

Capital of Texas Conference Guidelines

Revised 4/25/16
{Revision #1}

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Revision History

Date	Change Description
8/3/2014	Initial version
4/24/2016	Revision #1 <ul style="list-style-type: none"> • General Proofing • Remove Hill Country Intergroup Accountability Clauses • Clarification on “group conscience” (Tradition 2, pg. 3) • Addition of Conference Audit (pg. 6) • Re-Organization of service positions (Voice, Commemoratives, and Raffle Coordinator) • Facilitating ASL service: remove from programming; add to Conference Chair or Co-Chair • Add Conference Chair Emeritus Position

Conference Preamble

The Capital of Texas Conference is an annual Alcoholics Anonymous conference which may include Al-Anon participation. In accordance with AA’s Fifth Tradition, the conference has but one primary purpose – to carry the AA message to the alcoholic who still suffers. This primary purpose is carried out through meetings, events, and fellowship animated by the spirit of service and the necessity of “absolutely insisting on enjoying life”.

History

In April, 2012, Hill Country Intergroup formed an ad-hoc committee to consider the feasibility of forming an annual Austin-area AA Conference. This resulted in creation of The Capital of Texas Conference (CTC). Shortly thereafter, the first Main Conference Committee was formed and convened to bring the first annual conference to fruition. The first Main Conference Committee prepared the original version of these guidelines not only to outline a structure of operation and direction, but also to provide a sense of continuity, allowing subsequent committees to benefit from past experience.

General Conference Guidelines

The CTC follows the guidelines covered in the AA service publication *AA Guidelines —Conferences, Conventions, and Roundups*¹. At the start of each conference year, the newly-established Main Conference Committee may find it beneficial to review those guidelines as a group before embarking on their efforts to plan the next conference.

The CTC adheres to AA's Twelve Traditions and Twelve Concepts for World Service in its operations, both during the conference event, and throughout the year in all planning and operational activities. Additional guidelines that further emphasize and/or clarify how the CTC adheres to the traditions and concepts are listed below.

Tradition 2 – Group Conscience

Just as with AA groups and AA as a whole, the CTC has but one ultimate authority – a loving god as expressed in its group conscience. The CTC's group conscience is defined as the combined group conscience of all AA groups served by Hill Country Intergroup, as they are represented by current serving CTC committee members.. The wishes of the CTC's group conscience are carried out by balancing the following elements from the *Twelve Concepts for World Service*.

Concept III - Right of Decision (Trust)

The CTC's trusted servants may "decide which problems they will dispose of themselves and upon which matters they will report, consult, or ask specific directions."² This is the "trusted" part of being a trusted servant.

Concept IV – Right of Participation (Voting)

The CTC's trusted servants should be given a "voting representation"³. All committee members except the Al-anon chair who are present at any given meeting may vote, excluding any committee members who are Al-Anon Family Group members but not AA members. Absentee voting is not allowed.

¹ [AA Guidelines —Conferences, Conventions, and Roundups](#). General Service Office of Alcoholics Anonymous, New York, New York. Publication MG-04, revised September, 2012.

² *Ibid*, p. 15.

³ *Ibid*, p. 15.

Concept V – Right of Appeal (Minority Opinion)

A “right of appeal ought to prevail, thus assuring that the minority opinion will be heard”⁴. At the end of every vote, anyone holding a minority opinion (defined as any person having voted with the side that did not win the majority of votes) shall always have an opportunity to speak once more to provide pertinent new information. After all minority opinions have been expressed, the chair asks the assembly whether anyone would like to change his or her vote based on the minority opinion. If any voting member (including the chair) is swayed by the minority opinion to change his or her vote from the majority to the minority side, discussion is reopened, followed by a re-vote, followed by the opportunity for additional minority opinion to be expressed. The cycle is repeated until nobody is swayed by the most recent minority opinion to change his or her vote. At that point, discussion and voting are immediately discontinued, and the results of the most recent vote are taken as the voice of the group conscience.

Concept XII, Warranty 4 – Substantial Unanimity

“All important decisions should be reached by discussion, vote, and wherever possible, substantial unanimity.”⁵ Except where explicitly stated otherwise, substantial unanimity is defined to be a simple majority vote.

Tradition 3 – Membership

The only requirement for participation in the CTC conference or committee is a desire to stop drinking. However, election or appointment to a CTC service position requires regular attendance at AA meetings at one or more groups within the geographic area served by Hill Country Intergroup. If the conference includes Al-Anon participation, any Al-Anon Family Group member may participate in the CTC, and any member of an Al-Anon Family Group within the same geographic area served by Hill Country Intergroup may be elected or appointed to trusted servant positions serving the interests of Al-Anon Family Groups.

Tradition 7 – Self Support

The CTC is fully self-supporting by voluntary contributions from AA members and groups served by Hill Country Intergroup, and from AA members participating in the conference. The CTC declines outside contributions, including those made by Al-Anon members, Al-Anon groups, or other Al-Anon entities. However, registration fees and event fees are accepted from Al-Anon members to cover the costs of facilities provided for their events at the conference.

⁴ Ibid, p. 20.

⁵ Ibid, p. 60.

Tradition 7 – Prudent Reserve

The CTC avoids accumulation of funds beyond “bare running expenses plus a prudent reserve”⁶. The amount of the prudent reserve is determined by the outgoing Treasurer within 60 days after the conference ends, or before the first meeting of the next year’s Main Conference Committee, whichever comes first.. The prudent reserve is calculated as the total annual expenses for the most recent conference. If the amount of cash on hand is greater than the prudent reserve, all funds in excess of the prudent reserve are distributed to other AA entities, thus safeguarding the CTC against becoming “the seat of perilous wealth or power”⁷ mentioned in Concept XII. The distribution percentages are as follows:

- Hill Country Intergroup: 35%
- Austin Deaf Access Committee: 15%
- Southwest Texas Area 68: 10%
- AA General Service Office: 40%

If amounts to be distributed exceed the receiving entities’ guidelines on maximum donations, the distribution amounts shall be reduced to the maximum allowable, and any excess funds left over shall be put into a scholarship fund for the next conference. The scholarship fund shall be used only to pay for or reduce registration fees for some or all attendees at the next conference, and may not be used for any other purpose. The scholarship fund should not be allowed to accumulate year after year, and should be entirely used up by the end of the next conference.

