

Workshop Ad Hoc Committee & Chair

INTRODUCTION

Definition & Purpose of an Ad Hoc Committee: This is a temporary committee established for a limited time to accomplish a specific task or project.

Examples: Ad hoc committees at a local AA group level have included ones set up to organize and facilitate a conference or workshop, decide guidelines for reopening meetings after a health crisis, manage Group inventories, etc. At the AA Area level and beyond, examples of ad hoc committees have included ones set up to study diversity and inclusion or review AA literature.

Description of Ad Hoc Workshop Committee & Chair Role

This is for a workshop to be hosted by Miracles Within and includes a role description and responsibilities for a Chair. This format also could be used as a template and customized as needed for ad hoc committees and Chairs going forward.

Purpose of Workshop Committee: organize and facilitate a workshop on sponsorship for AA women.

Role of Chair:

- Act as point person for the workshop, coordinating with MW Group Chair and other Group Conscience members in decision-making
- Coordinate with Treasurer and Group Chair on budget and expenses
- Facilitate decisions on location, format, duration and schedule of event, timing, speakers, etc.
- Call for a team of volunteers and coordinate as needed for the following (not all-inclusive):
 - o Method of advance workshop registration for attendees
 - o Communication channels, including the content for any flyers (digital & printed), social media posts, emails, AA Intergroup calendar, etc.
 - o Provision of any food items
 - o Event setup and takedown
 - o On-site tasks and flow of the workshop
 - o Way to receive and compile workshop feedback
- Schedule and preside over any special-called planning meetings
- Liaise with location facilities manager
- Contact speaker(s)
- Present regular report-outs on progress at Group Conscience meetings and during regular meeting announcement periods
- Conduct post-workshop session to review compiled feedback
- Conduct handoff to next workshop Chair

Requirements:

- 1 year of continuous sobriety
- Have a sponsor
- Home Group is Miracles Within
- 1-year term