



The Trillium Committee Positions and Guidelines were reviewed and updated by a sub-committee of the 2023 Trillium Planning Committee. They provide general guidance, based on the experience of many Trilliums past.

### **1. Committee Positions**

The Trillium Committee has various positions to take care of the many aspects of planning and running a large convention. Some positions are critical from the earliest planning stages, while others can be filled subsequently. Positions may include, but are not limited to:

- a. Chairperson
- b. Shadow Chairperson
- c. Past Chairperson
- d. Secretary
- e. Treasurer
- f. Venue Coordinator
- g. Al-Anon Program Coordinator
- h. Alateen Program Coordinator
- i. Alateen Advisor
- j. A.A. Liaison/Program Coordinator
- k. Registration Coordinator
- l. Communications Coordinator
- m. Graphics Coordinator
- n. Hospitality Coordinator\*
- o. Literature Coordinator\*
- p. Gratitude Coordinator\*
- q. OSA Executive Liaison

\*This position can be filled later in the planning process.

### **2. Shadow Committee**

Ideally, the Ontario South Assembly (OSA) Chairperson invites a member to be Trillium Chairperson almost two years in advance. This person holds the Shadow Chairperson position and is responsible for forming the 'shadow committee'. This can be an important part of the committee and is in place to allow members an opportunity to assist the current committee, perhaps by participating in a sub-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**

- a. Attend all scheduled meetings, as required.
- b. Recruit and coordinate sub-committee members as needed to oversee their tasks (eg. greeters, on-site hospitality, registration, literature sales...)
- c. Review minutes of committee meetings, identifying errors and omissions as needed.

- d. Maintain appropriate records/documentation for handover to next committee.
- e. Attend Al-Anon/Alateen/A.A. meetings on a regular basis throughout the term on the Committee.

**4. Chairperson:**

- a. Selects members of the planning committee (this may have been done when the Chairperson was Shadow Chair).
- b. Selects a member to serve as Voice of the Conference at the convention.
- c. Helps to choose a convention site, in collaboration with the Venue Coordinator.
- d. Submits completed hotel/convention site contract to Delegate for signature.
- e. Arranges dates, time and location for regular planning meetings.
- f. Sets the agenda and chairs regular planning meetings, as well as the wrap-up meeting(s) after the event.
- g. Reviews minutes of committee meetings for accuracy before distribution.
- h. Oversees all aspects of the convention, meeting as necessary with the coordinators of each area. Follows up and provides guidance as needed.
- i. Gives a convention report at the AWSC, the Assembly and to the Executive as requested.
- j. Works with the Treasurer and the Coordinators to develop a budget for all convention revenue and expenses.
- k. Submits articles to each edition of the Open Lines Newsletter.
- l. Submits names to be considered for future Trillium Chairperson(s).
- m. Works with the Communications Coordinator to prepare letters and/or flyers for distribution to DRs and GRs via AWSC/OSA Secretary.
- n. Keeps informed of all communications related to Trillium.
- o. Welcomes participants at the Opening Meeting and chairs the Main Speaker Meeting.
- p. Introduces Trillium Committee at the Main Speaker Meeting.
- q. Sends thank you notes to all committee members.
- r. Prepares a convention report for the Executive meeting following Trillium.

**5. Shadow Chair:**

- a. Selects a shadow committee to serve for two years – first year as assistants (shadow), second year as coordinators.
- b. Determines best timing for shadow committee members to join.
- c. Assists Chairperson as necessary.
- d. May serve in another capacity on committee.

**6. Past Chair:**

- a. Acts in an advisory capacity to Chairperson and committee.
- b. May serve in another capacity on committee.
- c. Oversees the transfer of relevant documentation to the Area Archivist.

**7. Secretary:**

- a. Identifies budgetary requirements, if any, and communicates these to the Treasurer.
- b. Prepares and sends minutes of meetings to the Chairperson for initial accuracy review.

If requested by the Chairperson, distributes reviewed minutes to all committee members, before the next meeting, with a reminder of the date and time of the next meeting.

- c. Compiles and maintains a record of telephone/email of committee members and provides copies to committee members, as required.
- d. If requested by the Chairperson, distributes the agenda for committee meetings.
- e. Keeps on file a record of all minutes for subsequent committees and a copy of the guidelines for all positions.
- f. Works with Chairperson in receiving and distributing information between committee members as required.

### **8. Treasurer**

- a. Prepares a consolidated 'Trillium Budget' based on information provided by committee members.
- b. Opens bank account in name of 'Trillium Convention' with two authorized signatories. Ideally, the second person is a committee member who lives in the same region as the Treasurer.
- c. Works closely with the Registration Coordinator to determine process and/or platforms for receiving pre-registration and on-site registration forms and payments, as well as the handling of cheques, eTransfers or cash.
- d. Is responsible for all payments – incoming and outgoing.
- e. Makes bank deposits and monitors deposits made by the Registration Coordinator, if applicable.
- f. Reimburses committee members and main speakers, as required.
- g. Ensures the safety of the cash flow on-site during the convention. (eg. Obtaining a safety deposit box from the convention site for safekeeping of funds.)
- h. Provides 'float' to Literature and Registration Coordinators on site at convention.
- i. Within 60 days of the end of Trillium, returns to the OSA Treasurer the full amount of the start-up funds that were advanced.
- j. Prepares a financial report for the Chairperson to include in their report at first Executive meeting following Trillium.
- k. When all transactions are completed and the bank account has been closed, forwards any remaining funds to the OSA Treasurer.

