REGION III
CONVENTION PLANNING MANUAL
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NOTES
INTRODUCTION

Congratulations on having been selected, by a group conscience vote of the Region III Representatives (reps), as the intergroup to host a future Region III Assembly/Convention (convention). You must be very excited and curious about what goes into planning this event. That is why this manual has been put together for you.

The convention is a weekend-long recovery event, and the assembly is the business meeting of Region III. They are concurrent activities at the same venue. We are hopeful the event will contribute to a greater understanding of the Overeaters Anonymous (OA) program and a renewal of program commitment for the people participating in the convention preparation.

Hosting a Region Convention is a good way to unite the membership in your area and to energize your intergroup. Each person who gives service will gain knowledge of themselves and the Fellowship. It also serves as a fund-raiser and provides concentrated recovery for those in attendance.

The size of the convention ranges from 80 to 150 people, depending upon location and time of year. People usually come from all seven states in the Region. Some may arrive early or stay late to explore the host city.

Conventions are sponsored by Region III and hosted by the selected OA intergroup. The Region will seed the intergroup $500.00 approximately 1 year before the event, if requested. The representatives of the hosting intergroup are provided with the representative funding to attend their event.

This manual is a collection of policies, experiences and guidelines to help in planning your Region III Convention. Committee or task is presented in separate sections. It has been designed to facilitate the copying and/or separation by section. These sections can then be given to the different chairs. Ideally it would be advantageous to have a chair and co-chair for each committee. Realistically, some of these committees will be combined and one person will chair.

At the back of this manual there is a section, Committee Notebook. This section may have some useful information on good committee work. How to solve some problems, tools for decision-making, delegation and many other helpful topics.

We suggest, “You take what you want and leave the rest.” If you find yourself experiencing new situations that baffle you, you might read through the Final Reports prepared by intergroups that have been recent hosts, or, talk to the Vice Chair of Region III. It is the job of the Vice Chair to work closely with the area in planning and implementing the event. As always, we find that our shared experience can benefit others. We encourage you to call on those intergroups who have experienced and grown through this rewarding experience.

Remember to have fun and good luck!
Region III Assembly/Convention Initial Guidelines

Congratulations on your successful bid to host an upcoming Region III Assembly/Convention and thank you for volunteering to give this important service to Region! This Regional event will bring many new attendees from out of town to your city, who will be present to take part in the Region III Assembly and to share in the wonderful recovery of this Region III Convention.

As a result of much “trial and error,” the Region III Steering Committee respectfully requests that planning committees adhere to the following important guidelines in preparation for the Assembly/Convention that you have bid to hold as a service to Region III. This list is not all-inclusive, and is not a substitute for reading the Convention Planning Manual in its entirety, but we have found that these crucial Planning points are sometimes overlooked:

• The Planning Committee Chairperson agrees to read the Convention Planning Manual, and disperse relevant sections to sub-committees.
• One of the primary duties of the Region III Vice Chair is to assist, advise and support planning committees. The Vice Chair serves as a liaison between the planning committee and Region III. Please don’t hesitate to call on the VC to help your committee with anything needed, and to answer questions as they arise.
• Because Region III backs any potential financial losses of the Assembly/Convention, the hotel contract must be submitted to the Region III Vice Chair for approval, and the Vice Chair must sign the hotel contract.
• The Planning Committee Secretary will please include the Region III Vice Chair on the distribution list for all planning committee meeting minutes.
• The Program Committee will submit the registration flyer to the Region III Vice Chair for approval before printing and distribution.
• The Registration Committee is asked to send updated registration rosters weekly to the Region III Vice Chair and Region III Recording Secretary beginning 2 months prior to the date of the Assembly/Convention to enable Region to disperse Assembly information to the reps.
• The Region III Steering Committee needs a boardroom-style meeting room for the Friday morning board meeting (8:00 A.M.-1:00 P.M.).

• Name badges should have hanging ribbons that say “Steering Committee”, “Representative” or “Planning Committee” for those attendees that these titles apply to. New representatives to Assembly, called “Green Dots”, should receive a round green sticker on their name badge. Name tents are needed for each Steering Committee member for the dais at the Assembly. These should be printed on cardstock on 8 _” by 11” paper, and then folded into a tent.

• Region III holds a dinner for Representatives and the Steering Committee on Friday evening from 5:15-7:15. Someone on the local planning committee, usually the Assembly Assistant, is asked to find a restaurant within easy walking distance, secure a reservation for approximately 30 people in a separate room or section of the restaurant if possible, and let the restaurant know that separate checks will be needed.

• Because of the Region III dinner, the Grand Opening Friday evening can start no earlier than 7:30.

• Entertainment should be kept to a reasonable length, and no religious music or materials should be used.

• No speakers are to be funded by Region III or the local hosting Intergroup. Speakers must reside within Region 3, and are to be taken from those members already attending the event. All speakers must be registered at the convention.

• If possible, do not locate the Assembly room next to workshop rooms. Sound from microphones carries over that is distracting to both rooms.

• The Assembly room needs a raised dais with seating for 6 and extra table space to spread out lots of paperwork. There is to be a tabletop podium in the middle, with a microphone and a tall stool. There must also be 2 free-standing microphones on either side of the dais.

• The Assembly frequently runs until 5:00 P.M. on Saturday. Usually, the room being used for the Assembly is also part of the space needed for the banquet. Because most hotels require 90 minutes to change the room set-up, the banquet can begin no earlier than 6:30 P.M.
• The raffle prize drawings should be held Saturday night right after dinner or right after the speaker, before any entertainment or dancing begins.
• Proceeds from items that are sold specifically as Region 3 fundraisers at the convention are not split with the hosting Intergroup. All other fundraising sales and Assembly/Convention proceeds are split 60/40, with 60% going to Region 3 and 40% to the hosting IG.

Our IG/planning committee has read the guidelines, and agrees to adhere to them. Please sign and return a copy electronically to the Region III VC.

________________________
IG Chair or Planning Committee Chair

Date
POSSIBLE CONVENTION PLANNING TIMETABLE

24-18 months
- Discuss possibility of hosting a Region III Assembly within your intergroup
- Select possible dates, being careful about avoiding any religious holidays
- Form an initial planning committee
- Investigate hotel possibilities
- Pickup material about your city, restaurants, and points of interest
- Make bid presentation to Region III assembly
- Distribute copies of this manual to appropriate chairs.
- Open a Convention checking account

18-12 months
- Select hotel (site inspection), go over the contract, securing space as needed and work with chef to obtain suitable menus.
- Select a disc jockey (optional)
- Select a program taper
- Determine convention theme
- Recruit members to serve as sub-committee chairs
- Negotiate and submit hotel contract to Region III Vice Chair for signature
- Request $500 see money from Region III Treasurer, if needed

12-9 months
- Create Convention Registration Brochure and submit to Region III Vice Chair for approval
- Print 500 brochures
- Create program outline, work on topics
- Obtain t-shirt bids (optional)
- Submit entertainment proposal
- Obtain drawing tickets
- Submit an article for publication in LIFELINE and add event to Datebook at oa.org
- Committee chairs submit proposed budget to the Convention Treasurer and prepare a Convention Budget
- Schedule time slots for special events (e.g., showing the OA film)

9-6 months
- Present registration brochure at Region III Assembly
- Submit list of suggested Main Speakers.
Present material about your city, restaurants, and local points of interest
Obtain a rough draft of all planned entertainment
Refine budget
Revise specification with facility as necessary
Obtain design and cost for the nametags and committee ribbons
Plan to approach media to request schedule dates for Public Service Announcements (PSA’s)

6-3 months
- Arrange a “tasting” session with hotel sales and/or banquet staff.
- Verify banquet menu with hotel.
- Ask members for raffle items.
- Begin to prepare signs
- Confirm taper
- Prepare program for printing
- Finalize the menu.
- Obtain Region III letterhead from Region Secretary for PI mailings.
- Coordinate with hotel and hotel liaison for storage of raffle items, t-shirts, tapes and registration items.
- Request Lifeline order kit and order literature from World Service Office in Albuquerque, NM or area IG.
- Submit article and brochure to local IG newsletters

2 months
- Prepare new releases of convention information to multi-media: radio, television and newspapers
- Mail registration brochures to Region III intergroups and area meetings
- Survey all sub-committee chairs to workout problems and finalize plans.
- Begin entertainment rehearsals
- Submit convention theme logos to tapers.
- Confirm all details with the hotel
- As registrations come in, prepare roster of attendees and send roster weekly to Region III Vice Chair and Recording Secretary

6 weeks
- Check hotel sleeping room count
- Review audio visual needs with region and committees

1 month
- Confirm taper
- Entertainment rehearsals
- Collect raffle items
- Check hotel sleeping room count
Have program printed
Arrange for a safety deposit box at hotel for Treasurer

2 weeks
- Mail assignment postcards or e-mails to speakers.
- Prepare roster of attendees
- Review audio/visual with committees and hotel
- Review rooms with hotel
- Obtain cash boxes and money bags.

Day prior to convention
- Have pre-convention meeting with all appropriate chairs
- Review all meeting rooms, hospitality rooms, including registration area.
- Review menu with catering
- Ask hotel for names of responsible employees on premises during convention.
- Confirm board room for Region III Friday morning Board Meeting

Convention Weekend
- Provide signs as needed
- Check hotel meeting room heating and cooling
- Check location of hotel lighting controls
- Check room and water setup.
- Check lectern microphone/lights and test all A/V equipment
- Have tape release forms, participant list, speaker list at the Registration table
- Sunday noon — conduct wrap-up meeting for all committee chairs (bring final report if available), reps, and all others with an interest in hosting future assemblies.
- Luggage hold area roped off/with sign
- Evaluations collected
- Cleanup areas of OA materials
- Maintain a sense of humor.

After Convention
- Submit final reports to Convention Secretary. Reimbursement forms to Treasurer and completed Wrap Up report to R3 Vice Chair within 10 days to two weeks.
- Thank you notes sent.

Convention plus 45 days
   Committee’s Convention reports are due to the Region III Vice-Chair.
The Convention Planning Committee is a sub-committee of the hosting intergroup. Chairs for each sub-committee should be appointed at the first Convention Planning Meeting. Each sub-committee consists of a chair and members willing to work together on their designated activity. It’s a good idea to designate one of the sub-committee volunteers as a backup for that group’s chair. Periodic meetings of the entire Planning Committee are necessary to coordinate the several and various functions. This manual includes a section on how committees function. The following pages identify the typical committees and a brief description of some of their duties. The following committees are usually necessary for producing a Region III Convention.

CONVENTION THEME

The Convention Planning Committees should vote on the convention theme options submitted by the Program sub-committee.

This committee will be the group conscience of the convention planning.
CONVENTION BIDDING PROCESS

The Region III Assembly selects an assembly site at least one year prior to the actual event. The representatives make their selection based on the presentation of intergroups offering to host the event. In making their decision, the assembly will consider the details of hotel room rates, meeting room costs, banquet cost, equipment rental, and the cost of hotel transportation from/to the local airport.

I. HOTEL SITE SELECTION GUIDE

After your intergroup affirms the desire, through a group conscience vote, to host a Region III Convention, start shopping for a hotel. The Region III Assembly typically determines the convention location one year prior to the actual event. Also, many hotels book their convention and banquet facilities a full year in advance. The Region III Representatives will consider pertinent information about the hotel location, facilities, services and amenities when making the decision on your bid to host the event. Your local Convention Bureau and/or Chamber of Commerce may be able to assist you and provide a list of suitable hotels with convention and banquet facilities.

This section of the Region III Convention Planning Manual will help you with the selection of a hotel for a Region III convention and assembly. The details presented are not policies but suggestions based upon a collection of shared experiences and lessons learned. We suggest that a site selection team, comprised of the IG Chair, Convention Chair, and the Hotel Liaison, participate in hotel selection process.
Consider the following when searching for a hotel:

- The Region III Spring Assembly is usually held in February or March; the Fall Assembly is usually held in September or October.
- About thirty-five (35) Region III Representatives attend each assembly/convention. Registration averages 100 people; a very large convention may host as many as 200 OA members.
- Estimate the number of sleeping rooms required for overnight guests: some out-of-town representatives will share sleeping rooms; a block of about 4 sleeping rooms for Thursday, 30 rooms for Friday and 30 rooms for Saturday is usually sufficient. Add to that, the estimated number of rooms required for the local attendees. The hotel will reserve a block of rooms based on your estimate. Most of the out-of-town guests will arrive on Friday and depart on Sunday—two room nights. Some local hotel guests may wish to stay only one night—one room night.
- The hotel’s sleeping room and meeting room rates will be based on the estimated number of room nights.
- The hotel will hold a room block for convention attendees up to one or two months prior to the event; after the cut-off date room reservations will be accepted on a space available basis. Encourage potential guests to make their room reservations prior to the cut-off date.
- The convention sleeping room rate should be available to guests choosing an extended stay; negotiate with the hotel to apply the room rate for a period of one week before and a week after the convention. The Board (7 members) arrives one day prior (Thursday) and 3-4 room nights should be allocated for Thursday.
- Negotiate with the hotel to apply the special convention sleeping room rate to all member reservations they accept after the room block expiration date. Unless specified, the hotel will determine the sleeping room rate charged for “late” reservations.
- Determine the number of meeting rooms needed for the hospitality suite, assembly, speaker, and workshop sessions. Frequently, the hospitality suite and a couple of sleeping rooms are provided (comp’d) by hotel at NO CHARGE.
- Request that the assembly room be located not directly adjacent to workshop rooms to minimize distracting sound carry-over between rooms.
- Determine the number and variety of restaurants and other eateries in the general vicinity (walking distance) of the hotel.
- Make appointments with sales reps of interested hotels.
- View the meeting rooms and guest rooms; check general attractiveness of the hotel; check the cleanliness of guest rooms.
- Become aware of the hotel’s customer service attitude: Is the hotel staff eager for our business? Does the hotel staff exhibit a willingness to cooperate?
- Determine the availability and cost of transportation services from and to the airport; it’s desirable if the hotel offers a free shuttle service for registered guests.
- Does the hotel have a swimming pool, hot tub and exercise room?
- Are bathrooms near the meeting rooms; too few can be a disaster.
- If the hotel charges for guest parking, negotiate free parking for hotel guests and others attending the convention.
- Is the hotel sleeping room rate affordable? Negotiate one room rate regardless of occupancy (i.e. single, double, quad). Ask if junior suites or an upgraded room can be obtained for same price.
- Is restaurant service available by 6:00 a.m.? How many people can be accommodated in the hotel restraints?
- Determine check in and check out times. **Negotiate with the hotel for early check-in (before 3:00pm on the day of arrival) and late check-out (after 2:00pm on the day of departure)**; out-of-towners may be affected by airline schedules and some committee members may have to attend pre and post-convention committee meetings.
- Determine meeting rooms cost. Negotiate meeting room costs based on the number of registered room-nights and/or the number of banquet meals served (when negotiating, the number should be estimated at least 30% lower that the number actually expected.) Ideally, the meeting and assembly rooms, and the hospitality room will be provided free if the actual numbers meet or exceed the estimated numbers. The hotel may wish to charge room rental fees if the numbers are less than the estimate; negotiate a sliding rental fee schedule based on the percentage of the original estimates (i.e. 50% of estimate would result in a charge of 50% of the usual rental fee, 75% fulfillment, 25% of the usual fee, etc.).
- Notify the hotel that we plan to supply soft drinks and coffee for hospitality suite.
- Request free ice service for the hospitality room and water set-ups in all meeting rooms.
- Is hotel handicap accessible? Are wide benches available?
- Are there safety deposit boxes available?
- Is a deposit required? OA usually does not put down a deposit. We have an excellent track record and can provide a list of hotels previously visited.
- Obtain promotional pamphlets for region assembly bid.
# POTENTIAL ASSEMBLY/CONVENTION HOTEL SITES WORKSHEET

As you search for a location, keep a record of the hotels you call and space and dates available. This form will also help you compare facilities, rates and other important considerations.

**Preferred Dates of Assembly/Convention:**

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<td>Rates: Single $  Double $  Quad $  Mtg. Rm. Rental $</td>
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<td>Distance from airport:</td>
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<td>Recreation:</td>
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II. MEAL FUNCTIONS

- Meet with banquet staff.
- Negotiate a meal count deadline of 48 hours or less; late registrants and walk-ups frequently purchase meal tickets.
- Keep in mind that published meal prices in hotel brochures are generally negotiable. Also specific requirements, i.e. no sugar used in preparation, whole wheat rolls, fresh fruit for dessert, etc. are generally provided without extra charges.
- The hotel will usually encourage a chicken breast banquet style dinner. However, our Region III preference seems to be a buffet meal with at least two protein selections available. For example:
  1. Baked chicken and sliced roast beef
  2. A vegetable medley (broccoli, carrots, cauliflower combination) and baked potato
  3. Cold salads (tossed green salad, potato or macaroni salad, 3-bean salad, etc.)
  4. Fresh fruit; whole wheat bread or rolls, butter (separate); water, iced tea, coffee
- Determine the total per person cost of the meal. It is not unusual for a price to be quoted without including the tax and tip. For example: the price may be presented as $19.25++. The “plus plus” indicates that tax and tip will be added to the cost of the meal. If the tax is 7% and the tip is 15%, the total cost of the meal will be $23.58 ($19.25+1.44 tax+$2.89 tip). Insist that the contract meal price per person includes tax and tips.
- Make sure the meal price charge is per person, not per plate. The hotel may opt for the latter unless specified. Dinner guests may use one plate for their salad and a second plate for their entree. The number of meals served can be determined by a count of the meal ticket collected from each person attending the banquet. Meal tickets can be distributed in the registration packet.
- On Friday afternoon, the Region Vice Chair will need a place for the Green Dot (newcomer) Orientation meeting. Ideally, the hotel will provide a small room at no extra charge. The attendance varies, but a space for 10-12 is adequate.
II. MEETING ROOMS AND SEATING CONFIGURATION REQUIREMENTS

STEERING COMMITTEE BOARD MEETING
Held on Friday morning from 8:00-1:00, usually a boardroom-style room works best with a large table and numerous power sources.

REGION III WORKSHOP/FORUM
Held on Friday afternoon from 3:00-5:00, this room should hold approximately 30 people and chairs should be placed in a circle if possible.

“GREEN DOT” ORIENTATION
On Friday afternoon, following the Region III Workshop, the “green dot” first Time Representatives are invited to an orientation. This will be held in the same room as the workshop.

ASSEMBLY MEETING ROOM
This room is used for the business meeting of the Region III Representatives and Officers. There is an informal session on Friday afternoon at 3:00pm. Saturday the Assembly business session is from 8:00am to 5:00 pm. Rarely business carries over to Sunday from 8:00-10:00am. For the Saturday session the seating arrangement is “classroom” style for up to thirty five (35) representatives facing a dais set for ten (10) people. There are only five (5) Region III Officers plus the Region Trustee, but each person carries enough “stuff” to occupy an additional space on the dais table. Occasionally, there will be a need for additional assembly sessions. The Region III Chair will advise the hotel liaison if the Assembly Meeting Room will be needed for additional sessions on Friday afternoon and/or Sunday morning. If needed the Friday and Sunday sessions may be set “theater” style. Following the Closing on Sunday, the Convention/Assembly Committee meets to “Wrap Up.” This meeting is also attended by others in the region who are hosting upcoming Convention/Assembly in their area. This room should hold 25-35 people.

GRAND OPENING & CLOSING ROOM
The seating is arranged “theater or auditorium style” for 100 to 150 people depending on size of host city; two-thirds of the opening sessions is usually sufficient for the grand closing. See the diagram on following page. The grand opening is typically scheduled from 7:30pm to 9:30pm on Friday evening. The grand closing is typically scheduled from 10:00am to 11:30am
on Sunday morning. Check to see if this room is available for rehearsals on Wednesday or Thursday night.

CONVENTION WORKSHOP & SPEAKER SESSION ROOMS
Depending on anticipated attendance and available speakers and facilitators, one, two or three hour-long sessions may be offered concurrently on Friday afternoon, all day Saturday, and Sunday morning. Each room is usually arranged with “theater style or auditorium style” seating and with a speaker podium and microphone at the front of the room. Microphones and podiums need to be negotiated into the price of the room. If they are an extra charge, they can be expensive. See the diagram on following pages.

HOSPITALITY ROOM
The Hospitality Room is generally available beginning at 1:00pm on Friday until 3:00pm on Sunday. It is closed during the Grand Opening on Friday, during the Banquet, Speaker, and Entertainment on Saturday (the room is available during the dance), and during the Grand Closing on Sunday. Also, it’s closed between the hours of 12:00am and 8:00am.

ASSEMBLY ROOM
The Assembly Room will be setup Classroom Style. Remember to plan “fanny room” between rows of tables to facilitate entry and exit.

CONVENTION WRAP-UP MEETING
This meeting is directly following the Grand Closing, but should be held in a different meeting room. Generally around 25 people attend the meeting, and it runs about 90 minutes.

SEE DIAGRAMS ON FOLLOWING PAGES.
ASSEMBLY ROOM SETUP
(Classroom Seating)

- Provide tables: 6’ or 8’ long; 18”, 24” or 30” wide.
- Allow 3’ per person.
- Allow a distance of 5” from table front to next table.
- Provide tables and seating for 50 people.
- Set dais for 10 people (there are only five officers and a Trustee, but each needs additional space for region records and files).

- At the dais, 5 chairs are needed along with a tall stool and tabletop podium in the center with a microphone for the Chairperson
- In addition, two free-standing microphones are needed, one on either side of the Dais. One should be marked “Pro” and the other “Con”
GRAND OPENING/CLOSING SEATING SETUP
(THEATER OR AUDITORIUM SEATING)

 Allow 6’ aisles
 Leave sufficient space for doorways
 Do not attach – connect – adjacent doors
 Provide seating for 150 people

PODIUM
SPEAKER WORKSHOP SEATING SETUP
(THEATER OR AUDITORIUM SEATING)

- Allow 6’ aisles
- Leave sufficient space for doorways
- Do not attach – connect – adjacent doors
- Provide seating for 150 people
IV. THE HOTEL CONTRACT

Two departments, the Sales and the Catering Departments, will prepare the hotel contract. For our purposes it is important that the two proposals be presented as a single contract. While the Catering Department may plead that it is very difficult to determine the meal cost a full year in advance, the cost of the meal is a determining factor in our decision making process. We would not, for example, want to agree to a sleeping room and meeting room contract then later discover that the meal price was beyond our means. Make sure EVERYTHING is in writing. Any changes need to be initialed by both parties: the hotel and the IG.

The hotel contract should stipulate:

- The dates of the event.
- The single, double, and quad occupancy rate and availability of sleeping rooms (one sleeping room rate, regardless of occupancy, is preferable). Include the total price, with tax.
- The cost, day, and time availability of each meeting room.
- The rental cost and availability of equipment (podiums, microphones, dance floor, etc.).
- An itemized menu and the per person cost (including tax and tips) of the banquet meal.
- Full disclosure of additional fees, service charges, taxes and tips that may be added for services and equipment.
- A comprehensive list of other negotiated items such as: stocking our own soda and coffee in the hospitality room; free water service in the meeting rooms; the times the pool & Jacuzzi are available to our convention guests.
- The deadlines for hotel guest reservations and final meal count.
- **BEWARE:** Some hotels are known for double booking or booking events too close together. Get your rental hours and the name of your rooms in writing.
The Convention Chair may be a person other than the local Intergroup Chair. The Chair (or co-chairs) should be chosen first—immediately after the hosting intergroup decides to bid for a convention. Ideally, the person accepting this position will be willing to commit for the duration—the entire period from planning through the submission of the final report to Region III.

Above everything, the Chair’s job is about communicating—keeping in touch with the committees, coordinating activities, and serving as liaison between Region III and the hosting intergroup. Some jobs will be duplicated with the Hotel Liaison. They must work very closely together.

The experience acquired by attending other Region III conventions is especially helpful. If possible, the Chair should attend the two Region events immediately preceding their event to witness the process and to participate in the convention planning committee wrap-up meetings.

The Chair is ultimately responsible for the production of the convention, but the Chair DOES NOT DO EVERYTHING. The Chair is “on duty” during the entire event and needs to consider staying at the hotel.

Here are some suggestions for the chair.

- Become familiar with the "Region III Convention Planning Guidelines"
- Schedule and provide an agenda for convention planning meetings.
- Coordinate all activities of the convention
- Oversee the planning activities
- Recruit sub-committee chairs and co-chairs for the event.
- Serve as ex-officio member of every committee. If unable to attend the committee meetings, the chair should be informed of ALL happenings, expenditures, and dates, to use in coordinating with other sub-committees.
- Encourage and support all volunteers; attempt to involve as many people as possible. Reminding all members that service brings recovery.
- Review the event’s timetable and the progress of each committee.
- Assist other members in meeting their goals. Ask for a list of each committee’s needs.
- Find out from each committee exactly when they plan to set up their area at the hotel and how long their program will last. Coordinate this with the hotel and the hotel liaison.

- Maintains contact with the Region III Vice-Chair.

- Arrive at the hotel before everyone else. Inspect the room set up and hotel personnel. Work with Hotel Liaison to correct any last minute adjustments.

- Show your committee chairs to their work areas as they arrive for the convention.

- It pays to frequently touch base with other workers during the event.

- Remember that spirited deliberation and conflict can improve a function, if the decisions are determined by an informed group conscience, and personalities yield to principles.

- Serve as MC and/or selects an MC for the convention.

- Coordinate the preparation and completion of the convention’s final report, to be mailed to the Region III Vice-Chair within 45 days after the conclusion of the event.

- Conclude the activities of the Convention Planning Committee with appropriate “Thank You Notes.” A personal “thank you” is okay for OA members. A written “thank you” is appropriate for those outside our Fellowship.

- Schedule a planning meeting and provide an agenda for each member; the first meeting is to:
  ✓ Get acquainted
  ✓ Establish guidelines, a timetable and review details with the Planning Committee
  ✓ Remind each sub-committee chair to adhere to the overall timetable
  ✓ Answer questions

- Chair a post-convention wrap up meeting. Prepare the initial “Wrap Up Report” report and give a copy to the R3 Vice Chair. Host representatives from other intergroups planning future conventions.

- Prepare a final written report.

- Responsible for overseeing the Final Report –due to R3 Vice Chair 45 days following Convention.
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<th>Committee</th>
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This form should be sent to the Region III Vice Chair ASAP. The form, including cell phones info, is very helpful during the event. Provide all committee members with an updated copy including the Region III Vice Chair.
III. Things To Do

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Hotel Liaison

It is advisable to have one assistant to help you. More than two people providing direction can be confusing to the hotel. Let the hotel know who you are and when you will be arriving at the hotel the day of the convention. Be prepared to arrive before anyone else. This will give you time to inspect the room set-ups and make corrections. Some jobs will be duplicated with the Convention Chair. They must work very closely together.

The Hotel Liaison’s duties are generally divided into four parts:

A. Site selection team member
B. Hotel contract negotiation
C. Liaison with the hotel on facility preparation and convention activities.
D. Overseer during the convention to make sure all goes well with the hotel.