Tradition 9 – Trusted Servants

The CTC has the least possible organizational structure and has no governing body, but does rely on committees of trusted servants to carry out the wishes of the group conscience. All trusted servants follow a spirit of rotation, never accepting nomination for any new service position for which they have already served more than one half of a term. Barring extreme circumstances, trusted servants elected to committee positions are expected to serve throughout the entire term of their position as defined in the service position description, or in the case of ad-hoc positions, until the ad-hoc committee or position is dissolved. Failure to attend two consecutive regular committee meetings without prior notice will be considered a resignation of committee position, and a replacement may be elected immediately at the following meeting. Any break in continuous sobriety is considered an automatic resignation of an AA member’s service position. CTC committees are defined in Appendix 1 - Committees. Service positions, including those that are members of committees, are defined in Appendix 2 - Service Positions.

⁶ Bill W., [Twelve Steps and Twelve Traditions](#). Alcoholics Anonymous World Services, Inc., 1981 p. 165.

⁷ Bill W., [Twelve Concepts for World Service](#). General Service Office of Alcoholics Anonymous. Publication BM-31, 1962, p. 60.

Change Process

The following process is required to amend or change this guidelines document:

- Notice of proposed change is submitted to the Secretary and Conference Chair. The notice must include:
 - Existing wording to be replaced (if applicable)
 - New wording to be added
 - Name(s) of the person(s) proposing the change
- Secretary adds an announcement item to the agenda of the next regular meeting of the Main Conference Committee to allow the person(s) proposing the change to announce it.
- Person(s) proposing the change attends the next Main Conference Committee meeting and announces the change at the scheduled time on the agenda. If none of the original proposing persons show up in person to announce the change, the proposal is dropped, and no further action is taken. Announcement by anyone other than the original proposing person(s) is not sufficient to carry the proposal forward, but the proposing person(s) may re-proposed it for the a future meeting.
- If announcement was made, Secretary adds the proposed change as a voting topic on the agenda of the next regular meeting of the Main Conference Committee *after the meeting at which the change was announced* to allow time for notice of the proposed change to reach people who may not currently be in attendance.
- Person(s) proposing the change attends the meeting at which the voting topic was scheduled, and makes a motion for the proposed change.
- The regular discussion and voting process of the Main Conference Committee is followed as described elsewhere in these guidelines.
- If substantial unanimity by two-thirds majority is achieved through voting, the secretary makes the proposed change to the guidelines document, and makes the revised document available to anyone wishing to review the change at the next regularly scheduled Main Conference Committee meeting.

Audit Process

The Treasurer, within 60 days of the end of the conference, shall oversee an annual ad hoc committee for the purpose of a yearly audit.

- The ad hoc committee will include the following: incoming treasurer, outgoing treasurer, chairperson of previous year's conference (i.e. for audit of 2015 conference committee, the 2014 chairperson will be present along with 2015 treasurer and 2016 treasurer).

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- The above designated ad hoc committee may choose to invite additional participants in the audit process.
- All must be present to conduct audit.
- Audit must be finished within a 30 day period and reported to the current Conference Committee.
- The format of the audit is at the discretion of the ad hoc committee

Appendix 1 - Committees

Because trusted servants are needed to plan, guide, and operate the conference, various committees exist to organize and coordinate these efforts.

Standing committees

The following standing committees exist as ongoing permanent entities:

- Main Conference Committee
- Steering Committee
- Registration Committee
- Programming Committee
- Public Relations/Attraction Committee
- Fundraising Committee
- Al-Anon Committee (if conference includes Al-Anon participation)

Main Conference Committee

The Main Conference Committee is the central coordinating entity for the CTC. This committee meets monthly at a time and place determined to accommodate the highest possible attendance. This committee coordinates efforts from a high level, and makes decisions considered to be important, thus requiring guidance from the group conscience. Persons holding the trusted servant positions listed below are members of the Main Conference Committee, are expected to attend regular meetings of the committee, and are subject to replacement per the general guidelines explained under *Tradition 9 – Trusted Servants* elsewhere in this document. Positions marked with an asterisk (*) are expected to give reports at every monthly meeting. Others may give reports when they have pertinent information to share.

- Conference Chair *
- Conference Co-chair(s) *
- Treasurer * (treasurer report must be approved at every meeting)
- Secretary * (prior meeting's minutes must be read and approved at every meeting)
- Programming Chair *
- Public Relations/Attraction Chair *
 - Voice of the Conference
- Fundraising Chair *
 - Raffle Coordinator

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- Commemoratives Coordinator
- Registration Chair *
- Al-Anon Committee Chair (if conference includes Al-Anon participation)
- Website Coordinator
- Entertainment Coordinator
- Hospitality Coordinator
- Conference Service Coordinator
- Archives Coordinator
- Environmental Coordinator

Steering Committee

The Steering Committee is comprised of trusted servants who can gather, when called upon to do so by the Conference Chair, to discuss and decide on non-controversial matters pertinent to moving planning and operations forward without having to convene the entire Main Conference Committee. Such meetings are limited to decisions that clearly do not require input from the group conscience. Although Steering Committee meetings are open to all members of the Main Conference Committee as well as members of AA groups within the Hill Country Intergroup area, only the following positions are expected to attend:

- Conference Chair
- Conference Co-chair(s)
- Treasurer
- Secretary
- Registration Chair or Co-chair
- PR/Attraction Chair or Co-chair
- Fundraising Chair or Co-chair
- Programming Chair or Co-chair

Registration Committee

The Registration Committee plans and organizes all activities relating to offering and processing CTC conference registration, including receiving and accounting for monies received. For more information, see *Registration Chair* under *Appendix 2 – Service Positions*.

