



## **1. Committee Positions**

**The Trillium Committee has various positions to take care of the many aspects of planning and running a large convention.**

- Chairperson
- Past Chairperson/Archivist
- Secretary
- Treasurer
- Al-Anon Program Coordinator
- Alateen Program Coordinator
- A.A. Liaison/Program Coordinator
- Alateen Advisor
- Hotel Liaison
- Registration Coordinator
- Graphics Coordinator
- Media Coordinator / Voice of the Convention
- Greeter Coordinator
- Hospitality Suite Coordinator
- Literature Coordinator
- OSA Executive Liaison

## **2. Shadow Committee**

The OSA Chairperson invites a member to be Trillium Chairperson almost two years in advance. This person holds the Co-Chairperson position and is responsible for forming the 'shadow committee'. This is an important part of the committee and is in place to allow members an opportunity to assist the current committee and to gain valuable experience in the position they will hold for the convention the following year.

## **3. Common Responsibilities of All Committee and Shadow Committee Members**

- Attend all scheduled monthly meetings
- Review minutes of committee meetings
- Meet with the Chairperson as required
- Attend Al-Anon meetings on a regular basis throughout the term on the committee

## **4. Chairperson:**

1. Selects committee (this will have been done when the Chairperson was Co-Chair).
2. Helps to choose a convention site.
3. Submits completed hotel/convention site contract to Delegate for signature and co-signs contract.
4. Signs a secondary contract with hotel/convention site, which contains meeting room set-ups and other requirements for the weekend.

5. Arranges dates, time and location for monthly meetings.
  6. Sets the agenda and chairs monthly meetings.
  7. Reviews minutes of committee meetings for accuracy before distribution.
  8. Oversees all aspects of the convention, meeting as necessary with the coordinators of each area.
  9. Gives a convention report at the AWSC, the Assembly and to the Executive as requested.
  10. Works with the Treasurer to develop a budget for all convention revenue and expenses.
  11. Submits articles to each edition of the Open Lines Newsletter.
  12. Submits names to be considered for future Trillium Co-Chairperson(s).
  13. Prepares letters and flyers for distribution to DRs and GRs via mail, or, via the OSA Secretary, by email.
  14. Keeps informed of all communications related to Trillium.
  15. Welcomes participants at Friday Night Opening Meeting and chairs Saturday Night Main Speaker Meeting.
  16. Endeavours to make speakers as welcome as possible – welcome note, basket in room, as determined by the committee.
  17. Selects a member to act as host to speaker(s) as required and as determined by the committee.
  18. Introduces Trillium Committee at Saturday Night Main Speaker Meeting.
  19. Sends thank you notes to all committee members.
  20. Sets time, place and date for wrap-up turnover meeting and advises Trillium Secretary to notify committee members.
  21. Provides a detailed report for the Executive Liaison to present at the first Executive meeting following Trillium.
- 5. Co-Chair:**
1. Selects committee to serve for two years – first year as assistants (shadow), second year as coordinators.
  2. Assists Chairperson as necessary.
  3. May serve in another capacity on committee.
- 6. Past-Chair:**
1. Acts in an advisory capacity to Chairperson and committee.
  2. May serve in another capacity on committee.
  3. Acts as Trillium Archivist, provides Hotel Liaison Coordinator with set-up requirements and arranges for Trillium Archives display at the convention.
  4. Maintains the archives display in a manner that will provide protection for the items that have been gathered over the years.
  5. Refreshes the archives display to include the last year's items.
  6. Requests approval of funds required to maintain the collection.

**7. Secretary:**

1. Prepares 'Secretary' budget for the year.
2. Records, processes and distributes minutes of meetings to all committee members, before the next meeting, with a reminder of the date and time of the next meeting.
3. Distributes a copy of the minutes of all meetings to the OSA Executive Liaison and to the Delegate.
4. Compiles and maintains a record of address/telephone/email of committee members and provides copies, via email, to committee members, as required.
5. Types the agenda and/or distributes the agenda prepared by the Chairperson for committee meetings.
6. Keeps on file a record of all minutes for subsequent committees and a copy of the guidelines for all positions.
7. Receives and distributes information, via email, between committee members as required.
8. If required, receives from Al-Anon Program Coordinator, names and addresses of speakers and chairpersons along with draft confirmation letters; prepares and mails confirmation letters via Canada Post.
9. If required, receives draft thank you letters from Al-Anon Program Coordinator, and prepares thank you letters for Al-Anon speakers and meeting chairpersons for delivery during convention.
10. Sends notification of wrap-up meeting to all committee members.