On event day, introduce yourself and your co-chair to the sales manager and the catering manager in charge of the occasion. The weekend “duty-staff” may be other than the persons that you have worked with. Introduce yourself and your assistant to the hotel Sales Department staff. Make sure the hotel staff understands that only the hotel liaisons are authorized to request services and facilities. Encourage the hotel staff to direct conventioneers with a need to contact the hotel liaisons. Be sure to introduce yourself at the beginning of the convention to the conventioneers. Letting them know they are to contact you, if there is a problem with convention meeting rooms. This does not include problems with normal hotel accommodations. In that case they would contact the hotel.

- Handle hotel and meeting room problems.
- Attend all meetings between hotel staff and Convention Chair.
- Become familiar with hospitality, dining and meeting rooms.
- Be available throughout the convention to assist OA’s with hotel problems.
- Serve as POINT PERSON for the Region III Vice Chair for any needs the Assembly may have during the event and especially on Saturday.
Help to facilitate convention activities. Don't assume that the hotel is taking care of anything -- check it out.

Meet with the hotel employee who will be in charge of each particular function, i.e., the banquet manager for the banquet, etc. Have a copy of your contract with you at the convention and be prepared to refer to it.

It is a good idea to remind the hotel that they might need to schedule additional staff in the restaurant and at the registration desk. They will tell you that they have handled many conventions in the past and know what to expect. Our experience has shown that they are always surprised and generally understaffed. More often than not the restaurant is understaffed when we break for meals.

Working with each committee, determine their arrival and setup time. Since other activities may be in progress their setup time may be restricted.

Arrange for smoking areas to be well removed from meeting and assembly rooms.

Each day during the event, verify with the hotel the OA guest sleeping room count.

As committee chairs arrive, direct them to their areas and ask if there is anything they will need. You and your co-workers should take frequent walkabouts to check water service, audio-visual equipment function, room temperatures and room setups.

Work closely with the Program Committee chair in arranging meeting rooms, Audio Visual equipment and risers.

In the meeting rooms, at the Opening and Closing sessions, and the banquet, make sure there is enough room to accommodate members in wheelchairs. The Chair, the Hotel Liaison and the Welcoming Committee are encouraged to direct those in need to the provided accommodations.

The Program Committee will probably ask for specific room set ups, the number of chairs, tables, podiums, microphones and water service. You must notify the hotel staff of the setup and services for each venue. The hotel will prepare a venue schedule for your review and signature. Remember, changes at the last minute may incur additional cost!

Working with the hotel’s banquet staff you will determine the meal-count deadline. It may be 48 hours prior to the meal. Negotiate the number of
additional meals the chef will allow for last minute walk-ups. 10% is a reasonable number.

- If a dance is planned, determine where to place the DJ and dance floor.
- Entertainment may request special equipment, a stage, lighting, sound, and electrical service. Determine whether the hotel and/or outside sources can accommodate these requests. Before any costs are incurred, make sure they’re within the budget and approved by the Convention Planning Committee.
- The Hospitality Room may require table and chairs, a refrigerator, and ice service. It is a good idea to ask the hotel operator to limit Hospitality Room telephone calls to just in-house calls.
- If the convention sessions are taped, a working area must be provided. Check with the taping service for any special need they may have.
- The Welcoming Committee may need tables and chairs.
- The Registration Committee will require a working area, tables and chairs, and a note board.
- Walk through each venue with the hotel sales staff to make sure they understand exactly what you need.
- BEWARE: Some hotels are known for double booking or booking events too close together. Get your rental hours and the name of your rooms in writing.
- Prepare a written report and submit to the Convention Chair.
Secretary

- Submit bills for reimbursement with receipts attached to treasurer.

- Provide a roster of committee contacts to each member of the Convention Planning Committee. Send a copy to the Region III Vice Chair.

- Provide the Region III Vice Chair with copies of meeting notes on a timely basis. (Head all E-mail correspondence with the Location and Assembly Date; i.e. Denver Fall 2011. Then add any other specifics i.e. Denver Fall 2011 Minutes from Meeting.)

- Notify each Sub-Committee Chair and members by e-mail or telephone of each Convention Planning Meeting.

- Take notes at all planning meetings and distribute them to all sub-committee chairs.

- Assist other committees with correspondence and documentation.

- Send thank you notes during and after the convention.

- Assist Convention Chair in preparing Convention Final Report. Mail to Regional Vice-Chair within 45 days after the Convention. Include a copy of the final treasurer’s report.
Treasurer

- Open a checking account—two co-signers are suggested; use your intergroup’s tax ID number.

- Create a budget for the event. Establish a dollar limit for expenditures that require a group conscience vote of the Convention Planning Committee. Monitor all expenses.

- If needed, request seed money ($500.00) from the Region III Treasurer approximately 1 year before the event. The seed money must be repaid to Region III after the convention. The repayment of seed money is not considered part of the convention expenses.

- Region III representatives from the hosting intergroup are entitled to one-half (%) of the usual representative funding, if needed.

- Keep record of all money received and disbursed.

- Keep Convention Chair advised as to financial condition.

- Monitor the financial needs of each sub-committee.

- Provide regular financial reports to the planning committee.

- Pay all debts and expenses. It is important to set a dollar amount above which receipts are necessary.

- **Work very closely** with the Registration Committee in receiving registrations. Record and deposit the receipts **frequently**.

- Provide cash boxes with change for money collected during the event for Registration, Literature and any Ways and Means chairs. Discuss with chairs how money should be handled and when and where it will be collected.

- Do not let cash accumulate during the convention. Go to registration, hospitality, and literature areas and collect the checks and most of the cash. Record and place it in the hotel safe deposit box.

- Region III will pay for any extra expenses incurred for Assembly, i.e., copying costs, etc.
- Set a date for closing the books. No reimbursements after that date.

- A person requesting a full or partial scholarship will be directed to the Convention Chair and Treasurer. While the convention is the major fund-raiser for the intergroup and Region III and all events are priced to allow everyone’s participation, there may be some members of the Fellowship who are unable to participate due to financial hardship. The Chair and Treasurer and the person requesting a scholarship shall find a private area within the hotel to discuss the request. In the spirit of our 7th tradition, the person making the request should be encouraged to consider providing a partial donation as well as service during the convention.

- All proceeds (revenue, less expenses) from a Region III Convention are split between Region III and the hosting Intergroup, with Region III receiving 60% and the hosting Intergroup receiving 40%. This includes all Intergroup fund raising, registration fees, literature income, etc.

- A convention’s financial report and a check or money order for 60% of the proceeds plus any seed money advanced by Region III shall be forwarded to the Region III Treasurer within 45 days after the convention.

- Prepare financial report of convention and submit it to the Convention Chair.
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Region III Convention Expense Reimbursement Form

Name: __________________________________________
e-mail __________________________________________
Address: ________________________________________
City, State, Zip __________________________________

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REIMBURSEMENT TOTAL

Note: Expenditures over $25 must have prior approval from the Convention Planning Committee.

PLEASE ATTACH RECEIPTS FOR ALL EXPENSES.

DATE PAID: _____ CHECK # _____
TREASURER’S SIGNATURE ____________________

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Program Committee

This sub-committee does the vital work of defining and organizing the recovery events of the convention. The Chair of the Program Committee should be selected as soon as possible.

1. The general areas of responsibility are:
   - Propose a theme for the convention at the first meeting of the planning committee (approximately 12 months prior to the event).
   - Prepare a budget and submit it to the Convention Planning Committee for approval. Submit bills for reimbursement with receipts attached to treasurer.
   - Design session formats.
   - Selects workshop and marathon topics.
   - Programs and literature from other conventions, retreats and workshops are invaluable resources in this process.
   - Incorporate the convention theme into topics, when possible.
   - Use your imagination and a sense of humor when considering the titles.
   - Be aware of our Traditions, and focus the topics on OA recovery.
   - **Provide a disclaimer** to be read at ALL workshops, marathons, and by main speakers. For example:
     “The opinions expressed here are those of the speaker and not necessarily that of Region III or Overeaters Anonymous as a whole.”
   - Provide the Anonymity Statement to be read at ALL workshops, marathons, and by main speakers (example follows).
   - Coordinate available meeting rooms with the Hotel Liaison.
   - Prepare a written report and submit to the Convention Chair.

2. Setting the convention schedule
   - Early workshops are good if you can do them – do not expect high turnout.
- The Grand Opening is fairly elaborate. It should set the stage for the Convention.

- The hospitality room can be used for an evening OA meeting.

Here is a typical Region III Convention schedule.

**Times are approximate, except for those in BOLD TYPE.**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>Friday 3:00 p.m. – 5:00 p.m.</td>
<td>Region III IG Problem Solving Session</td>
</tr>
<tr>
<td>Friday 5:00 p.m. - 5:30 p.m.</td>
<td>Green Dot Orientation</td>
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<tr>
<td>Friday 5:30 p.m. - 7:15 p.m.</td>
<td>Region III Reps/Steering Committee Dinner</td>
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<tr>
<td>Friday 7:30 p.m. – 9:30 p.m.</td>
<td>Grand Opening/Speaker/Entertainment</td>
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<tr>
<td>9:30 p.m. – 12:00 M</td>
<td>Late night workshops; OA Sharing Meeting</td>
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<tr>
<td>Saturday 7:00 a.m. - 9:00 a.m.</td>
<td>Early workshops</td>
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<tr>
<td>Saturday 8:00 a.m. - 5:00 p.m.</td>
<td>Region III Assembly II</td>
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<tr>
<td>Saturday 9:00 a.m. - NOON</td>
<td>Workshops</td>
</tr>
<tr>
<td>Saturday 12:00N - 1:00 p.m.</td>
<td>Lunch</td>
</tr>
<tr>
<td>Saturday 1:00 p.m. - 6:00 p.m.</td>
<td>Workshops</td>
</tr>
<tr>
<td>Saturday 6:00 p.m. - 7:00 p.m.</td>
<td>Break</td>
</tr>
<tr>
<td>Saturday 7:00 p.m. - 9:00 p.m.</td>
<td>Dinner / Speaker / Entertainment</td>
</tr>
<tr>
<td>Saturday 9:00 p.m. - 12:00 a.m.</td>
<td>Dance / Late night workshops / OA Sharing Meeting</td>
</tr>
<tr>
<td>Sunday 6:00 a.m. - 8:00 a.m.</td>
<td>Early workshops</td>
</tr>
<tr>
<td>Sunday 8:00 a.m.- 10:00 a.m.</td>
<td>Workshops</td>
</tr>
<tr>
<td>Sunday 10:00 a.m.- 12:00 p.m.</td>
<td>Grand closing/ Speaker / Raffles</td>
</tr>
<tr>
<td><strong>Sunday 12:00 p.m – 1:30 p.m.</strong></td>
<td><strong>Convention wrap-up meeting</strong></td>
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</tbody>
</table>

3. **Select speakers and workshop leaders.**

- Prepare a list of suggested main speakers to be presented to the Convention Planning Committee for review and approval. Remember, OA members
from the entire region will be attending the convention, make use of their experience, strength, and hope. In order to further the regional goal of building strength from within the Region, we encourage soliciting speakers from within the region. No speaker shall receive funding. If any speaker is unwilling or unable to register, then an alternate Speaker shall be chosen.

Select speakers and workshop leaders from the registration forms, as the registration arrives. All speakers must be registered for the convention.

Arrange time slots for workshops and marathons.

Work with Taping Chair during the convention.

Send speakers and leaders a reminder e-mail or post card listing their speaking assignments at least two weeks before the convention. Also, place a reminder in their registration packet. Coordinate this with the registration committee. The reminder should contain:

- Topic
- Location
- Time starting and ending or length of times to be covered by each speaker.
- Tape release form

Arrange back-ups for speakers and/or marathon leaders.

Some areas will use timers. Ask volunteers to time speakers. Using a three-minute card, a one-minute card and a STOP sign.

Coordinate with the Registration Chair to have a list of workshop, marathon, and main speaker’s names at the registration table for people to sign-in when they register. This will serve as both a means for making sure the speakers are there in a timely manner, as well as to remind them of their scheduled time, room and topic.

4. Manage the hour-to-hour events of the convention:

Work with the Hotel Liaison about availability of meeting spaces.

Show speakers where their assigned presentations are located.
Try to accommodate speaker's requests for particular subjects and consider their Region Representative assembly duties. Region III Steering Committee members cannot leave the assembly to speak.

Arrange for a list of back-up speakers. It is appropriate to ask members attending the convention, which do not already have an assignment, to speak.

Seek a volunteer to present the invocation for dinner on Saturday evening; remembering that each member may have a different understanding of a Higher Power. See next page for suggested invocation.
INVOCATION
OA WORLD SERVICE CONFERENCE
MAY 13-17, 1992

WRITTEN BY ROZANNE SKOLLER AND READ AT THE SATURDAY NIGHT DINNER

We, the members of Overeaters Anonymous turn to you, oh God, in prayer

We thank you for the sustenance and power we have received from you these past 32 years and 5 months of OA's existence.

In the coming year, grant us appropriate nourishment for our bodies so that we may be fit and healthy … nourishment for our minds so that we may be alert and responsive … nourishment for our souls that we may be loving and tolerant.

All over our fragile planet we find chaos and uncertainty yet in such a world hungry for peace and understanding, you have spread before us a banquet of spiritual delicacies to fill our human needs. Show us how to share this feast with other soul-starved compulsive overeaters Teach us how nurture ourselves and those around us so that your message of love and hope can fill this world's emptiness wherever we go

We thank you for the food we are about to eat, the fun we are about to enjoy … and in that spirit, may we savor Your abundance as we go forth to do Your will today and every day

With your guidance and strength…together we can!

