

Conference Committees

1. There are five National Committees, one for each Service Arm:
 - a. Cooperation with the Professional Community and Public Information.
 - b. Correctional Facilities and Treatment Facilities.
 - c. Finance and IT.
 - d. Literature and Publications.
 - e. Administration, Structures and Archives.
2. **Please take note which National Committee you have been assigned to.**
3. Conference belongs to the Groups, represented by their Delegates. Therefore, Delegates should handle the business at hand themselves. National Committees should be chaired by the Delegates.
4. The role of the GSO Committee Members attending the National Committees should be advisory only in terms of their experience. They should not dominate the meeting or prescribe to the Delegate.
5. At the start of the Committee meeting please elect a scribe. Anyone may be a scribe.
6. NOTE TO SCRIBES:
 - a. It is not necessary to report all discussion, only the constructive outcome of the conference initiatives as per the guidelines.
 - b. Please be concise and write clearly.
 - c. Please return your reports to the Conference Coordinator at the end of the National committees meetings.
7. Please go over each Conference initiative carefully and select the project that your committee thinks will benefit the Fellowship the most. Keep in mind that these projects need to be launched on a National level and that your main focus is how to improve service arms in the Fellowship to better carry the message to the still suffering Alcoholic.
8. The recommendations from each National Committee will be typed. One copy will be returned to the Chairperson of the relevant Committee, the other copies will go to the Chairperson of the General Service Board and the Conference Secretary. The report backs will be done on Saturday/ Sunday.
9. At the end of the Committee meeting please elect a Delegate returning for his/her second or third year to chair the Committee for next year. A proxy Delegate, Trustee, GSO Committee Member or a World Service Delegate should not be elected.

Procedure for report backs from committees

The following is the procedure for the report backs from the National Committees.

- a. Each Committee Chairperson will present firstly the committee's recommendation on any proposals that the committee has been tasked with reviewing by the main Conference.
- b. The Chairperson will secondly propose any Conference Initiative the Committee has chosen as a project to be implemented for the forthcoming year, its recommendation and proposal budget. Please keep the comments brief but clear.
- c. For debate and discussion on the item presented please follow the procedure as for Conference Main Meetings.
- d. The Committee Chairperson will then present the next Conference Initiative and its recommendation and proposal budget, etc.

Reporting during the year

The Chairperson of each Committee will effectively be the leader of the Working Group of each service arm. The Chairperson shall report back during his term of office in the following manner:

- a. Report on any activities of the working group during the period (meetings, communications, etc.).
- b. Report on progress with Projects undertaken by the Working Group.
- c. Report on any other significant developments within the Working Group and Service Arm.
- d. Report to be sent to the GSO Chairperson and the GSO National Secretary for that service arm.
- e. Reports shall be sent by the end of August, January and April of the forthcoming year.
- f. Reports will be collated and distributed to all Conference Attendees.