Programming Committee

The Programming Committee is responsible for planning the speakers and workshops to be offered during the conference weekend. For more information, see *Programming Chair* under *Appendix 2 – Service Positions*.

Public Relations/Attraction Committee

The Public Relations/Attraction Committee provides information to AA members and groups about the CTC, and thereby ensures that the conference is not invisible even though it is anonymous. For more information, see *Public Relations/Attraction Committee Chair* in *Appendix 2 – Service Positions*.

Fundraising Committee

The Fundraising Committee coordinates activities that draw in self-support dollars to help defray the costs of putting on the CTC. This committee works within the general guidelines described under *Tradition 7 – Self Support* provided elsewhere in this document. For more information, see *Fundraising Chair* in *Appendix 2 – Service Positions*.

AI-Anon Committee

As mentioned in the CTC preamble, the CTC is an AA conference with AI-Anon participation. If a particular year's conference includes AI-Anon participation, the AI-Anon Committee exists to plan and coordinate all activities provided for the benefit of AI-Anon members attending the conference. This is performed separately from the work done by the Main Conference Committee in accordance with the following paragraph taken from AA service guidelines:

How may A.A. and AI-Anon cooperate in area and regional conventions and get-togethers? In accordance with the Twelve Traditions, a convention would be either A.A. or AI-Anon—not both. However, most A.A. convention committees invite AI-Anon to participate and plan their own program, and the committee arranges for facilities for the AI-Anon meetings.⁸

Thus, the AI-anon committee is free to plan, coordinate, and execute its own plans as it sees fit, although every reasonable attempt should be made for cooperation to exist between the Main Conference Committee and the AI-Anon Committee. Toward this end, the AI-Anon Committee Chair sits on the Main Conference Committee to serve as a liaison between the two fellowships without voting privileges on matters related to the Capital of Texas Conference.

⁸ [AA Guidelines —Conferences, Conventions, and Roundups](#). General Service Office of Alcoholics Anonymous. Publication MG-04, revised September, 2012, p.6.

Ad-hoc Committees

In addition to the standing committees described previously, the Main Conference Committee may from time to time establish ad-hoc committees to serve special or temporary needs. An ad-hoc committee is established by a simple majority vote of the Main Conference Committee. An ad-hoc committee is dissolved by simple majority vote of the Main Conference Committee when its purpose has been fulfilled.

Appendix 2 - Service Positions

Overview

This section lists the various trusted servant positions that play a role in planning and operating the CTC. For each position, information is provided not only to help elect trusted servants, but also to help those holding the positions to identify and perform their responsibilities. The following information is provided for each position:

- Suggested minimum continuous sobriety – This is the minimum amount of time recommended for a trusted servants to have been continuously sober before being elected to the position. Although it is a suggestion, experience has shown that people not meeting these requirements sometimes jeopardize their sobriety by taking on challenges without first building a solid footing in AA.
- Suggested prior experience – List of prior positions that would qualify a trusted servant to hold the position. It may not always be possible to elect candidates who meet these experience guidelines, but preference should be given to those who have such experience when possible.
- Term – As mentioned in *Tradition 9 – Trusted Servants* elsewhere in this document, anyone accepting nomination for a position should be prepared to complete the remainder of their term barring extreme circumstances.
- Responsibilities – The list of responsibilities gives prospective trusted servants an idea of what they are signing up for, as well as a guide to performing their duties after being elected.

Succession

– Outgoing Co-chairs move into the corresponding chair position, and outgoing Co-coordinators succeed into the corresponding Coordinator position pending approval by vote of those in attendance at the meeting.

Conference Chair

Suggested minimum continuous sobriety	<ul style="list-style-type: none"> • Five years
Suggested prior experience (one or more)	<ul style="list-style-type: none"> • Conference co-chair • Treasurer • Fundraising chair • Registration chair • Chair of another conference
Term	<ul style="list-style-type: none"> • One year (See Chair Emeritus Below)
Responsibilities	<ul style="list-style-type: none"> • Conduct elections at one of the earliest possible planning meetings to fill all vacant positions and to ratify those positions filled by succession.. Publicize the meeting in advance through HCI and various meetings to make sure the AA community is aware of the opportunity to be of service and gather the broadest selection of candidates. • Coordinate and work with all Conference Committee Chairs, Co-Chairs, Coordinators, Co-Coordinators and sub-committee members. • Review and approve all agreements associated with the conference prior to implementation. • Recruit Chairs and Conference Committee Coordinators • Work with Treasure to co approve all expenditures over a minimum threshold decided on by the committee, serves as a Signatory on all expenditures along with Treasurer. • Work with all Chairs, Coordinators and Treasurer to approve the budget for each committee • Support and attend CTC Fundraisers, Events, Committee/Planning Meetings, and provide for HCI representation at the monthly HCI Intergroup Rep meetings. • Support and attend various events throughout the HCI area, such as speaker meetings, anniversary celebrations, sober dances and events, etc. to provide a face for the CTC effort. • Work with the Recording Secretary to create an agenda in the advance of each planning meeting and reports on progress of planning, activities and expenditures at each CTC planning meeting. • Work with Registration Chair and Treasure to approve and administer any scholarship program to ensure equitable and

