

THE AREA 75 CONFERENCE ADVISORY COMMITTEE

PURPOSE:

To guide and cooperate with the hosting conference committee to provide an Area 75 conference sharing experience which incorporates the Three Legacies of Recovery, Unity and Service.

STRUCTURE:

- Persons eligible to serve on the Committee, including Past Delegates, must have significant conference experience.
- The Committee meets as deemed necessary by the Conference Advisory Committee Chairperson.

SELECTION:

- Current conference advisors submit names of candidates willing to serve on the Advisory Committee.
- The full Committee appoints the candidate(s) as required to staff the committee and/or serve as Conference Advisors. Committee members serve a two (2) year minimum rotation.
- The full Conference Advisory Committee elects its own Chairperson and Secretary at the start of each two year rotation.

RESPONSIBILITIES OF THE COMMITTEE/CHAIRPERSON:

- Provides an advisor and co-advisor to meet with the potential hosting District(s) to review the Area 75 Conference Bid Kit, as soon as the possibility of a bid arises
- Reviews conference committee meeting minutes to insure the conference process is proceeding appropriately
- Retains copies of past conference reports and makes them available upon request
- Reviews and edits the Area 75 Conference Guidelines and Area 75 Conference Advisory Committee Guidelines at the beginning of each rotation
- Submits proposals as needed to the Area 75 Assembly to change or add to Conference policy
- Ensures that the current guidelines documents are available on the Area 75 website (www.area75.org)

RESPONSIBILITIES OF THE CONFERENCE ADVISOR(S):

- Provides facility choice and contract negotiation assistance
- Gives approval for the Area 75 Treasurer to advance seed money and deposit money
- Guides the conference planning committee through all phases of the conference process as outlined in the Area 75 Conference Guidelines

NOTE: The input of the Advisors is needed throughout the conference planning process, including at the wrap-up meeting. It is recommended that an advisor and/or co-advisor attend each of the planning committee meetings.

EXPENSES:

- Mileage reimbursement for the advisor and/or co-advisor to attend the first two conference committee planning meetings will be paid from the Area 75 Conference Fund.
- Any further travel expense reimbursement for the advisor(s) will be the responsibility of the conference planning committee.
- Any expenses for copying, postage or other direct costs incurred by the advisory committee members, and approved by the Conference Advisory Committee Chairperson, will be charged to the Conference Advisory Committee Chairperson's budget. Other direct costs incurred by the Conference Advisory Committee Chairperson, such as travel to Assemblies and Area 75 conference expenses (one night's lodging, registration & conference meals), will also be charged to the CAC Chairperson's budget, pursuant to Assembly action.