



NCCAA Conference Host Committee Guidelines

7TH TRADITION COMMITTEE

The Chairperson and Co-Chairperson will need approximately 12 - 20 volunteers to serve on this committee.

Chairperson to provide their schedule of volunteers with names and phone numbers to NCCAA Chairperson, NCCAA Treasurer and Local Host Committee Chairperson 3 weeks prior to the conference. The Chairperson and Co-Chairperson should contact all volunteers scheduled 1 week prior to confirm their attendance and time slots. The Chairperson and/or Co-Chairperson should arrive by 12pm on Friday to receive instructions from NCCAA Treasurer and help set up the Conference.

Enough volunteers should be on hand at each meeting to ensure that the 7th Tradition buckets are passed throughout the occupied portions of the auditorium in an expeditious and organized manner so as not to delay the meetings unnecessarily. In the format read by each meeting chairperson or moderator, the 7th Tradition is listed for a specific time during the meeting.

The person serving as Chairperson of the 7th Tradition Committee for a given meeting and the meeting chairperson or moderator should communicate before the meeting to make sure that they are both aware of when the 7th Tradition will be observed. The Chair and/or Co-Chair need to be at the Conference on Friday at Noon to help set up the Conference.

An approximate number of the volunteers needed to pass the buckets at meetings in the main hall is as follows:

Friday afternoon, Saturday morning and early afternoon (1-2:30 p.m.), and Sunday morning service meeting: 5 volunteers each meeting.

Friday night, Young People's, Saturday night, and Sunday morning speaker meetings: 6-8 volunteers.

In addition to the speaker meetings, the 7th Tradition should be taken at all General Service and H&I meetings occurring in the Main Hall: 3-4 volunteers.

Either the Chairperson or the Co-Chairperson should be present each time the 7th Tradition is taken to transfer the buckets to the Host Treasurer/designated representative or the NCCAA Treasurer.

All volunteers should wear the Host Committee Ribbons and be appropriately dressed.

All volunteers for the 7th Tradition Committee need to register for the conference – The conference is self-supporting and all need to register to make certain that the conference continues to be self-supporting.