention Chairperson](#), [Convention Co-Chairperson](#), and [Secretary](#) should be cc'd on final submissions.
5. Launches awareness initiative and flyer distribution near the end of October, unless otherwise directed.
  - a. In the spirit of cooperation and mutual respect, we may delay awareness initiatives until after completion of any other nearby Convention(s) that share our primary purpose.
6. Coordinates Convention Committee and/or Public Information Sub-Committee members to attend Area 33 Committee and District Meetings, and Statewide Events to make Convention announcements, distribute flyers, and recruit volunteers.
  - a. Contacts Area 33 Committee Chairs and DCMs to request attendance at their regular meeting.
  - b. Shares any volunteer recruitment results with the [Volunteer Management & Info Desk Sub-Committee](#).



7. Coordinates Convention Committee and/or Public Information subcommittee members to attend upcoming events such as A.A. Anniversaries, District Workshops, etc. to make Convention announcements and distribute Public Information materials.
  - a. Monitor Area 33 website Events Calendar for event dates (Anniversary parties, etc)
8. Mails physical flyers to In-Area and Regional Intergroups (outside of Area 33) who request them.
  - a. Refer to previous years Public Information & Mailing notes, if available, regarding the number of flyers to send.
  - b. When possible, rely on electronic distribution methods to minimize printing and mailing costs.
9. Curates and maintains an email list for distribution of Convention flyers and announcements. Distribution list should contain:
  - a. Intergroups within the East Central Region and Western Ontario:
    - i. Illinois (Areas 19, 20, 21)
    - ii. Indiana (Areas 22, 23)
    - iii. Michigan (Areas 32, 33, 34)
    - iv. Ohio (Areas 53, 54, 55, 56)
    - v. Wisconsin (Areas 74, 75)
    - vi. Western Ontario, Canada (Area 86)
  - b. District Newsletter Editors within Area 33 and throughout the East Central Region and Western Ontario.
  - c. District, Intergroup, and Area Website administrators within the East Central Region and Western Ontario.
  - d. Cooperates with the [Registration Sub-Committee](#) to merge lists of Past Convention Attendees who have "opted-in" to receive Convention Announcements during registration.
10. Works with appropriate Area 33 Officers and/or Committee Chairpeople to leverage any existing bulk email capabilities / solutions that may already be in use to distribute announcements to the curated email list. Suggested contacts:
  - a. Area 33 Secretary (email distribution list for minutes)
  - b. Area 33 Web/Technology Chairperson (Google Domains admin / email administration / website)
11. Works with appropriate Area 33 Officers to ensure physical flyers are included in USPS-mailed versions of Area Assembly minutes. Suggested Contacts:
  - a. Area 33 Records Secretary
12. Ensure MRU announcements and flyers are featured prominently on Area 33 website.
13. Reminds MRU committee members that ALL committee members are responsible for ensuring success of the event. This is not *just* Public Information's responsibility. They should:
  - a. Announce MRU Dates / Discounted Early Reg / Banquet / Hotel Cut-off dates at ANY meeting they attend
  - b. Ensure all meetings they attend have at least 1 copy of the event flyer/Public Information materials.

## Convention Setup

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14. Sets up any area set aside by the [Convention Chairperson](#), [Convention Co-Chairperson](#), and/or [Program Sub-Committee](#) for flyer distribution for upcoming events.

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## During the Convention

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15. Monitors & tidies-up any area set aside by the [Convention Chairperson](#), [Convention Co-Chairperson](#), and/or [Program Sub-Committee](#) for flyer distribution for upcoming events.

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## After the Convention

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16. Attends the Post-Convention Wrap-Up meeting as discussed in the [Attendance at Convention Committee Meetings](#) section of this document.

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## Public Information & Mailing Co-Chairperson

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The primary responsibilities of the Public Information and Mailing Co-Chairperson are listed below.

Public Information Chairperson, Co-Chair, and Sub-Committee members should live in different geographical locations, if at all possible, to ensure widespread distribution of Public Information campaign materials throughout the Area..

1. Attends monthly Convention Planning meetings as discussed in the [Attendance at Convention Committee Meetings](#) section of this document, and handles any money matters in accordance with the [Financial Prudence](#) section.
2. Reads and understands the role of this Sub-Committee's Chairperson, and prepares to step into that role at any time, should that become necessary.
3. Observantly shadows this Sub-Committee's Chairperson, making sure to be included in any significant communications or decisions.
4. Partners with this Sub-Committee's Chairperson, offering insight and suggestions based on unique experience or expertise that the Co-Chairperson may have.
5. Collaborates with this Sub-Committee's Chairperson to decide which responsibilities could or should be delegated to the Co-Chairperson for this year.
6. Attends the Post-Convention Wrap-Up meeting as discussed in the [Attendance at Convention Committee Meetings](#) section of this document.

# Registration Sub-Committee

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The Registration Sub-Committee is responsible for managing the Registration aspects of the Convention.

As an integral part of the Convention Committee, the [Registration Chairperson](#) and [Registration Co-Chairperson](#) are expected to stay as guests at the designated Convention hotel throughout the duration of the Convention. For consistent budgeting purposes, these rooms should be paid by the Convention Committee (or from any "comped" rooms that may be available).

If an individual's financial situation allows, the [Registration Chairperson](#) and the [Registration Co-Chairperson](#) are encouraged to make a contribution to the Convention to offset their room cost.

Both the [Registration Chairperson](#) and [Registration Co-Chairperson](#) are also strongly discouraged from planning to attend the Banquet, as this is often a VERY busy time at the Registration Desk.

## Registration Chairperson

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The primary responsibilities of the Registration Chairperson are listed below.

### General Responsibilities

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1. Attends monthly Convention Planning meetings as discussed in the [Attendance at Convention Committee Meetings](#) section of this document, and handles any money matters in accordance with the [Financial Prudence](#) section.
2. Recruits Sub-Committee Volunteers, as discussed in the Recruitment of Sub-Committee Volunteers section of this document, to assist with this Sub-Committee's responsibilities before and/or during the Convention. Volunteers for this Sub-Committee may be needed to:
  - a. Staff Registration / Check-In desk during the Convention
  - b. Recruited volunteers should be capable of using the registration system, checking-in users, and/or processing cash / credit card / electronic payments.
3. Mentors this Sub-Committee's Co-Chairperson as discussed in the [Co-Chairperson Mentorship By Sub-Committee Chairs](#) section of this document.

