***Al-Anon Chair***

Coordinate the Al-Anon portion of the convention.

Chair/Co-Chair shall:

1. Attend all committee meetings and steering committee meetings.
2. Register for the Convention and ensure all volunteers are registered
3. Work closely with convention chair to ensure all deadlines are met, including providing program information, menus and other Al-Anon needs.
4. Obtain budget from treasurer and work to keep all committee expenses within budget.
5. Work with facilities coordinator for all meeting needs.
6. Other duties as determined by the Al-Anon Committee.
7. Provide written report and lessons learned at the wrap up meeting, following the Convention.

***Alkathon***

Provide marathon meetings throughout weekend.

Chair/Co-Chair shall:

1. Attend all committee meetings
2. Register for the Convention and ensure all volunteers are registered
3. Select, schedule and confirm speakers and or home groups to run meetings hourly from 10pm to 6:00am Thursday night, Friday night and Saturday Night.
4. Provide meeting formats, readings literature and other supplies needed and have them available at podium in room. Make sure any readings and literature are AA approved.
5. Obtain budget from treasurer and work to keep all committee expenses within budget.
6. Work with your facilities coordinator to set up table (in the main room) where volunteers can sign up or check in.
7. Work with your facilities coordinator to make meeting sure room is set up for the meetings.
8. Provide written report and lessons learned at the wrap up meeting, following the Convention.

***Archives***

Set up Archives in designated area for display throughout the weekend.

Chair/Co-Chair shall:

1. Attend All Committee Meetings
2. Register for the Convention and ensure all volunteers are registered
3. Work with Facilities coordinator, to set up loading and unloading times, storage options, display table location, and chairs.
4. Arrange for volunteers to sit at the table throughout weekend in two hour time slots
5. Work with program chair for hours of room schedule and confirm with Steering Committee
6. Store and lock archives when unattended
7. At the close of convention, pack up the archives and work with facilities coordinator to have items taken back to storage.
8. Make sure to get one item each from the secretary for current year conference, i.e., T-shirt, mug, program, memento, etc.
9. Provide written report and lessons learned at the wrap up meeting, following the Convention

***Bulk Mailing:***

Responsible for bulk mailing of the registration flyers using the guidelines provided by the U.S. Post Office. Mail out should be completed by April.

Chair/Co-Chair shall:

1. Attend all Committee Meetings
2. Register for the Convention
3. Work with chair to get printed fliers
4. Work with Treasurer to get bulk mail permit
5. Work with Secretary to get printed labels after the mailing list has been “washed”
6. Mail fliers according to US Post Office Guidelines (a class may need to be attended in order to become familiar with these guidelines)
7. Provide written report and lessons learned at the wrap up meeting, following the Convention

***Catamaran***

Coordinate with vendor, reserve time(s) and day(s) for activity.

Chair/Co-Chair Shall:

1. Attend all Committee meetings.
2. Register for the Convention and ensure all volunteers are registered
3. Schedule boat and times of sails.
4. Arrange for volunteers to answer questions and sign up participants (in two hour time slots) at the convention on Thursday from 3:00pm until the main room closes and each day thereafter until the event is over.
5. Provide sign-up sheets for your volunteers to sign up participants
6. Get head counts from volunteers of those attending activity to provide to vendor.
7. This activity is self-supporting and participants pay the vendor directly.
8. Work with your facilities coordinator, to set up catamaran table location, and chairs.
9. Provide written directions to location and times for participants.
10. Provide written report and lessons learned at the wrap up meeting, following the Convention.

***Central Office Liaison:***

Liaison is the contact between Central Office and the Steering Committee, convention chair and committee. Provide information as needed including flyers to Central Office.

Chair shall:

1. Attend all Committee meetings.
2. Register for the Convention
3. Provide written report and lessons learned at the wrap up meeting, following the Convention.

***Convention Chair***

See Area 17 Structures and Guidelines, Appendix C.

***Coupons***

Sell coupons on site for souvenirs and activities.