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	<p>fiscally responsible distribution.</p> <ul style="list-style-type: none">• Provide for the transition upon end of conference or end of service commitment to the newly elected Conference Chair.• Serve in the capacity as an advisor to all future CTC Planning Committees to ensure Experience, Strength and Hope is passed on in the spirit of legacy, continuity and unity.• Coordinate all matters related to deaf interpreters for all speaker meetings, including, but not limited to, selection, recruitment, procurement, scheduling, payment, reimbursement, and confirmation (**If current committee agrees to provide such services). Conference Co-Chair may assume these responsibilities as well• Maintains relationships with people and groups that may include but are not limited to:<ul style="list-style-type: none">○ CTC Committee chairs○ CTC Steering Committee○ CTC Coordinators○ Hill Country Intergroup Board○ Hill Country Intergroup Office Manager○ Hill Country Intergroup IGR Committee○ HCI area district committees○ SWTA 68• Assume responsibility of Conference Chair Emeritus at the end of 1-year term (See Position Description Below)
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Conference Co-Chair(s)

Suggested minimum continuous sobriety	<ul style="list-style-type: none"> • Four years
Suggested prior experience (one or more)	<ul style="list-style-type: none"> • Treasurer • Fundraising chair • Registration chair • Chair of another conference
Term	<ul style="list-style-type: none"> • One year
Responsibilities	<ul style="list-style-type: none"> • Provide information to the Chair on all relevant information related to the hotel/location of the CTC event. • Serve as a liaison to the hotel for all matters prior to the commencement of and during the CTC Conference to ensure contractual obligations are met and matters of conference attendees' comfort are attended to. • Work with the Programming Chair to make sure workshop rooms are prepared, signage and special needs are attended to, and matters related to the hotel such as water, cleanliness, etc. are delivered. • Support and attend CTC Fundraisers, Events, Committee/Planning Meetings • Support and attend various events throughout the HCI area, such as speaker meetings, anniversary celebrations, sober dances and events, etc. to provide a face for the CTC. • Submit to the Conference Chair and Conference Steering Committee a contract with the hotel/venue which details all anticipated expenses and obligations. After being approved by the Steering Committee, the Venue agreement is to be signed by the Conference Chair and Treasurer. • Prepare to succeed the Chair the following year to ensure Experience, Strength and Hope is passed on in the spirit of legacy, continuity and unity. • Assume responsibilities of the Conference Chair when the Conference Chair cannot reasonably perform those responsibilities, such as an illness or other temporary circumstances.

Treasurer

Suggested minimum continuous sobriety	<ul style="list-style-type: none"> • Five years
Suggested prior experience (one or more)	<ul style="list-style-type: none"> • Co-treasurer • Treasurer for another conference or large AA entity • Professional experience in a fiscal capacity
Term	<ul style="list-style-type: none"> • One year
Responsibilities	<ul style="list-style-type: none"> • Recruit a Co-Treasurer (suggested sobriety minimum of 4-years) to assist with providing a stand-in for reports to the conference committee and potentially succeed the Treasurer the following year. • Work with the Conference Chair and Co-Chair to maintain necessary accounts and track transactions. • Oversee all expenditures of any size which require approval or reimbursement • Provide a monthly financial report to the CTC Planning Committee, Chair, and Co-Chair. • Serve as a signatory on all checks. • Provide a comprehensive and transferrable historical accounting for successive treasurers to make it easier for future planning related to budgets for individual committees • Work with the Chair and individual committee chairs and coordinators to develop, approve, and administer their individual budgets. • Report to the Chair regarding all chairs and coordinators who exceed their pre-determined budget amounts. • Setup and maintain the necessary digital payment accounts. • Acquire and check the conference P.O. Box for registration, if the conference determines they need one. • Track the registration, banquet and scholarship transactions and funds. • Track each fundraiser expenses and income. • Obtain advance approval from the Chair for all expenditures over \$1,000

Secretary

Suggested minimum continuous sobriety	<ul style="list-style-type: none"> • Two years
Suggested prior experience (one or more)	<ul style="list-style-type: none"> • Co-secretary • Secretary for another conference or large AA entity • Professional experience in an administrative capacity
Term	<ul style="list-style-type: none"> • One year
Responsibilities	<ul style="list-style-type: none"> • Recruit a Co- Secretary to assist with providing stand-in recording for conference committee meetings and potentially succeed the Secretary the following year. • Work with the Conference Chair to prepare the agenda for each gathering of the CTC Committee • Work with the Conference Co-Chair to gather all relevant hotel/location information including proposals, contract/agreements, etc. • Disseminate minutes to all CTC Committee Members via e-mail or some other agreed upon method. • Maintain historical information for the current conference year. • Provide Archives Coordinator with all relevant information for future archiving. • Maintain a back-up to all records maintained by the Treasurer. • Maintain a copy of the passwords for the website, registration pay-online sites, e-mail and any other electronic accounts utilized by CTC in the event of need of recovery of data. • Attend all CTC Committee meetings.

Registration Chair

Suggested minimum continuous sobriety	<ul style="list-style-type: none"> • Two years
Suggested prior experience (one or more)	<ul style="list-style-type: none"> • Co-registration chair • Registration chair for another conference
Term	<ul style="list-style-type: none"> • One year
Responsibilities	<ul style="list-style-type: none"> • Recruit a Registration Co-Chair (suggested minimum sobriety, 1-year) to assist with recruiting a registration committee and provide a stand-in for reports to the conference committee and potentially succeed the Registration Chair the following year. • Recruit a Registration Committee to assist with the processing of registration for the conference. • Lead the Registration Committee and provide regular detailed reports to the Conference Committee and Chair • Devise a method, with the approval of the Conference Chair/Committee a manner to receive funds/registrations to provide an accurate accounting • Work closely with the Treasurer to ensure that all registrations are turned over timely to the Treasurer, including any PayPal/Similar receipts, checks, cash or any payments to provide a complete record. • Devise a database or similar method to track all registrants to ensure accurate accounting on conference weekend to ease registration/welcome process. • Complete in advance of conference weekend all name tags, or other method of identifying conference participants • Devise and implement an onsite method of creating name tags or other method of identifying conference participants. • Work with the Programming Chair to make sure all program materials, or other items handed out as part of the registration process are prepared and ready for hand-out on conference weekend. • Assist with the transition to any succeeding conference registration chair by turning over all previous information and materials to assist the Publicity/Attraction chair to target market past conference attendees for future events/conferences.

