

# **PACIFIC NORTHWEST CONFERENCE GUIDELINES**

Updated as of June 2018

Note: Changes from the last version appear in Underlined text.

The Pacific Northwest Conference (PNC) will include Oregon Area #58, Washington State East Area #92, Western Washington Area #72 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.

## **PNC PROGRAM**

1. At each PNC, the program will include a minimum of nine of the theme, presentation, workshop or agenda topics discussed at either the most recent, or the next<sub>2</sub> General Service Conference, including items being discussed at<sub>the</sub> Board level.
2. The PNC Host Committee will schedule all of the panel presentations in one room.

## **BUSINESS MEETINGS**

The PNC conducts a Business Meeting at each Conference. Historically, this meeting is facilitated by the Area Chairperson of the Host Area. The voting body consists of all AA members present at the PNC Business Meeting.

1. At the business meeting, voting members will take bids, similar to PRAASA, from Areas to host PNC and, after evaluation one will be chosen up to 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 end of each Pacific Northwest Conference, after all expenses and debts have been paid, all monies are to be passed to the next PNC Chairperson, with the suggestion that the monies in excess of \$1500 be used for outreach, and to keep the registration and meal cost low.

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.

7. The PNC business meeting will be recorded and added to the PNC achieves.

## **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.

1. 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:

2. The Chairperson must not make any commitments or agreements other than those necessary for the specific Conference for which they are Chairperson.

3. 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.

4. The facility committee with concurrence of the full committee will make arrangements for the facility and meeting rooms.

5. The hospitality committee will determine how housing and transportation will be handled.

6. The public information committee shall make up flyers as approved by the entire committee and mail them out to Areas, intergroup 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.

8. The program committee will formulate a program and print an estimated 2.5 programs per person based on expected attendance.

9. 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.

10. 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. All past minutes and past programs from PNC are be added to a 'History' section of the PNC website.

11. The Chairperson will send a packet of information to the next PNC host Area Delegate and Chairperson and the Area#58 Archives\_within 60 days after the Conference. The packet will include; minutes, registration list, and financial statements.

12. 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.

13. 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. Proceeds are addressed in item #4 in the Business Meeting section above.

14. 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.

15. The PNC website address is [www.pnc1948.org](http://www.pnc1948.org). The PNC domain will be maintained by Oregon Area 58 who will be reimbursed by PNC.

16. Each host committee will ensure that the web payment information is passed on to the next host committee during or immediately after the conference, so that the website stays up and running at all times.

17. The Host Committee to arrange for a floor microphone to be available for members asking questions of presenters and Delegates during their "Ask it" session.

Oregon Area #58 will be the permanent holder of PNC Archives.