AMEN
SESSION FORMATS

Provide a printed format for each workshop and marathon venue. Typical formats include the following:

**Workshops**

- Opening which includes the Serenity Prayer.
- Anonymity statement.
- Time allotted for each speaker.
- The names of the speakers.
- Special announcements.
- Time allotted for open sharing.
- Closing instructions.

**Friday Night Suggested Format (Grand Opening)**

- Welcome to (host city) and the Region 3 Assembly and Convention (name of your theme)!!
- Open with Serenity Prayer and any desired readings
- Roll Call of States (attendees from each state rise when their state is called)
  - Arizona
  - Colorado
  - Nevada
  - New Mexico
  - Oklahoma
  - Texas
  - Utah
  - Scottsbluff, Nebraska
  - Torrington, Wyoming
  - Welcome to anyone from outside Region 3 (ask them to stand and say where they’re from)
- Introduction of Region 3 Steering Committee by the Region 3 Chairperson
  - Chairperson
  - Vice Chairperson
  - Recording Secretary
  - Treasurer
  - Communications Secretary
  - Trustee
• Introduction of Convention Planning Committee Chairperson, who will introduce the planning committee members

• Introduction of the Hotel Liaison, who will talk about how to handle any hotel issues that may arise

• Entertainment/skit (if applicable)

• Introduction of Speaker or panel

• Announcements

• Closing

This format is suggested only. It is up to each planning committee to add or take away from this format as desired.

Saturday Night Suggested Format (Banquet)

• Invocation/Serenity Prayer

• Dinner (Hotel Liaison can call up a few tables at a time to the buffet)

• Introduction of Planning Committee members

• Raffle

• Introduction of keynote speaker

• Speaker

• Entertainment (if applicable)

• Announcements

• Closing

This format is suggested only. It is up to each planning committee to add or take away from this format as desired.

Sunday Morning Suggested Format (Grand Closing)
• Words of thanks for attending

• Report on Saturday’s Region 3 Assembly by a member of the Steering Committee

• Invitation by a representative of the next hosting city to attend the next Region 3 Assembly/Convention

• Serenity Prayer and any desired readings

• Introduction of keynote speaker

• Speaker

• Announcements

• Closing

This format is suggested only. It is up to each planning committee to add or take away from this format as desired.
ANONYMITY STATEMENT

PLEASE READ THIS ALOUD AT THE BEGINNING OF EACH SESSION

Anonymity, like our abstinence, is a treasured possession. We ask the help of our guests, especially those representing the press or broadcast media, in protecting the anonymity of all members present or mentioned here today.

We hope you hear something at this meeting which you can take away to use. We respectfully request, however, that you eliminate any mention of names in reference to members of Overeaters Anonymous and that no unauthorized pictures be taken.

This session is being taped and will not be edited. To be anonymous, you should use a fictitious name.

"Two hatters" (OA members affiliated with a related facility or other anonymous programs) are requested to speak only to their personal recovery as an OA member at OA functions to avoid implying endorsement of an outside enterprise.

Thank you.
The Registration Committee must work very closely with the Hotel Liaison, Treasurer, Public Information and Program committees.

A. Making the Registration Brochure

The registration brochure is the main instrument of publicity. There is no limitation on creativity, but the following are guidelines about the form and contents:

- The typical brochure form is a letter-size (8-1/2 x 11) page folded to make three panels (tri-fold). One panel for the convention information, another panel for the hotel reservation form and a third panel for the convention registration form. Other sizes and formats have also been used successfully.

- Design the brochure so that the panel containing the convention information remains with the attendee when the registration form is mailed.

- The Registration form must be proofread and approved by the Convention Planning Committee and the Region III Vice Chair before printing.

- Choose a paper color that facilitates copying. Try to avoid dark colors, many colors that look good to the human eye appear nearly black to copiers. Include some white paper copies in each large mailing. Intergroups can use these for making their own copies.

- Heavier weight paper is recommended, so the flyer can survive being mailed.

- Get written permission from the World Service Office to use the OA logo and any material with a copyright.

- Have written permission to use any artwork not created specifically by your convention committee.
1. **The convention information section should include:**

- The convention theme.
- Name of the sponsoring OA service body.
- Location of the convention. (A location map graphic is helpful)
- Dates of the convention.
- A tentative brief agenda -- especially start and end times to help people schedule their travel. Indicate Assembly time, Region Workshops such as Green Dot Orientation, Intergroup Problem Solving. It is not necessary to have all the program details settled to produce the brochure.
- Names, email addresses and telephone numbers of contact persons who can answer questions about the convention.

2. **The hotel reservation form should include:**

- Room prices (and restrictions, if any). **Room prices quoted should including any applicable tax, etc.**
- Special convention room rates should be effective for those arriving before and staying after the event.
- Hotel location. Information about airport transportation.
- The hotel mailing address and reservation phone (toll-free if available) numbers.
- The room reservation deadline. **MAKE SURE NOTICE OF THE HOTEL RESERVATION DEADLINE IS PROMINENTLY DISPLAYED.** Unless your contract is specific about availability, include “Subject to availability” Disclaimer.
- A reminder to the member to mention their affiliation with OA when making hotel reservations.

3. **The convention registration form should include:**

- Registrants name, address, telephone number, and e-mail address.
- Cost of the convention and any additional options (meals, dance, T-shirts).
- A pre-registration deadline, after which the registration charge increases. This deadline is usually about 2 to 6 weeks before the convention and may be determined by event count deadlines from the hotel.

**MAKE SURE THE PRE-REGISTRATION DEADLINE IS PROMINENTLY DISPLAYED ON THE FORM.**
Convention service opportunity requests - to be a workshop leader (possibly include space for registrant to specify topic or time preference), leader qualifications (optional) or a greeter or timer.

A space for Region III representatives to identify themselves and indicate if this is their first Assembly (Green Dot). Space to express their willingness to leave the Assembly to speak. Some representatives are not willing to leave the Assembly.

**Officers may not leave the Assembly.**

A mailing address and e-mail address, or the registration and phone number(s) of people who will handle registration questions. A post-office box is a good choice for the mailing address.

**A statement on your refund policy and any deadline that might be imposed.**

The “Pay to:” name that goes on the check

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**B. Distribution of registration brochures**

- Expect to print 800 to 1000 brochures, but not all at once.

- Mail out pre-registration forms to all Region III intergroups and representatives who attended the two previous Region assemblies. Obtain this list from the Region Recording Secretary. It is suggested that this mailing be done no later than two months in advance. Multiple mailings may be done at the discretion (and available funds) of the committee.

- Distribute brochures (provide about 250) at the Region III Assembly/Convention just prior to your event.

- Provide a copy of the convention brochure to the Region III Communications Secretary to be copied and inserted into the newsletter. Contact the Communications Secretary to work out the details.

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**C. Processing registrations before the convention**

- A member of the Registration Committee should receive and process the mail pre-registrations. To protect the personal information of members, do not scan or photocopy payment checks.

- Consider using a post-office box -- perhaps one specifically opened for the convention -- providing access to several committee members.

- Maintain a master registration list with the information from the registration forms.

- Service volunteer information should be forwarded to the Program Committee. Bring this master list to the convention.
Keep the original registration forms and bring them to the convention. This will help in dealing with questions and problems.

Acknowledging registration via e-mail is helpful and additional information can be forwarded to attendees with registration confirmation.

PROVIDE the Region III Vice Chair and the Region III Recording Secretary with the registration information (especially Green Dot registration info and Region III Rep info) on a weekly basis starting 8 weeks prior to the event.

Maintain a deposit register that reconciles to deposit slips. Checks may be forwarded to the Convention Treasurer for deposit, or, deposited by the registration processor.

D. Processing registrations during convention

Get the registration table open early, around 1:00-2:00 p.m. on Friday.

The registration area usually serves as the command post for the convention. It is the focal point where everyone will come for orientation and information. An organized registration table goes a long way to making the convention successful.

The registration area should be easy to find. Ideally, it should be located close to the main meeting room.

Visit the hotel with the Hotel liaison to select the location for the registration table and arrange for the needed equipment (tables, chairs, bulletin boards).

Make sure the hotel staff knows the location of the registration desk so information can be posted on the events directory (usually in the lobby, but can be put on the hotel events television channel).

Suggested supplies to bring to the hotel:

- Envelopes to be used for registration
- Extra badges
- Two-part tickets for use in raffles
- Marker pens for making signs
- Pencils and pens
- Adhesive materials (cello tape, masking tape, poster sticky). Check with the hotel as to how they permit things to be attached to walls (some like tape, others prefer thumbtacks or poster sticky). Always bring cello tape to deal with torn papers.
✓ Stapler, Scissors and paper clips
✓ Cash box for use at registration table
✓ Poster board (for making signs)
✓ Extra name tag materials
✓ Copies of the registration flyer (for walk-in registrations).
✓ Bring cash for registration change - mostly in small bills.
✓ Extra dinner tickets

☐ Organize the registration packets in alphabetical order to ease distribution.

☐ The peak traffic at the registration table will be on Friday afternoon and evening, so have the registration table well staffed (three or four people). Saturday morning will also be busy. The committee chair (or co-Chair) should be available during the convention to solve problems.

☐ Staff the registration tables with people who can work fast under pressure, pay attention to details and handle large amounts of money. Choose them carefully.

☐ Registration will be asked questions about EVERYTHING. Be sure the registration area has cell phone #'s so they can contact the appropriate committee members and obtain answers to question.

☐ Handle taking of tickets at special events (the meal function, dance).

☐ Coordinate the handling of money with the Treasurer.

☐ Don't allow a lot of money to accumulate at the registration table.

☐ A training session for helpers would be helpful.

E. The Registration Packet

*Design and prepare the registration packets well before the convention.*
*Coordinate with other sub-committees for the materials they wish to include.*
*The design of the packet should coordinate with the convention theme.*
*Prepare extra packets for on-site registration; walk-ins may maybe another 20%.*

**Common items in the registration packet:**

☐ Convention program. Obtain from the Program Committee.

☐ Hotel information. Co-ordinate with the Hotel Liaison.

☐ Tickets for special events (meal functions, T-shirts).
Name tags: Each person attending the Convention will need a nametag. Region representatives’ and officers’ nametags should be unique for voting identification purposes during the assembly; tags for convention committee chairs should also be unique (attaching ribbons is one way). Hanging ribbons can say “Representative” or “Steering Committee.” Also, Convention Planning Committee members should have a hanging ribbon as well that says “Planning Committee.”

Common plastic name badge holders, elastic lanyard style, are used. The Region passes these on for re-use. The committee will need to replace any worn or damaged holders. These can be purchased in bulk at office supply stores. Badge labels suitable for use in computer printers are available.

Region III first-time reps, known as “Green Dots,” should have a round green sticker placed on their name badge.

Consider whether or not “OA” or “Overeaters Anonymous” should be prominently displayed on the nametag. Some might consider wearing such a nametag in a public hotel a violation of their anonymity.

Encourage all participants to wear name badges while attending the convention events.

Contact the Chamber of Commerce or Tourist Bureau about obtaining materials with information about nearby restaurants and shopping. Be aware of Tradition 6 concerning endorsement of outside enterprises -- don’t include items with corporate logos -- but city or state logo items are acceptable. Be careful - when in doubt, leave it out. If such materials are limited, make them available at the registration table.

Carefully preparing the packets will help reduce questions and avoid confusion.

A fee schedule for specific or partial program attendance can be considered.

Keep the Hotel Liaison informed of number of meals sold and number of registrations.

F.

Prepare a budget and submit it to the Convention Planning Committee for approval. Submit bills for reimbursement with receipts attached to treasurer.

Prepare a written report and submit to the Convention Chair.
ASSEMBLY ASSISTANT

Duties include:
- Meeting with the Region III Vice Chair sometime on Friday afternoon to discuss logistics and details for the Assembly
- Being present in the assembly room on Saturday while the Assembly is convened to assist with the smooth functioning of business
- Assisting with room needs, such as temperature, water, sound system, etc. and intervening on the assembly’s behalf with the hotel to remedy any issues that arise
- Copying
- Running miscellaneous errands on site to enable that business is conducted efficiently
- Possibly running errands off-site, including copying, purchasing needed items, etc.
- Meeting any other official needs of the assembly as they arise
- Serve as the head of the Teller Committee during Fall Assemblies to assist with elections

Fall Assembly Election Procedures:
- Teller Committee members hand out ballots when directed to do so by the chair to representatives wearing ID badges
- Collect badges when directed to do so by the chair
- Leave the room to count ballots
- Write down results, and submit it to the Chair
- The Chair will direct Assembly Assistant to read the results
- The Chair declares the winner
Dance Committee

*Holding a dance is optional. In recent years, Planning Committees have frequently opted to not hold a dance due to the high cost and relatively low participation.

- Contact and negotiate a contract with band or disc jockey (remember, many are booked a year in advance)—a deposit may be required.

- Prepare a budget and submit it to the Convention Planning Committee for approval. Submit bills for reimbursement with receipts attached to treasurer.

- DJ may require a riser and 2 6’ tables.

- The rental of a jukebox is another possibility. Costs: a jukebox should rent for less than $100; a disc jockey will cost approximately $300.

- Use a volunteer to operate the jukebox.

- The hotel will provide a dance floor—there may be a rental fee, but frequently it is “comped” as part of the banquet event.

- Fun suggestions, i.e., hula hoop contest & line dancing are always well received.

- Work with the Banquet Committee and the hotel on decorations

- Prepare a written report and submit to the Convention Chair.
Entertainment Committee

- Determine what form of entertainment will be performed (singers, skit, etc.)
  The entertainment can take place during the Opening, Saturday evening
  after dinner and/or during the Opening or Closing.

- Submit script and outline for entertainment events to the Convention
  Planning Committee for approval.

- Schedule rehearsals in a timely manner.

