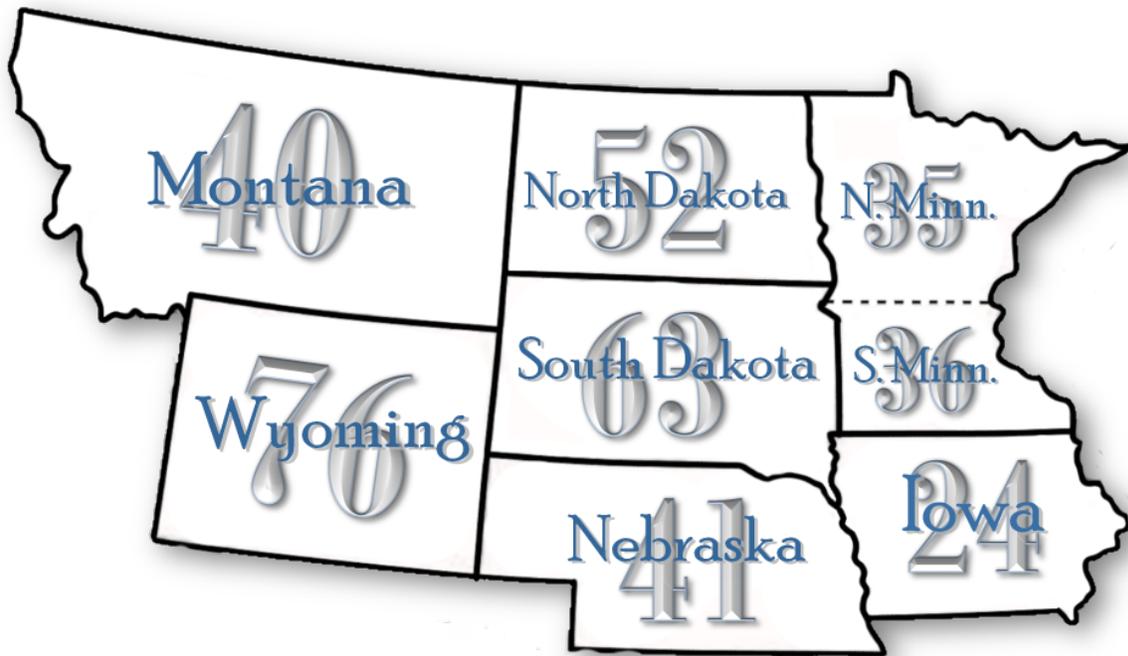


WCRAASC

CONFERENCE GUIDELINES

WEST CENTRAL REGION ALCOHOLICS ANONYMOUS SERVICE CONFERENCE



West Central Region

The West Central Region

Alcoholics Anonymous Service Conference

**Is composed of those states designated in the
A.A. Service Manual as the West Central Region**

*Last updated and approved by the West
Central Region delegates – November*

PURPOSE

The purpose of the West Central Regional Alcoholics Anonymous Conference (hereinafter referred to as WCRAASC) is to develop greater unity among members, groups, and areas of the WCR; to encourage the exchange of ideas and experiences, and to provide an opportunity for members to discuss pertinent aspects of Alcoholics Anonymous. Recovery, Unity and Service should always be the primary purpose for each conference. The thought of how we can better serve Alcoholics Anonymous should never be compromised.

REGIONAL TRUSTEE & DELEGATES

The regional trustee and delegates of the West Central Region are the duly elected representatives, to the West Central Region, of each area within the region. Part of their responsibility is to conduct the business of A.A. that is beyond the normal reach of the Area Assembly. They shall be responsible for the overall implementation of the conference. They will meet at the General Service Conference each year to affirm the pre-selected conference site, and the pre-selected forum site for the next applicable year. Any concerns relative to the operation of the conference should be addressed through local areas and delegates. If necessary, the regional trustee may call a special meeting of the regional delegates.

1. The delegate of the area in which the conference is to be held will be responsible for putting on the conference, which shall include site selection within their area (city and facility).
 - a. The delegate may serve as conference chairperson or select someone else.
2. The delegate of the area in which the forum is to be held will be responsible for cooperating with the General Service Office.

GENERAL

The dates for the WCRAASC should be firmly established as that weekend that includes the first day of March which falls on a weekend. The conference will be held annually and rotated.

