

NATIONAL CORRECTIONS CONFERENCE ADVISORY BOARD GUIDELINES

- The National Corrections Advisory Committee was formed January 4, 2018. The first version (Revision A) of the Guidelines was accepted on April 5, 2018. A revised version (Revision B) of the Guidelines was approved March 3, 2022. Subsequent revisions and edits have been made and are retained herein. (SAK)
 - 7/26/2026: Corrected the “Composition of NCCAB” table to reflect the 1-yr term for Technology Chair, Technology Alternate and Technology Advisor. (SAK)
 - 7/26/2026: Revised Section III to reflect the increase in seed money for host committees from \$5,000 to \$10,000 which was approved by the NCCAB on 7/15/2026.
 - 8/16/2026: Minor revisions to outline organization of the additions to Section III regarding the Management of NCC’s finances.(SAK)
 - 8/16/2026: Updated the NATIONAL CORRECTIONS CONFERENCE BID FORM and the SEED FUNDS AND DISTRIBUTION OF EXCESS FUNDS in the ADDITIONAL NOTES section of the document to reflect the changes to the host committee seed money as approved by the NCCAB on 7/15/2026. (SAK)
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SECTION I. DEFINITION OF TERMS

The National Corrections Conference (NCC) is a series of annual events or conferences. Their purpose is to provide members of Alcoholics Anonymous interested in corrections service the opportunity to share experience, exchange information, and hear from corrections professionals and current or former alcoholics in custody.

A National Corrections Conference (named herein as “Annual Event”) is an annual event acting in keeping with NCC’s purpose.

The National Corrections Conference Advisory Board (NCCAB or “Advisory Board”) is composed of past Annual Event host committee members, upcoming event hosts, officers (chairperson, treasurer, secretary, who may or may not be past event committee members), and individuals possessing technology skills.

The scope of NCCAB is limited to ensuring the future of NCC. Toward that end, it acts as:

1. The fiduciary arm of NCC.
2. The decision-making body of NCC.
3. A guide and support to Annual Events.

SECTION II. NATIONAL CORRECTIONS CONFERENCE ADVISORY BOARD LEGAL ADDRESS AND EMAIL ADDRESS.

NCCAB’s legal address is PO Box 1371, Yakima WA 98907-1371. NCCAB’s email address is annualcorrectionsconference@gmail.com.

SECTION III. NATIONAL CORRECTIONS CONFERENCE ADVISORY BOARD RESPONSIBILITIES

1. NCCAB is responsible for compliance with Federal and State regulatory filing requirements. This is a delegated responsibility of the Treasure.
2. Management of NCC's finances, including:
 - a. Disbursement of seed funds to current and future Annual Events and receipt of seed funds and excess funds from past Annual Events. Following selection, the host site taking place two years from selection, receives \$5,000 in seed funds, with an additional \$5,000 the year their Annual Event takes place.
 - b. There is an expectation by NCCAB that annual events will return the full amount of seed funds plus 90% of excess funds
 - c. Prudent reserves to be kept in NCCAB bank account in the following amounts, and for the specific purpose listed
 - i. NCCAB prudent reserve in the amount of \$2000 For the purpose of annual bills, including but not limited to Wix account (web services, email services), Zoom account, other NCCAB operating expenses.
 - ii. Annual event emergency funds in the amount of \$13, 000 for the purpose of helping the annual host committee pay expenses only in the event that they do not bring in enough to cover these expenses on their own.
 - d. Any Capital contribution funds returned from the annual host committee to NCCAB will be added to the annual event emergency fund at the discretion of the NCCAB.
3. The NCCAB is the administrator of the annual bid process.
 - a. The NCCAB is responsible for the Bid Process and Bid Form. The bid form and process can be viewed at the end of this document
4. The NCCAB is responsible for the maintenance of its documentation of the NCC History including any archived documents
5. The NCCAB is responsible for the Suggestions and Guidelines for Annual Events. The Suggestions and Guidelines for Annual Events can be found at the end of this document.

SECTION IV. NATIONAL CORRECTIONS CONFERENCE ADVISORY BOARD COMPOSITION AND SERVICE TERM POLICY

DEFINITIONS OF TERMS

Member-at-Large is an advisory board member who is not associated with an Annual Event. One qualifies as a member-at-large if one meets one or more the following criteria.