### Planning

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1. Familiarizes themselves with the electronic registration system(s) that have been used in previous years. Determines whether they wish to continue using this system(s). If a new system is warranted, the Registration Chairperson begins researching and evaluating options immediately upon taking office.
  - a. Works closely with Area 33 Web / Technology Chairs, and/or others as needed, to ensure any new system(s) can interoperate with Website
  - b. Works closely with the [Treasury Sub-Committee](#), and/or others as needed, to ensure the new system(s) can interoperate with existing online payment, credit card processing solutions and bank accounts.
2. Develops training materials for volunteers for registration and check-in processes.
  - a. If at all possible, organizes a training session to acquaint key volunteers with the registration system and processes.
3. Creates a Registration Volunteer staffing plan to cover [Registration Sub-Committee](#) responsibilities during the Convention.

- a. Shift time slots should be chosen so shift changes occur when most attendees are occupied with Program activities.
  - b. Include the quantity of volunteers needed for each time slot.
  - c. Suggest completing this by October to align Volunteer Sign-Ups with the opening of Registration.
4. Provides Registration Volunteer staffing plan to the [Volunteer Management & Info Desk Sub-Committee](#) for inclusion into the Volunteer sign-up process.
  - a. Cooperate with [Volunteer Management & Info Desk Sub-Committee](#) as needed to refine the staffing plan and provide Volunteer Job Descriptions.
5. Prior to the Convention, cooperate with [Volunteer Management & Info Desk Sub-Committee](#) to confirm Volunteer's time slot and participation.
  - a. Suggest approximately 1 month prior to the start of the Convention to allow backfill of any vacancies.
6. Review any leftover inventory of lanyards, ID badge holders, or other consumables from previous years.
  - a. Reviews attendance statistics and notes from previous years' Conventions to determine quantities needed and any vendor notes that may be available.
  - b. Orders appropriate quantity of lanyards and name tag holder/sleeves independently, or in conjunction with [Buttons & Ribbons Sub-Committee](#) if deemed appropriate:
    - i. Lanyards
    - ii. Name tag inserts w/ Logo (acquired from [Graphics & Printing Sub-Committee](#))
    - iii. Plastic name tag sleeves
    - iv. Color decal (or other means) to signify banquets purchased
7. Configures registration system with Convention Admission pricing once received from [Convention Chairperson](#), [Convention Co-Chairperson](#), and [Treasury Sub-Committee](#).
  - a. Works closely with the [Printing & Graphics Sub-Committee](#) to ensure data collection consistency with any legacy registration materials (a.k.a. flyers), cutoff dates, pricing, etc.
  - b. Implements appropriate ticket classes (Early, Regular, Walk-Up) and program tracking (Alateen, Al-Anon, A.A.)
  - c. Configures pricing and menu choices for Banquet add-on option, including a method of specifying (but not guaranteeing) dietary concerns.
  - d. Includes a way for individuals OR Groups/Districts/etc. to contribute money (with or without an admission) and specify (but not guarantee) intended use.
8. Works with Area 33 Web / Technology Committee, or others as appropriate, to get registration system online and accessible concurrent with [Public Information & Mailing Sub-Committee](#)'s Public Information launch.
9. Meets with the [Convention Chairperson](#) and [Convention Co-Chairperson](#) regarding the location of the registration desk at the Venue as part of the site planning process. Earlier = Better!
  - a. Several factors should be considered when choosing the location of the registration desk, including but not limited to:
    - i. Noise Level
    - ii. Visibility/Accessibility from entrance(s)
    - iii. Venue Traffic Flow Patterns (lower traffic / out-of the way if possible)
    - iv. Adequate space for (potentially long) line formation.
    - v. Electrical or other connectivity needs.

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## Pre-Registration Period

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10. Receives mail in registration form data from the [Treasury Sub-Committee](#) after checks are removed. Manually enters USPS-mailed registrations into the registration system.
11. Advises [Convention Chairperson](#), [Convention Co-Chairperson](#), and [Treasury Sub-Committee](#) of registration totals periodically during open registration. Area 33 Delegate and Alternate Delegate should be included on the report distribution list, along with any other Area 33 Officers who may request inclusion.
  - a. Leverage any automated reporting functionality that may be available within the registration system, if at all possible.
  - b. Reporting should include breakouts of:
    - i. Attendee counts and corresponding revenue.
    - ii. Banquet counts (including meal choice)
    - iii. Breakdown of A.A., Al-Anon, Alateen, Spanish, Deaf/HH if at all possible.
    - iv. Any other reporting requirement as deemed necessary by the Convention Committee.
12. Collaborates with the [Convention Chairperson](#), [Convention Co-Chairperson](#), and [Treasury Sub-Committee](#) to determine how refund requests will be handled/approved for this year's Convention. [Registration Sub-Committee](#) will likely be responsible for administering the agreed-upon process.

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## Convention Setup

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13. Arrives on-site as early as possible on the day of the Convention to set up the Registration Desk area.
14. If the [Registration Sub-Committee](#) elects to pre-print badges for some/all attendees, it is suggested that they should be divided into manageable quantities, put into boxes and labeled.
  - a. Example: "A to E", "F to L", etc., for ease in handling traffic at the registration desk.
15. Obtains any Network/WiFi access information from the [Convention Chairperson](#) and/or [Convention Co-Chairperson](#).
16. *Thoroughly* tests network access and access/functionality of all aspects of the registration system:
  - a. Attendee lookup/check-in by name
  - b. Barcode scanners
  - c. Cash/Credit Card payment terminals

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## During the Convention

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17. Responsible for being present at/near the Registration Desk throughout the entire Convention.
  - a. Reasonable breaks should be coordinated with the [Registration Co-Chairperson](#) as needed during slow periods.
  - b. Even during breaks, you are on-call and expected to report back promptly to the Registration Desk if needed.
18. Oversees operations of the Registration Desk and its volunteers.
19. Provides Registration Desk volunteers with training & guidance on using the registration system, and handles any unusual situations that may arise. (complicated transactions, etc.)
20. Informs the [Treasury Sub-Committee](#) when needed to have excess cash stored securely or the need for small bills to make change.
21. If an attendee purchased the banquet, a decal (or other signifier) is placed on their name badge to grant them access to the banquet area and preferred seating for the main speaker.