Chair/Co-Chair shall:

1. Attend all Committee meetings
2. Register for the Convention and ensure all volunteers are registered
3. Coordinate coupon stuffing with secretary for pre-registered guests. (Coupons are printed by the secretary)
4. Sell coupons for all different activities and souvenirs
5. Arrange for volunteers to assist with selling during the weekend, however, the chair or co-chair should be present during these times.
6. Work closely with secretary and souvenirs for counts during the convention.
7. Work closely with treasurer to ensure cash balance during the convention.
8. Work with facilities coordinator and treasurer to get cash register and credit card machine set up.
9. Work with Signage chair for signs needed throughout the weekend.
10. Work with facilities coordinator to have booth, chairs, and any tables set up.
11. Get schedule of hours from Steering Committee and provide to the program chair.
12. Provide written report and lessons learned at the wrap up meeting, following the Convention.

***Decorations***

Work closely with the convention chair to create and design decorations for the convention (including Al-Anon) for the meeting rooms table centerpieces, and stage.

Chair/Co-Chair shall:

1. Attend all Committee meetings
2. Register for the Convention and ensure all volunteers are registered
3. Make a sample of centerpiece to share with convention chair and committee prior to purchasing items.
4. Obtain budget from treasurer and work to keep all committee expenses within budget.
5. Purchase materials, make centerpieces, meeting room arrangements, and plan stage decorations.
6. Get volunteers to assist with setting up prior to beginning of conference.
7. Work closely with facilities coordinator to set up loading/unloading time prior to the convention.
8. Secure location for arranging and set up with facilities coordinator.
9. Breakdown and discard decorations at the end of the convention.
10. Provide written report and lessons learned at the wrap up meeting, following the Convention

***Diamond Head Hike***

Coordinate activity, reserve time and day with bus company and lead the hike.

Chair/Co-Chair shall:

1. Attend all Committee meetings.
2. Register for the Convention and ensure all volunteers are registered
3. Obtain budget from treasurer and work to keep all committee expenses within budget.
4. Reserve busses (2-3) to transport guests to Diamond Head, coordinate time and location(s) of pick up and drop off for guests.
5. Get Independent Contractor contract from secretary (if needed)
6. Work with treasurer to arrange payment for busses and park entry fee.
7. Arrange for volunteers to answer questions and sign up participants (in two hour time slots) at the convention on Thursday from 3:00pm until the main room closes, and each day thereafter until the event is over.
8. Provide sign-up sheets for your volunteers to sign up participants
9. Get head counts from volunteers of those attending activity to determine how many busses will be needed for the activity.
10. This activity is self-supporting and paid for with coupons sold at the coupons desk.
11. Work with your facilities coordinator, to set up hike sign up table location, and chairs.
12. Provide written directions for pick up times and location for participants.
13. Provide bottled water for participants.
14. Provide written report and lessons learned at the wrap up meeting, following the Convention.

***Entertainment***

To coordinate and plan the entertainment and vision of chair, for our conference

Chair/Co-Chair shall:

1. Attend all committee meetings.
2. Register for the Convention and ensure all volunteers are registered
3. Select and contract all entertainment for the convention within budget. Steering Committee chair *only* will sign the contract(s). Give copy of contract(s) to secretary.
4. Get Fellowship volunteers to perform, if possible
5. Provide a list of all proposed entertainers and costs for each group
6. Meet with convention chair, facilities and audio visual prior to conference, to set all plans, ensure a smooth set up and exit for entertainers, and other needs such as sound equipment, microphones, stage space, stage size, stage height, stairs, railings, podiums etc.
7. Assist Al-Anon with entertainment if needed.
8. Work with convention chair and program chair to schedule times for entertainment and information to put into program
9. Work with facilities to schedule loading/unloading of entertainers’ equipment, set up/break down schedules, and parking passes.
10. Work with secretary to get badges for entertainers who are not registered for the convention.
11. Work with facilities coordinator to assist with entertainers’ needs throughout the weekend
12. Work with hospitality chair for karaoke vendor, and or equipment as that item comes from the entertainment budget
13. Work with treasurer to pay contracted entertainers
14. Provide written report and lessons learned at the wrap up meeting, following **the Convention**

***Facilities Coordinators:***

The Convention Facilities Committee is a 3 year service commitment. Facility committee chair will be selected from current steering committee members.