Registration Co-Chair – Advance Registration

Suggested minimum continuous sobriety	<ul style="list-style-type: none"> • One year
Suggested prior experience (one or more)	<ul style="list-style-type: none"> • Co-Chair of CTC Registration Committee • Member of CTC Registration Committee • Other conference experience
Term	<ul style="list-style-type: none"> • One year
Responsibilities	<ul style="list-style-type: none"> • Assist the Registration Chair in advance of the conference by arranging for registration and payment at all venues/events in the Hill Country Intergroup Area • Distribute and maintain records/contact with recipients of all forms of digital payments or other method of payment for advance conference registration • Arrange for tabling at sober events and conferences to assist both the Registration and Publicity/Attraction Chair with disseminating information about the CTC • Stand in for the Registration Chair to provide reports to the CTC Committee in the event of the Chair’s absence. • Work with the Treasurer and the Registration Chair to have an accurate accounting of advance registrations, banquet sales and hotel reservations. • Turn all cash, PayPal or similar, checks and all payments to the Treasurer immediately following AA events and provide a complete record. • Assist the Registration Chair with the transition of all records/materials to succeeding conference committees • Work with the Registration Chair and other Registration Co-Chair(s) at conference time staffing the Registration area and providing support to the volunteer/service staff to provide for good flow of traffic/accounting.

Programming Chair

Suggested minimum continuous sobriety	<ul style="list-style-type: none"> • Five years
Suggested prior experience (one or more)	<ul style="list-style-type: none"> • Co-programming chair • Programming chair for another conference
Term	<ul style="list-style-type: none"> • One year
Responsibilities	<ul style="list-style-type: none"> • Recruit a Programming Co-Chair (suggested minimum sobriety, 4-year) to assist with recruiting a programming committee and provide a stand-in for reports to the conference committee and potentially succeed the Programming Chair the following year. • Recruit a Programming Committee to assist with the selection of potential speakers and obtaining workshop leaders. • Lead the Programming Committee and provide regular detailed reports to the Conference Committee and Chair • Devise a method and facilitate an opportunity for AA members within the Hill Country Intergroup area to participate in the selection of potential speakers. • Present a slate of recommended AA speakers, based on input from AA members in the Hill Country Intergroup area, to the Main Conference Committee for ultimate selection. • Provide a detailed budget for expenses related to conference AA speaker travel and accommodations. • Work closely with the Treasurer to procure and pay for necessary airline tickets and other travel arrangements for AA speakers. • Ensure that all expense receipts related to AA speaker expenses are turned over to the Treasurer in a timely manner. • Identify hosts for all AA speakers, and formulate a hospitality plan for transportation to/from airport, gift baskets, and other speaker accommodations. • Coordinate with Conference Co-Chair to secure hotel reservations for main speakers no later than 90 days prior to the conference. • Coordinate with the Treasurer to ensure AA and Al-anon speaker rooms are paid for. • Coordinate with Registration Chair to ensure that main speakers are registered for the conference, with conference packets, and banquet meal selection are received prior to conference. • Coordinate with the Al-anon Chair to ensure Al-anon speaker registration, hosting, gift basket, and hotel room needs are met.

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	<ul style="list-style-type: none">• Provide a list of AA speakers including contact information to the Public Relations/Attraction Chair, Registration Chair, and Website Coordinator no later than 6 months prior to the conference.• Coordinate with the Conference Co-chair and Environmental Coordinator to formulate an overall schedule of AA workshops and speakers, including topics, times, and room locations, no later than 5 months before the conference.• Coordinate the recruitment of facilitators for all planned AA workshops no later than 60 days prior to the conference, giving consideration to diversity, such as gender, length of sobriety, home region, etc.• Provide a list of AA workshop facilitators, <i>including contact information</i> and workshop topic, to the Registration Chair no later than 60 days prior to the conference.• Provide detailed AA workshop and speaker schedules to the Public Relations/Attraction Chair, including names, topics, times, and room locations, no later than 60 days prior to the conference, to facilitate design and printing of conference schedule.• Provide a detailed timeline of all events and transitions to occur during the conference weekend to the Conference Chair, Conference Voice(s), and speaker meeting chairs no later than 30 days prior to the conference.• Draft a script for AA speaker meeting chairs to follow while facilitating speaker meetings.• Draft a script for AA workshop leaders to follow while facilitating AA workshops.
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Public Relations (PR)/Attraction Chair

Suggested minimum continuous sobriety	<ul style="list-style-type: none"> • Two years
Suggested prior experience (one or more)	<ul style="list-style-type: none"> • Co-public relations chair • Similar position for another conference
Term	<ul style="list-style-type: none"> • One year
Responsibilities	<ul style="list-style-type: none"> • Recruit a PR/Attraction Co-Chair to assist in recruiting a PR/Attraction committee and provide a stand-in to conference committee meetings to provide reports and potentially succeed the PR/Attraction chair in the following year. • Work with the Conference Chair to prepare an outreach plan to present to the conference committee • Obtain past conference related material/information from the Registration Committee related to conference attendees for future targeted marketing efforts for conference fundraisers/events. • Maintain relationship with HCI and surrounding districts to keep information flowing throughout the year with regards to the conference and all related events/fundraisers. • Serve as collaborator with the Voice of the conference to make sure there is a broad representation of people making announcements at meetings throughout the HCI area and throughout Texas. • Coordinate with Programming chair to obtain final schedules for AA workshops, entertainment, hospitality, and speaker meetings, including names, topics, times, and room locations, no later than 60 days prior to the conference, to facilitate design and printing of conference schedule. • Arrange for the design and printing of the conference schedule no later than 30 days before the conference. • Maintain listing of Intergroups throughout the US to provide broad distribution of conference materials/registration forms. • Work in close collaboration with the Fundraising Chair to ensure materials for future events are publicized with HCI and throughout the area. • Work in close collaboration with the Website Coordinator to make sure that all materials are timely uploaded and correct. • Responsible for the maintenance of all social media, including CTC Facebook, CTC Committee Facebook, and all other relevant pages.