### **9. Venue Coordinator**

- a. Oversees the task of locating a facility and negotiates the contract, in consultation with the Chairperson; delivers the negotiated contract to authorized signatory (OSA Delegate).
- b. Invites and considers input from committee members regarding venue/convention site, taping services, audio/visual requirements for meeting rooms, refreshments/hospitality etc.
- c. Arranges for taping service, as determined by the committee. If applicable, signs contract and arranges space requirements at the venue.
- d. Identifies budgetary requirements and communicates these to the Treasurer.
- e. Serves as the primary contact with the venue/convention site and follows up with

them regarding room set-up, as outlined in the contract.

- f. Arranges for a hospitality room and/or fellowship space, at the venue.
- g. Works closely with the Registration Coordinator to ensure information regarding transportation, amenities and food services in the area (on-site and nearby) is available as part of the Registration package.
- h. Arranges for installation of convention signage (eg. banners, podium signs, directional signs...), and ensures these are collected and properly passed on to the next year's committee.
- i. During the convention, checks on room utilization and set-up; ensures proper chairs, water stations and microphones are in place.
- j. If a banquet and/or dance is part of Trillium, coordinates necessary arrangements.
- k. Recruits and coordinates a sub-committee, as needed.

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

- a. Identifies budgetary requirements and communicates these to the Treasurer. These should include travel, accommodations and registration costs for main speaker(s), as determined by the committee.
- b. Is responsible for coordinating all aspects of the Al-Anon program: speakers, chairpersons, panelists, topics, schedule and meeting location within the venue.
- c. Invites and considers input from other committee members for the program.
- d. Works closely with Alateen Program Coordinator, Alateen Advisor and A.A. Program Coordinator to create a cohesive overall convention program.
- e. Works with Venue Coordinator regarding room capacities, use and physical setup, including areas for committees, greeters, literature storage, etc.
- f. Organizes meeting formats, including the creation of scripts for the chairpersons.
- g. Coordinates accommodations, transportation, etc. for main speaker(s).
- h. Works with the Gratitude Coordinator to make speakers feel as welcome as possible – welcome note, gift basket in room, as determined by the committee.
  - i. Meets with Al-Anon speakers, panellists, and chairperson 15 – 20 minutes prior to the scheduled meeting to ensure all are clear on the meeting guidelines.
  - j. Selects member(s) to act as host(s) to speaker(s) as required and as determined by the Committee.

#### **11. Alateen Program Coordinator**

- a. Is a current member of Alateen.
- b. Identifies budgetary requirements and communicates these to the Treasurer. These should include travel, accommodations and registration costs for main speaker and chaperone, as determined by the committee.
- c. Is responsible for coordinating all aspects of the Alateen program, working closely with the Alateen Advisor and the Al-Anon Program Coordinator.
- d. Invites and considers input from other committee members regarding the Alateen program.
- e. Organizes meeting formats, including the creation of scripts for the chairpersons.
- f. Works with the Gratitude Coordinator to make speaker feel as welcome as possible – welcome note, basket in room, as determined by the committee.

g. Meets with Alateen speakers, panellists, and chairperson 15 – 20 minutes prior to the scheduled meeting to ensure all are clear on the meeting guidelines.

### **12. Alateen Advisor**

- a. Is certified in Ontario South as an AMIAS.
- b. Using existing networks, makes initial contact and invites Alateen participation in Trillium. Recommends Alateen member to serve as Alateen Program Coordinator.
- c. Works closely with Alateen Program Coordinator and Al-Anon Program Coordinator to plan the Alateen program.
- d. Works closely with the Area Alateen Process Person (AAPP) and refers to Section 11e in the Ontario South Policy Manual to ensure that requirements for the registration and safe participation of Alateen members are met.

### **13. A.A. Program Coordinator**

- a. Identifies budgetary requirements and communicates these to the Treasurer. These should include travel, accommodations and registration costs for main speaker, as determined by the committee.
- b. Works closely with Al-Anon Program Coordinator in planning a full A.A. program during the convention.
- c. Is responsible for coordinating all aspects of the A.A. program: speakers, chairpersons & scripts, panelists, topics, schedule, etc.
- d. Coordinates accommodations, transportation, etc. for main speaker, in collaboration with Al-Anon Program Coordinator if applicable.
- e. Works with the Gratitude Coordinator to make speaker feel as welcome as possible – welcome note, basket in room, as determined by the committee.
- f. Is responsible for ensuring that publicity about Trillium reaches the A.A. groups in Ontario and surrounding areas.
- g. Works with Literature Coordinator to obtain space for, and provides, A.A. Literature, as needed.