Coordinators shall:

1. Attend all committee meetings.
2. Be available to serve at all times during the 4 days of the convention.
	1. All committee members will be on duty during busy periods of the convention, ie: meals, big meetings, etc..
		1. During these times you will be assigned to certain areas, ie: the doors, the stage area, etc.. You also may be assigned during meal times to collect meal tickets and wristband paid meal participants. *No one else gets thru doors, unless otherwise specified, until doors are open to everyone.*
3. Be aware of participants to ensure they are registered for the convention starting Friday.
4. Be available by radio during your shift.
5. Help with any security related issues that may arise.
6. Work closely with convention Security Chair, ensuring they have a *maximum of 2 people with radios* at all times.
7. Help clear rooms at the end of each night, ensuring everything is either locked, secured, or put away.
8. Each Facilities Committee member will be assigned a list of committees to *support and be responsible for* during the duration of planning process and the convention.
9. Keep in continued communication with assigned Committee Chairs, to see what they will need to fulfill their position.
	1. *Example: Leis will need a drop off time to Hotel, a refrigator or a cooler to store leis, and access to the leis when needed.* As your assignee, Facility Coordinator helps them to accomplish this.
10. Other committees may need tables, chairs, electrical sockets for plugs, loading/unloading accessibility and carts, etc…. As facility Coordinators, we assist our assignees with these needs, by relaying back to Facilities Chair and/or Steering Committee prior to event per request, and during event if possible, where need be. *Keep in mind that additional charges to the convention may apply if requests for certain needs are not requested before hand as in final walk thru.*
11. Check up periodically with assigned committee chairs to see if they require any assistance throughout convention.
12. Assist assigned committee chairs with loading/unloading procedures and follow time sheet for arrivals and departures via loading dock or area.
13. Patrol when on duty, be available, and answer any questions from staff and attendees. If we don’t have the answer, we find someone who does. Ask your Chair and or Steering member on duty.
14. Keep in close communication with Facilities Chair and Steering committee during the convention. Do not contact the hotel staff with any requests.
15. Be knowledgeable of Hotel facility (bathrooms, First Aid, etc..) and convention schedule.
16. Be friendly and courtious to convention guests
17. Provide written report and lessons learned at the wrap up meeting, following the Convention.

***Facilities Committee Chair:***

Chair shall:

1. Attend all committee meetings.
2. Register for the Convention and ensure all volunteers are registered
3. To assure a total number of 6 Facilities persons per year, solicit and submit names for incoming Facility Coordinator(s) to Steering Committee
4. Attend monthly service committee meetings and Steering Committee meetings, every month on assigned dates
5. Price and order (upon approval) the rental of 12 radios for the event
6. Assign an umbrella of Facility Coordinators to specific committee chairs for the duration of planning process and event
7. Comprise a list of items and/or services, needed/wanted from committee chairs, via assigned umbrella, to Steering Committee and/or Hotel (Convention) Staff
8. Work with venue, Steering Committee, chair, and program committee to plan out rooms and banquet orders/floor plans.
9. Generate and maintain a timesheet for unloading and loading for Committee Chairs
10. During event, Chair is the “go to” person between the fellowship and Steering Committee, unless otherwise specified
11. During event Chair is also the “go to“ person (along with Steering Committee) between Hotel Staff and the fellowship
12. If space is available, request a TABLE for Facilities so that we may be visible and found at all times
13. Communicate with and be available to Steering Committee to accommodate their requests/needs
14. Provide written report and lessons learned at the wrap up meeting, following the Convention.