1. Not associated with an Annual Event but has experience with a corrections event. They are elected by NCCAB to serve in one of the three open positions of one of the three past Annual Events.
2. Not associated with an Annual Event but brings administrative, accountancy, or technology skills/experience to a board administrative, accountancy, or technology position.

Ex-Officio Member is a non-voting member attending NCCAB meetings who is associated with an upcoming Annual Event if the upcoming Annual Event is represented by more than one Conference Area.

Emeritus Member is a non-voting member who has rotated off NCCAB. Their value is in their institutional memory.

COMPOSITION OF NCCAB

NCCAB is composed of the following members.

1. Nine members from the past three annual events; three members from each event.
2. Two members serving as Host Committee Chairs of the upcoming two annual events; one host of current year's event and one member of the following year's event.
3. Six members serving as officers and their alternates; Chairperson, Treasurer, Secretary, and their alternates.
4. Two members, one serving in a technology capacity and their alternate.

In the event there is a vacancy in an officer or their alternate's position, a member of an upcoming event may fill that vacancy, at the discretion of NCCAB. At the discretion of the board, members of upcoming Annual Events hosted by more than one Conference Area may join NCCAB as non-voting observers or Ex-Officio members. The number of Ex-Officio members for an upcoming Annual Event is limited to the number of Conference Areas involved in the upcoming Annual Event. At the discretion of the board, past NCCAB members may join as Emeritus members. They are non-voting members of NCCAB and valued for their institutional memory.

ROTATION AND ELECTIONS

An attempt shall be made to provide an opportunity for individuals involved in Annual Events the opportunity to serve on NCCAB within the limitations of the open positions (i.e., required experience or skills). Rotation terms vary by position.

1. No member shall serve in the same position more than one rotation.
2. No member of a past Annual Events shall serve as a voting member of NCCAB longer than three years unless they are elected to serve as an officer or their alternate. The maximum allowable number of years a member shall serve as a voting member of NCCAB
3. Annual Event Host Chairs serve as voting members of NCCAB effective when their bid is selected until their event takes place. After their event takes place, they begin their three year voting rotation as past Annual Event members.
4. After an Annual Event, up to three members of the Annual Event Committee may serve on NCCAB for three years.
5. Chairs and Alternate Chairs should be considered from the pool of past Annual Event host chairpersons, whenever possible.
6. Officers (Chairperson, Treasurer, Secretary) and their alternates (non-officers) serve a term of two years.
7. Individuals not associated with annual events may serve on NCCAB as a members-at-large. There shall not be more than three members-at-large on NCCAB at any given time.

Composition of NCCAB and member type, voting status, and rotation term is shown in the following table.

COMPOSITION	Voting/Non-Voting	Officer/Non Officer	Rotation Term (Maximum)
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Three members from past three Annual Events.	Voting	Non-Officer	Three Years
Two upcoming Annual Event committee chairs.	Voting	Non-Officer	Two Years

Member(s)-at-Large, serving in past Annual Event positions.	Voting	Non-Officer	Up to three years or the remainder of the term left open by member of past Annual Event they are replacing.
Officers (Chair, Treasurer, Secretary)	Voting	Officer	Two Years
Member(s)-at-Large serving as an Officer	Voting	Officer	Two Years
Alternates to Officers	Voting	Non-officer	Two Years
Technology Chair	Voting	Non-Officer	One Year
Alternate Technology Chair	Voting	Non-Officer	One Year
Technology Advisor	Voting	Non-Officer	One Year
Archivist	Voting	Non-Officer	To be determined
Ex-officio member	Non-voting	Non-Officer	Two Years
Upcoming event members added to the board who are elected to officer positions	Voting	Officer	Two Years
Upcoming event members who are elected to alternate officer positions	Voting	Non-Officer	Two Years

SECTION VI: NATIONAL CORRECTIONS CONFERENCE ADVISORY BOARD POSITIONS AND THEIR RESPONSIBILITIES:

Chairperson

The Chairperson:

1. Presides over NCCAB meetings.
2. Forms agenda.
3. Appoints Ad Hoc committees as needed.

Alternate Chairperson

1. Aids the Chairperson, at their request.
2. Assume the duties of chairperson if the chairperson is unable to attend an NCCAB meeting.
3. Should the chairperson be unable or unwilling to finish their rotation, serve as chairperson for the remainder of the chairperson's rotation.