- Contact the Hotel Liaison, if you require the use of the Hotel's facilities for a
  dress rehearsal prior to the Convention.

- Arrange for performers - use fellowship talent only.

- Avoid use of any music or materials with a religious connotation.

- Keep entertainment a reasonable length. Generally 30 minutes is optimal.

  - Check whether the hotel can provide microphones, stage, riser, etc. They
    may charge a rental fee.

- Prepare a budget and submit it to the Convention Planning Committee for
  approval. Submit bills for reimbursement with receipts attached to treasurer.

- Prepare necessary props and scripts.

  - Obtain permission before using any copyrighted materials.

- Check with Convention and Program Chair about time slot and times allotted
  for entertainment.

  - The Entertainment Chair must notify all participants as early as possible that
    they must be registered at the Convention. If any participant is unwilling or
    unable to register, a replacement must be found.

- Prepare a written report and submit to the Convention Chair.
Hospitality Room

- Decide “open” hours for hospitality room - find volunteers to serve 1-2 hour shifts as hospitality room hosts/hostesses.

- Advise the hotel liaison that beverages supplied by the Hospitality Committee will be sold (must be stipulated during contract negotiation with the hotel).

- Prepare a budget and submit it to the Convention Planning Committee for approval. Submit bills for reimbursement with receipts attached to treasurer.

- Arrange for the set-up of the Hospitality Suite with the Hotel Liaison.
  - Informational materials
  - Bulletin board
  - Newsletters & fliers of region events
  - Writing pads & pens

- Coordinate with Sign Committee to make a sign for the hospitality room door and also a sign near the registration desk advertising the location and services of the hospitality room.

- Provide cold diet soda (3 cases). Consider also having bottled water (3 cases) and fresh fruit.

- Make coffee (regular & decaf). Suggest approximately 100 coffee cups, 1 box of Sweet N’ Low (100 packets each), coffee stirrers, utensils, garbage bags and 1 jar of creamer. Remember, some OA’s object to the sugar content in prepared creamers.

- Open packages carefully to facilitate return if unused.

- Provide hot water and tea bags.

- Usual charge: 50-75 cents for soft drinks or coffee.

- Assist the Ways & Means Committee by scheduling space in the Hospitality room, if needed. Coordinate with them on sale of raffle tickets.
The Hospitality Room is also a good place for games & puzzles, if space is available.

- The room location is best near the meeting and workshop rooms.
- Provide change and a cashboxes for all the different refreshments.
- Extension cords are helpful in this room.
- This room may be used for the Wrap-Up mtg. at the end of the convention.
- Prepare a written report and submit to the Convention Chair.
Literature Committee

- Prepare a budget and submit it to the Convention Planning Committee for approval. Submit bills for reimbursement with receipts attached to treasurer.

- Order, display and sell only OA approved literature, which includes the AA approved literature. A varied selection valued at about $150 is usually sufficient.

- Provide copies of the newest publications available from the World Service Office.

- Have all literature marked with the sale price.

- Have workers scheduled for a 1-2 hour shift to maintain literature table and answer questions.

- Obtain money pouch and about $20 to make change from the treasurer. Periodically give accumulated cash and checks to the treasurer.

- Keep an inventory of the literature and return remaining literature to the intergroup.

- Prepare a written report and submit to the Convention Chair.

Printing & Copying Committee

- Prepare a budget and submit it to the Convention Planning Committee for approval. Submit bills for reimbursement with receipts attached to treasurer.

- Work with program and registration committees in preparation of rough draft of program and registration fliers. The convention planning committee must approve all such materials.

- Be responsible for preparing a camera ready copy, and for printing, of all:
  - Flyers
  - Programs
  - Registration forms
  - Dinner tickets
  - Dance tickets
✓ Name tags
✓ Logos
✓ Forms

- Assist all committees with their major copying needs.

- Obtain at least three bids for all major copying expenses. Submit these to the Convention Planning Committee.

- It is suggested that **several** people proofread each item before printing.

- Copying before and during the event, including the convention's last minute stuff.

- Printing needs to be calculated into the budget. **Reminder: regarding the 7th Tradition and being self-supporting.**

- Prepare a written report and submit to the Convention Chair.
Public Information Committee

The Public Information Chair has two distinct areas of concern, Internal Publicity and External Publicity. It is recommended that either a Co-Chair be appointed, or that the appointed Chair of this committee have two subcommittees, as both areas are equally important in carrying the message.

- Prepare a budget and submit it to the Convention Planning Committee for approval. Submit bills for reimbursement with receipts attached to treasurer.

- Check anonymity requirements and adhere to them.

- Send approved news released to local news media, newspaper, radio, and television about possible coverage.

- Train all Convention Planning Committee Chairs on how to handle a media visit and to whom they are to direct the media.

- Be available during event for media visits

- Plan what TV media can film. Have 2 or 3 people prepared for interviews. Do not meet with the media unless a region board member or trustee is present.

- Prepare publicity kits (including Registration fliers, general information about the Convention, and any fliers that other Convention Committees may request with convention logo) and place around the convention city.

- Notify LIFELINE and Datebook at oa.org as soon as date and location are set.

- Write an “attraction letter” inviting participation at the Convention to all Intergroups and Unaffiliated Groups in the region, to announce, urge, encourage participation at the event. Include the publicity kits.

- We do not represent OA as a whole, and the anonymity of our Fellowship must be preserved. Any media communication, prior to and during convention, must be within the guidelines of the Twelve Traditions. If you have any doubt, contact the Convention Chair, the Region Board or Trustee.
- Write and duplicate a letter to be mailed to:
  - Physicians
  - Psychologist and Psychiatrists
  - Health Centers (Diabetes, Heart, etc.)
  - Hospital Dieticians
  - Mental health Centers
  - High School Counselors
  - Public Libraries

- Create a mailing list and mail letters to them.

- Determine enclosures and their weight to insure proper postage. Enclosures can include: *Program of Recovery, Questions & Answers, and Meeting Directory.*

- Create a business card for the area providing the intergroup telephone number and include this with your letter.

- Prepare a written report and submit to the Convention Chair.
Special Events Committee

This committee will oversee all drawing and prize events connected with the Convention.

- Prepare a budget and submit it to the Convention Planning Committee for approval. Submit bills for reimbursement with receipts attached to treasurer.

- The following guidelines are suggested for selling items at Region functions:

  ✓ All sales are to be made by and for OA service committees.
  ✓ Sale items should be approved by group conscience.
  ✓ Sales should be conducted in a manner not detracting from our primary purpose to carry the massage to the compulsive overeater who still suffers. In accordance with our traditions, each hosting committee may decide whether or not to sell merchandise. In each sale, we must be mindful of our tradition not to endorse outside enterprises.

- Place a "want ad" in the Intergroup Newsletter asking for the donation of prizes, if a raffle is to be held. Obtain donations of goods and services through members of the OA Fellowship only.

- Quilt or special items auctions need separate tickets. Maybe a different color.

- Fifty-fifty drawings are very successful. Half the money goes to the Convention and half to the winner. They will also need different tickets.

- Prepare a budget and submit it to the Convention Planning Committee for approval.

- Coordinate the raffle drawing. Raffle tickets may sell better if you offer ticket packages (i.e. $.50/ea, 3/$1.00 or, maybe a "Hug-full", a string of tickets, for $10.00.

- Arrange for decorations, signs, posters, and containers to collect the tickets.

- If a set of convention tapes will be raffled, provide the winner with a "claim ticket" to redeem tapes from the taper.
- Work very closely with the treasurer. Create a money handling and tracking procedure.

- Prepare a written report and submit to the Convention Chair.
Signs and Decorations Committee

- Prepare a budget and submit it to the Convention Planning Committee for approval. Submit bills for reimbursement with receipts attached to treasurer.

- Coordinate with all other committee chairs as to the signs that they require.

- Recruit volunteers to assist in making signs and decorations. Individual meetings might want to work together to provide all the centerpieces, program wall cards or signs.

- Decorations should follow the theme of the Convention.

- Coordinate, with the Hotel Liaison, the special restrictions the hotel may have on signs and decorations.

- Obtain a list of topics from the Program Chair in order to prepare necessary speaker topic signs.

- Ensure that signs are brought to the Convention in a timely manner, and that all are in place where needed.

- Signs could be needed for all meetings, registration, literature, Hospitality Suite, Ways and Means, and Tape Sales.

- All signs need to be removed at the end of the convention.

- Prepare a written report and submit to the Convention Chair.
T-Shirt Committee

- T-Shirts are optional.

- Prepare a budget and submit it to the Convention Planning Committee for approval. Submit bills for reimbursement with receipts attached to treasurer.

- Prepare a report with the cost of t-shirts & their suggested sales price, must be submitted to the Convention Planning Committee for a group conscience vote. Deposits are usually required.

- Obtain information in order to prepare for size and discuss at Convention Planning Committee meeting.

- T-shirts in colors reflecting the Convention theme are appropriate. Sizes from Medium to 5X must be made available, so that everyone wanting a shirt may have one. Whenever possible, order all shirts from the same supplier to allow for color matches in all sizes.

- Check with prior t-shirt chairs from previous conventions to coordinate the distribution of sizes to be ordered. Be conservative with the number ordered. Do not be fooled when shirts are selling very well, into reordering too many. It is better to sell out of shirts, than to have a large number of shirts leftover. There is always next year!

- Recruit volunteers to help with the sale of shirts.

- Prepare a proposal on how to handle pre-order shirts, and for the selling of t-shirts at the Convention.

- Plan on selling t-shirts within the area at meetings and workshops prior to the convention to build interest in the convention.

- Pickup shirts when ready and sort according to orders and sizes.

- Arrange with the Hotel Liaison for table(s) as needed for selling the T-shirts.

- Make arrangements with the treasurer for a cashbox and a start-up amount for convention sales. Periodically turn excess cash and checks over to the treasurer.

- Prepare a written report and submit to the Convention Chair.
Recording Committee

- Prepare a budget and submit it to the Convention Planning Committee for approval. Submit bills for reimbursement with receipts attached to treasurer.

- Check the availability of professional recorders in your area.

- Contact recorder and reserve the dates for your convention.

- Check with hotel liaison for tables and space for recorder. Recorders will tell you of their needs.

- Make sure all sessions previously designated by Program Committee to be recorded will be accessible to the recorder.

- Inform recorder that it is suggested to restrict the sale of recordings at Regional events to OA recordings on the main table. Other 12 Step recordings are to be sold or displayed on a separate table.

- Encourage the recorder to donate recordings to be used as fundraiser; that will also boost the sales of the recordings. Consider a “bargain” sale. 3 for “x” dollars. This also helps the sale of recordings.

- Prepare a written report and submit to the Convention Chair.
RECORDING RELEASE

DATE/TIME: _____________________________

SESSION TITLE: _____________________________

I, (name) ________________________________

Grant to the _________________________Intergroup
the right to use any and all recordings of my voice made in
conjunction with the ________________________________
(name of event)
Region III Convention of Overeaters Anonymous

SIGNATURE: ________________________________

Date: ________________________________

PLEASE REMEMBER, if you want to keep your anonymity, use a different
name while sharing at the microphone.

THANK YOU FOR BEING OF SERVICE!
Transportation

- Prepare a budget and submit it to the Convention Planning Committee for approval. Submit bills for reimbursement with receipts attached to treasurer.

- Check with hotel on free shuttle service to and from airport. If available make sure the telephone number is printed on the registration brochure.

- If the hotel doesn’t provide shuttle service, provide a list of other available transportation services information on the registration brochure.

- The area may consider providing a private shuttle. Ask for volunteers that might have large cars, SUV’s or vans to shuttle folks from the airport. This service will need to be publicized in the registration brochure.

- Out of town Region Representatives and conventioneers would like to see your city. Volunteers from the area might provide a short tour of the area on Thursday afternoon or after the Closing Ceremony on the way to the airport. Sometimes it includes a no host lunch.

- Prepare a written report and submit to the Convention Chair.
Welcoming Committee

- Prepare a budget and submit it to the Convention Planning Committee for approval. Submit bills for reimbursement with receipts attached to treasurer.

- Prepare a “Hugger” schedule for service on Friday afternoon/evening and Saturday.

- Seek volunteers for "huggers", each to serve for a one-hour shift.

- Prepare hugger nametags or badges. It is very important to identify these people.

- Volunteers will greet people as host/hostess, welcome newcomers at the registration desk and hospitality room. These folks can also sell raffle tickets.

- Volunteers will answer questions and provide directions to rooms, meeting, registration, etc.

- Provide names of and directions to nearby restaurants

- Provide a list of directions to nearby churches.

- Help Registration Committee with packet preparation.

- Prepare a written report and submit to the Convention Chair.
When the convention is completed, your Convention Committee has the responsibility to complete a final report.

The report has two primary purposes:
1.) To keep a running history of our Region III Conventions.
2.) To assist future convention committee members.

Your report which includes what worked, what didn’t work, and important vital statistics is EXTREMELY valuable in guiding the next convention planning committee. The upcoming committees appreciate receiving your experience, strength, and hope. They won’t have to re-invent the wheel if you pass your information along on a timely basis.

Yes, we know you want to heave a sigh of relieve, relax, and bask in the glory of the success of your convention. But, please....take the time to do your report.

**THE FINAL REPORT IS DUE TO THE REGION III VICE CHAIR AT THE LATEST 45 DAYS AFTER THE CONVENTION.**

Conventions are the primary source of revenue for the Region. The Treasurer needs the financial report, along with a check for the Region’s share of the profits, as soon as possible.

The Vice Chair will edit the reports, if necessary, make copies, and send them to the other Intergroups planning future conventions. This is done electronically saving time and money for IG’s and the Region.

Here are some guidelines for preparing the report.