***Golf***

Organize the golf event for the convention including transportation and prizes.

Chair/Co-Chair shall:

1. Attend all committee meetings.
2. Register for the Convention and ensure all volunteers are registered
3. Obtain budget from treasurer and work to keep all committee expenses within budget.
4. Arrange event, tee times, and transportation to golf course.
5. Advise secretary of price so coupons can be printed for the event.
6. Arrange for volunteers to answer questions and sign up participants (in two hour time slots) at the convention on Thursday from 3:00pm until the main room closes, and each day thereafter until the event is over. Coordinate with facilities to set location for golf sign up, tables and chairs needed.
7. Provide sign-up sheets for your volunteers to sign up participants
8. Get head counts from volunteers of those attending activity to determine transportation needs for the activity
9. Coordinate with program chair to schedule awards ceremony and information to be put in program.
10. Purchase prizes/trophies (within budget) to be distributed at the awards ceremony.
11. This activity is self-supporting and paid for with coupons sold at the coupons desk.
12. Work with treasurer to pay golf course and any other fees associated with activity.
13. Provide written report and lessons learned at the wrap up meeting, following the Convention

***Greeters***

Greet people as they enter the main ballroom for meetings and meals.

Chair/Co-Chair shall;

1. Attend all committee meetings.
2. Register for the Convention and ensure all volunteers are registered
3. Coordinate a list of volunteers prior to conference, twelve people is sufficient for main meetings.
4. Provide greeters at doors prior to start of meetings, over the weekend
5. Provide written report and lessons learned at the wrap up meeting, following the Convention

***Hospitality room***

Plan and schedule events to keep guests entertained over the weekend.

Chair/Co-chair shall:

1. Attend all committee meetings.
2. Register for the Convention and ensure all volunteers are registered
3. Obtain budget from treasurer and work to keep all committee expenses within budget.
4. Create schedule of activities for weekend i.e., hula, arts and crafts, games, karaoke
5. Develop a committee to host and volunteer in two hour time slots
6. Oversee schedule of activities throughout weekend
7. Set up room prior to opening of doors
8. Work with facilities coordinator to ensure items needed throughout the weekend are available and provided.
9. Work with signage chair for signs/schedules at the door and program chair to list activities and hours in the program.
10. Work with entertainment chair for karaoke vendor, and or equipment as that item comes from the entertainment budget.
11. Depending on how many tables, and the decorations committee budget, request decorations for room
12. Provide written report and lessons learned at the wrap up meeting, following the Convention

***Host/Hostess***

Greet and seat guests during meals

Chair/Co-Chair shall:

1. Attend all committee meetings.
2. Register for the Convention and ensure all volunteers are registered
3. Get (8) volunteers to host at each meal time Friday dinner, Saturday dinner and Sunday breakfast, be there at least 20 minutes prior to doors opening.
4. Get information from program chair for all meal times and opening of doors
5. Work with facilities, security and secretary to seat any special needs guests first.
6. Provide written report and lessons learned at the wrap up meeting, following the Convention

***Information***

Service the information table throughout the weekend.

Chair/Co-Chair shall:

1. Attend all committee meetings.
2. Register for the Convention and ensure all volunteers are registered
3. Obtain budget from treasurer and work to keep all committee expenses within budget.
4. Get volunteers to service the table in two hour time slots; always have someone there from opening to closing every day of the convention.
5. Arrange with facilities coordinator location of information table and chairs and any other needs you may have.
6. Purchase AA meeting schedules, Waikiki AA meeting schedules and request copies of the program to assist in guiding attendees. Get hotel maps (if applicable) and Waikiki maps to assist guests.
7. Only AA approved literature should be available to guests at this table. People cannot leave brochures or information regarding anything other than approved AA events or literature.
8. Provide an information board for messages and other information, request cork board from facilities coordinator. Paper, pens, push pins can be requested from the secretary ahead of time from the secretary.
9. Have Lost and Found box located at table
10. Hold parking validation machine/tickets, if needed.
11. Provide written report and lessons learned at the wrap up meeting, following the Convention

***Leis***

Distribute lei needed for speakers, readers and other people designated by the chair to receive a lei including Al-Anon.

