



NCCAA Conference Host Committee Guidelines

OUTREACH COMMITTEE

The Outreach Chairperson and Co-Chairperson will need a committee of 20 or more volunteers for the purpose of making conference announcements at AA meetings, Intergroup, H & I and General Service meetings in the immediate local and outlying areas. This committee should also have representative(s) of the Spanish speaking community.

Each committee member should be responsible for attending and making announcements at different meetings throughout the area. This includes upcoming Host Committee Meetings and the need for volunteers for the conference.

Conference flyers should be taken to each meeting for posting and handed out upon request. Pre-registration should be encouraged until the Pre-Registration cut off date. Registration forms should only be mailed to the address shown on the conference flyer or members may register online at norcalaa.org. If registration money is collected it will need to be brought to the Host Committee Meeting and transferred to the NCCAA Treasurer.

This committee also responsible for arranging for a Pre-Registration Table at the prior conference. This group of people attending the prior conference will collect Pre-Registration at a table provided. This table will need to be staffed throughout the prior conference.

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 Outreach 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