

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 Assemblies and Area Conferences, 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. Committee members serve a two (2) year minimum rotation.
- The full Conference Advisory Committee elects its own Chairperson, who serves a two-year rotation.

RESPONSIBILITIES (COMMITTEE & INDIVIDUAL ADVISORS):

- Provides an advisor and/or a 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
- Provides facility choice and contract negotiation assistance
- Gives approval for the Area Treasurer to advance seed money and deposit money (if required)
- Guides the conference committee through all phases of the conference process as outlined in the Area 75 Conference Guidelines
NOTE: The input of an Advisor 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.
- 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 the Area 75 website (www.area75.org)

EXPENSES:

- Mileage reimbursement for the advisor and/or co-advisor to attend the first two conference committee 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, phone calls or other direct costs incurred by the advisory committee, and approved by the Conference Advisory Chairperson, will be reimbursed from the Area 75 Conference Fund.