Chair/Co-Chair shall:

1. Attend all committee meetings.
2. Register for the Convention and ensure all volunteers are registered
3. Obtain budget from treasurer and work to keep all committee expenses within budget.
4. Get prices for leis prior to conference
5. Coordinate with the chair to select the style and types of lei
6. Confirm with program chair the numbers of lei required, including Al-Anon.
7. Check with program to make sure no one is allergic to fresh flowers
8. Work with facilities coordinator to store lei that need to be refrigerated
9. Get volunteers to be available to present leis at main meetings
10. Provide written report and lessons learned at the wrap up meeting, following the Convention

***Literature***

Set up and service the literature table at the convention using volunteers as needed.

Chair/Co-Chair shall:

1. Attend all committee meetings
2. Register for the Convention and ensure all volunteers are registered
3. Obtain budget from treasurer and work to keep all committee expenses within budget.
4. Gather list of literature needed
5. Make arrangements with Central Office to get literature on consignment.
6. Have volunteers to service the table in two hour time slots. Collect money for literature sold.
7. Have Grapevine literature available.
8. Work with facilities coordinator to set location for literature table and chairs needed and schedule for unloading/loading any items from the loading dock as needed.
9. Work with chair and program chair to set hours table will be staffed and list in the program.
10. Work with signage chair for any signage needed.
11. After the convention return all money and unsold books to Central Office.
12. Provide written report and lessons learned at the wrap up meeting, following the Convention

***Outreach***

Ensure that the convention information is brought to all home groups throughout the state and fellowship.

Chair/Co- Chair shall:

1. Attend all committee meetings.
2. Register for the Convention and ensure all volunteers are registered
3. Distribute registration forms to each home group.
4. It is important that we have at least one outreach person from each island.
5. Provide written report and lessons learned at the wrap up meeting, following the Convention

***Program***

Design the program and schedule for the weekend’s events

Chair/Co-Chair shall:

1. Attend all committee meetings.
2. Register for the Convention and ensure all volunteers are registered
3. Find speakers and meeting secretaries for all meetings/workshops. Be mindful this is a state convention not an Oahu convention so try and get as much neighbor island participation as possible.
4. Design a program that includes meeting topics, times, speaker information, hotel, activities, entertainment, etc.
5. Obtain budget from treasurer and work to keep all committee expenses within budget.
6. Work with chair to decide style of program and obtain three price quotes (for comparison) in April.
7. Provide the convention chair and steering committee with draft programs according to the due dates and coordinate with Al-Anon to include their portion:
	1. First draft due at the June Steering Committee meeting,(email members one week prior for review)
	2. Second draft due at the July Steering Committee meeting ,(email members one week prior for review)
	3. Final draft due at the August Steering Committee meeting ,(email members one week prior for review)
	4. Mock (actual printed copy) due at September Steering Committee meeting
	5. Final edits before going to print, finalize with convention chair
	6. Submit program to printer at least ten days before packet stuffing
	7. Pick up programs and have available at packet stuffing
8. Create meeting formats and readings, including recovery countdown and state countdown formats. Make a binder for the main stage and each meeting room. Make sure to read from AA approved literature.
9. Write script for the voice (MC), have it in the main stage binder and work closely with that person throughout the convention for changes or announcements in the script.
10. Create 10 large programs for special needs (8” x 10”)
11. Work with signage chair for any signs needed throughout the convention for rooms, Large “At a Glance” and (2) “Why Do I Have to Pay” etc.
12. Review past years programs to ensure repeat speakers do not occur.
13. Consult the Steering Committee for number of programs needed.
14. Coordinate with activities and other committees any information that shall be printed in the program.
15. Coordinate with Lei committee chair and submit number of lei needed for all meetings (day meetings only speakers get lei)
16. Prior to the convention, call/email/text your participants to remind them of their commitments and that they do need to be registered.
17. Have a table (in the main room) where speakers and meeting secretaries can sign up or check in. Work with your facilities coordinator the locations and times for this table.
18. Work with your facilities coordinator to have your rooms set as they should be for each meeting, tables, chairs, podiums, microphones, air walls, water stands, trash cans, etc.
19. Work with venue, Steering Committee, chair, and program committee to plan out rooms and banquet orders/floor plans
20. Provide an accurate copy of the program (with any changes) to the taper.
21. Be available throughout the convention to make changes to the voice script, add announcements and reschedule meeting speakers/secretaries as needed, (you will have some no shows and mix ups).
22. Have at least two Big Books and two Al-Anon books on stage for the recovery countdown. Coordinate with Literature person and Al-Anon to make sure books are ordered and available for you at the convention.
23. Provide written report and lessons learned at the wrap up meeting, following the Convention