**8. Treasurer**

1. Prepares a consolidated 'Trillium Budget' based on information provided by committee members.
2. Opens bank account in name of 'Trillium Convention' with two signatures – Treasurer and Chairperson (both signatures required on cheques).
3. Cooperates with the Registration Coordinator and discusses with the committee to determine which position will be shown on the registration forms to receive pre-registrations.
  - a. If Treasurer receives pre-registrations, makes deposits and passes registration forms to the Registration Coordinator.
  - b. If Registration Coordinator receives pre-registrations, arranges with the Treasurer to be able to make deposits, and informs the Treasurer of details for each deposit.
4. Is responsible for all monies – incoming and outgoing.
5. Makes bank deposits and monitors deposits made by the Registration Coordinator.
6. Reimburses committee members as required.
7. Works closely with Registration Coordinator to establish handling of cheques for preregistrations and money for on-site registrations.
8. Obtains a safety deposit box from the hotel/convention site for safekeeping of funds during the convention.
9. Provides 'float' to Literature and Registration Coordinators on site at convention.

10. Within 60 days of the end of Trillium, returns to the OSA Treasurer the full amount of the start-up funds that were advanced.
11. Prepares a current financial report for Executive Liaison to present at first Executive meeting following Trillium.
12. Prepares a final written financial report for presentation at Assembly.
13. When all transactions are completed and the bank account has been closed, forwards any remaining funds to the OSA Treasurer.

#### **9. Al-Anon Program Coordinator**

1. Prepares 'Al-Anon Program Coordinator' budget to include travel and registration costs for speakers and chairpersons as determined by the committee.
2. Is responsible for all aspects of the Al-Anon program. Contacts all speakers, chairpersons and panelists; selects topics; establishes meeting times and locations. (OSA Executive is responsible for one meeting).
3. Invites input from other committee members for the program.
4. Works closely with Alateen Program Coordinator, Alateen Advisor and A.A. Program Coordinator.
5. Works with Secretary to send confirmation letters to all participants.
6. Works with Hotel Liaison Coordinator regarding room capacities, utilization and physical setup. Establishes required areas for committees, greeters, literature storage, etc.
7. Organizes meeting formats.
8. Double checks accommodations, transportations, etc. for main speakers.
9. Prior to Trillium, meets with chairpersons of open meetings to establish their hosting responsibilities.
10. Meets with chairpersons, speakers and panelists 20 minutes prior to scheduled meetings.
11. Chairs the Friday Night Opening Meeting.
12. Works with the Secretary to write 'thank you' notes to speakers/participants.
12. 13. Works with OSA Executive Liaison to host Saturday morning OSA meeting.

#### **10. Hotel Liaison Coordinator**

1. Assists in locating a facility and negotiates contract; delivers negotiated contract to Chairperson for signature by Delegate and Chairperson.
2. Meets with Chairperson to discuss contracts with hotel/convention site, taping services, audio/visual requirements for meeting rooms.
3. Researches taping service; signs contract and arranges space requirements in hotel.
4. Prepares 'Hotel Liaison' budget to include microphones and audio/visual as required in meeting rooms.
5. Is the primary contact with the hotel/convention site.
6. Provides Secretary with floor plans and hotel/convention site for distribution to committee members.

7. Informs hotel/convention site of meeting times and require room set-up; delivers secondary set-up contract to Chairperson for signature.
8. If a banquet is part of Trillium, coordinates banquet arrangements.
9. Works with members of the committee as required.
10. If required, negotiates with hotel/convention site to provide coffee and refreshment stations.
11. Arranges for hanging of banner and placing of podium signs.
12. During the convention, checks on room utilization and set-up; ensures proper chairs, water stations and microphones are in place.
13. Collects all signs, banners, remaining ribbons and arranges for storage with next year's committee.
14. If required, arranges for dance disc jockey.

### **11. Registration Coordinator**

1. Prepares 'Registration Coordinator' budget.
2. Provides Graphics Coordinator with all necessary information to be printed on registration forms.
3. Prepares mailing of flyers, registration forms, volunteer forms; obtains mailing labels from Group Records Coordinator.
4. If necessary, rents a post office box to receive registrations. Otherwise, uses personal address, telephone number and email address.
5. Receives and processes all pre-registrations.
6. Prepares name tags for on-site registrants.
7. Informs Hotel Liaison Coordinator of set-up required for registration station.
8. Informs Graphics Coordinator of requirement for signs.
9. Sets up and supervises registration during Trillium.
10. Gets signs, name tags for pre-registrants, badge holders and programs from Graphics Coordinator.
11. Works with Treasurer to determine method of handling money at on-site registration.
12. Provides the Treasurer with a list of all registrants including date, full names, group, location of group, type of registration (Al-Anon, Alateen, A.A., Guest), price paid, method of payment with funds for deposit and a list of addresses for the Incoming Registration Coordinator.
13. Works closely with Area Alateen Process Person to ensure that Alateen safety requirements are met. Obtain list of current certified SAMs for Ontario South from AAPP. Have on hand extra Alateen Forms: Form A Information and Permission Form and Form B Medical Form.
14. Provides Chairperson with a detailed attendance record at end of convention, i.e. numbers of Al-Anons, Alateens, A.A.s and guests, numbers of pre-registrations and on-site registrations, geographical location, and, if applicable, numbers attending banquet and dance.