1. A meeting of the area delegates and regional trustee will be held the Thursday before the WCRAASC from 7-9 pm.
 - a. Minutes of the preceding meetings will be available and read.
 - i. The host delegate will assign a secretary for the delegates meeting.
 - b. Financial report from the preceding meeting will be read.
 - c. Site selection for future WCRAASC will be made by the region's delegates.
 - i. In order to obtain adequate housing for a site, it may be necessary for some areas to make commitments in excess of one year in advance. To compensate for this condition, confirmation may be made three years in advance.
2. A room will be available Friday preceding the conference from 10 a.m.-12 p.m. and 1-3 p.m. for the past and present delegates meeting.
3. All current delegates, as well as the trustee, of the WCR should attend the conference. All expenses of a principal speaker and the trustee will be paid by WCRAASC.
4. The WCRAASC prudent financial policy will be:
 - a. A Operating Fund of \$6,500.00 will be maintained whenever possible.
 - b. The WCRAASC will be self-supporting through the registrations of those attending. Contributions other than registrations will not be accepted.
5. Any activities outside the scope of the WCR Host Planning Guide (i.e. Ice Cream Socials), shall be the responsibility of the Host Committee.
6. At the end of each conference, after all debts have been paid, all money shall be transferred to the area delegate or chairperson of the next conference within thirty (30) days after the conference site has been confirmed.
 - a. The recipient of such funds shall place them in a special bank account in the name of the West Central Regional Conference.

- b. Two signatures shall be required on checks drawn on such account. One being the delegate of the are hosting the conference, and the other of the conference secretary.
- c. Check drawn on such account shall never be executed in blank.
- d. All bank account records of the WCR shall be made available to all A.A. members at reasonable times and places.

CHAIRPERSON

The conference chairperson should have a general. Overall knowledge of Alcoholics Anonymous. Some experience with conventions, conferences or assemblies will be helpful. They should be a person who is willing to devote a considerable amount of time and effort to the conference. Approximately 13 months will elapse from start to finish.

The chairperson has many responsibilities including:

1. Ensuring the no commitments are made other than those necessary for the specific conference for which they are chairperson.
2. Selecting a conference committee which shall consist of a secretary, treasurer, and other as needed.
3. Make arrangements for the meetings.
4. Determine how housing and transportation will be handled.
5. Arrange for the digital recording of the meetings in accordance with A.A. Guidelines, entitled *Conferences & Conventions*.
6. Make up and mail out flyers 3 months prior to the conference.
7. Notify the General Service Office and the A.A. Grapevine Office of the conference so dates may be published in the *A.A. Grapevine* and *Box 459*.
8. Formulate a program in conjunction with the regional trustee. The program should cover various aspects of A.A.m such as the General Service Conference agenda. Any other pertinent items should be programmed. Only those items and persons directly connected with A.A. should be included on the program.
 - a. Group and district service people, such as GSRs, alternate DCMs and members who have not yet had an opportunity to serve should be given maximum consideration as participants when making up the program.
9. Print appropriate handouts. An adequate number of programs for the conference (estimated at 2.5 per person), along with copies of this guideline, should be printed and given at registration time.
10. Provide for conference-approved literature as needed. It is the host areas responsibility to provide Literature, Archives and Grapevine material displays and the incurred expenses. Host area of the conference is welcome to sell conference-approved literature and Grapevine material. *We do not sell items with the WCRAASC name on it. This includes mugs, trinkets, bookmarks, etc.*
11. Turn over to succeeding chairperson and the regional trustee, a file consisting of all finances, minutes of meetings, correspondence and other records. The chairperson shall maintain a digital file consisting of all reports, letters, printed material and other material pertaining to the conference.
12. The chairperson of each hosting committee will be responsible for the implementation of the continual updating of the history of the conference. The updating will be accomplished as follows:
 - a. The hosting committee will be responsible for compiling a comprehensive historical report of their conference. This should cover the period from when the site is determined until all data is turned over to the next hosting area.
 - b. The page format used for previous conference histories will be followed (available from the document repository noted later)

- c. The page numbering will be a continuation from the last number used by the previous conference.
 - d. One copy of the historical report be forwarded to each of the Area Archives in the West Central Region. This should be added to the book maintained by each area. If an area does not have an archives—it will be forwarded to the Area Committee.
 - e. Additional memory lane items and copies of revised guidelines will be processed in the same manner as the historical report, except they will be added to their respective sections.
 - f. All memorabilia will be turned over to the archives of the area hosting the conference. Each area archives should assume the responsibility for the storage and maintenance of the memorabilia of the specific conference hosted by the area. This is part of the history of that area.
 - g. Following each conference and the completion of the transfer of financial records – as noted in item 6, under the General heading – the conference chairperson will transmit to the trustee digital copies of all files associated with their particular conference.
 - i. These files will be uploaded to a document repository, determined by the delegates and trustee, and “read-only” access will be granted to the chairperson of the next conference. The trustee will retain full access to this repository.
 - ii. All currently serving WCR delegates will also have “read-only” access to these files.
13. Assign historian for your conference.
14. The evaluations should be summarized in writing and sent to all currently serving delegates and the regional trustee prior to the General Service Conference (April) of that year