***Thursday Night Chair***

Secretary the Thursday night meeting, find readers and provide the names to the program chair.

1. Attend all committee meetings.
2. Register for the Convention and ensure all readers are registered
3. Provide written report and lessons learned at the wrap up meeting, following the Convention

***Friday Night Chair***

Secretary the Friday night meeting, find readers and provide the names to the program chair

1. Attend all committee meetings.
2. Register for the Convention and ensure all readers are registered
3. Provide written report and lessons learned at the wrap up meeting, following the Convention

***Saturday Night Chair***

Secretary the Saturday night meeting, find readers and provide the names to the program chair

1. Attend all committee meetings.
2. Register for the Convention and ensure all readers are registered
3. Provide written report and lessons learned at the wrap up meeting, following the Convention

***Sunday Morning Chair***

Secretary the Sunday morning meeting, find readers and provide the names to the program chair

1. Attend all committee meetings.
2. Register for the Convention and ensure all readers are registered
3. Provide written report and lessons learned at the wrap up meeting, following the Convention

***Registration***

Coordinate the pre-registration and on-site registration processes at the convention.

Chair/Co-Chair shall:

1. Attend all committee meetings.
2. Register for the Convention and ensure all volunteers are registered
3. Obtain budget from treasurer and work to keep all committee expenses within budget.
4. Work with secretary and steering committee to plan packet stuffing approximately two weeks prior to the convention.
5. Get volunteers to help with packet stuffing. The more volunteers, the faster it goes.
6. Arrange refreshments for packet stuffing volunteers, there is a budget for this item.
7. Coordinate with secretary, pick up packets (Tuesday) prior to convention and transport to venue to be available for pre-registration.
8. Arrange for volunteers to register guests during the weekend in two hour shifts. The chair or co-chair should be present during these times. The secretary will provide the on-site registration forms.
9. Work closely with secretary for to provide counts during the weekend.
10. Work closely with treasurer to ensure cash balance during the week of the convention.
11. Work with signage chair to have adequate signage directing the guests to the pre-registration and on-site areas. These should be separated on the first day in order to minimize congestion.
12. Work with facilities coordinator to have booth, chairs, and any tables set up.
13. Work with facilities coordinator and treasurer to get cash register and credit card machine set up.
14. Get schedule of hours from Steering Committee and provide to the program chair.
15. Distribute pre-registration packets at the convention and work closely with Solutions and secretary to resolve any discrepancies
16. Provide written report and lessons learned at the wrap up meeting, following the Convention.

***Security***

Coordinate, schedule and provide security throughout the convention.

Chair/Co-Chair shall:

1. Attend all committee meetings.
2. Register for the Convention and ensure all volunteers are registered
3. Assist various committees, especially facilities, to ensure the safe functioning of the convention and its members/guests.
4. Get subcommittee/volunteers to be in service for the weekend.
5. Make volunteer schedule for the weekend—optional 4-6 hours timeslots.
6. Ensure that there is someone to open and close each day.
7. Work closely with facilities chair
8. Work with facilities coordinators and secretary at main meals to check badges and wristbands of guests entering ballroom.
9. Meet with security team at least 2 weeks out to discuss scheduling
10. Provide written report and lessons learned at the wrap up meeting, following the Convention.