22. Collaborates with [Graphics & Printing Sub-Committee](#) to monitor availability of Conference Program brochures and track distribution rate.
23. During the Conference, monitors the running total admissions and compares to any site capacity guidelines. Alert [Convention Chairperson](#) and [Convention Co-Chairperson](#) if approaching any warning/critical thresholds.

## After the Convention

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24. Request prompt invoices for any registration system fees from registration system vendor, as may be applicable.
25. Work with the [Treasury Sub-Committee](#) to deal promptly with any Credit Card processing disputes (90 day).
26. Apprise the [Treasury Sub-Committee](#) of the final attendee count broken down into categories for the final financial report, and any financial reports that may be available from the registration system.
27. In addition, report to ALL Convention Sub-Committees total attendance figures, broken down into categories, to assist future Convention Committees in their planning process.
28. Export a list of attendees who have "opted in" to receive emails regarding future Conventions.
  - a. Collaborates with the [Public Information & Mailing Sub-Committee](#) to ensure this list is merged with the email list that Sub-Committee curates for future Conventions.
29. Attends the Post-Convention Wrap-Up meeting as discussed in the [Attendance at Convention Committee Meetings](#) section of this document.

## Registration Co-Chairperson

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The primary responsibilities of the Registration Co-Chairperson are listed below.

1. Attends monthly Convention Planning meetings as discussed in the [Attendance at Convention Committee Meetings](#) section of this document, and handles any money matters in accordance with the [Financial Prudence](#) section.
2. Responsible for being present at/near the Registration Desk throughout the entire Convention.
  - a. Reasonable breaks should be coordinated with the [Registration Chairperson](#) as needed during slow periods.
  - b. Even during breaks, you are on-call and expected to report back promptly to the Registration Desk if needed.
3. Reads and understands the role of this Sub-Committee's Chairperson, and prepares to step into that role at any time, should that become necessary.
4. Observantly shadows this Sub-Committee's Chairperson, making sure to be included in any significant communications or decisions.
5. Partners with this Sub-Committee's Chairperson, offering insight and suggestions based on unique experience or expertise that the Co-Chairperson may have.
6. Collaborates with this Sub-Committee's Chairperson to decide which responsibilities could or should be delegated to the Co-Chairperson for this year. Suggested tasks for delegation:
  - a. Manual entry of mail-in registrations
  - b. Schedule and lead volunteer training session(s) prior to the event.
  - c. Volunteer staffing plan generation & volunteer recruitment.

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7. Attends the Post-Convention Wrap-Up meeting as discussed in the [Attendance at Convention Committee Meetings](#) section of this document.

Proposed



# Secretary

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The Secretary is responsible for recording actions and decisions made by the Convention Committee. The [Secretary](#) is an Officer for the March Roundup legal entity (DBA), as discussed in the [March Roundup Organizational Structure](#) section of this document. The [Co-Secretary](#) is *not* considered an Officer, unless the [Secretary](#) is not present.

The current Convention Committee relies upon accurate notes produced by the Office of the Secretary to track action items for upcoming meetings and hold each other accountable for our commitments.

Future Convention Committees rely upon accurate notes from the past to provide insight into the reasoning behind past decisions; those notes also provide guidance and "lessons learned" to inform future decisions.

## Secretary

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The primary responsibilities of the Secretary are listed below.

### General Responsibilities

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1. Attends monthly Convention Planning meetings as discussed in the [Attendance at Convention Committee Meetings](#) section of this document, and handles any money matters in accordance with the [Financial Prudence](#) section.
2. Mentors Co-Secretary as discussed in the [Co-Chairperson Mentorship By Sub-Committee Chairs](#) section of this document.

### Planning

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3. Creates and maintains a Convention Committee roster throughout the Committee's term, to be stored in a location accessible to all Committee members.
  - a. Roster should include each member's name, position, city of residence, home district, phone number, and email address.
4. Records and tracks attendance of Convention Committee members at *each* Committee meeting.
  - a. Notify [Convention Chairperson](#) and [Convention Co-Chairperson](#) if a Sub-Committee Chair has missed 2 consecutive Convention Committee meetings, or 3 total meetings.
5. Keeps detailed minutes of Convention Committee voting decisions, Sub-Committee reports, and specific quantity, cost, or other pertinent details.
  - a. Requests each Sub-Committee to submit a written report for inclusion in the minutes prior to the next scheduled meeting to ease the minutes-recording process.
  - b. Records inventories of leftover consumables (ribbons, badge holders, lanyards, etc.) as reported by Sub-Committees, and decisions about new quantities ordered, vendors used, and prices paid to serve as reference for future Convention Committees.
  - c. Minutes should be published and stored in a shared location accessible to all Convention Committee members.
6. Sends notice of published Minutes to Convention Committee Members and the Area Delegate within ten (10) days of the completion of each meeting.
  - a. This serves as a reminder to Committee Members of commitments made and allows them adequate time to complete those actions prior to the next meeting.



7. Sends meeting notice and minutes to Committee members and Area Delegate at least ten (10) days prior to the *next* scheduled meeting.
  - a. Attaches meeting Agenda and Committee Roster for all members, including a reminder to complete any action items and submit Sub-Committee reports in advance of the next scheduled meeting.
8. Handles correspondence for the Convention Committee. Submits copy to [Convention Chairperson](#) and [Convention Co-Chairperson](#) for review.
  - a. Writes letter to the bank for adding and deleting signatories for the checking account. This will take place soon after the election of the new [Convention Chair](#), [Treasurer](#) and [Co-Treasurer](#).
9. Collaborates with the [Treasury Sub-Committee](#) to ensure that Committee members, and Area 33 Treasurer, receive financial reporting.

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## Convention Setup

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10. Familiarizes themselves with the Convention space layout.
11. Have copies of the Convention Committee Roster available to Committee members during the Convention Kick-off Meeting to ensure all Committee members have contact information handy.

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## During the Convention

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12. Attends Convention and assists [Convention Chair](#), [Convention Co-Chairperson](#), and Sub-Committees as may be needed.

