

Jobs available for 2025 HPC Committee

CONVENTION CHAIRPERSON – GSB Chair

DEPUTY CHAIRPERSON

These two officers will establish and maintain close contact throughout the duration of the committee; between them, they coordinate the work of the sub-committees.

- the Chairperson is responsible to the GSB for all aspects of the Convention
- Chairs the Convention committee meetings
- the Deputy Chairperson steps in when the Chairperson is unavailable.

CONVENTION SECRETARY

The Convention Secretary is required to:

- Keep all written records of the HPC;
- Distribute notices and minutes of committee meetings to committee members and to the Chairperson of the GSB and the Trustee's Coordination & Review Committee at General Service Office;
- Control all inwards and outwards correspondence.
- Produce all outward correspondence from the Committee, except in specific circumstances, as required by the Committee or Chairperson
- Distribute all inward correspondence from any source to the appropriate officer or portfolio for action. (The various sub-committees should be responsible for their own correspondence, but they should
- Maintain direct copies of the various sub-committee's correspondence and inform the Committee of their correspondence at the first opportunity.

Sub Committees

FINANCE COMMITTEE

- The Finance Committee (FC), chaired by the Treasurer, is responsible, with the sub-committees, for setting the budgets for each portfolio and for assisting each portfolio to stay within its budget; alternatively, each sub-committee may be required to prepare its own budget, which must be approved by the HPC
- Monitor financial performance with respect to the relevant budgets
- Responsible for setting a realistic Registration Fee, remembering that this is a fee to cover services offered - it is not collected to pay for AA meetings.
- Members of the Finance Committee form the nucleus of the finance team at the Convention and are responsible for all on-site money transactions.
- Ensures that all money collected is accounted for and banked each day in a night safe deposit and that no cash is left on site overnight
- Keeps a daily cash up-date and daily advises the Chairperson of the financial situation during the Convention

FUND RAISING

- Develop a fundraising plan and sound strategy for carrying out the plan and monitor on a month-by-month basis to raise and underwrite the complete costs of the event, under the ægis of the General Service Office and the Board. The Board is responsible for all debts incurred in staging National Conventions including an overall deficit, should there be one.

- The Board has resolved that, at its discretion, a refundable amount of \$??,000 seed money be provided to National Convention Committees, which is returned after the accounts are settled after the Convention.
- Provide a detailed provisional budget must be submitted and approved by the General Service Board before this funding will be released.

COMMUNICATION

- Develop and design a communication strategy for Convention and for the fundraising activities using existing communication channels as well as creating new channels through social media
- Communications may include announcing the Convention, enclosing registration forms for early registration
- Set up a Convention website, giving details of the Convention, together with an email link. It is also important that all Groups be aware that the Convention is financed as a special effort on the Groups' part and that it should be kept separate from their normal fund-raising activities.

VENUE AND CATERING

- The venue **MUST** be approved by the GSB before any contract is agreed
- **Dining Facilities:** Many members attending will want to stay all day, which means that they will be looking for adequate luncheon or dinner facilities within the Convention complex or close by. Investigate external dining facilities, food carts etc
- **Coffee:** We can consume up to 20,000 cups of coffee at a Convention. Experience indicates that where possible, provision of coffee is placed in the hands of the venue staff (or a caterer) at an agreed price. Investigate onsite coffee provisions and coffee cart
- **Dinner Dance:** Investigate venues and catering options, will be a part of registration
- **Childcare/Childminding:** Each Convention needs to consider this in the light of both State and Federal legislation regarding the question of qualified staff, insurance, public liability and possible alliances with political causes or points of view. Any childminding needs to be contracted out to professionals.
- **Meditation Room:** Many members find a need for a quiet time away from the crowd for personal prayer and meditation. A peaceful candle-lit room is ideal for this purpose.
- **Sharing Corners:** Last, but by no means least important, is having coffee lounges and quiet places available for members to sit and share experience with each other as well as catch up with old friends. Having places available 'just to talk' is an important requirement of any venue

TRANSPORT AND ACCOMMODATION

This sub-committee is responsible for providing as much information as possible on accommodation and transport to and from the site. The local tourist bureau/authority can supply such information. Don't assume that all members will require high-priced motels and hotels - make sure that information on caravan parks, hostels and other low-priced accommodation is included. It is also likely that some members may like to offer private accommodation for visiting members and that visiting members may well like to avail themselves of such an offer.