### **14. Registration Coordinator**

- a. Identifies budgetary requirements and communicates these to the Treasurer.
- b. Works closely with the Treasurer to determine process and/or platforms for receiving pre-registration and on-site registration forms and payments, as well as the handling of cheques, eTransfers or cash.
- c. Collaborates with Graphics Coordinator to obtain necessary graphics/images for the registration form, nametag templates and signage, as needed.
- d. Works with OSA Website Coordinator to activate online registration forms, as needed.
- e. Receives and processes all pre-registrations.
- f. Prepares name tags for on-site/walk-in registrants.
- g. Informs Venue Coordinator of set-up required for registration station.
- h. Sets up and supervises registration during Trillium.
- i. Gets signs, name tags for pre-registrants, badge holders and programs from Graphics Coordinator.
- j. Recruits and schedules volunteers.
- k. Refers to Section 11e in the Ontario South Policy Manual to ensure that requirements

for the registration of Alateen members are met. This may involve working with the Area Alateen Process Person (AAPP) to obtain list of current certified AMIAs and having extra Alateen Forms: Form A Information and Permission Form and Form B Medical Form available.

l. Provides Chairperson with a detailed attendance record at end of convention, i.e. numbers of AI-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.

### **15. Communications Coordinator**

- a. Identifies budgetary requirements and communicates these to the Treasurer.
- b. Coordinates the communication/media initiatives regarding Trillium, identifying appropriate online platforms and publications. Collaborates with the A.A. Program Coordinator to ensure information is shared within A.A. as appropriate.
- c. Sends press releases as appropriate and serves as the Media Host at the convention, safeguarding the principle of Tradition Eleven.
- d. Works closely with the OSA Website Coordinator to ensure current information is available on the OSA site.
- e. Collaborates with the Trillium Chairperson to ensure consistent messaging in reports to the Area (ex.: AWSC, Assembly, Open Lines...).

### **16. Graphics Coordinator**

- a. Identifies budgetary requirements and communicates these to the Treasurer.
- b. Works closely with committee members to identify all graphic design requirements and proposes a “look & feel” related to the Conference theme.
- c. Coordinates the design and production of all Trillium-themed communication products. Products may vary from year to year, as determined by the Committee, and may include – but are not limited to - flyers, print programme, website graphics, signage, nametags, merchandise, keepsakes, banners, and/or ribbons for speakers and committee members.
- d. Works closely with the Communications Coordinator to ensure a common visual approach to communication/media initiatives, both in print and online.

\*This position requires specialized technical skills related to graphic design, printing and Production.

### **17. Hospitality Coordinator**

- a. Identifies budgetary requirements and communicates these to the Treasurer.
- b. Works with Venue Coordinator to arrange an appropriate space on-site in accordance with venue’s policies.
- c. Recruits and schedules volunteers.
- d. Oversees the smooth running of the designated hospitality space during the Convention.

\*This position may report directly to the Venue Coordinator, depending on the extent of the hospitality function.

### **18. Literature Coordinator**

- a. Identifies budgetary requirements and communicates these to the Treasurer.
- b. Works with Venue Coordinator to arrange for an appropriate space on-site.
- c. Works closely with LDC Office Manager to identify the required literature inventory (eg. “best sellers”) and establish the consignment order.
- d. Is responsible for obtaining the order from the LDC Manager and setting up the literature display/bookstore at the convention site.
- e. Recruits and schedules volunteers to assist with the sale of literature at the Convention.
- f. Obtains float from the Trillium Treasurer and ensures the safekeeping of monies during the convention.
- g. Collaborates with A.A. Program Coordinator as needed to ensure space is available for A.A. literature.
- h. Is responsible for packing and returning unsold literature to the LDC Office Manager, as well as forwarding the proceeds of literature sales.

\*This position requires physical stamina/mobility as it involves lifting/carrying boxes, packing and unpacking inventory and potentially extended periods of walking or standing.

### **19. Gratitude Coordinator**

- a. Identifies budgetary requirements and communicates these to the Treasurer.
- b. Is responsible for overseeing both the Greeter function and the Thank You gifts/basket/cards for speakers and/or panelists, as determined by the Committee.
- c. Consults with the Al-Anon , Alateen and A.A. Program Coordinators to determine requirements for both Greeters and Thank You gifts/cards.
- d. Works with the Graphics Coordinator for the creation of Trillium-related items, such as a custom Thank You card.
- e. Recruits and schedules volunteers to serve as Greeters during key arrival times at the Convention.
- f. Consults with the Venue Coordinator to determine the number of greeters required and the optimal locations.

### **20. OSA Executive Liaison**

- a. Identifies budgetary requirements and communicates these to the Treasurer.
- b. Acts as the link between the Trillium committee and the OSA Executive.
- c. Brings all OSA Executive concerns to the committee.
- d. Keeps OSA Executive apprised of financial situation and any issues arising.