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## After the Convention

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13. Requests written "Lessons Learned" reports from the entire Convention Committee within 24 hours of Convention end while events are fresh in everyone's mind.
  - a. Combines these post-Convention reports in advance of Convention Wrap-Up meeting so they may be reviewed during Wrap-Up.
14. Records minutes from the Convention Wrap-Up meeting, in collaboration with the [Co-Secretary](#).
15. Organizes records and transfers them to [Co-Secretary](#) (if rotating into Secretary) and/or [Convention Co-Chair](#) to ensure they are available for next year's Committee.
16. Attends the Post-Convention Wrap-Up meeting as discussed in the [Attendance at Convention Committee Meetings](#) section of this document.

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## Co-Secretary

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The role of Co-Secretary is generally considered a two year commitment, with the expectation of rotating into the role of Secretary in the second year.

The primary responsibilities of the Co-Secretary are listed below. Close coordination with [Secretary](#), [Convention Chairperson](#), [Convention Co-Chairperson](#), and Area 33 representation in the Convention Committee is essential for continuity of the Convention through service rotations.

17. Attends monthly Convention Planning meetings as discussed in the [Attendance at Convention Committee Meetings](#) section of this document, and handles any money matters in accordance with the [Financial Prudence](#) section.
18. Reads and understands the role of [Secretary](#), and prepares to step into that role at any time, should that become necessary.
19. Shadows the [Secretary](#) making sure to be included in any significant communications or decisions.

- 
20. Calls or texts Convention Committee members at least two days prior to the next scheduled monthly meeting:
    - a. Reminds them of the meeting date/time/location and to submit their written reports to the [Secretary](#) prior to the meeting.
  21. Collaborates with the [Secretary](#) to decide which responsibilities could or should be delegated to the Co-Secretary for this year.
  22. Attends the Post-Convention Wrap-Up meeting as discussed in the [Attendance at Convention Committee Meetings](#) section of this document.

Proposed

# Treasurer

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The Treasurer is responsible for managing the financial aspects of the Convention. The [Treasurer](#) is an Officer for the March Roundup legal entity (DBA), as discussed in the [March Roundup Organizational Structure](#) section of this document. The [Co-Treasurer](#) is *not* considered an Officer, unless the [Treasurer](#) is not present.

As an integral part of the Convention Committee, the [Treasurer](#) and the [Co-Treasurer](#) are expected to stay as guests at the designated Convention hotel throughout the duration of the Convention. For consistent budgeting purposes, these rooms should be paid by the Convention Committee (or from any "comped" rooms that may be available).

If an individual's financial situation allows, they are encouraged to make a contribution to the Convention to offset their room cost.

## Treasurer

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The primary responsibilities of the Treasurer are listed below. Close coordination with Area 33 Treasurer, as well as [Convention Co-Treasurer](#), is essential for continuity of accounts and financial reporting through service rotations.

### General Responsibilities

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1. Attends monthly Convention Planning meetings as discussed in the [Attendance at Convention Committee Meetings](#) section of this document, and handles any money matters in accordance with the [Financial Prudence](#) section.
2. Mentors [Co-Treasurer](#) as discussed in the [Co-Chairperson Mentorship By Sub-Committee Chairs](#) section of this document.

### Banking and Account Management

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3. Obtains access to Convention bank account, verifies that it is endowed with seed money from prior year's Convention.
  - a. In managing the account, three Convention committee signatures are obtained for bank records. The [Convention Treasurer](#), [Convention Co-Treasurer](#), and [Convention Chair](#).
  - b. [Convention Chair](#) and [Treasurer](#) rotate off the checking account at the end of the Convention so that the current Co-Chairperson and Co-Treasurer may (presumably) assume their responsibilities for the following year.
  - c. Adds the Area 33 Treasurer, or their designate, as a signatory on the Convention checking account for the committee's accountability to Area 33.
  - d. Obtains access credentials for any registration platform(s) that may be in use for the Convention, in close coordination with the [Registration Sub-Committee](#).
  - e. Cooperates with the [Registration Sub-Committee](#) to oversee any financial / registration reporting that may be available via registration platform.
4. Obtains access credentials for Convention's online payment acceptance platform(s), such as PayPal, etc..
  - a. Ensures online payment platform(s) are appropriately linked to Convention checking/bank accounts.

- b. Works closely with the [Registration Sub-Committee](#) and/or Area 33 Web Chairperson to ensure online payment acceptance platform(s) are connected with any online registration platform(s) that may be in use.
5. Obtains access credentials for Convention's credit card processor account(s), such as Stripe, which are used to accept credit card payments for online and, especially, in-person payments.
  - a. Works closely with the [Registration Sub-Committee](#) and/or Area 33 Web Chairperson to ensure credit card processing account(s) are connected with any online registration platform(s) that may be in use.

### Planning - Budgeting & Monthly Financial Reporting Process

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6. Obtains and reviews previous year(s) budget(s), actual expenditures, and budget variance report(s) to inform current year expenses and budgeting process.
  - a. Distributes previous year's budget, actual expenditures, and budget variance reports to Committee Chairs for their review.
7. Solicits feedback from Committee Chairs for any budget or expenditure variations they may anticipate for the current year.
8. Provides guidance to [Convention Chairperson](#) and [Convention Co-Chairperson](#) on setting registration fees to ensure anticipated costs are covered.
  - a. Estimate current year's anticipated expenses based on prior year's actual expenditures, feedback on anticipated variances, and current economic factors (inflation, etc.).
    - i. Estimate expenses "high" to cover any unknowns (unanticipated price hikes, etc.).
  - b. Work with the [Registration Sub-Committee](#) to estimate current year's anticipated attendance based on metrics that may be available from previous years.
    - i. Estimate attendance "low" to account for unforeseen circumstances (snow storms, etc.)
  - c. Reviews the proposed registration fee and budget with the Area 33 Finance Committee.
9. Works with [Convention Chairperson](#) and [Co-Chairperson](#) to prepare and distribute final budget draft for March Roundup Committee review and approval at or before the June Convention Committee meeting.
10. Collaborates with the [Convention Chairperson](#), [Program Sub-Committee](#), and [Al-Anon & Alateen Sub-Committee](#) to determine a reasonable meal stipend to provide to Main Speakers to cover their Saturday breakfast and lunch.
  - a. This meal stipend should be equal for each Main Speaker in a given year, regardless of whether that Main Speaker has opted to bring a guest.
11. Prepares monthly financial report for the Convention to be reviewed and approved at monthly Convention committee meetings:
  - a. Submission due on the 1st of the month to Area 33 Treasurer, [Convention Chairperson](#), and [Convention Co-Chairperson](#).
  - b. Likely in the form of a spreadsheet containing:
    - i. Monthly Balance Statement
    - ii. Budget / Budget Variance
    - iii. bank account register
    - iv. bank account Statements/Ledger Attached