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	<ul style="list-style-type: none">• Responsible for committee approved social media pages / sites / accounts and Coordinate outreach road trips to surrounding area events.• Provide expense receipts to the Treasurer as soon as possible and no later than the date of the conference for all expenses related to Public Relations/Attraction, including printing and conveyance of schedules.
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Voice of the Conference

Suggested minimum continuous sobriety	<ul style="list-style-type: none"> • Two years
Suggested prior experience (one or more)	<ul style="list-style-type: none"> • Attraction committee member • Voice of the Conference for another conference • Excellent public speaking skills
Term	<ul style="list-style-type: none"> • One year
Responsibilities	<ul style="list-style-type: none"> • Provide succinct, clear communication to conference attendees and be comfortable speaking to large groups. • Serve as a member of the PR/Attraction committee and work closely with PR/Attraction Chair to ensure consistent and correct information is disseminated throughout the year. • Provide the introduction and lead to all main meetings at conference weekend. • Serve as collaborator with the PR/Attraction Chair to make sure there is a broad representation of people making announcements at meetings throughout the HCI area and throughout Texas. • Recruit a Co-Voice (minimum suggested sobriety length, 1-year) to provide assistance throughout the year making announcements, attending events, provide stand-in reports to the conference committee and ultimately assume responsibilities if necessary conference weekend should the Voice be ill or unable to be of service.

Fundraising Chair

Suggested minimum continuous sobriety	<ul style="list-style-type: none"> • Two years
Suggested prior experience (one or more)	<ul style="list-style-type: none"> • Co-fundraising chair • Fundraising chair for another conference
Term	<ul style="list-style-type: none"> • One year
Responsibilities	<ul style="list-style-type: none"> • Recruit a Fundraising Co-Chair to assist in recruiting a Fundraising committee and provide a stand-in to conference committee meetings to provide reports and potentially succeed the Fundraising chair in the following year. • Recruit a Fundraising committee. • Coordinate meetings of the Fundraising Committee as needed. • Works with the Treasurer and Conference Chair to come up with a yearly fundraising target to provide “bare operating expenses plus a prudent reserve” for the next conference, as described under Tradition 7 – Prudent Reserve in the Conference Guidelines. • Creates and maintains a yearly plan for fundraising events to occur throughout the year to financially support the next upcoming conference. • Provides a forecast of expected proceeds to be generated by the events in the yearly fundraising event plan. • Adjusts the yearly fundraising event plan as needed during the year to help ensure that total fundraising event proceeds fit within the amount needed for “bare operating expenses plus a prudent reserve” established elsewhere in these guidelines. • Coordinates and facilitates fundraising events as needed. • Provides to the Treasurer all cash proceeds from fundraising events for deposit into the conference bank account.

Raffle Coordinator

Suggested minimum continuous sobriety	<ul style="list-style-type: none"> • One year
Suggested prior experience (one or more)	<ul style="list-style-type: none"> • Raffle Co-Coordinator • Raffle Coordinator for another conference
Term	<ul style="list-style-type: none"> • One year
Responsibilities	<ul style="list-style-type: none"> • Recruit a Raffle Co-Coordinator(s) to assist in recruiting a Raffle committee and provide a stand-in to conference committee meetings to provide reports and potentially succeed the Raffle Coordinator in the following term. • Serve as a member of the Fundraising committee and work closely with Fundraising Chair to ensure successful conference raffle operations. • Recruit a Raffle committee. • Coordinate meetings of the Raffle Committee as needed. • Provide cost estimates to the committee for raffle prizes. • Procure items to be raffled, ensuring consistency with Tradition 7, and declining outside contributions. • Coordinate procurement of raffle tickets before the conference. • Coordinate distribution and sale of raffle tickets during the conference, ensuring consistency with Tradition 7, and declining outside contributions. • Conduct the on-site raffle. • Coordinate with the Programming Chair to limit raffle to within scheduling constraints. • Provides receipts to the Treasurer for all expenses related to raffle. • Provides to the Treasurer all cash proceeds received from raffle for deposit into the conference bank account.

Commemoratives Coordinator

Suggested minimum continuous sobriety	<ul style="list-style-type: none"> • One year
Suggested prior experience (one or more)	<ul style="list-style-type: none"> • Commemoratives Co-Coordinator • Commemoratives Coordinator for another conference
Term	<ul style="list-style-type: none"> • One year
Responsibilities	<ul style="list-style-type: none"> • Recruit Commemoratives Co-Coordinator(s) to assist in recruiting a Commemoratives committee and provide a stand-in to conference committee meetings to provide reports and potentially succeed the Commemoratives Coordinator in the following term. • Serve as a member of the Fundraising committee and work closely with Fundraising Chair to ensure consistent conference representation through merchandise. • Recruit a Commemoratives committee. • Coordinate meetings of the Commemoratives Committee as needed. • Locate, negotiate with, and provide cost estimates from vendors for conference-related memorabilia. • Cooperate with Environmental Coordinator on space for vendors. • Cooperate with Conference Chair on finalizing negotiations with approved vendors. • Cooperate with Public Relations/Attraction Chair to propose logos/designs for memorabilia, such as t-shirts, coffee mugs, etc. • Gets approval from full conference committee on memorabilia choices/designs. • Provides cost estimates to committee on proposed memorabilia purchases. • Coordinate on-site sale of memorabilia. • Provides receipts to the Treasurer for all expenses related to memorabilia design and purchase. • Provides to the Treasurer any cash proceeds received from sale of memorabilia for deposit into the conference bank account.