Treasurer

1. Serves as primary signatory on bank account.
2. Provides a monthly report to NCCAB that includes:
 - a. a. Reconciled monthly bank statement.
 - b. b. Monthly financials.
 - c. c. Monthly report of the Prudent Reserve.
3. Manages receivables and payables, including disbursement and receipt of seed funds and excess funds.
4. Signs contracts with all vendors and negotiates terms of all vendor contracts.
5. Complies with applicable State and Federal regulatory filing requirements.

Alternate Treasurer

1. Serve as second signatory on bank account.
2. Aids the treasurer at their request.
3. Assumes the duties of treasurer if the treasurer is unable to attend a NCCAB meeting.
4. Should the treasurer be unable or unwilling to finish their rotation, serve as treasurer for the remainder of the treasurer's rotation.

Secretary

1. Records and maintains minutes of each meeting. Minutes include:
 - a. Attendance,
 - b. General sense of the meeting
 - c. Action(s) taken.
2. Sends email reminder of upcoming meetings.
3. Distributes documents to body as appropriate and/or as requested by chairperson.
4. Monitors NCCAB email, Google Groups, and drive account. Distributes email and shares documents stored on the drive.

Alternate Secretary

1. Aids the secretary, as needed.
2. Assumes the duties of secretary if the secretary is unable to attend a NCCAB meeting.
3. Should the secretary be unable or unwilling to finish their rotation, serve as secretary for the remainder of the secretary's rotation.

Technology Chairperson

1. Oversee NCCAB's website. Propose website design and if approved by NCCAB, carry out approved design and maintain same.
2. Act as technology advisor and resource to NCCAB and act as an available advisory person to Annual Events should they reach out and express a need for guidance and/or expertise.
3. Keep treasurer informed of all expenses incurred in formation and maintenance of NCCAB

website.

4. Maintain a backup of the latest website and archive the website quarterly.
 5. Interface with the Webhost Provider regarding technical and billing matters, deferring to treasurer with reference to billing arrangements.
- Interface with the Domain Name Registrar to keep the licensing of NCCAB's Domain Name Current (URL) Act regarding Webhosting, and Domain Name with approval of NCCAB.

Alternate Technology Chairperson

1. Aid the technology chair, as needed.
2. Assume the duties of technology chair if the technology chair is unable to attend a NCCAB meeting.
3. Should the technology chair be unable to finish their rotation, serve as technology chair for the remainder of the rotation.

Technology Advisor

1. Support the Technology Chairperson and Alternate Technology Chairperson as the roles and responsibilities are transitioned to new representatives.

Archivist

One suggestion was made as follows:

- The Archivist is responsible for collecting and archiving all tangible items and literature from each Annual Event. These items are to be displayed in the archives room at each event, including each event's flyers, programs, decorative type mementos, and other literature or items that the Archivist deems relevant.
- The event hosts should put aside a set of items to be given to the archivist at each conference for future use.
- The archivist will keep the items from each conference documented and in a safe place between events. Paper items should be protected with plastic sleeves. While on display the archives should be marked, "Do not touch".
- Should the quantity of items become too cumbersome for the archivist to transport, the NCCAB will pay for round trip shipping of the archives.

A second suggestion was made as follows:

Maintains the following read-only documents on NCCAB drive and makes them available to the members of the Board. Makes arrangements to have the following documents posted to NCC's website.

1. NCC event history.
2. Advisory Board Actions as recorded in minutes.
3. Financial and tax records received from the treasurer.
4. Past and current NCCAB member directory, including their contact information and rotation dates.
5. NCCAB Guidelines
6. NCCAB Expectations of and Suggestions for Annual Events.
7. NCCAB Bid Form

Upcoming Event Committee Chairs

Attend NCCAB meetings and report on progress of their Annual Event.

SECTION VII. NCC EVENT AND BID PROCESS AND BID REQUIREMENTS

An NCC Annual Event takes place on the first or second full weekend of November.

Future Annual Events are selected by Third Legacy Procedure. All Annual Event participants attending the NCC business meeting are eligible to vote.