Complete the "WRAP UP REPORT" (a basic info sheet—see attachment) during the Wrap Up Session. This “mini-report” should be completed prior to and during the Wrap Up Session (at the end of the convention). The partially completed report is given to the Region III Vice Chair at the conclusion of the Wrap Up Session. The completed “Wrap Up Report” is e-mailed to the R3 Vice Chair at the same time the funds are sent to the RIII Treasurer (10 days after the convention).

Planning: The Convention Chair assigns responsibility for the final report. (Yourself, the secretary, etc.) Remind others to prepare for the final report throughout the planning process. Specify the format for the report (see considerations below). If everyone uses the same font, program (i.e. Word), it is much easier to compile the final document.

Each committee chair:
- Keep the report in mind. Keep notes on what worked and what didn’t. These are the most used items in the report.
Think about what you would have liked to have known when you were planning your convention then make sure that’s included. If you have some ideas that you didn’t try, put down why. It may work in a different situation.

Write your reports in the required computer language and format.
Each report should include the author’s name and a contact number so following chairs with questions can contact them.

After the Convention

☐ Give the initial “WRAP UP REPORT” sheet to the R3 Vice Chair at the convention.
☐ Complete the “WRAP UP REPORT” and e-mail to R3 VC within 10 days.
☐ Complete the Financial Report and mail funds to Treasurer within 10 days.
☐ Provide a timeline for committee chairs to turn in their individual reports.
☐ Combine the individual reports into one Final Report.
☐ Send the completed final report to the R3 Vice Chair within 45 days.
(Suggested e-mail with a follow up hard copy in CD format.)

Suggested Final Report considerations:

Please, no hand written sections or fancy fonts.
All individual committee reports should be prepared on a computer using a common word processor program. (Preferably Microsoft Word)
All reports should be in a common font and size. (12 point or better)
It helps to have page numbers in the final report.
Each section should stand alone (page breaks or section breaks) to be distributed to the individual committees if necessary.

Following is a “Sample Template” for the final report.
Sample Template for Final Convention Reports

Committee: _________________Chair: ________________Contact #: __________
E-MAIL ADDRESS ____________________________________________

Section 1 | Running dialogue of tasks accomplished (in order of completion)

For example:
1) Formed sub-committee
2) Made up a budget
3) Identified tasks (include task list)
4) Scheduled/conducted committee meetings (frequency, progress at each one)
5) Ideas not tried and why they were rejected
6) Include examples of work in hard copy where appropriate.

Section 2 | Actual Results at Convention

(Write your committee’s experience at the Convention in paragraph style, bullet-point style, or actual numerical/financial results, as appropriate for committee. Be sure to address what worked well and what could have worked better.)

Section 3 | Suggestions/Comments for Future Convention Planners

(Include ideas for improvement or to streamline the process, things you wish you had known when you were planning, and/or what you would do differently next time.)

Section 4 | Impact of This Experience on Your Recovery
## WRAP UP REPORT  R3 CONVENTION/ASSEMBLY

<table>
<thead>
<tr>
<th>Host Intergroup Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Convention City</td>
<td></td>
</tr>
<tr>
<td>Convention Dates</td>
<td></td>
</tr>
<tr>
<td>Theme</td>
<td></td>
</tr>
<tr>
<td>Convention Chair:</td>
<td>Name:</td>
</tr>
<tr>
<td>Phone</td>
<td>E-Mail</td>
</tr>
<tr>
<td>Recording Secretary:</td>
<td>Name</td>
</tr>
<tr>
<td>Phone</td>
<td>E-Mail</td>
</tr>
<tr>
<td>Treasurer:</td>
<td>Name</td>
</tr>
<tr>
<td>Phone</td>
<td>E-Mail</td>
</tr>
</tbody>
</table>

### HOTEL

<table>
<thead>
<tr>
<th>Chair:</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>E-Mail</td>
</tr>
<tr>
<td>Liaison:</td>
<td>Name</td>
</tr>
<tr>
<td>Phone</td>
<td>E-Mail</td>
</tr>
</tbody>
</table>

| Date Hotel Selected |  |
| Date Contract Signed |  |
| Rates Per Night (include taxes) | # Per Room Max |
| # of Sleeping Rooms TOTAL |  |
| Thursday Night |  |
| Friday Night |  |
| Saturday Night |  |

<table>
<thead>
<tr>
<th>Meeting Rooms</th>
<th>#</th>
<th>Cost</th>
<th>(or)</th>
<th>Comp’ed</th>
<th>Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assembly</td>
<td>☐</td>
<td>$</td>
<td>☐</td>
<td>☐</td>
<td>Sat</td>
</tr>
<tr>
<td>Grand-Opening/Closing</td>
<td>☐</td>
<td>$</td>
<td>☐</td>
<td>☐</td>
<td>Fri, Sun</td>
</tr>
<tr>
<td>Workshop Sessions</td>
<td>☐</td>
<td>$</td>
<td>☐</td>
<td>☐</td>
<td>F, S, S</td>
</tr>
<tr>
<td>OA Meeting</td>
<td>☐</td>
<td>$</td>
<td>☐</td>
<td>☐</td>
<td>F, S, S</td>
</tr>
<tr>
<td>Hospitality</td>
<td>☐</td>
<td>$</td>
<td>☐</td>
<td>☐</td>
<td>F, S, S</td>
</tr>
<tr>
<td>Board Meeting</td>
<td>☐</td>
<td>$</td>
<td>☐</td>
<td>☐</td>
<td>Fri AM</td>
</tr>
<tr>
<td>Green Dot Session</td>
<td>☐</td>
<td>$</td>
<td>☐</td>
<td>☐</td>
<td>Fri PM</td>
</tr>
<tr>
<td>Region III Problem Solving</td>
<td>☐</td>
<td>$</td>
<td>☐</td>
<td>☐</td>
<td>Fri 3:00</td>
</tr>
<tr>
<td>Wrap Up Session</td>
<td>☐</td>
<td>$</td>
<td>☐</td>
<td>☐</td>
<td>Sun noon</td>
</tr>
</tbody>
</table>
Distance of Hotel from Airport ____ miles
Free Transportation Yes ______ or Cost per person each way $________
# of close by restaurants

Additional Equipment Costs

Printing and Copying Available Yes No Cost per Copy

Banquet

Cost (per person including tax)

# attending

REGISTRATION

Chair: Name

Phone E-Mail

Registration Cost

Date Registration brochure completed
# of brochures taken to prior R3 convention
# of brochures mailed prior to event
Date Mailed

Date of Final Registration
Date of Late Registration

Registration
# of Region III Representatives Registered
# of others pre-registered
# of walk-ins

TOTAL REGISTRATION

PUBLICITY

Chair: Name Phone E-Mail

R3 Webmaster notified date

Lifeline Notified date _____ Local Media contacted

PROGRAM

Chair: Name Phone E-Mail

# of Workshops Per Friday _____ Saturday _____ Sunday

Total # of Speakers
LITERATURE
Chair: Name                Phone                E-Mail
Total Amount of $ on Literature Ordered

RECORDING
Chair: Name                Phone                E-Mail
# of General Sessions Recorded     Workshops Recorded
Any Cost of Recording?

ADDITIONAL IMPORTANT COMMENTS AT WRAP UP MEETING

TOPIC:
COMMENT

TOPIC:
COMMENT

TOPIC
COMMENT

TOPIC
COMMENT

SIGNED   CONVENTION CHAIR______________________________
         CONVENTION SECRETARY_________________________
ACKNOWLEDGE COPY REGION III VICE CHAIR INITIAL __________
(use reverse side if add’tl space needed for comments)
Acknowledgements

This Convention Planning Manual was compiled from convention reports received from many previous regional functions. Credit must also be given to the people who have written manuals for other regions that we have also taken information to use in our manual. Thank you to those fellow Compulsive Overeaters that gave of the time and of their experience in putting this manual together. Our special thanks to some former trustees and region board members that have helped in the editing of this piece of information.

Many people also assisted in the conversion bringing The Region III Convention Planning Manual into the “electronic age.” Many thanks to them.

If you have suggestions or comments regarding improving the Region III Convention Planning Manual –please contact the Region III Vice Chair.

It is the duty of the Regional Vice Chair to assist in the planning of these conventions. This person is available for you to call on with questions or problems that might arise.

Remember, this is our opportunity to practice living our OA Traditions. We suggest, “You take the best and leave the rest.”
ALL ABOUT COMMITTEES

WHAT IS A COMMITTEE

♦ An effective way to gather talents and expertise of many individuals

♦ Combined efforts of many people toward a common goal(s), or toward effective problem solving and decision making

♦ Standing Committees are permanent, ongoing committees with a defined purpose which meets an organizational need. Often, standing committees are created in an organization’s bylaws or standing rules.

♦ Ad Hoc Committees are special committees which exist to perform a specific assigned task. The committee goes out of existence when the task is completed, and the final report presented.
WHAT MAKES A GOOD COMMITTEE

• The committee has a well defined vision/purpose
• The committee’s purpose is easily seen in the committee’s goals and action plans
• Meetings focus on key issues that involve all committee members
• Meetings are well planned to maximize available time
• Every member participates and is valued by other committee members
• When action plans are determined, clear assignments are made and accepted
• Disagreements occur but are resolved by group consensus
• Meetings give committee members opportunities to:
  o share opinions
  o express ideas
  o make decisions
  o solve problems
  o develop new ideas
  o socialize
  o learn from leaders
• Feedback about meetings and the committee’s efforts is welcomed
MANAGING THE GROUP PROCESS

• Emphasize the importance of serving OA as a whole.
• Plan the meeting agenda to develop the focus for the committee.
• Get group agreement on the issue for discussion, and the on the way to address that issue.
• Encourage participation from all members of the group.
• Use committee members’ expectations for the committee in developing goals.
• Develop specific action plan with clearly defined task assignments.
• Establish a time line for action.
• Maintain group focus on the issue at hand
• Prevent attacks on any group member or any idea.
• Keep good records of the group memory, particularly decisions and assignments.
• Communicate with all members of the group regularly. Keep the group informed.
• Recognize committee members for their participation
• PROBLEM SOLVING

Clearly Define the Issue
  Who is involved
  What are the external factors
  What is the time frame
  Why is it a challenge

Get Feelings Resolved
  What are the personal stakes of everyone involved
  How is the problem affecting us

Propose Alternatives
  How Many ways can this be resolved
  Creatively seek new ways to approach the problem

Consider Consequence
  What might happen if...
    How will this affect the larger group
    How will the committee react
  What are the long term implications (ripple effect)

Choose the “Best” Solution
  Which solution seems to meet the most needs
  Can everyone live with it
  Which solution is most practical
  Will it work
TOOLS FOR GROUP DECISION MAKING

1. **Brainstorming** - 3 to 5 minutes of as many ideas as possible
   - no comments or discussion of ideas
   - all ideas are equally valued
   - be creative as possible

   At the end of the time period categorize and prioritize ideas for discussion.

2. **Thoughtful Generation of Ideas** - 30 to 45 minutes of developing new ideas
   - discussion follows suggested ideas
   - develop alternatives, feasibility for each idea
   - all comments valued
   - constructive disagreement may occur

   At the end of the time period ideas should be consolidated and group should try to work toward consensus of best idea.

3. **Pro/Con Analysis** - used to select between two good options
   - set up a pro/con chart for each option
   - list positive and negative aspects of each option - giving equal weight to all comments
   - review to see if any negative comments can become positive for the other option
   - go back to prioritize all comments
   - determine if the choice is now clear

   If the choice is not clear at the end of the process, the group should determine if there are other criteria that should be considered for continued analysis.

4. **Checker Board Analysis** - used to check multiple options against criteria for selection
   - list all criteria the decision option **must** meet to be successful
• list criteria that would be desirable, but not necessary
• mark all of the criteria met by each decision option
• choose the decision option which meets most of the criteria

If none of the decision options meet all of the “must meet” criteria, review the criteria. Are they all critical? Or, return to idea generation for alternative options.

5. **Crystal Ball** - used to develop most creative concepts when group is having difficulty generating ideas
   • group should be instructed to come up with WILD ideas
   • thinking outside the norm is valued
   • take away all practical restraints (i.e. “If money were no object...”)
   • describe the most “ideal” situation

After the list is generated, review the suggestions/ideas to see which can be modified to fit into reality. Then develop those ideas into decision options.

6. **Force Field Analysis** - used to determine whether or not to make a change
   • develop a chart with two sides, one side is for “Forces For” the other side is for “Forces Against”
   • list all “forces” that would make you go ahead with the change
   • list all “forces” that would prevent you from making the change

Analyze the chart to see if the forces for changes are more influential than the forces against.
CHARACTERISTICS OF AN EFFECTIVE GROUP

1. The atmosphere tends to be informal, comfortable, relaxed.

2. There is a lot of discussion in which virtually everyone participates, but it remains pertinent to the task of the group.

3. The task or objective of the group is well understood and accepted by the members. The objective is meaningful to the members and they are committed to it.

4. The members listen to each other. Every idea is given a hearing. People do not appear to be afraid of being foolish by putting forth a creative thought even if it seems fairly extreme.

5. There is disagreement. Disagreements are not suppressed or overridden by premature group action. The reasons are carefully examined, and the group seeks to resolve them rather than to dominate the dissenter.

6. Most decision are reached by a kind of consensus in which it is clear that everyone is in general agreement and willing to go along.

7. Criticism is frequent, frank, and relatively comfortable. There is little evidence of personal attack, either openly, or in a hidden fashion.

8. People are free in expressing their feeling as well as their ideas both on the problem and on the group’s operation.

9. When action is taken, clear assignments are made and accepted.

10. The chairman of the group does, not dominate it, not on the contrary does the group defer unduly to him. Leadership shifts depending upon the circumstances; there is little evidence of power struggle.

