

## **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 at the Area Agenda Planning meetings, and 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..
- The full Conference Advisory Committee elects its own Chairperson, who serves a two-year rotation.

### **RESPONSIBILITIES (COMMITTEE & INDIVIDUAL ADVISORS):**

- Provides an advisor and a copy of the Area 75 Conference Guidelines to the hosting district as soon as the possibility of a bid arises
- Provides facility choice and contract negotiation assistance
- Gives approval for the Area Treasurer to advance seed money
- Guides the conference committee through all phases of the conference process as outlined in the Area 75 Conference Guidelines
- Regularly attends conference committee meetings  
NOTE: The input of the Advisor is needed throughout the conference planning process, including the wrap-up meeting.
- 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 document at the beginning of each Rotation, and submits proposals for Assembly approval reflecting suggested changes
- Ensures that the current guidelines are available on Area 75 website ([www.area75.org](http://www.area75.org))

### **EXPENSES:**

- Area 75 will reimburse mileage expense for one advisor to attend the first two conference committee meetings.
- Any further travel expense reimbursement for the advisor will be the responsibility of the conference planning committee.
- Any direct costs for copying, postage or long distance phone calls incurred by the advisory committee, and approved by the Conference Advisory Chairperson, will be reimbursed from the Area 75 Treasury and charged to the overhead budget.