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## Planning - Cash Flow Management

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12. Maintains a prudent reserve throughout the annual Convention cycle, both in traditional bank account(s) and online payment platform account(s).
  - a. The Convention Committee determines the seed money for the following year based on projected expenses; the amount can range from \$7,500 up to \$10,000 (in 2024 dollars).
    - i. If more funding is needed, such as for a larger Venue deposit, the [Convention Chair](#) and [Treasurer](#) must go before the Area 33 Finance Committee and then to the Area Body for approval of the increase.
  - b. Previous year's prudent reserve serves as seed money for next year's Convention.
  - c. Confirms that funds in excess of that prudent reserve/seed money were indeed transferred to Area 33 as part of the "After the Convention" responsibilities of previous year's outgoing [Convention Chairperson](#) and [Treasurer](#).
13. Manages seed money that is often needed early in the annual Convention cycle to cover budgeted expenses incurred prior to registration opening (and subsequent income generation).
  - b. Printing, Buttons, Mailing fees.
  - c. Some Venues require a sizable deposit to reserve dates (if in doubt, review Venue contract and/or inquire with Venue contacts).
  - d. If pre-income funds in excess of available seed money is needed (such as a large Venue deposit), [Treasurer](#) and [Convention Chairperson](#) would need to go to Area 33 Finance Committee to request funding assistance.
14. Handles Convention Committee Expense Reimbursements
  - a. Distributes 501c3 certification, Sales Tax Exemption paperwork to all Convention Committee Chairs and Co-Chairs.
  - b. Informs Convention Committee that WE DO NOT PAY SALES TAX!**
    - i. Sales Tax Exemption and 501c3 paperwork should be presented to vendors prior to purchasing ANYTHING on behalf of the Convention.
    - ii. Paying or reimbursing sales tax jeopardizes Area 33's non-profit 501c3 tax-exempt status.
  - c. Distributes Expense Reimbursement cover sheet to all Convention Committee Chairs and Co-Chairs.
  - d. Directs Committee Members that Invoices and Receipts should be obtained for ALL purchases made on behalf of the Convention, and should be submitted to the [Treasurer](#) promptly for reimbursement.
    - i. Invoices and Receipts should be accompanied by a completed Expense Reimbursement cover sheet.
    - ii. Expense Reimbursements (with Invoices/Receipts) are to be submitted prior to the next Convention Committee meeting.
    - iii. Scanned/electronic Expense submissions (email) are acceptable and encouraged.
15. Pays Convention bills and Expense Reimbursements via check (or other trackable payment method) upon receipt of invoices.

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## Pre-Registration Period - Postal Mail Management, Refunds

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16. Obtains and maintains post office box access & payment details immediately after being elected. Ensures payment on P.O. Box rental charges are paid on an annual basis.

- a. Key Contacts: Prior year's Convention Treasurer, Area 33 Treasurer, prior year's [Convention Chairperson](#) and [Co-Chairperson](#).
17. Informs all Convention Committee members of P.O. Box information promptly.
  - a. Accurate P.O. Box info needed for inclusion on flyer, Public Information mailings, website, all of which are typically developed and reviewed in the August/September timeframe.
18. Picks up mail from PO Box on a regular basis and processes it promptly.
  - a. Suggest weekly starting in January.
  - b. Suggest 3x weekly during the 2 weeks prior to the mail-in registration deadline.
19. Verifies that the check amount matches the total amount on the registration form.
20. Annotates Check #, Amount, and Postmark/Check Date onto the registration form. Collaborates with [Registration Sub-Committee](#) to determine if any additional information may be needed.
21. Deposits checks into the Convention bank account (keep copy).
22. Forwards annotated registration form to [Registration Chairperson](#) AND [Registration Co-Chairperson](#) for recording into registration system.
  - a. Ensure legibility of any digital photos or scans sent to the [Registration Sub-Committee](#).
  - b. Treasurer retains hardcopy of mailed-in registrations for auditing purposes.
23. Cancellations and Refunds:
  - a. Refund Requests are approved by the [Convention Chairperson](#) and [Treasurer](#), and may be administered by the [Registration Sub-Committee](#) as appropriate.
  - b. [Convention Chairperson](#) & [Treasurer](#) may opt to delegate approval to the [Registration Chairperson](#) for administrative ease.
  - c. Consideration is given to hardship cases received after date.
  - d. The trend is toward refunding payments as a goodwill gesture - provided such meals did not have to be paid for.

## Convention Setup

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24. Collaborates with the [Convention Chairperson](#), [Convention Co-Chairperson](#), and Venue staff to determine a secure location and/or vault within the Venue to serve as the Treasury Office.
25. Reviews past Convention notes to determine appropriate initial "bank" of small bills to be provided to the [Registration Sub-Committee](#) for purposes of making change when Registration opens.
26. Pre-fills the cash box with an adequate supply of small bills (the "bank") to make change at the Registration Desk prior to opening of registration.
27. Sets up the Treasury office as desired.
28. Sets aside a budgeted meal stipends to be provided to Main Speakers (via their Host) upon arrival, as discussed in the [Planning - Main Speaker Selection & Coordination](#) and [Planning - AI-Anon Main Speaker Selection & Coordination](#).

## During the Convention

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29. Distributes meal stipends to Main Speakers (via their Host) upon arrival, as discussed in the [Planning - Main Speaker Selection & Coordination](#) and [Planning - AI-Anon Main Speaker Selection & Coordination](#).
30. Money taken at the Registration desk should be locked up in a secure location on Friday and Saturday.