11. The group is self-conscious of its own operation.

PLANNING MEETINGS

PLANNING FOR AN EFFECTIVE MEETING

BEFORE THE MEETING:
1. Plan the meeting carefully: who, what, when, where, and why.
2. Prepare and distribute the agenda in advance.
3. Come early and set up the meeting room.

AT THE BEGINNING OF THE MEETING:
4. Start on time.
5. Open with an energizer.
6. State purpose of the meeting.
7. Review the agenda, revise where necessary.
8. Set clear time limits.

DURING THE MEETING:
9. Plan for participation from each group member.
10. Be aware of the content and process of each agenda item.

AT THE END OF THE MEETING -- WRAP UP:
13. Set the date and place of the next meeting and develop a preliminary agenda.
15. Close the meeting crisply and positively.

AFTER THE MEETING:
16. Clean up and rearrange the room.
17. Write and distribute the minutes.
18. Follow-up on action items and begin to plan the next meeting.
RUNNING EFFECTIVE MEETINGS

1. Select an appropriate location for your meetings
   - noise
   - visibility
   - size
   - privacy

2. Plan ahead for any equipment that may be required
   - overhead projector
   - screen
   - flip chart/paper
   - computer

3. Prepare any handouts or written material ahead of time.
   Distribute them to members prior to the meeting if possible.

4. Develop an agenda for the meeting. Distribute it to members
   prior to the meeting.

5. Use parliamentary procedure for reporting/voting meetings.

6. Use interactive discussion format for decision-making, problem-
   solving meetings.

7. Have reports written and distributed to members prior to meeting.

8. Accurately record the discussion and decisions made at the
   meeting.

9. Make clear assignments of tasks with deadlines.

10. Set a clear time, date, and location for the next meeting

11. Distribute the record (minutes) of the meeting to all members
    within one week following the meeting.

12. Ask members for feedback concerning meetings and try to use
    their suggestions whenever possible.
ARRANGING SEATS

Several basic setups work for GROUP GRAPHICS. They all strive to balance the two main factors of: • EASE OF VIEWING DISPLAYS • GROUP’S NEED TO INTERACT

Any energy people have to spend craning necks, struggling to see small print, or stumbling over each other going in and out is energy that could go into the substance of the meeting.

The Basic Group Setup is best for interaction.

Corners

Basic Group Setup

Traditional

Breakout Groups

Small groups

Large tables
AGENDA PLANNING

An agenda helps to:
  - Understand purpose and outcome
  - Suggest a sequence of items and processes
  - Clarifies the decision making process
    - Time
    - Place
    - Date
    - Assignments
    - Handouts
    - Desired Outcomes
    - Things to bring

Key questions for chairmen before planning a meeting

What is the purpose of the meeting?

What would success look like?

Is a meeting the best way to accomplish these outcomes?

What are the longer range goals and how can this meeting help to move toward them?

How does this meeting relate to the last meeting and the next meeting?

Who should attend this meeting? What will their roles be before, during, and after the meeting?

What kind of involvement or participation do you want from the participants? If decisions are to be made, are you going to make them, or, do you want to try to achieve consensus?

What are the possible steps you see to achieving the outcomes?
(Remember, there may be more than one outcome, so you’ll be planning a series of sequence of steps, processes and sequences.)
How much time do you anticipate this will take? (Suggest a total amount and the approximate times for each item.)

What kind of minutes or record do you want to keep? Who will prepare it?

What will need to be done after this meeting?

End the meeting with a brief evaluation.
TEN CHARACTERISTICS OF EFFECTIVE MEETINGS

1. The seating in the room is arranged so that everyone in the room can see everyone else.

2. At the front of the room, equipment is provided to record ideas and decisions. A flip-chart on an easel is preferable, so that the recorded data can be posted in the room during the meeting and saved afterward.

3. An agenda for the meeting is presented, amended, and agreed on.

4. Time estimates are determined for each agenda item.

5. At least once or twice during the meeting, someone asks, “How are we doing in our process today? How can we be more productive?”

6. During the meeting, someone records the ideas generated and the decisions made. These data are prepared in handout form afterward and distributed to all concerned.

7. The meeting notes indicate who has agreed to do what before the next meeting, and by when.

8. Dates of future meetings (not just the next meeting) are set well in advance so that people can make arrangements to attend.

9. Those in attendance consider whether anyone else should be involved in the decisions/future meetings, and if so, who.

10. At the end of the meeting, people review and confirm who will be doing what before the next meeting.

Excerpted from
“Warm-ups for Meeting Leaders,” 1984, Pfeiffer & Co., San Diego, CA
TRAPS IN PLANNING AND CONDUCTING MEETINGS

Adapted from Taking Your Meetings Out of the Doldrums by Eva Schindler-Reinman and Ronald Lippett, University Associates

TRAPS DURING MEETING PLANNING AND PREPARATION

PEOPLE TRAPS
A. Planning with no data or information about the participants. It is necessary to know their hopes and expectations about the purpose of the meeting. It is critical to know who is coming, why they are coming, and what specifically is to be accomplished at the meeting.

B. Lack of involvement in the planning by those participating in the meetings. It is more difficult to get participation if members feel they have been “planned for.”

PROGRAM TRAPS
A. Holding a meeting without a reason. Many meetings, especially monthly ones, occur merely because they are scheduled to be held and have no definite purpose or reason for convening. Your members will be more motivated if they can rely on a worthwhile meeting that is full of valuable content or else know that the meeting will be canceled if nothing valuable is planned. This way the members know you are not wasting their time or yours.

B. Holding a meeting without an agenda, or using one that omits the items relating to the purposes for that particular meeting. It is important to review and communicate the main purpose of each meeting.

C. Having too many items or activities planned for the time available. It is helpful to have a realistic plan with time allotments for each item; omit ones of lesser priority or importance.
RESOURCES TRAPS
A. Ineffective visual aids and faulty equipment. The visual aids are either too small or illegible for the size of the room. Test them ahead of time for effectiveness from a distance. Also check equipment ahead of time; have an alternative plan in case of an ‘eon the spot” failure.

B. Lack of variety in meeting times and places. Sameness can give a sense of security to some, yet bother others. Possibly varying the meeting place and time to suit different needs of the people in the group might get better participation.

C. Lack of plans if extra or fewer people turn up. Have contingency plans to change the seating arrangements and the room if your audience is different than anticipated. The main goal is to make individuals feel comfortable within the space. They can’t feel at ease if the space is either too crowded or too empty.

PEOPLE TRAPS
A. No sharing of agenda. It is difficult for participants or members to feel involved when they cannot see and hear the plans of the meeting. Post agenda clearly.

B. Failure to deal with the feelings of the participants. Often groups are so task-oriented that they skip even obvious issues that need to be dealt with in order to proceed better with the task. For example: hostility between two group members should be dealt with, rather than overlooked.

C. Neglecting to carry the group “into the future”. In order to guarantee that the work of the meeting will pay off, it is necessary to insure that decisions and commitments are made about WHO will do WHAT and WHEN to follow through.

D. No record of what has been done or said. It is important to document all major deliberations and work accomplished during a meeting. This can
become the history of the meeting and a record of plans, decisions, and commitments made.

**PROGRAM TRAPS**
A. **Nothing to do for the early arrivers.** Plan something to do for those who arrive ahead of time, such as a question you want them to discuss, break into twosomes to discuss or else write down responses. There should be some programmed way to use the pre-starting time constructively.

B. **Lengthy introductions.** This sets people on edge and makes a distance between them and the speakers. If extensive background information is necessary, have the material duplicated and distribute at the beginning of the meeting.

C. **Long, drawn-out speakers, reporters, panels, etc.** To avoid people going over their time limits, it is important to review the ground rules with them ahead of time, as well as at the start of the meeting. You may also state publicly, “The time of the following presentation is approximately 10 minutes.” Or, “I have discussed the amount of time available with our speaker so don’t worry if I give a warning when the time is almost up.”

D. **Total reliance on one expert.** At a meeting, this can stifle participation from other members. To encourage a flow of several ideas or alternatives, have more than one resource person available.

**RESOURCE TRAPS**
A. **Formal classroom style seating.** Try to avoid this type of seating arrangement if possible. It gives the participants the non-verbal clue that all action and wisdom comes from the front of the room. It also makes it hard to participate actively. Try to have chairs in a circle or small semi-circle or around a table to invite and encourage communication.

B. **Too long coffee breaks.** They often waste time and money and definitely disrupt the continuity of a meeting. Provide coffee throughout the meeting and design the meeting in such a way that there will be moving-around time.
COMMITTEE LEADERSHIP

TWELVE QUALITIES OF LEADERSHIP

1. Be Courageous
2. Be a “Big-Thinker”
3. Be a Change Master
4. Be Ethical
5. Be Persistent and Realistic
6. Have a Sense of Humor
7. Be a Risk-Taker
8. Be Positive and Hope-Filled
9. Be Morally Strong
10. Be a Decision Maker
11. Accept and Use Power Wisely
12. Be Committed and Motivated.

By John Gardner
TIPS FROM 5 MANAGERS REGARDING COMMITTEE MANAGEMENT

1. Advanced planning pays off in time saved in the end.

2. Never call a meeting just to call a meeting.

3. To find productive solutions, your group must feel like a team with a common goal.

4. State your expectations clearly in the beginning.

5. Agendas should be specific; time frames, topics and individual responsibilities spelled out.

6. Decisions are not better than the information on which they are based.

7. Conflict should be resolved, not avoided. Meet it head on.

8. To evaluate is not to criticize, but to consider critically.

9. Always have a Plan B.

10. Look for the positive in any idea; deal graciously with negative feedback of your own ideas.

11. If you don’t plan to do it in the best way possible, don’t say you’ll do it.

12. Remember that personal fulfillment of your committee members comes from serving to the best of their abilities.
HELPFUL HINTS FOR DELEGATION

1) Know the results you want by setting clear, mutual objectives. The best plans are most often achieved when delegation is by objective; that is, by making explicit the results expected rather than how people should do the work. This approach means giving committee members a great deal of latitude in selecting the appropriate means of attaining the ends of which each is accountable. It recognizes that people are likely to be enthusiastic and productive when they feel they have the freedom to use ideas and methods of their own choosing. It also recognizes that there is often more than one good way to do most things.

2) Grant authority to make possible the accomplishment of goal assignments. The less the authority, the more difficult the performance. Subordinates should have as much authority as possible so they can make their own decision on the plans with which they have been charged.

3) Know your people. Select the person in light of the job to be done.

4) Delegate important work that will help the other person stretch and grow. Work should be delegated not only in terms of specific action which is required, but also in terms of its relation to the organization as a whole. The enthusiasm and productivity of the person is directly related to both the relevance and importance of the work involved.

5) Maintain open lines of communication. There should be a free flow of communication so that everyone concerned will have the information with which to make decisions and to interpret properly the authority delegated.

6) Take the mistakes of others in stride as long as they learn from them. If people are going to grow and learn, they need the same opportunity for trial and error that you enjoyed.

7) Be available. People should know they can rely on you for guidance, information and support.

8) Maintain proper controls (monitoring devices). Because you cannot relinquish responsibility, delegation should be accompanied by techniques to make sure the authority is properly used. But if monitoring devices are not to interfere with delegation, they must be relatively broad and designed
to show deviations from plans rather than interfere with the detailed actions of others.

9) Reward effective delegation and successful assumption of authority. Others will readily accept delegation if their accomplishments and skills are recognized and rewarded.

**COPING WITH DIFFICULT PEOPLE**

One of the most difficult thing for a committee chairman, or any manager, to do, is to deal with difficult people on the committee. Listed below are several “types” of difficult people and strategies for dealing with them. Remember, people aren’t always difficult. There may be things happening in their lives that you know nothing about.

Underlying the Coping process are six fundamental steps that will help you cope successfully, no matter what type of Difficult Person you need to deal with.

1. Assess the situation.
2. Stop wishing the Difficult Person were different.
3. Get some distance between you and the difficult behavior.
4. Formulate a coping plan.
5. Implement your plan.
6. Monitor the effectiveness of your strategy, modifying it where necessary.

Keep these steps in mind as you encounter the Sherman Tank, the Sniper, the Exploder, the Complete Complainer, The Clam, the Super-Agreeable, the Wet Blanket, the Bulldozer, the Balloon or the Indecisive Staller.

**THE SHERMAN TANK**

Their whole demeanor expresses “attack.” They tend to be abusive, abrupt,
intimidating, and overwhelming. They are arbitrary and often arrogant in tone. They tend to attack the person and not the behavior.

They have strong needs to prove that their view of the world is always right. They have a strong sense of what others should do. Tanks lack the leavening of caring and trust that, in most of us, prevent the overuse of aggression. **Coping with a TANK**

• Stand up for yourself! Be sure you are heard.
• Give them time to run down. Let the Tank run out of steam.
• Don’t worry about being polite, just get in.
• Get their attention, carefully.
• Get them to sit down.
• Speak from your own point of view.
• Avoid a head-on fight.
• Be ready to be friendly.

**THE SNIPER**

They maintain a cover from behind which they take potshots at you. They use innuendos, not-too-subtle digs, non-playful teasing, etc. Like the Tank, the sniper has a strong sense of how others ought to think and act.

Coping with the SNIPER

• Surface the attack.
• Ask questions like: “that sounded like a dig, did you mean it that way?”
• Provide an alternative to a direct contest.
• Prevent sniping by setting up regular problem-solving meetings.

**THE EXPLODER**

They have adult tantrums, a sudden, almost automatic response to a situation in which a person feels both thwarted and psychologically threatened. When sparked in some way, the Exploder feels first angry and then blaming or suspicious. The object of the tantrum, being unaware of having said anything wrong, is likely to feel surprised and bewildered at the abrupt and horrifying change in the situation.