***Shakers and Movers***

Transport convention items from storage locker, ensure clean up at the convention and return items to storage. (Recommended for someone with truck as vehicle is not provided)

Chair/Co-Chair shall:

1. Attend all committee meetings.
2. Register for the Convention and ensure all volunteers are registered
3. Get locker number and combination prior to event from secretary
4. Work with facilities coordinator to schedule loading/unloading of storage items at the convention venue loading dock.
5. Remove items from storage and bring to the convention( a select few ADMIN items will remain in storage and they are marked)
6. Make sure all items are picked up, accounted for and returned to the storage in an ***orderly*** fashion. Leave enough room for the secretary and treasurer to go in after the convention and return the cash registers and their boxes that go in the front of the locker (approximately 6-8 banker boxes and large cash register bins.
7. Make sure all boxes marked ADMIN are accessible without having to move things, after everything is put away. The staff uses these things throughout the year.
8. Provide written report and lessons learned at the wrap up meeting, following the Convention

***Signage***

Design and make signs for conference

Chair/Co-Chair shall:

1. Attend all committee meetings.
2. Register for the Convention and ensure all volunteers are registered
3. Obtain budget from treasurer and work to keep all committee expenses within budget.
4. Make table signs for activities, special needs, literature, information and work with committees to get information for signs
5. Make signs for meeting rooms, working with program chair to get pertinent information.
6. Print large logos and signs for registration and coupon booths.
7. Print all signs with logo
8. Create large program “At a Glance” to be posted outside meeting rooms
9. Print “Why do we have to Pay” (2 copies) on foam core board to display at the convention.
10. Have blank signs in case needed
11. Work with facilities coordinator to order easels, unlock room signs outside of the doors, or any items needed to display signs.
12. Provide written report and lessons learned at the wrap up meeting, following the Convention

***Solutions***

Chair/Co-Chair shall:

1. Attend all committee meetings and steering committee meetings.
2. Register for the Convention and ensure all volunteers are registered
3. Work near the office (and the pre-registration table), assisting attendees, Secretary, Treasurer, Registration and, Coupons to problem-solve registration issues.
4. Maintain binder of *CONFIDENTIAL* registration information.
5. Be available at the door with the Secretary before meals to assist with any meal, ticket or seating issues.
6. Issue replacement badges after meals start, and be available during big meetings to problem solve.
7. Provide written report and lessons learned at the wrap up meeting, following the Convention.

***Souvenirs***

Order and sell convention souvenirs including t-shirts and mugs.

Chair/Co-Chair shall:

1. Attend all committee meetings.
2. Register for the Convention and ensure all volunteers are registered
3. Obtain budget from treasurer and work to keep all committee expenses within budget.
4. Work closely with convention chair regarding design and logos for the souvenirs.
5. Work with treasurer and secretary to determine quantities of souvenirs to order.
6. Order souvenirs in a timely manner so that they are received with ample time to separate the pre-orders.
7. Ensure quantity of souvenirs received is what was ordered.
8. Coordinate volunteers to work the souvenirs table throughout the convention.
9. Pull pre-ordered souvenirs and place them aside for pickup. Labeling or bagging them is helpful.
10. Work with secretary to get reports for pre-ordered souvenirs.
11. Coupons for souvenirs are printed by the secretary, sold at the coupons table and redeemed at the souvenirs table.
12. Work with facilities coordinator to set up souvenirs tables, chairs and other items needed on site.
13. Provide written report and lessons learned at the wrap up meeting, following the Convention

***Speaker Host/Hostess***

Host Mainland speakers while they are here for the convention.

