

NATIONAL CORRECTIONS CONFERENCE GUIDELINES

STATEMENT OF PURPOSE

The purpose of this weekend is for members of Alcoholics Anonymous interested in Corrections work to come together to share experience, exchange information, and hear from corrections professionals, current and/or former inmates, and other trusted servants throughout the fellowship. We hope to inspire A.A. members everywhere to get involved in this important and rewarding service.

I. HISTORY

For decades A.A. districts, areas and states have held Corrections Conferences and Workshops. They have been enormously helpful for sharing solutions, helping understand the clearance process, building enthusiasm, and getting more people involved in corrections work. For years, we've also heard the question asked, "What if we had a National Conference? What if we could share solutions from Texas to Toronto, California to the Carolinas, New Orleans to Newfoundland?"

Also, given the success of the Bridging The Gap Workshop starting in 1993, the National Archives Workshop in 1996, and more recently the National A.A. Technology Workshop – why not a National Corrections Workshop focused on how we carry the message behind the walls?

The Trustees' Committee on Corrections sent out a questionnaire to Corrections Chairs, Treatment Facilities Chairs, and Area Delegates asking if they saw a need for an annual North American Corrections Conference. The response was a very strong 'Yes.' In response to "Would your committee consider hosting the event?" the answers came in, "You bet we'd consider it!," "Absolutely!," and "We'd be honored!"

An Advisory Council was formed, and that group conscience decided on a time of year-- early November-- and a location for the first conference-- St. Louis, Missouri where A.A. Came of Age-- and they made history again with nearly 400 people attending from throughout the U.S., Canada, and Puerto Rico.

Several areas came to St. Louis to present bids to host the 2018 or 2019 conferences. Through the Third Legacy Procedure it was decided to go to Maine in 2018 and Southeast Texas in 2019. The Advisory Council remains in place to ensure the future integrity of the National Corrections Conference.

II. STRUCTURE

Each conference will be hosted by an Area or Areas that will be responsible for all aspects of the conference. A host committee will be selected 2 years in advance of the date of the conference they are hosting. Requirements for hosting a conference and the bid process are explained in more detail in the following sections.

The National Corrections Conference is supported by an Advisory Committee which was formed to help ensure that future conferences will be held. They serve in an advisory capacity to Areas that are hosting future conferences, or have a desire to host a future conference. The Advisory Committee shall protect and respect the autonomy and the privilege of dissent of the group consciences of the host committees. (Advisory Committee explained in further detail later in Section IV.)

III. CONFERENCE DATES AND SITE REQUIREMENTS

- 1.) The Conference shall be held on the 1st or 2nd full weekend in November of each year.
- 2.) Site requirements
 - Location will be selected with consideration of sufficient meeting room size; hospitality room; space for Registration, Archives, Grapevine display, and Literature display- especially as it relates to Corrections and Bridging the Gap.
 - Sufficient sleeping rooms
 - Access to major transportation
 - Available dining options

IV. ADVISORY COMMITTEE

The Advisory Committee meets to share the experience of previous Conferences and to serve the Host Committees as able. The Advisory Committee will always act in accordance with the 12 Traditions and the 12 Concepts.

- 1.) Advisory Committee makeup and member selection:
 - a. 3 members from the Host Committees of the most immediate past 3 Conferences, as well as the Chairperson of the immediately upcoming years' conferences, will be asked to commit to a 3 year term on the Advisory Committee.
 - b. If 3 are not willing then a member for the unfilled position may be selected by the Advisory Committee. Ideally there will be total of 11 members, from whom the Officers will be elected.
 - c. The member's obligation will be of a strictly advisory capacity. Participation will entail sharing experience with the National Corrections Conference with upcoming Host Committees approximately once per month via conference call.
 - d. One to two at-large members could be added as necessary, at the discretion of the Committee.
- 2.) The Advisory Committee will be the repository of the prudent reserve and seed money. The funds will be held in an account by a Treasurer who will be responsible for:
 - a. Seed Money: recommend that \$2000 be forwarded to the next year's Host Committee; and \$1000 be forwarded to the Host Committee + 1 year.
 - b. A Prudent Reserve will be maintained at an ideal minimum amount of \$3000, not to exceed \$4000. Any monies exceeding the maximum will be contributed to the General Service Office with the approval of the Committee.
 - c. In the event the National Corrections Conference ceases any monies held by the Advisory Committee account will be contributed to the General Service Office.
- 3.) Officers- Officers shall serve one 2-year term in keeping with the Spirit of Rotation.
 - a. Chairperson
 - i. Set date and time for committee meetings.
 - ii. Create agenda.
 - iii. Chair conference calls and meetings.