Website Coordinator

Suggested minimum continuous sobriety	<ul style="list-style-type: none"> • Two years
Suggested prior experience (one or more)	<ul style="list-style-type: none"> • Website co-coordinator • Professional experience managing web sites
Term	<ul style="list-style-type: none"> • Three years
Responsibilities	<ul style="list-style-type: none"> • Recruit a Website Co-coordinator to provide a stand-in to conference committee meetings to provide reports and potentially succeed the Website Coordinator in the following term. • Becomes familiar with <i>AA Guidelines —Internet</i>, published by AA General Service Office. • Provide a report to the Conference Chair to be delivered at the monthly CTC Committee meeting. • Build, when called to do so by the group, a new website and related applications with the functionality requested by the CTC Committee related to features and links and other design elements to ensure accurate and helpful dissemination to the fellowship. • Maintain website and related applications with regularity and report to the CTC Committee on the ongoing development of any new features or specific problems. • Work with the Secretary and Conference Chair to make sure that the passwords for the uploading and maintenance of the CTC Website and all related links/sub-sites are kept on file in more than one location rather than just residing with the Website Coordinator. • Work in close collaboration with the PR/Attraction Chair to make sure that all relative information to the conference can be found online as easily as possible. • Work in close collaboration with the Registration Chair to make sure the website incorporates whatever method the Conference Committee deems the best for making online payment transaction for registration, commemorative, and other purchases. • Work in close collaboration with the Fundraising Chair to make sure that all upcoming Fundraisers receive the highest prominent position on the conference website, understanding that the secondary purpose for the website, but important nevertheless, is assisting in disseminating information about <i>Fundraising Events</i> as

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	<p>well as the conference itself.</p> <ul style="list-style-type: none">• Ensure the necessary registration of http protocol address and other matters related to the function of the website, serving as technical contact for the domain name.• Receive advance approval from the CTC Committee for any expenditure related to website development or site registrations, and provide all receipts for site registration or expenditures to the Conference Treasurer.• Work in collaboration with the Hill Country Intergroup website coordinator to make sure the CTC link is featured on the HCI website.• Work with other AA conference website coordinators to make sure any page that provides reference to other AA conferences – includes the CTC.
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Entertainment Coordinator

Suggested minimum continuous sobriety	<ul style="list-style-type: none"> • One year
Suggested prior experience (one or more)	<ul style="list-style-type: none"> • Entertainment Co-Coordinator • Entertainment Coordinator for another conference
Term	<ul style="list-style-type: none"> • One year
Responsibilities	<ul style="list-style-type: none"> • Recruit an Entertainment Co-Coordinator to assist in recruiting an Entertainment committee and provide a stand-in to conference committee meetings to provide reports and potentially succeed the Entertainment Coordinator in the following term. • Recruit an Entertainment committee. • Coordinate meetings of the Entertainment Committee as needed. • Responsible for locating, negotiating, and contracting (if necessary) with performers/groups providing entertainment. • Works with the Treasurer and Conference Chair to come up with a yearly expense budget to fund approved entertainment expenses. • Creates and maintains a yearly plan for entertainment events. • Cooperates with Conference Chair to develop entertainment consistent with AA message/traditions, and appropriate for conference attendees. • Coordinates and facilitates entertainment events as needed. • Provides to the Treasurer any cash proceeds from entertainment events for deposit into the conference bank account. • Responsible for developing a method of sign-up for members of fellowship participating in entertainment events.

Hospitality Coordinator

Suggested minimum continuous sobriety	<ul style="list-style-type: none"> • One year
Suggested prior experience (one or more)	<ul style="list-style-type: none"> • Hospitality Co-Coordinator • Hospitality Coordinator for another conference
Term	<ul style="list-style-type: none"> • One year
Responsibilities	<ul style="list-style-type: none"> • Recruit Hospitality Co-Coordinator(s) to assist in recruiting a Hospitality committee and provide a stand-in to conference committee meetings to provide reports and potentially succeed the Hospitality Coordinator in the following term. • Recruit a Hospitality committee. • Coordinate meetings of the Hospitality Committee as needed. • Work closely with the Service Coordinator to procure a service staff large enough to facilitate hospitality suite(s). • Provide a budget to the Treasurer and Conference Chair for estimated hospitality expenses. • Coordinates and facilitates hospitality rooms and events as needed. • Provides to the Treasurer any cash contributions received from hospitality rooms and events for deposit into the conference bank account. • Responsible for providing all expense receipts to the Treasurer no later than the close of the conference. • Cooperate with the Service Coordinator to develop a method of sign-up for members of fellowship participating in hospitality rooms and events.

