

## **PACIFIC NORTHWEST CONFERENCE GUIDELINES**

Updated as of Sept 2007

The Pacific Northwest Conference (PNC) will include Oregon Area #58, Washington State East Area #92, and other Areas adjoining the Pacific Northwest that wish to participate.

### **PURPOSE**

The purpose of the Pacific Northwest Conference is to develop greater unity between the members, groups and Areas of the Pacific Northwest. To encourage the exchange of ideas and experiences, and provide an opportunity for members to discuss pertinent aspects of AA. 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.

### **STEERING COMMITTEE**

Each Area shall be represented by two (2) persons to act as voting members of the steering committee. Method of choosing representatives will be at the discretion of each participating Area. It has been previously recommended that in order to provide continuity within the groups of each Area and to honor the principle of rotation, that the Delegate and the Chairperson be selected as the rotating representatives.

1. At the business meeting, voting members of the steering committee will take bids, similar to PRAASA, from Areas to host PNC and, after evaluation one will be chosen 2 years in advance.
2. Business meeting time will be published in the program, and will be open to all AA members.
3. Binding commitments or agreements shall be made for more than two (2) years duration.
4. At the conclusion of each Pacific Northwest Conference, after all expenses and debts have been paid, designated seed money of \$1000.00 will be transferred to the next Pacific Northwest Conference chairperson. All monies in excess of expenses and seed money will be distributed by the host committee and two host Area members of the steering committee, with the suggestion that some of the proceeds be sent to the GSO General Fund.
5. Financial responsibility for the Pacific Northwest Conference will rest with the city, intergroup, district or Area that is the host for that Conference.
6. At future PNC business meetings it will be the responsibility of the host committee to supply these guidelines to present and future steering committees.

### **CONFERENCE CHAIRPERSON AND COMMITTEES**

The Pacific Northwest Conference Chairperson should be a person with a good overall knowledge of Alcoholics Anonymous. Prior experience with conventions, conferences or assemblies will be helpful. The Chairperson should be a person that is willing to devote a considerable amount of time and effort to the conference. The Chairperson has many responsibilities, some of which are as follows:

1. The Chairperson must not make any commitments or agreements other than those necessary for the specific Conference for which they are Chairperson.
2. The Chairperson selects a Conference committee, which shall consist of a secretary, treasurer, hospitality, facilities, public information, registration, program, and other committee chairs as needed.
3. The facility committee with concurrence of the full committee will make arrangements for the facility and meeting rooms.
4. The hospitality committee will determine how housing and transportation will be handled.
5. The public information committee shall make up flyers as approved by the entire committee and mail them out to Areas, intergroups and central offices. Flyers should be mailed out at least two times, one early mailing, by February 1st, and one six weeks before the Conference. The Grapevine, Box 459, the original five (5) PNC Host Committee websites and newsletters shall be notified of the date and location of PNC five (5) months in advance of the Conference.
6. The program committee will formulate a program and print an estimated 2.5 programs per person based on expected attendance.
7. The host committee will provide literature as necessary. Selling or displaying of any literature or items other than that which is General Service Conference approved shall be discouraged.
8. The Chairperson should maintain a file consisting of all reports, letters, printed material and other material pertaining to the Conference. This file and files handed down by previous Chairpersons should be turned over to each succeeding Chairperson.
9. The Chairperson will send a packet of information to the next PNC host Area Delegate and Chairperson within 60 days after the Conference. The packet will include all minutes, registration list, and financial statements.
10. The Host Area Chairperson is responsible to chair the business meeting and to update the Guidelines. The updated guidelines should be provided to the current PNC Chairperson within 45 days after the Conference.
11. The Chairperson will, within 90 days, turn over to the succeeding Chairperson a copy of the financial report, copy of the business meeting minutes, and proceeds from the conference (not to exceed the designated seed money).
12. These guidelines have been compiled from various assemblies, and convention experiences, as well as the “ AA Guidelines on Conferences and Conventions,” and are meant to be suggestive ONLY.
13. In 2006, the PNC voting members supported a motion creating a PNC website. The web address is [www.pnc1948.org](http://www.pnc1948.org), and will be maintained by each host committee

*No changes made in July of 2007*