- iv. Extend invitations to additional participants, as necessary, in order to be as inclusive as possible with regard to the US/Canada General Service Conference Areas.
 - v. Be willing to have email address on the National Corrections Conference website and be the initial point of contact for NCC communications; forward communications to the appropriate committee member or Host Committee Chairperson.
 - vi. Remind members of the Advisory Committee of meeting dates.
- b. Alternate Chairperson
- i. Assist the Advisory Committee Chairperson in matters relating to the Conference.
 - ii. Assume the duties of the Advisory Committee Chairperson for the remainder of the term, should the current Chairperson be unable to fulfill the duties of the position.
- c. Secretary
- i. Record attendance at committee meetings.
 - ii. Record, maintain, and distribute minutes of each committee meeting in a timely manner.
 - iii. Maintain and distribute roster of Advisory Committee members.
 - iv. Assist Chairperson with any correspondence, or material, as needed.
 - v. Maintain a list of contacts- i.e. committee participants, Area contacts, GSO contacts, etc.
- d. Alternate Secretary
- i. Assist Advisory Committee Secretary in matters relating to the Conference.
 - ii. Assume the duties of the Advisory Committee Secretary for the remainder of the term, should the current Secretary be unable to fulfill the duties of the position.
- e. Treasurer
- i. Receive and distribute seed money.
 - ii. Maintain records of prudent reserve funds.
 - iii. Provide a report of receipts, disbursements, and prudent reserve to the Advisory Committee.
- f. Alternate Treasurer
- i. Assist Advisory Committee Treasurer in matters relating to the Conference.
 - ii. Assume the duties of the Advisory Committee Treasurer for the remainder of the term, should the current Secretary be unable to fulfill the duties of the position
- g. Website
- i. A website has been set up and will be maintained by the webhost. The website is www.nationalcorrectionsconference.org.

V. HOST COMMITTEE BID PROCESS

***Please refer to HOST COMMITTEE RESPONSIBILITIES.*

1. Bids for hosting the National Corrections Conference to be held 2 years from the current year will be presented in person during the Business Meeting of the current year's event. It is suggested that copies of the proposal- including date, location, room rate, and banquet cost (if one will be provided)- should be available when the bid is presented. Please provide costs in U.S. dollars.
2. Bids will be considered for a location within the 93 General Service Conference Delegate Areas.
3. It is important that bid proposal can meet the Schedule and Site requirements described previously.
4. *Host site* selection will be determined by vote of all AA members present at the business meeting, using the Third Legacy Procedure.
5. Host Committee Chairpersons should be available to participate in Advisory Committee conference calls during the planning process from the time the site is selected. Further it is requested that rotating Host Chairpersons continue in an advisory capacity after their event.

VI. HOST COMMITTEE RESPONSIBILITIES

- 1.) Each Host Conference Committee is autonomous and self-supporting.
- 2.) The Host Committee will arrange for recording of the Conference.
- 3.) Each Host Committee will be responsible for all aspects of planning and holding the conference. Members of the Advisory Committee will be available to share past experience.
- 4.) Registration
 - a. The registration form will provide options on how a registrant prefers to be contacted- postal mail, email, or none.
 - b. Registration form will provide option granting permission to be included on email list, to be used for National Corrections Conference communication only.
 - c. Host Committee will forward an updated contact list to next Host Committee. Contacts include- but not limited to- Area Delegates, Area Chairpersons, Corrections Chairs, and registrants.
- 5.) Finances: In keeping with our Seventh Tradition every A.A. group ought to be fully self-supporting, declining outside contributions. With the Traditions in mind, it is suggested that the National Corrections Conference:
 - a. Committee members are responsible for their own expenses.
 - b. Expenses for any main speakers may be paid with Conference funds to include registration, hotel accommodations for Friday and Saturday nights, transportation to and from the Conference site, and meals.
 - c. It is understood that proceeds from the event, after expenses, will be forwarded to the Advisory Committee.

- 6.) An Anonymity Statement is to be read at beginning of all meetings to affirm the Eleventh and Twelfth Tradition. At no time or place shall the anonymity of any AA member be jeopardized.

Example:

There may be some here who are not familiar with our Tradition of personal anonymity at the public level:

“Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.”

Thus, we respectfully ask that A.A. speakers and A.A. members not be photographed, videotaped, or identified by full name on audio tapes or in any published or broadcast reports of our meetings, including those reports on the Internet or other new media technologies.

The assurance of anonymity is essential in our efforts to help other problem drinkers who may wish to share our recovery program with us. And our Tradition of anonymity reminds us that A.A. principles come before personalities. (F-20, A.A. Anonymity)