31. Pre-fills the cash box with an adequate supply of small bills (the "bank") to make change at the Registration desk at the start of each day.
32. Replenishes or removes cash from the cash box as needed for security purposes or to ensure ability to make change.
  - a. Maintains close contact with the [Registration Sub-Committee](#) to monitor need for money drops.
33. Reimburses speakers for their expenses by the completion of the weekend, if at all possible.

## After the Convention

34. Reviews final Venue invoice with [Convention Chairperson](#) and [Convention Co-Chairperson](#) to ensure accuracy of all charges.
  - a. Pays Venue invoice promptly once accuracy is confirmed.
35. Prepares Final Financial Report at the end of the Convention
  - a. Reconciles financial reports from registration platform, checking/bank account(s), online payment platform(s), and credit card processor(s).
  - b. Ensures that all bills are paid and pending checks/debits have cleared as part of this report.
  - c. Uses previous year's final reports and/or this year's budget as a template for this report.
  - d. Coordinates with Area 33 Treasurer to ensure inclusion of any data that may be necessary for tax or auditing purposes.
  - e. Accurate, detailed reporting is required to provide guidance needed for future Convention Committees.
36. Ensures a prudent reserve/seed money for next year's Convention is present in bank and online payment accounts. Any money in excess of the prudent reserve is to be contributed to Area 33.
37. Writes a check payable to "General Service of Southeastern Michigan - Area 33" for funds in excess of the prudent reserve.
  - a. Provides this check to the [Convention Chairperson](#) for presentation to Area 33 at the next scheduled Area Assembly after the financial books have closed for the Convention..
38. Turns over management of the bank and financial account(s) to next year's incoming Treasurer.
39. Attends the Post-Convention Wrap-Up meeting as discussed in the [Attendance at Convention Committee Meetings](#) section of this document.

## Co-Treasurer

The role of Co-Treasurer is generally considered a two year commitment, with the expectation of rotating into the role of [Treasurer](#) next year.

The primary responsibilities of the Co-Treasurer are listed below. Close coordination with the [Convention Treasurer](#), [Convention Chairperson](#), [Convention Co-Chairperson](#), and Area 33 Treasurer is essential for continuity of accounts and financial reporting through service rotations.

1. Attends monthly Convention Planning meetings as discussed in the [Attendance at Convention Committee Meetings](#) section of this document, and handles any money matters in accordance with the [Financial Prudence](#) section.
2. Partners with this Sub-Committee's Chairperson, offering insight and suggestions based on unique experience or expertise that the Co-Chairperson may have.
3. Collaborates with this Sub-Committee's Chairperson to decide which responsibilities could or should be delegated to the Co-Chairperson for this year.



4. Reads and understands the role of [Treasurer](#), and prepares to step into that role at any time, should that become necessary.
5. Observantly shadows the [Treasurer](#), making sure to be included in any significant communications or decisions.
  - a. Pays special attention to budget process, and financial report generation and review processes
6. Partners with the [Treasurer](#), offering insight and suggestions based on unique experience or expertise that the Co-Treasurer may have.
7. Collaborates with the [Treasurer](#) to decide which responsibilities could or should be delegated to the Co-Treasurer for this year. Suggested responsibilities for delegation include:
  - a. [Postal Mail Management](#)
  - b. Distribution 501c3/Tax-Exempt/Expense Reimbursement forms.
8. Due to the importance of financial responsibility, the [Convention Chairperson](#) and [Convention Co-Chairperson](#) should know of and approve any delegated responsibilities within the [Treasury Sub-Committee](#).
9. Attends the Post-Convention Wrap-Up meeting as discussed in the [Attendance at Convention Committee Meetings](#) section of this document.



# Ushers & Greeters Sub-Committee

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The Ushers & Greeters Sub-Committee is responsible for managing crowd control for the Convention.

Ushers are responsible for making sure attendees are wearing badges throughout the Convention, and that only badged attendees are admitted to Convention sessions. Greeters are stationed at Venue entrance(s) and are responsible for directing them towards the Registration Desk, so they can be properly badged. In practice, there is very little difference between the two roles.

## Ushers & Greeters Chairperson

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This position was formerly known as "Security", but has been changed to avoid confusion with Convention Venue's Security staff. Using the "Usher" label also limits Convention's liability should a security incident occur.

The primary responsibilities of the Ushers & Greeters Chairperson are listed below.

### General Responsibilities

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1. Attends monthly Convention Planning meetings as discussed in the [Attendance at Convention Committee Meetings](#) section of this document, and handles any money matters in accordance with the [Financial Prudence](#) section.
2. Recruits Sub-Committee Volunteers, as discussed in the Recruitment of Sub-Committee Volunteers section of this document, to assist with this Sub-Committee's responsibilities before and/or during the Convention. Volunteers for this Sub-Committee may be needed to:
  - a. Serve as Ushers or Greeters during the Convention
3. Mentors [Ushers & Greeters Co-Chairperson](#) as discussed in the [Co-Chairperson Mentorship By Sub-Committee Chairs](#) section of this document.

### Planning

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4. Communicates with the [Program Sub-Committee](#) to understand the Program Schedule & meeting room usage throughout the Convention.
5. Becomes acquainted with the Convention Venue layout to determine the number and placement of ingress/egress points for the Venue itself, as well as each meeting room that will be used during the Convention.
  - a. Identifies logical traffic flows for Convention Attendees throughout the Convention, as well as desired ingress/egress doors.
  - b. Identifies undesired Attendee traffic flows (service corridors, etc.) and undesired Attendee ingress/egress doors (back exits, etc.)
  - c. Identifies potential bottlenecks and choke points that could impair smooth flow of traffic at busy times (before/after Main Speakers, etc.).
  - d. Identifies any need for crowd control devices such as stanchions, ropes, barriers that the Venue may provide to assist with traffic control.
6. Identifies the number of Greeters and Ushers needed, and their placement within the Venue, to ensure smooth traffic flow.
7. Cooperates with the [Graphics & Printing Sub-Committee](#), [Convention Chairperson](#), [Convention Co-Chairperson](#), and [Program Sub-Committee](#) to identify any [Posters & Navigation Placards](#) that may be needed to relieve bottlenecks and help traffic flow smoothly.