1. Attend all committee meetings.
2. Register for the Convention and work with secretary to make sure speaker and their guest(s) are registered.
3. Pick up and drop off speaker and their guests from the airport to the hotel and back.
4. Join speaker at paid meals. Work with secretary to make sure any other guests are accommodated at the meals. The speaker receives a complementary registration for themselves and one guest for the convention and all meals. Any additional people will be responsible to pay for their registration and meals, including children.
5. Escort speaker and their guest(s) to island activities that they may be interested in
6. Attend to any other needs they may have while visiting.
7. Provide written report and lessons learned at the wrap up meeting, following the Convention

***Special Needs***

Coordinate special needs such as wheelchairs during the convention

Chair/Co-Chair shall:

1. Attend all committee meetings.
2. Register for the Convention and ensure all volunteers are registered
3. Obtain budget from treasurer and work to keep all committee expenses within budget.
4. Contract and coordinate wheelchairs and sign language interpreter for the main meetings. The Steering Committee chair, signs the contract and then it goes to the secretary.
5. Recruit volunteers to service the table in two hour time slots, always have someone there from opening to closing every day of the convention.
6. Arrange with facilities coordinator location of the special needs table and chairs and any other needs you may have.
7. Provide written report and lessons learned at the wrap up meeting, following the Convention

***Surf Meeting***

Organize surf meeting in Waikiki

Chair/Co-Chair shall:

1. Attend all committee meetings.
2. Register for the Convention and ensure all volunteers are registered
3. Organize surf meeting and board rental with a vendor in Waikiki
4. Arrange for volunteers to answer questions and sign up participants (in two hour time slots) at the convention on Thursday from 3:00pm until the main room closes and each day thereafter until the event is over.
5. Provide sign-up sheets for your volunteers to sign up participants
6. Get head counts from volunteers of those attending activity to provide to vendor
7. This activity is self-supporting and participants pay the vendor directly
8. Work with your facilities coordinator, to set up surf table location, and chairs needed for your area.
9. Provide written directions to location and time of activity for participants.
10. Provide written report and lessons learned at the wrap up meeting, following the Convention

***Volleyball***

Organize the volleyball tournament for the convention, including location and prizes.

Chair/Co-Chair shall;

1. Attend all committee meetings.
2. Register for the Convention and ensure all volunteers are registered
3. Obtain budget from treasurer and work to keep all committee expenses within budget.
4. Arrange for volunteers to answer questions and sign up participants (in two hour time slots) at the convention on Thursday from 3:00pm until the main room closes, and each day thereafter until the event is over.
5. Provide sign-up sheets for your volunteers to sign up participants
6. Coordinate with program chair to schedule awards ceremony and information to be put in program.
7. Purchase prizes/trophies (within budget) to be distributed at the awards ceremony.
8. Work with your facilities coordinator, to set up volleyball table and chairs.
9. Provide written directions to location and time of activity for participants.
10. This activity is self-supporting and participants purchase coupons from the coupon desk and redeem at the volleyball tournament
11. Provide written report and lessons learned at the wrap up meeting, following the Convention

***Voice***

Serve as the master/mistress of ceremonies, throughout weekend

Chair shall;

1. Attend all committee meetings.
2. Register for the Convention
3. Meet with convention chair and program chair to review script prior to conference.
4. Be available for all main meetings to make announcements as needed.
5. Provide written report and lessons learned at the wrap up meeting, following the Convention

***Volunteers***

Coordinate volunteers to be in service at the convention.

Chair/Co-Chair shall:

1. Attend all committee meetings.
2. Register for the Convention and ensure all volunteers are registered
3. Recruit and maintain a list of volunteers prior to conference
4. Have volunteers service the volunteers table in two hour time slots, from opening to closing every day of the convention to sign up people that want to be in service.
5. Assist committee chairs by connecting them with volunteers for their committee(s) as needed.
6. Work with your facilities coordinator, to set up volunteer table and chairs.
7. Provide written report and lessons learned at the wrap up meeting, following the Convention