A member of the T&A sub-committee could be tasked with the job of Billeting Coordinator. During the Convention it may be possible to organise a transport pool, with members placing their vehicles at the disposal of the committee to transport out-of-towners and VIPs.

Consideration may be given to hiring a mini-bus to collect visitors from the airport or other terminals, but experience again has shown that visitors like to be picked up by members in their

own cars. This not only gives them a feeling of welcome, but also involves a lot of local members in the Convention and after all, it is their Convention.

PUBLIC RELATIONS

This sub-committee has the task of providing as many people as possible inside and outside the Fellowship with as much information as possible while remaining within AA's principle of "attraction rather than promotion". Practical experience suggests the following:

- **Flyers:** Regular flyers and registration forms should be sent to all Groups within the Region and to all CSOs interstate for forwarding to their respective Groups. Each flyer should contain the dates and location of the Convention with a mailing address for posting registrations or enquiries.
- **Media Outlets:** A mailing list of all media outlets within the region should be drawn up together with contacts if possible; it should cover press, radio and television. Convention publicity material should be sent to each from time to time and especially as the Convention date approaches. The "Public Information Workbook" gives very helpful advice on approaching the media.
- **Mailing Lists:** A list of names and addresses of all relevant people in State and Local Government, industry, religion, treatment centres and agencies, education, trade unions and employer organisations should be prepared and a standard letter extending a general invitation to the Convention but specifically to the Public Meeting. These should be posted out about six weeks prior to the Convention. Invitations to dignitaries such as Governors, State Premiers, Archbishops and the like need to be sent out some nine months prior to the Convention date. It is also essential to nominate a telephone number for responses.
- **Video Tapes/Radio Spots:** Video tapes for use in community service slots on TV networks are available from General Service Office together with appropriate 30-second radio spots.
- **Live Interviews:** The media may make a request for a member to take part in a live interview on radio or television. It is usually wise to approach individual members to obtain their permission to have the names put forward should this request be made. The PI Workbook can be of invaluable assistance here. Remember that an important role of the Class A Trustees is to provide a public face for AA. This is one area where that role can be put to good use.
- **Advertising:** In line with Tradition 11, if you are using social media groups to provide information on your event, ensure that any pages are set up as secret pages, that anonymity is not compromised and is accessible only by members who have elected to join the group. Members should not be added without their prior permission.

PROGRAMME

This is a complex job that requires dedication, tolerance, appreciation of other people's views and infinite patience with an eye to detail. (Only experienced saints need apply). Careful and imaginative thought well in advance of the Convention date is the key to success in this portfolio.

- Formally Opening and Closing the Convention
- Meetings of a variety of specialisations including non-english speaking, Auslan, Deaf, Disabled & Other Special Needs Groups, include broadly-titled theme and special interest meetings such as "*Old Timers*", "*Men*", "*Women*", "*LGBTQI*", "*Young People*", "*Indigenous*", "*Steps*", "*Traditions*", "*Loners*", "*Relationships*" etc. Some of these meetings may be closed.
- Panels and Workshops:
- Guests and Invited Speakers:

LITERATURE

- Coordinate the Conference-Approved literature.
- Other types of literature needing sales locations at Conventions include World Service and Al-Anon.
- As a suggestion a table should be made available, for Flyers advertising upcoming Rallies, Roundups, Tag-A-Longs or AA events. Only material relating to AA events should be displayed

PRINTING AND MERCHANDISE

Convention logo. Once it has been approved by the GSB it can then be used on all letterheads and literature. Some important hints from previous experience:

- Settle on logo artwork as soon as possible and create into forms to be used for all merchandise and communication purposes
- Source merchandise and
- Try and keep the price and quality within the 'medium' price range and avoid ostentation.

VOLUNTEER COORDINATOR

- Establish volunteer needs and recruit volunteers for the required positions
- Draw up rosters for the Convention
- Coordinate the volunteer gear provided for them and all Committee members.

If interested in any of these positions please fill in the form and forward to chris@aa.org.au

GENERAL SERVICE BOARD OF ALCOHOLICS ANONYMOUS AUSTRALIA

AA80 HPC NOMINATION FORM

FULL NAME: _____

PHONE CONTACT NUMBERS: (W) _____

(H) _____

(M) _____

EMAIL ADDRESS: _____

POSITION APPLYING _____

EDUCATION

KNOWLEDGE / EXPERIENCE OF AA

OCCUPATIONAL BACKGROUND

KNOWLEDGE OR SKILLS YOU WOULD BRING TO AA

Signed Date