### **12. Graphics Coordinator**

1. Prepares 'Graphics Coordinator' budget.

2. Is responsible for suggesting designs and looking after all printing: Chairperson's letter, flyers, registration forms, volunteer form, table posters, name tags, badge holders, programs, podium signs, registration signs, banner, letterhead, ribbons, direction signs and, if applicable, banquet tickets.
3. Provides Registration Coordinator with the Chairperson's letter, flyers, registration and volunteer forms for mailing, and registration signs, name tags, badges and programs.
4. Provides Hospitality Coordinators with ribbons for greeters, information, committee members, and direction signs.
5. Provides Program Coordinators with ribbons for speakers, chairpersons and panelists.

### **13. Hospitality Coordinator**

1. Prepares 'Hospitality Coordinator' budget.
2. Works with Hotel Liaison Coordinator to arrange an appropriate room on-site.
3. Coordinates volunteers to be hosts in the Hospitality Suite during the convention.

### **14. Media Coordinator/Voice of the Conference**

1. Prepares 'Media Coordinator' budget.
2. Obtains and coordinates all mailing lists both local and outside region (World Service, Al-Anon Information Services, District Representatives, etc.)
3. Sends dates and location of Trillium with a mailing address for information/registration to publications including The Forum, Inside Al-Anon, Alateen Talk, Open Lines, and Reaching Out and the Ontario South Al-Anon Alateen website.
4. Works with A.A. Program Coordinator to ensure information is sent to A.A. publications including 'Grapevine'.  
**Note: notices must be sent to arrive before the first day of the month three months before the announcement is to appear, i.e. events to be published in the April issue of The Forum need to arrive before February first.**
5. Sends releases for press, radio and television.
6. Acts as host for media who attend Trillium reminding them of our Eleventh Tradition.
7. As Voice of the Conference, works closely with the Chairperson, Program Coordinators and Hotel Liaison Coordinator, makes announcements prior to selected meetings to inform convention attendees of various hotel requirements, changes to program(s) and other information deemed necessary

### **15. Literature Coordinator**

1. Prepares 'Literature Coordinator' budget.
2. Is responsible for literature display during entire convention.
3. Works closely with LDC Office Manager.

4. Informs Hotel Liaison Coordinator of needed space for Al-Anon and Alateen literature and, if necessary, for A.A. literature.
5. Obtains float from Trillium Treasurer prior to the convention.
6. If necessary, works with A.A. Program Coordinator to ensure A.A. literature is available.
7. If space is available, provides a display notifying members of less often publicized services such as Lone Member, Donations through wills, birthdays, etc.
8. Coordinates volunteers to serve at the Literature display station during the convention.

**16. Alateen Program Coordinator**

1. Prepares 'Alateen' budget including speakers' travel expenses as determined by the committee.
2. Is responsible for the Alateen program.
3. Works closely with the Al-Anon Program Coordinator and the Alateen Advisor regarding program, needed space, etc.

**17. Alateen Advisor**

1. Works closely with Alateen Program Coordinator and Al-Anon Program Coordinator to plan the entire Alateen program.
2. Makes contact and invites Alateen participation in Trillium.
3. Advises committee of special requirements such as accommodation for participants.
4. Works closely with the Area Alateen Process Person to ensure Alateen safety requirements are met.
5. Makes Alateen speakers welcome during the convention.

**18. A.A. Program Coordinator**

1. Prepares 'A.A.' budget including speakers' travel costs as determined by the committee.
2. Works closely with Al-Anon Program Coordinator in planning a full A.A. program during the convention.
3. Contacts A.A. speakers, chairpersons and panelists; selects topics; establishes meeting times and locations.
4. Makes contact with A.A. Delegates and invites participation as guests.
5. Is responsible for providing names and addresses for district representatives to the Registration Coordinator in order to supply the fellowship with flyers and registration forms.
7. Is responsible for ensuring that publicity about Trillium reaches the A.A. groups in Ontario and surrounding areas.
8. Makes speakers welcome during the convention.

**19. Greeter Coordinator**

1. Works with Program Coordinators to determine numbers and locations for greeters.
2. Coordinates volunteers to be greeters during the convention.

**20. OSA Executive Liaison**

1. Prepares 'OSA Executive Liaison' budget.
2. Acts as the link between the Trillium committee and the OSA Executive.
3. Brings all OSA Executive concerns to the committee.
4. Works with Al-Anon Program Coordinator to host Saturday morning OSA meeting.
5. Keeps OSA Executive apprised of financial situation.