8. Creates an Usher/Greeter Volunteer staffing plan to cover ingress/egress points and any crowd control needs.
  - a. Past experience has shown that extra crowd control is often needed around the start and end of Friday and Saturday evening Main Speaker sessions, and surrounding the Banquet.
  - b. Shift time slots should be chosen so shift changes occur when most attendees are occupied with Program activities.
  - c. Include the quantity of volunteers needed for each time slot.
  - d. This should be completed by October to align Volunteer Sign-Ups with the opening of Registration.
9. Provides Usher/Greeter Volunteer staffing plan to the [Volunteer Management & Info Desk Sub-Committee](#) for inclusion into the Volunteer sign-up process.
  - a. Cooperate with [Volunteer Management & Info Desk Sub-Committee](#) as needed to refine the staffing plan and provide Volunteer Job Descriptions.
10. Prior to the Convention, cooperates with [Volunteer Management & Info Desk Sub-Committee](#) to confirm Volunteer's time slot and participation.
  - a. Approximately 1 month prior to the start of the Convention to allow backfill of any vacancies.

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### Convention Setup

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11. Assists with placement of stanchions, placards, or other crowd management devices as necessary prior to the start of the Convention.
12. Obtains walkie-talkies, if deemed necessary, from the [Convention Chairperson](#) or [Convention Co-Chairperson](#).
  - a. Checks inventory, inserts batteries, and tests that they are in working order.
  - b. Verifies that they do not interfere with onsite security radio bands.
  - c. Trains Ushers how to use the walkie-talkies, ensuring they are used appropriately. (No horseplay.)

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### During the Convention

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13. Ushers & Greeters Chairperson briefs each Usher/Greeter Volunteer on their responsibilities during their shift.
14. Ushers verify that ALL attendees are wearing appropriate badges to indicate that they are registered.
15. Greeters are stationed at Venue entrance(s) to direct unbadged attendees toward the Registration Desk.
16. Ushers communicate with the [Registration Sub-Committee](#) to help manage traffic flow, moving attendees away from the area, preventing bottlenecks.
17. Station Ushers outside the main and breakout rooms, to monitor capacity. Close the rooms and post signs as necessary to indicate the room is full.
18. During Main Speaker sessions, instruct attendees to maximize efficient use of seating capacity.
19. As needed, escorts members with accessibility challenges such as mobility, hearing impaired, etc.
20. Ushers are responsible for ensuring that only registered Banquet attendees are allowed into the Banquet area of the Venue.
  - a. Coordinate with the [Registration Sub-Committee](#) to understand how to validate whether an attendee has purchased the Banquet add-on.
21. Traditionally, Banquet Attendees are also granted access to reserved seating during the Saturday night Main Speaker session.

- a. Ushers are responsible for taping off an appropriately-sized block of seats so all Banquet Attendees can be seated up front.
- b. Ushers are responsible for reserving these seats and validating that they go to banquet attendees.
- c. Reserved seats are held until approximately 15 minutes before the start of the Main Speaker.

**22. If there is an illness or injury at any time during the Convention, immediately contact the onsite security. Then inform the [Convention Chairperson](#) and/or [Convention Co-Chairperson](#) to work with the Venue to complete an incident report.**

## After the Convention

23. If used, gathers all walkie-talkies, and return them to the [Convention Chairperson](#) or [Convention Co-Chairperson](#).
  - a. Checks Inventory and ensure they are in working order.
  - b. Ensures the batteries have been removed to prevent damage to equipment.
  - c. Informs the incoming committee chair of any devices that may need to be serviced or replaced.
24. Attends the Post-Convention Wrap-Up meeting as discussed in the [Attendance at Convention Committee Meetings](#) section of this document.

## Ushers & Greeters Co-Chairperson

The role of Ushers & Greeters Co-Chairperson is generally considered a two year commitment, with the expectation of rotating into the role of [Ushers & Greeters Chairperson](#) next year.

The primary responsibilities of the Ushers & Greeters Co-Chairperson are listed below. Close coordination with the [Ushers & Greeters Chairperson](#), [Convention Chairperson](#), [Convention Co-Chairperson](#), and Area 33 representation in the Convention Committee is essential for continuity of the Convention through service rotations.

1. Attends monthly Convention Planning meetings as discussed in the [Attendance at Convention Committee Meetings](#) section of this document, and handles any money matters in accordance with the [Financial Prudence](#) section.
2. Reads and understands the role of this Sub-Committee's Chairperson, and prepares to step into that role at any time, should that become necessary.
3. Observantly shadows this Sub-Committee's Chairperson, making sure to be included in any significant communications or decisions.
4. Partners with this Sub-Committee's Chairperson, offering insight and suggestions based on unique experience or expertise that the Co-Chairperson may have.
5. Collaborates with this Sub-Committee's Chairperson to decide which responsibilities could or should be delegated to the Co-Chairperson for this year.
6. Attends the Post-Convention Wrap-Up meeting as discussed in the [Attendance at Convention Committee Meetings](#) section of this document.

# Volunteer Management & Info Desk Sub-Committee

The Volunteer Management & Info Desk Sub-Committee is responsible for managing the small army of volunteers needed across all of the Convention's Sub-Committees, before, during, and after the Convention.

This is a new Sub-Committee added during the 2024 rewrite of the March Roundup Committee Guidelines to allow other Sub-Committee Chairs and Co-Chairs to focus on the core responsibilities of their respective roles. By creating a quality experience for this year's Convention Volunteers, we are inspiring them to grow their own A.A. Service by acting as a future Sub-Committee Chair or Co-Chairperson.

## Volunteer Management & Info Desk Chairperson

The primary responsibilities of the Volunteer Management & Info Desk Chairperson are listed below.

### General Responsibilities

1. Attends monthly Convention Planning meetings as discussed in the [Attendance at Convention Committee Meetings](#) section of this document, and handles any money matters in accordance with the [Financial Prudence](#) section.
2. Recruits Sub-Committee Volunteers, as discussed in the [Recruitment of Sub-Committee Volunteers](#) section of this document, to assist with this Sub-Committee's responsibilities before and/or during the Convention. Though unlikely, Volunteers for this Sub-Committee may be needed to:
  - a. Visit extra A.A. Meetings and Events to make announcements about MRU Volunteer needs.
  - b. Staff the Information/Volunteer Check-In Desk during the Convention.
3. Mentors [Volunteer Management Co-Chairperson](#) as discussed in the [Co-Chairperson Mentorship By Sub-Committee Chairs](#) section of this document.