Coping with the EXPLODER
The goal is to help the Exploder regain control.
  • Give them time to run down.
  • If they don’t regain control on their own, interrupt with a neutral phrase.
  • Show that you take him or her seriously.
  • If needed, and possible, take a breather and get some privacy with them.

THE COMPLEAT COMPLAINER
They manage to find fault with everything. The disguised message behind the gripes is that “someone” (you) should be doing something! What can be perplexing about sorting out Complainers from those with legitimate problems, is that generally, the Complainer’s accusation has some substance.

Coping with the COMPLAINER
The key is to break their self-confirming cycle of passivity, blaming others, and feeling powerless and to insist that a problem-solving perspective be taken toward their complaints. This can be done by:
  • Listening attentively to their problem.
  • Acknowledge what they are saying by paraphrasing it to ensure that you understand their issues.
  • Don’t agree or apologize, even if you accept them as true.
  • Avoid the accusation-defense-accusation pattern.
  • State and acknowledge facts without comment.
  • Move to problem-solving.
  • If all else fails, ask the Complainer “How do you want this discussion to end?”

THE CLAM
They are silent, unresponsive people who won’t or can’t talk when you need conversation from them. It is often difficult to understand what the silence means.

Coping with the CLAM
Your goal with Clams is to get them to talk. Rather than interpreting what the silence means, try to get the Clam to open up.
  • Ask open-ended questions.
  • Wait as calmly as you can for a response. Use counseling question to help
reticent Clams.
• Do not fill the silence with your conversation.
• Plan enough time to allow you to wait with composure.
• Get agreement on how much time to set aside for your conversation.
• If you get no response, comment on what’s happening. End your comment with an open-ended question.

SUPER-AGREEABLES
They have a strong need to be liked and accepted. Because it is a useful method for gaining acceptance, they make others feel liked and approved of. Rather than risk losing your friendship or approval, Super-Agreeables will commit themselves to actions on which they cannot or will not follow through.

Coping with SUPER-AGREEABLES
You must work hard to surface the facts and issues that prevent the Super-Agreeables from taking action.
• Let them know you value them as people by telling them directly.
• Ask them to tell you about those things that might interfere with your good relationship.
• Ask them to talk about any aspect of your product, service, or self (as appropriate) that is not as good as the best.
• Be ready to compromise and negotiate if open conflict is in the wind.
• List to a Super-Agreeable’s humor. There may be hidden messages in those quips or teasing remarks.

WET BLANKETS
They are people who, while at times personally capable, have a deep-seated conviction that any task not in their own hands will fail. Because they believe that others in power don’t care or are self-serving, their negative statements are made with conviction.

Coping with WET BLANKETS
Be alert to the potential for being dragged down into despair.
• Make optimistic, but realistic statements about past successes in solving similar problems.
• Don’t try to argue the Wet Blankets out of their pessimism.
• Do not offer solution-alternatives until the problem has been thoroughly
• When a solution is being seriously considered, quickly raise the question yourself of negative events that might occur if the alternatives were implemented.
• See the doomsayings of the Wet Blanket in perspective as potential problems to be overcome.

• At length, be ready to take action on your own. Announce your plans to do this without equivocation.
• Beware of eliciting negative responses from highly analytical people by asking them to act before they feel ready.

**BULLDOZERS**
They have in common with non-difficult experts a strong sense that the accumulation and ordering of facts and knowledge can provide stability in a relatively whimsical world. Because Bulldozers believe that most of the power to affect their own lives resides in them, they tend to see the ideas and formulations of others as irrelevant to their own purposes. The “know-it-ally’ quality that seemed appropriate and equated with strength in their parents has become associated with both superiority and certainty of knowledge.

Coping with BULLDOZERS
Thoroughly prepare for this meeting. Listen carefully and paraphrase back the main points of the Bulldozer’s proposals.
• Avoid dogmatic statements.
• Use the questioning form to raise problems.
• As a last resort, choose to subordinate yourself to avoid static and perhaps to build a relationship of equality in the future.

**BALLOONS**
They seek the admiration of others by acting like experts when they are not. They are often only partially aware that they are speaking beyond their knowledge. Balloons are often curious and alert to information. This useful quality leads to problems only when sketchy or abbreviated information is asserted as a full and accurate picture of the situation.
Coping with BALLOONS
State correct facts or alternative opinions as descriptively as possible and as your own perceptions of reality.
• Provide a means for the Balloon to save face.
• Be ready to fill the conversation gap yourself.
• Cope with a Balloon when he or she is alone.

INDECISIVE STALLERS
They are super-helpful people who postpone decisions that might distress someone. This works because most decisions, if left unmade, quickly become irrelevant. Stallers hint and beat around the bush as a compromise between being honest and not hurting anyone.

Coping with STALLERS
Make it easy for Stallers to tell you about conflicts or reservations that prevent the decision.
• listen for indirect words that may provide clues to problem areas.
• When you have surfaced the issues, help Stallers solve their problems with the decision.
• Concentrate on helping the Staller examine facts.
• Give support after the decision seems to have been made.
• If possible, keep the action steps in your hands.
• Watch for signs of abrupt anger or withdrawn from the conversation. If you see them, try to remove the Staller form the decision situation.

The bottom line when working with people, is that at some time they become difficult to cope with. As a manager, your job is to move people out of their difficult behavior and back to productive behavior. The descriptions and strategies listed will help in identifying behavior and coping with it.
COMMITTEE STEWARDSHIP

CHECKLIST FOR COMMITTEE CHAIRMEN

Careful consideration should be given by every new chairman to the many aspects of committee responsibility. The following is a useful tool.

I. Committee Objectives

_____ Are the committee’s objectives clearly agreed upon by all?

_____ Are they realistic and pertinent to the purpose of the committee?

_____ Is it understood who is responsible for each objective and when it is to be accomplished?

II. Committee Members

_____ Do they fully understand the function of the committee?

_____ Have you provided adequate orientation?

_____ Have you arranged for special training?

_____ Are they capable and motivated to carry out their assignments?

_____ Are you on the lookout for potential leaders?

III. Committee Meetings
Have the goals, date and time of each meeting been agreed upon (to meet the schedule of the members)?

Have you set a routine for meetings and scheduled it well in advance?

Have you selected a secretary, or do you plan to rotate the job of recorder?

When additional people are needed, is it understood who will invite them?

Do you report regularly from the committee to the council and back to the committee?

W. Committee Resources

Are you aware of policies and bylaws applicable to your committee?

Do you have all the needed tools to function effectively?
  a. Past reports
  b. List of the organization’s goals and objectives
  c. A list of committee goals and objectives
  d. Minutes of previous meetings
  e. A board manual (where applicable)
  f. A copy of current bylaws

V. Committee Reports

Do you have concise reports for regular council meetings?

How do you keep the group as a whole informed?
  a. Organization reports
  b. Newsletter articles
  c. Direct mailings

Have you prepared an annual report that includes
a. Stated goals and objectives  
b. Accomplishments

VT. Committee Evaluation  
_____ Have you scheduled an evaluation meeting?  
_____ How do you propose to evaluate?  
  a. Individual accomplishments  
  b. Fulfillment of committee objectives  
  c. Year’s progress  
_____ Have you established objectives and spelled out recommendation for next year’s committee?

**DUTIES OF A GOOD COMMITTEE LEADER**

- See that the committee’s goals meet the purpose defined for the group by the larger organization.
- Report to the larger organization the nature and quality of the decisions made by the committee.
- Set the agenda of meetings.
- Maintain the momentum of the committee so that it performs its actions to meet its goals.
- Assign tasks to committee members, follow-up to see that they’re completed.
- Know the goals and activities of any sub-committees of your committee.
- Remember that as the manager of the group process you should try to remain neutral about ideas and issues.
- Develop future leaders of the organization by being a mentor to members of the committee.
PROVIDING FOR PEOPLE

ALWAYS SHOW MORE CONCERN FOR THE PEOPLE THAN THE TASK. THEY GET THE JOB DONE FOR YOU.

If I was on your committee, as my leader you need to know that I need:

1. To be given confidence:
   To feel that I am trusted in work assigned to me.
   To be told results desired, not “How to do it.”

2. To be given recognition when earned:
   To have my efforts, ideas, and work acknowledged.
   To be known, understood and to have concern shown for me as an individual.

3. To have delegation follow accepted guidelines:
   To have reasons for a task explained clearly.
   To have accountabilities clearly prescribed.

4. To get feedback - and to be asked for my thoughts and ideas:
   To have on-to-one sessions letting me know how I’m doing.
   To be informed on the progress of the organization.
   To find progress toward my personal goals.

5. To be involved:
   To be allowed to share in decisions that affect me as much as possible.
   To be kept “in” on all appropriate information.
   To have opportunities for fair hearings
   To feel free to ask questions without intimidation.

6. To gain a personal sense of belonging.

7. To be challenged - to be given opportunity:
   To create, discover and compete.
   To have changes in tasks for new challenges and satisfactions.

8. To find relevance - to know:
   “Why?” “Why me?” “Why at this time?” “Why is it important?”
Whether I may be contributing to something larger than self, and that goals make sense to me.

9. To gain increasing understanding:
   Of self, of supervisors, of organization (philosophy, policies, and procedures)
   By having opportunities to bounce against more challenges, people and things.

10. To develop confidence in my superior, I’d like to see:
    Constancy in method of operation
    Enthusiasm, a good example, fairness, ability, and above all integrity.

“Your greatest opportunity is to match people with the routines they enjoy.”
From Dr. J. Donald Phillips, Chancellor Emeritus, Hillsdale College, Hillsdale, MI: Phillip B. Crosby, *The Art of Getting Your Own Sweet Way*
HOW TO BE A GOOD GROUP MEMBER

• Remember your role is VITAL. It’s your group, your meeting. You and your fellow members are responsible for what happens at the meeting.

• Participate. Contribute your ideas. Add to discussion. Accept assigned tasks. Remain an active part of the committee for the entire time you are a member.

• Be a good listener. Listen thoughtfully to others’ ideas. Don’t interrupt.

• Look for the positive value of every idea. Don’t be negative.

• Don’t be defensive of your ideas. Effective group process helps to make good ideas into great ones.

• Help keep the leader/moderator neutral and help keep an accurate record of the group memory.

COMMITTEE PARTICIPATION STANDARDS

• Members should always be cognizant of the Twelve Steps, Twelve Traditions and the Twelve Concepts of CA service during their tenure on an OA Committee.

• Members commit to serving on the committee for the full year from one conference to the next. Members may serve on committees for two consecutive years.

• Members should remember that committee actions and decisions affect CA as a whole.

• Members should always place principles before personalities.

• Members of the committee and the committee as a group should try to remain focused on the task or issue at hand.

• Members should be courteous of other committee members, valuing their ideas, respecting their opinions, and listening attentively.

• If task assignments are given, they should be evenly distributed among committee members.
• Members should complete all assigned tasks in a thorough, accurate and timely manner. Regular status reports should be given to the chairman or other designated member.

**COMMITTEE MEMBERS BILL OF RIGHTS**

• Each member of the committee has the right to have their voice heard and their ideas thoughtfully received.

• Each member of the committee has the right to be involved in important decisions that affect them or the group as a whole.

• Each member of the committee has the right to be challenged to develop new skills and new satisfactions.

• Each member of the committee has the right to have tasks clearly defined, duties described, training to accomplish tasks, and guidance from other group members.

• Each member of the committee has the right to recognition for participating and for a job well done.

• Each member of the committee has the right to hold the committee accountable for its actions, while acknowledging their own responsibility for those actions.

• Each member of the committee has the right to help the committee accomplish the mission of the organization.

• Each member of the committee has the right to expect enthusiasm, leadership, integrity and fairness from the chairman or committee leader.

• Each member of the committee has the right to confidentiality for ideas discussed at committee meetings.

• Each member of the committee has the right to provide constructive feedback to the chairman, to the committee, or to the larger organization.
• GOALS

LONG TERM AND SHORT TERM GOALS

• Short-term goals can be completed within one year or less
  o Set shorter time periods for action items (3-6 months)
  o Committee gets a sense of accomplishment when goals are attained

• Long-term goals outlive this committee
  o May take two to three years to accomplish
  o Action plans for these goals should have tasks that can be completed in 1 year
  o Important to review status of long-term goals at least each year
  o Value of long-term goals must be communicated to incoming committee members

EFFECTIVE GOAL SETTING

1. If it’s not in writing, it’s not a goal.
2. If it’s not specific, it’s not a goal.
3. Goals must be believable.
4. An effective goal is an exciting challenge.
5. Goals must be adjusted to new information.
6. Dynamic goals guide our choices.
7. Set short-term goals for periods of thirty days, ninety days, six months, one year.
8. Set long-term goals that present a challenge over a two to three year period.
9. Maintain a balance of short and long-term goals.
10. Review your goals regularly.
11. Set vivid goals.
12. Don’t chisel your goals in granite.
13. Reach out into the future.
14. Set activity goals, not production goals.
15. Start now.

Adapted from How to Master the Art of Selling, by Tom Hopkins
CREATE A PLAN FOR ACTION

Set the Objective
  What will be accomplished
  By when

Define the Strategy
  How are you going to reach the objective
  Be creative, explore all the possibilities

Allocate Resources
  Manpower:
    who
    how many
    who does training
    how is the work load divided
    who coordinates
    what are the performance standards

  Materials/Equipment (if applicable):
    what equipment is needed
    where is it stored
    who maintains it

  Time: when does it need to completed

Authority:
  who reports to whom
  does it require final approval

Devise an Alternate Plan
  What could go wrong
  What could we do instead

Execute the Task
  Be bold
  Be creative
  Be enthusiastic
  Adopt alternate plans if necessary