



Alcoholics Anonymous Birmingham Intergroup

Convention Committee – Terms of Reference

The Convention committee is a subcommittee of the Birmingham Intergroup which is the sponsoring body.

The Convention Committee in principle is responsible to those they serve, which is the Birmingham Intergroup and in consequence the fellowship in Birmingham.

The principal Officers of the Convention Committee, should be elected by agreement of the Intergroup with no appointment being made to the following executive positions without the consent of a two thirds majority of the Intergroup assembly, this executive committee should comprise:

1. **Convenor** who will normally act as **Chairperson** for each meeting.
2. **Treasurer** who is directly responsible for all financial matters, but by agreement with the Convenor and other duly elected members of the convention committee.
3. **Secretary** who maintains records of all meetings and notes on decisions reached by consensus of the remaining members of the convention committee. The Secretary is also responsible for the distributions of minutes to all executive and non-executive members of the convention committee in addition to copying minutes to the Intergroup Secretary. In addition to ensuring circulation of any letters or Flyers related to the Convention. The Secretary may be assisted in this latter issue.
4. **Hotel Liaison Officer** who is directly responsible for the liaison coordination and organising of meeting rooms, menus, and other facilities such as disco or bands and any matters relating to hotel requirements.
5. **Vice Chair** or (alternate convenor). To assist as and where required by the Convenor.
6. The above positions will be for a period not exceeding 3 years with no return to any executive position within 4 years, and a maximum of two years' service in any other non-executive position on the convention committee, followed by a 4 year mandatory moratorium from convention committee service. Committee officers in their last year of service should encourage sponsorship of members who qualify to serve as replacements on the committee.

7. The following nonexecutive members who have a right to vote on all decisions which may impact on AA traditions or the primary purpose of the convention, are those appointed from the convention committee assembly as described in item 10.
8. The intergroup Chairperson has the right to attend any convention committee meeting in an ex officio capacity, in the absence of an Intergroup Convention Liaison Officer.
9. The Convention committee or the Intergroup will have the option to appoint a Convention Liaison Officer whose responsibility it will be to liaise between the Intergroup and the Convention Committee on any matters which may require a wider consensus. No major changes in Contract terms and conditions or costs must be accepted without reference to the executive members of both the Convention committee and the Intergroup executive officers. However, this is not to prevent the Hotel and convention hotel liaison officer from entering into informal agreement. All variations should be confirmed and accepted by both executives before signing any agreement takes place.
10. Other committee members and helpers can be elected from the assembly at Convention Committee meetings only after having attended three meetings and can server for a period of three years only, after which they incur one year break from involvement in any aspect of the convention Committee.
11. All accounting should be accompanied by bona fide invoice or receipts, and it is recommended that at least two members sign any cheques for any amount.
12. Any surplus monies over and above a prudent reserve, retain for the following convention, should be past to the Intergroup, who will then forward such amounts to GSO and produce a summary report to the constituent groups.
13. Any Gratuities to be paid to hotel or other services must only be made from passing the basket in a public environment and any sums handed over but publicly announced at the time to demonstrate good will on the part of AA and transparency in all detailing.
14. No monies should be accepted from any outside enterprise business or other non-conference recognised service body for any reason. Any private arrangements must be made with the hotel and be at the discretion of the following hotel and the Intergroup.
15. The deployment of sales of non-AA approved literature or other items must be outside the main circulation assembly or gathering area's and be at the discretion of the Intergroup, not the convention committee as suggested in the guidelines.

16. No member of the subcommittee will accept or be entitled to accept free accommodation or other benefits from the hotel or its employees. This will always ensure that members involved in convention activity will be above reproach or criticism.

These Terms of Reference might be considered alongside the Terms of Reference for the Northern National Convention and the AA Structure and Services Handbooks.

This document has been agreed by the Birmingham Intergroup's Convention Committee and Birmingham Intergroup so expresses their Collective conscience on the 14th February 2024.