### Planning

4. Familiarizes themselves with any electronic Volunteer sign-up system(s) that have been used in previous years. Determines whether they wish to continue using this system(s). If a new system is warranted, the Volunteer Management Chairperson begins researching and evaluating options immediately upon taking office.
  - a. Works closely with Area 33 Web / Technology Chairs, and/or others as needed, to ensure any new system(s) can interoperate with Area 33 Website
  - b. Works closely with the [Registration Sub-Committee](#), and/or others as needed, determine what, if any, integrations may be possible between Registration and Volunteer Management solutions.
    - i. Example: Link to Volunteer sign-up system on Registration confirmation page and/or in confirmation email.
  - c. If evaluating a new sign-up system, take care that the new solution respects the privacy of our volunteers. Review with the [Convention Chairperson](#) and [Convention Co-Chairperson](#) to ensure the solution adheres to the 36 Principles of A.A.
5. Collaborates with the [Alcathon Sub-Committee](#) to determine a staffing plan for that Sub-Committee's volunteers.
  - a. Understands that Sub-Committee's responsibilities, unique needs, and volunteer shift length suggestions.

6. Collaborates with the [Coffee \(Beverage\) Sub-Committee](#) to determine a staffing plan for that Sub-Committee's volunteers.
  - a. Understands that Sub-Committee's responsibilities, unique needs, and volunteer shift length suggestions.
7. Collaborates with the [Hospitality Sub-Committee](#) to determine a staffing plan for that Sub-Committee's volunteers.
  - a. Understands that Sub-Committee's responsibilities, unique needs, and volunteer shift length suggestions.
8. Collaborates with the [Registration Sub-Committee](#) to determine a staffing plan for that Sub-Committee's volunteers.
  - a. Understands that Sub-Committee's responsibilities, unique needs, and volunteer shift length suggestions.
9. Collaborates with the [Ushers & Greeters Sub-Committee](#) to determine a staffing plan for that Sub-Committee's volunteers.
  - a. Understands that Sub-Committee's responsibilities, unique needs, and volunteer shift length suggestions.
10. Collaborates with any other Sub-Committees that may express a need for Volunteer Management to determine a staffing plan for that Sub-Committee's volunteers.
  - a. Understands each Sub-Committee's responsibilities, unique needs, and volunteer shift length suggestions.
11. Configures Volunteer sign-up system to reflect staffing plans determined in collaboration with other Sub-Committees.
  - a. Time slots & number of volunteers needed for each time slot
  - b. Volunteer Job Descriptions, so Volunteers know what they are signing up for.
  - c. As best you are able, stagger volunteer shift start times, end times, and durations to avoid "busy times" at a particular station.
12. Works with the [Public Information & Mailing Sub-Committee](#) to inform them of Volunteer sign-up needs and processes as that Sub-Committee visits Area Assembly, District Meetings, etc. to recruit volunteers.
  - a. Gathers any volunteer sign-ups recruited by [Public Information & Mailing Sub-Committee](#), and ensures they are added to the volunteer signup system.
13. Assists other Sub-Committees in developing volunteer orientation materials as applicable to their stations.
14. Monitors Volunteer sign-up progress once the sign-up system is published.
  - a. Informs Sub-Committees how they can monitor their own Volunteer sign-ups, if possible.
  - b. Provides periodic reports of Volunteer sign-ups to Sub-Committees, as needed.
15. Reports Volunteer sign-up progress to the Convention Committee at large during monthly Convention planning meetings.
16. Approximately 1 month before the Convention, contact each signed-up volunteer to reaffirm their intention to volunteer, and answer any questions they may have. This is often done in collaboration with the the appropriate Sub-Committee Chairs and Co-Chairs.
17. Approximately 48 hours before the Convention, send an email to all volunteers who have signed up reminding them of their commitment, and informing them to contact you if they will be unable to fulfill for whatever reason.
  - a. This may be a "mass email" - **Be sure to use BCC functionality!**

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## Convention Setup

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18. Setup the Information / Volunteer Check-In Desk prior to the start of the Convention.

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## During the Convention

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19. Staff the Information / Volunteer Check-In Desk throughout the Convention.
20. Keep track of which Volunteers arrive and check in for their shifts, and which do not, for future reference.
21. Upon Volunteer check-in:
  - a. Review with them any orientation materials appropriate to their shift
  - b. Provide them with appropriate ribbon identifying their volunteer role
  - c. If possible, escort the volunteer to their station and introduce them to the Sub-Committee Chair/Co-Chair they will be working with. If not, direct them where to report next and describe the Sub-Committee Chair/Co-Chair they will be working with.
22. Ensure that Usher/Greeter volunteers have a hotel map and copy of the program to assist in directing attendees.

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## After the Convention

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23. Correlate Volunteer check-in records with appropriate Sub-Committee Chairs/Co-Chairs to recognize (and credit) any volunteers who may have skipped Info / Volunteer Check-In and reported directly to their station.
24. Sends a thank you email to all Volunteers who signed up, regardless of whether they fulfilled their commitment.
  - a. This may be a "mass email" - **Be sure to use BCC functionality!**
  - b. "For those who were not able to make it, thank you for your willingness when you signed up," or similar.
  - c. Encourage them to consider serving on future MRU Planning committees.
25. Attends the Post-Convention Wrap-Up meeting as discussed in the [Attendance at Convention Committee Meetings](#) section of this document.

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## Volunteer Management & Info Desk Co-Chairperson

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1. Attends monthly Convention Planning meetings as discussed in the [Attendance at Convention Committee Meetings](#) section of this document, and handles any money matters in accordance with the [Financial Prudence](#) section.
2. Reads and understands the role of this Sub-Committee's Chairperson, and prepares to step into that role at any time, should that become necessary.
3. Observantly shadows this Sub-Committee's Chairperson, making sure to be included in any significant communications or decisions.
4. Partners with this Sub-Committee's Chairperson, offering insight and suggestions based on unique experience or expertise that the Co-Chairperson may have.
5. Collaborates with this Sub-Committee's Chairperson to decide which responsibilities could or should be delegated to the Co-Chairperson for this year.
6. Attends the Post-Convention Wrap-Up meeting as discussed in the [Attendance at Convention Committee Meetings](#) section of this document.