A conference area, combination of areas, individual member of Alcoholics Anonymous, or any number of members of Alcoholics Anonymous who have joined together to host an Annual Event are eligible submit a bid to host an Annual Event.

NCCAB has established a bid form and guidelines for host sites to complete before presenting a bid. This form is to be submitted to the Chair of NCCAB before the NCC business meeting. It may also be submitted to the Chair of the Annual Event during the current NCC event prior to Saturday at 12:00 PM local time. Before submission of a bid form, prospective host sites should review NCCAB's "Suggestions and Guidelines for Host Events".

The bid form and "Suggestions and Guidelines for Host Events" are posted on the NCC website and are appended to the NCCAB Guidelines.

NATIONAL CORRECTIONS CONFERENCE BID FORM

NCC bid form is on the NCC website. Prospective bidders must submit this bid form before the Saturday business meeting of the NCC event to the Chairperson of the National Corrections Conference Advisory Board at annualcorrectionsconference@gmail.com or website (ncc.org) contact link. Bids can also be submitted to the event host chairperson before Saturday at 12:00 PM local time.

Selected host sites will receive a total of \$10,000 in seed funds, with the first payment of \$5,000 the year their bid is selected and \$5,000 the year their event takes place.

There is an expectation by NCCAB that events will exercise prudence in expenditure of funds. Further, that events will return

BID SUBMITTER AND EVENT LOCATION

Name of the individual(s) presenting the bid and their address(es).	
Area(s) supporting the event, if any.	

Event location (city and state).	
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EVENT EXPENSE

What is the registration fee?	
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What are the other costs to attendees (banquet, coffee, ice cream social, etc.)?	
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What other fees will attendees need to consider?	
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HOTEL INFORMATION

Hotel name and address.	
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What is the size of the room block? What is the maximum number of attendees the hotel can accommodate?	
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Is the hotel fully accessible?	
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What is the nightly room rate? What is the room occupancy limit? Does the room rate apply to dates before and/or after the event?	
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Does the hotel have complimentary Wi-Fi? If not, what is its fee.	
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Does the hotel have complimentary parking? If not, what is its fee.	
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What are the hotel dining options?	
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Are there dining options within walking distance of the hotel? What are they?	
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TRANSPORTATION INFORMATION

What is/are the local airport(s)?	
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What are other transportation options?	
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How far is the airport from the hotel?	
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Does the hotel have a complimentary airport shuttle? If not, what are transportation options to the hotel and cost?	
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What is the availability of public and private transportation?	
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ADDITIONAL NOTES

If you have questions about completing this form, contact Chairperson at. annualcorrectionsconference@gmail.com or website (ncc.org) contact link.



ANNUAL EVENT'S RELATIONSHIP TO THE NATIONAL CORRECTIONS CONFERENCE ADVISORY BOARD

The National Corrections Conference Advisory Board (NCCAB) serves in an advisory role to host committees and provides Annual Events with seed funds. Host committees are autonomous.

SEED FUNDS AND DISTRIBUTION OF EXCESS FUNDS

Event host will receive a total of \$10,000 in seed funds, with the first payment of \$5,000 the year their bid is selected and \$5,000 the year their event takes place. There is an expectation by NCCAB that events will exercise prudence in expenditure of funds. Further that events will return the full amount of their seed funds along

CONFIDENTIALITY STATEMENT AGREEMENT WITH HOTEL

The following confidentiality statement must be part of an agreement with the hotel.

"The hotel acknowledges that all personal information about members of Alcoholics

Anonymous must be considered confidential and ought to be used for AA purposes only. The Hotel/Facility will not use any such personal information, including, but not limited to, any Planning Committee membership lists, participant registration lists, room registration and billing information for any form of solicitation or commercial venture. The hotel will not record the image of any participant or attendee of the the conference for any purpose other than normal security purposes. The hotel will not use any signage in connection with the National Corrections Conference that uses the terms "Alcoholics Anonymous" or "AA".

PURPOSE OF THE NATIONAL CORRECTIONS CONFERENCE

NCC is an opportunity for members of Alcoholics Anonymous interested in Corrections service to come together to share experience and exchange information. It is an opportunity to hear from corrections professionals, current and/or former members in custody, and other trusted servants throughout the fellowship. The event is meant to inspire AA members everywhere to get involved in this important and rewarding service.