Service Coordinator

Suggested minimum continuous sobriety	<ul style="list-style-type: none"> • One year
Suggested prior experience (one or more)	<ul style="list-style-type: none"> • Service Co-Coordinator • Service Coordinator for another conference
Term	<ul style="list-style-type: none"> • One year
Responsibilities	<ul style="list-style-type: none"> • Recruit Service Co-Coordinator(s) to assist in recruiting a Service committee and provide a stand-in to conference committee meetings to provide reports and potentially succeed the Service Coordinator in the following term. • Recruit a Service committee. • Coordinate meetings of the Service Committee as needed. • Work closely with the Hospitality Coordinator to procure a service staff large enough to facilitate hospitality suite(s). • Work closely with the Registration Chair to procure a service staff large enough to facilitate on-site registration. • Work closely with the Entertainment Coordinator to procure a service staff large enough to facilitate entertainment events. • Work closely with the Fundraising Chair to procure a service staff large enough to facilitate fundraising events throughout the year. • Work closely with the Public Relations/Attraction Chair to procure a service staff large enough to facilitate conference and fundraising announcements throughout the year. • Coordinates on-site sign-up of service volunteers and advance requests from treatment centers and recovery homes. • Cooperate with the Website Coordinator to develop a method of sign-up for members of fellowship participating in service throughout the year.

Archives Coordinator

Suggested minimum continuous sobriety	<ul style="list-style-type: none"> • One year
Suggested prior experience (one or more)	<ul style="list-style-type: none"> • Archives Co-Coordinator • Archives Coordinator for another conference
Term	<ul style="list-style-type: none"> • Three year
Responsibilities	<ul style="list-style-type: none"> • Recruit a Archives Co-Coordinator(s) to assist in recruiting a Archives committee and provide a stand-in to conference committee meetings to provide reports and potentially succeed the Archives Coordinator in the following term. • Recruit a Archives committee. • Coordinate meetings of the Archives Committee as needed. • Become familiar with AA publications M44i, “Archives Workbook” and MG-17, AA Guidelines on Archives”, and performs duties of archivist as outlined in these reference materials. • Serve as the keeper of AA’s tradition of anonymity for the conference. • Collect and maintain conference archives, including items such as: <ul style="list-style-type: none"> ○ Meeting minutes ○ Programs ○ Flyers ○ Memorabilia ○ Speaker recordings ○ Other items as suggested by Conference Chair and Committee. • Maintain a digital album of photos from conference and fundraising events, ensuring consistency with AA’s principle of anonymity, and preventing publication or broadcast utilizing print or on-line media. • Maintains a printed paper album of photos from conference and fundraising events to be displayed annually at the conference. • Coordinate with Conference Chair to manage removal of archive materials when appropriate or upon request from an AA member potentially identifiable in an AA photo, document, recording, or other media. • Provide for safe/secure storage of archive materials, and transition of archive materials from one elected Archives Coordinator to the next.

Environmental Coordinator

Suggested minimum continuous sobriety	<ul style="list-style-type: none"> • One year
Suggested prior experience (one or more)	<ul style="list-style-type: none"> • Environmental Co-Coordinator • Environmental Coordinator for another conference
Term	<ul style="list-style-type: none"> • One year
Responsibilities	<ul style="list-style-type: none"> • Recruit an Environmental Co-Coordinator(s) to assist in recruiting an Environmental committee and provide a stand-in to conference committee meetings to provide reports and potentially succeed the Environmental Coordinator in the following term. • Recruit an Environmental committee. • Coordinate meetings of the Environmental Committee as needed. • Serve as liaison to the hotel for matters related to logistics, room setup, wall placement, and other matters related to physical space. • Cooperate with Conference Chair and Co-Chair to agree on overall hotel space needs for the conference. • Solicit input from conference chairs and coordinators on their needs for space and materials. • Cooperate with Programming Chair to determine the needs of each workshop leader. • Cooperate with the Service Coordinator to establish a service team large enough to manage the needs of conference attendees and presenters. • Arrange for transition and setup between workshops. • Coordinate with the hotel staff to supply workshop needs, such as drinking water, pens, paper, and other materials. • Cooperate with the Registration Chair to optimize traffic flow during peak registration periods. • Coordinate with other AA and Al-anon entities to provide for their table space needs. • Provide a budget to the Treasurer and Conference Chair for estimated hotel space and material expenses. • Coordinate with Programming Chair and speaker hosts to make sure speakers' accommodations are acceptable.

Conference Chair Emeritus

Suggested prior experience and qualifications	<ul style="list-style-type: none"> • Previous Chair of the Capital of Texas Conference • Current Member of Alcoholics Anonymous within Hill Country Intergroup Area
Term	<ul style="list-style-type: none"> • On-Going
Purpose	<ul style="list-style-type: none"> • The Chair(s) Emeritus serve as extension of the group when called upon by the committee/Chair to bring their experience, strength and hope and provide historical reference from the respective year they chaired the CTC. In times of decision, where additional guidance is called upon by the group/Chair, the Chair(s) Emeritus can attend CTC Committee meetings consistent with AA's Tradition Two "For our group purpose there is but one ultimate authority a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern." as members of the greater AA fellowship, with not as authority figures.
Responsibilities	<ul style="list-style-type: none"> • In the event where the Capital of Texas Conference Chairs and Co-Chairs step down from their responsibilities rather than complete their suggested term, stand in as Acting-Chair, conduct elections at one of the earliest possible planning meetings for all positions. Fill any positions not already succeeded by previous years' co-chairs and co-coordinators. Publicize the meeting in advance through HCI and various meetings to make sure the AA community is aware of the opportunity to be of service and gather the broadest selection of candidates. • Support and attend CTC Conference Fundraiser, Events, and Committee/Planning Meetings. Attend HCIA Intergroup Representative Meetings when called upon to do so. • Support and attend various events throughout the HCIA area, speaker meetings, anniversary celebrations, sober dances and events, etc. to provide a face for the ongoing CTC Conference efforts. • Form ad hoc committees as necessary when requested to do so by the committee/Chair to assist with such matters as by law revisions, audits of the CTC Treasurer, and other matters outside the scope of a traditional planning. • Serve as ongoing advisors to the Fundraising Committee Chairs, particularly in the area of TRUDGEFEST on annual basis so long as it continues. Bringing their experience and guidance to maintain continuity to the event.

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