How to host a Standing Committee Workshop Booklet

Disclaimer: This document is compiled from the experience of the Area 92 Alt Chair and past Standing Committee Workshop Chairs and Hosting Districts. Everything in this document is based on this experience and in no way should be considered the only way to host one of these events. This is NOT an official Area Document. The reason we decided to not send this through the Area Motion process is because we felt that with Area 92 growing and changing the way we do things this document will need to be changed and/or added to frequently as new information and experience is available. By making this an Official Area Document it would have to go through the Motion process to change and/or add to it.

Complied in March 2022

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Area Guidelines:
We recognize that our service committees are vital to the health and growth of AA and serve as a way to reach the newcomer and inform the public and the Fellowship. Service committees ought to hold Standing Committee workshops four times per year, as a communication link for those involved in their area of service. In addition to the Standing Committee workshops, each committee and the Newsletter Editor may hold round table discussions at the WSEA 92 Quarterlies and Assemblies for any interested AA member who would like to attend. Although each committee is separate and usually holds individual committee workshops, they sometimes combine with another committee for cost and travel considerations.

Participates in scheduling and chairs up to four Standing Committee Workshops annually, and when possible, alternate the locations within WSEA 92.

Dates of the Standing Committee Workshops:
The March, June, and September workshops are usually held the third (3rd) Saturday of the given month. The December workshop is held on the second (2nd) Saturday of the month. The March workshop is traditionally held in Ephrata, and is always themed the General Service Conference Agenda Item Review, and is typically a larger event. The other locations rotate throughout the area and the Standing Committee Chairs are responsible for determining locations for the two year rotation. Historically we have tried to hold them in some of the smaller locations in the area who cannot host an area event The workshops are scheduled for 10am to 3pm, with one (1) hour for potluck lunch from 12pm to 1pm.

Planning:
The hosting Appointed Chair shall be in communication with the hosting District and the other Appointed chairs in the planning of the workshop, IE; number of rooms needed for breakout (as this often varies), theme, help with the flier, etc. *Past experience has shown that "Google Meet" is a wonderful tool to utilize, as a way to communicate. Below are just a couple examples of how they could be done.

Example #1:
From 10am to 12pm- everyone breaks off into specific committee breakout rooms IE; Corrections, C.P.C., Archives.
Lunch is 12 to 1pm
From 1pm to 3pm- Everyone gathers for report backs from Committee chairs and what the discussion was in their breakout rooms.

Example #2:
Pick one or two specific topics or themes, have all the appointed chairs share on those topics/themes and then have a question and answer session.

Remember that these are your workshops and just one way we connect with the Groups and District Committees to help them in any way we can to better carry the message of Alcoholics Anonymous. There are many ways to do a workshop, the most important thing is to be enthusiastic, make it fun, offer tools to help them to better do their job and reach out the hand of AA.

Facility:
Should include:
WIFI Capabilities
Capacity for 40-50 people. (50-100 for March)
One (1) large room for all to gather.
(5-8) smaller breakout rooms
Kitchen facilities, restrooms

Fliers:
Event Fliers, both Eng and Esp, shall be printed and out to the body ninety (90) days prior to the event and shall be included in the Area Monthly Newsletter as well as the Area Website Event Calendar, digital copy sent out to all DCM's, Appointed Chairs and Officers.

- Experience has shown that if fliers are ready at the current workshop for the upcoming workshop, or at the latest, bring fliers to the assembly/quarterly event prior to the event - January for March event, April for June event etc., it really helps the flow of communication and getting the word out for larger participation.

Hospitality/Potluck Lunch:

The hosting District is responsible for providing coffee/water/hot water for tea. Some Districts provide morning muffins/fruit, but it's totally up to the hosting Districts, and remember, people will also bring things.

Potluck Lunch:

Traditionally the hosting District provides a main dish for the potluck such as, soup or sandwiches, spaghetti etc., and encourages attendees to bring a side dish or dessert, etc.

Passing the basket/Donation Cans:

The basket is passed at lunchtime to help the hosting district to defray the cost of the facility, copies etc. Many districts put out donation cans by the beverage station and hospitality tables, these collections also go to the district to help cover the cost of coffee, water, supplies etc.

Attendance Record:

There is no registration fee for attending the workshops.
The hosting district shall have a "sign in" table, with name tags available.
A sign in sheet with the following information, first name, last initial, district #, position, be collected for attendance records only, and sent to the Area Alt Chair with any final reports. *Please see attached sheet.

Hybrid Workshop

As the workshops are arranged by the districts, it would be up to them to contact the Technology Committee regarding the hosting. They can host if they would like to and can be provided with the Zoom Key to login to the meeting as host. The one thing that we don't have is any control over the equipment at the location. That would, at this time, need to be provided by the host district or someone working with the host district. Each Area Appointed Chair would be responsible for their own device.

Participants

Chair – Readers – Moderator from the District hosting the workshop – PowerPoint leader – Digital Communications Coordinator – Standing Committee Chairs

Equipment
Projector – Laptops – Screen Projector – Sound System - Power Cords Spare Batteries (speakers,microphones)

Script
It is recommended that the moderator have a script. This was prepared by the Chair of the Workshop. The script can be very basic, and can help the moderator stay on track, keeping the presentation on point.

PowerPoint Presentation
All slides should be submitted to the lead within one week of the event. Once the slides are assembled, a run-through should take place with the Standing Committee Chairs prior to the full technical run-through on the day of the event.

Run Thru Presentation
On the day of the event, once all of the equipment has been assembled, a run-through with the moderator and the slide presentation is highly recommended.

ATTENDANCE WORKSHEET
Please send a digital copy to the Area Alt. Chair for
Archival and Attendance records.

Event Name and Date: _____

Hosting District and Location: _____

TOTAL NUMBER of ATTENDEES:

GSRs: _____   **Alt GSRs: _____**

DCMs: _____   **Alt DCMs: _____**

District Committee Chairs: _____   **Members: _____**

Appointed Chairs: _____

Area Officers: _____   **Past Delegates: _____**

TOTAL Number of Attendees: _____

Below write a brief report that maybe helpful to the next hosting District, such as:

How much coffee was purchased/used?
Other Items purchased, like plates, cups, napkins etc.
How many people were needed for set up and clean up?

Facility cost_____   **7th Tradition $_____**