EVENT DATES AND BID PROCEDURE

1. NCC takes place annually, the first or second full weekend of November.
2. Interested individual(s), Conference Areas or combined Conference Areas are eligible to bid on the conference. All prospective bidders must submit a bid form (available on the National Corrections Conference website at www.nationalcorrectionsconference.org). Bids should be submitted to the Chairperson of NCCAB at nccabchair@gmail.com. Bids may also be submitted to the event host chair during the event no later than Saturday at 12:00 PM local time.
3. Host sites are selected by simple majority of the attendees of the conference.



The purpose of this guide is to provide shared experience for activities that occur while planning NCC. For additional information, see AA Guidelines on Conferences and Conventions which can be found at www.aa.org.

CONSIDERATIONS

The following should be considered when planning the event.

- a. The Conference is considered an open event of Alcoholics Anonymous, and as such is open to all.
- b. A business meeting must be scheduled on Saturday evening after the banquet.
- c. Archives, Grapevine and Corrections Literature should be displayed.
- d. Host sites should review the final reports of past events. Final Reports are available by contacting the NCCAB Secretary at annualcorrectionsconference@gmail.org. Information on past events is also available in the Archives section of NCC Website at

www.nationalcorrectionsconference.org.

- e. The host chair attends all NCCAB meetings for the two years prior to their event and provides a report of their committee's progress/activities at each meeting.

SUGGESTIONS

1. The host chair acts as the liaison between the event and the hotel and contracts with the venue/hotel, obtaining a written contract signed by the hotel that includes:
 - a. Room availability and room rates.
 - b. Cost of hotel meeting rooms.
 - c. Banquet charges and related special charges.
 - d. Taxes the event will incur.
2. The contract should specify:
 - a. The number of room nights.
 - b. The cost of meeting rooms and banquet rooms. Some hotels provide these rooms if the room night requirement is met.
 - c. Seating requirements (the number of chairs and tables needed for various activities through the weekend and seating type, e.g., if it is classroom style or tables, etc.)
 - d. The type of hospitality suite needed (e.g., a sleeping room or meeting room) and what the hotel expectations are in terms of food arrangements. Determine if the hotel will allow food and coffee from "outside" to be brought into the hospitality room/suite and if the hotel will provide water stations.
3. Consider the amount of tax the hotel will charge the event. Some events have been able to use their Area's tax exempt status; it is something events may want to discuss with their Area's Treasurer or Area Chair.

EVENT RESPONSIBILITIES

1. Prepare and disseminate flyers and other printed items, including event programs.
2. Work with NCCAB Webmaster/Technologist to post the event's information on the website (www.nationalcorrectionsconference.org).
3. Arrange for recording of the conference and distribution of recordings to conference attendees.
4. Work to provide ASL and Spanish interpretation.
5. Conduct registration.
6. Establish, collect, and account for registration fees and other event revenue.
7. Submit a final written report to NCCAB. It will be added to the conference history documents.

ESTABLISH A BUDGET

The budget should be based on:

- a. The minimum number of registrations anticipated at the proposed registration fee.
- b. A minimum-maximum range of registrations should be established based on past event experience.

ESTABLISH COMMITTEES

Before the initial meeting to elect members of the Event Planning Committee, a document describing available positions and related responsibilities should be reviewed.

Committee Positions and associated responsibilities:

Chairperson & Co-Chairpersons

- a. Coordinates the election of members to chair the various committees.
- b. Call committee meetings (time and place) and prepares meeting agendas.
- c. Prepares the budget
- d. Obtains information on alternate housing, rates, phone numbers, etc. e. Keeps close check on all phases of planning and progress. Participate in individual Committee
- f. meetings as required.
- g. Prepares and presents all reports to the NCCAB.
- h. Be sure to emphasize, both to the committee and the facility staff that the Chairperson and Co-Chairperson are to be the only ones to communicate or negotiate with the facility.
- i. Prepare and deliver final report to NCCAB after the event.

Secretary

- a. Prepares and maintains the committee roster including names, addresses, e- mail addresses, phone numbers and committee positions.
- b. Send meeting minutes, notices, and agendas to committee members, together with updated
- c. committee rosters.

