



# NCCAA Conference Host Committee Guidelines

---

## LITERATURE COMMITTEE

The Literature Chairperson and Co-Chairperson are responsible for arranging for Conference Approved A. A. literature to be sold at the conference.

The most ideal situation is to have the local Central Office provide all books and literature, staff the table during the conference, collect and retain all monies.

If this is not possible, books and literature should be obtained on consignment from the Central Office and a conference committee will have to be formed to handle the staffing of the table and sale of books. If books and literature are obtained from the Central Office on consignment, a list of the books and pamphlets and quantities for each item should be sent to the NCCAA Chairperson for his/her information and approval one month prior to the conference. The Literature Chairperson should have a volunteer committee large enough to always staff the table during the conference (2 – 4 hours each).

The Chairperson is to provide their schedule of volunteers with names and phone numbers to NCCAA Chairperson and Local Host Committee Chairperson 1 month prior to the conference. Also, contacting all persons scheduled 1 week prior to confirm their attendance.

The Chairperson or Co-chairperson should be on hand throughout the conference to make sure that each shift is covered as planned.

The Chair and/or Co-Chair need to be at the Conference on Friday at Noon to help set up the Conference.

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

All volunteers for the Literature 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.