Treasurer

- a. Obtains Post Office box.
- b. Open conference checking account.
- a. Coordinates with registration to pick up mail and depositing checks.
- b. Pays bills.
- c. Prepared financial report after the conference is over and provides it to Chairperson to their final report.
- d. Makes final disposition of all funds at the close of the event.
- e. Monitor expenses to determine if they are within the allotted budgeted amounts.

Programs Chairperson

- a. Plans program format in consultation with other committee members.
- b. Arrange for a host to pick-up and return speakers to airport.
- c. Ensures that speakers are introduced to people and made to feel welcome.
- d. Writes notes of appreciation to speakers before and after Conference. e.
- Arranges for recording of the event.
- f. Obtains names and cities of those participating for possible inclusion in the printed program.

- g. Supplies the Printing Chairperson with information for flyers, registration forms, the program, and any other printing needs.

Printing Chairperson

- a. Coordinates with Program Chairperson.
- b. Plan layout for flyers, registration forms and printed program.
- c. Printed materials should be proofed by several people and reviewed by Conference Committee before printing.
- d. Obtain comparison pricing, lead times and places orders.
- e. Has program layout ready and holds as long as possible for changes.
- f. Suggestions for flyer
 - i. Be clear about how to make room reservations and exactly what number to call. ii. Offer alternate housing - names, location, phone.
 - iii. Include abbreviated Conference Schedule with speaker names and home cities if possible.

Registration Chairperson

- a. Keeps a running record of registration and attendee addresses/emails.
- b. Keeps a running record of meals ordered for banquets
- c. Provides Banquet and Conference Chairpersons with running tally until Banquet cutoff time
- d. Prepares registration packages - name badges, banquet status, program and other special conference items.
- e. Staff registration table at conference.
- f. Prepares cash box
- g. Registration form content should:
 - i. Provide two blank lines for names so couples can use one form.
 - ii. Allow a space where special needs can be indicated: wheelchair, hearing- impaired, dietary, other.
 - iii. Indicate that cashed check is receipt of registration.
 - iv. Provide place for e-mail, address, city, state, zip and telephone just in case. v. Indicate cutoff dates: for mailing registrations, for banquet, for rooms, etc.

Coffee Chairperson

Maintains contact with facility staff and supplying coffee stations throughout the Conference. Coffee is one of the largest expenses for the conference. Care should be taken to ensure prudent management of this resource. Must identify authority to sign tab for coffee refills, and control timing and amount of coffee delivered to each station.

Hospitality Chairperson

- a. Secure volunteers to staff the hospitality room.
- b. Keep the hospitality area neat and clean.
- c. Ensure final cleanup will happen and that left over food is taken care of.

Banquet Chairperson

- a. Selects menu for banquet.

Greeters Chairperson

- a. Arranges for volunteers for greeting.
- b. Posts greeters near registration table, at entranceways, and throughout hotel.
- c. Greeters should be knowledgeable of hotel layout, Conference schedule.

Grapevine Chairperson

- a. Have a display of all available Grapevine items at the Conference where the items can be purchased.
- b. Coordinate with the Area Grapevine Committee and the Conference Literature Committee.
- c. Make sure that members and participants are aware of the Fellowship's international journal and the enhancements to sobriety it can offer. Grapevine special items, ranging from anthologies of cartoons and articles to a wall calendar featuring member submitted photographs, are spin-offs of the AA Grapevine.

Archives Chairperson

- a. Staffs an Archives Room with displays from GSO and NIA.
- b. Coordinate with the Area Archives Committee.

ESTABLISH TIMELINES COMMITTEE TASKS

Consideration should be made regarding the deadlines for committee tasks.

1. Finalize all contracts with the hotel and banquet facility.
2. Establish structure of the planning committee
3. Open bank account and post office box.
4. Begin work on the registration flyer so it can be posted to the National Corrections Conference website one year before the event.
5. Contact speakers and set date to follow up to confirm their engagement.
6. Meet and tour the facility where the Conference will be held.
7. Begin checking on hotel room reservations and ensure that commitments are going to be met.
8. Print the Conference program.
9. Meet the hotel staff for a walk through and final preparations.

Helpful reminder

Communication and coordination between everyone on the Conference Planning Committee and the facility staff are essential ingredients for a successful Conference.

