

Southeast Texas Area 67  
P.O. Box 130433  
Houston, Texas 77219-0433  
[www.aa-seta.org](http://www.aa-seta.org)

**SOUTHEAST TEXAS AREA (SETA)**  
**CONVENTION GUIDELINES AND**  
**SUGGESTIONS**

2016

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# SOUTHEAST TEXAS AREA CONVENTION GUIDELINES AND SUGGESTIONS

## Purpose and Responsibilities

### PURPOSE

Each year the Southeast Texas Area Assembly hosts a Convention. These guidelines have been developed to assist the Area and the Convention Committee to understand their responsibilities as it pertains to the "SETA Convention". Remember: These are "SUGGESTIONS" not rules or procedures, which have been developed through years of experience, strength, and hope; The Convention Chair has full responsibility and latitude, except where noted, to use all or part of these guidelines.

### RESPONSIBILITIES

The document is arranged in areas of Responsibilities. It includes, but is not limited to the financial and reporting responsibility of each member of the SETA Convention Committee, as well as the SETA Assembly (procedure). Remember: These activities and tasks are "SUGGESTIONS"; the Committee Chair can change responsibilities within the Committee, except where noted.

### SOUTHEAST TEXAS AREA ASSEMBLY

- ✦ The Southeast Texas Area Assembly will host and support financially a Convention annually, rotating locations each year among (in order) Beaumont, Galveston, Bryan/College Station, and Houston.
- ✦ The Convention will be held annually in January, no later than the third weekend.
- ✦ Elect a Convention Chairperson two years in advance of the SETA Convention, at the October Annual Assembly but no later than January Annual Assembly. (Example: The Chairperson for the 2006 Convention should be elected at the October 2003 Assembly and no later than the January 2004 Assembly.) It is recommended that this person have four years sobriety and two years of service in the Southeast Texas Area. Any person meeting the recommended requirements may advise the Area Chairperson of their willingness to serve. The Area Chair may nominate a qualified candidate should no one stand for the position. The Area Assembly will then vote for the volunteers and/or nominees.
- ✦ The Southeast Texas Area Treasurer shall advance the Convention Committee a sufficient sum for preliminary expenses, such sum to be repaid to the Area Treasury by April Quarterly immediately following the completed convention.
- ✦ Disposition of any surplus money from the Convention to be recommended by the Area Finance Committee and voted on by the Area Assembly.
- ✦ Any loss incurred by a SETA Convention to be made up by the Area Treasury.

# SOUTHEAST TEXAS AREA CONVENTION GUIDELINES AND SUGGESTIONS

## Convention Chairperson

### Responsibilities prior to convention:

- ✚ Secure a contract with the hotel (convention site). This is the reason why the chairperson is selected at least 2 years in advance. Securing a hotel should begin immediately after the chairperson is elected to allow our options and negotiations to remain open. The proposed hotel contract must be submitted to the SETA Finance Committee for review and approval prior to signing.
- ✚ Submit a projected budget of projected income and expense to SETA Finance Committee for review and approval prior to the release of funds from SETA Treasury. The budget will vary depending on Host City.
- ✚ Select all necessary Convention Committee Officers and Sub-Committee Chairpersons as listed below to ensure a successful convention. It is advised to consider candidates from the whole Area, not just from the local districts.

### Convention Officers

**Chairperson**

**Co-Chairperson**

**Treasurer**

### Sub-Committees

**Al-Anon / Alateen**

**Archives**

**Audio/Visual**

**Entertainment**

**First Timers / Newcomers**

**Grapevine**

**Hospitality**

**Host/Hostess and Transportation**

**Literature**

**Mailing/printing/graphics**

**Marathon meetings**

**Program**

**Registration**

**Security**

**Multilingual**

**Special needs/Scholarships**

**Correctional Facilities**

**Voice of the Convention**

### Advisors

**Convention Chairperson**

**of each of the four preceding conventions**

**Convention Treasurer**

**of each of the four preceding conventions**

# SOUTHEAST TEXAS AREA CONVENTION GUIDELINES AND SUGGESTIONS

- ✦ Chair all Convention Planning Meetings, those held at the Quarterly Business Meetings as well as any other time and place designated by the Chair. Experience has shown it helpful to have monthly meetings starting one-year prior to the Convention.
- ✦ Convention Package (includes but not limited to program, fees, volunteers, equipment, records, finances, etc.) is both the honor and responsibility of the Convention Chairperson. If it goes well, give the Committees the credit; if it goes badly, take the fall.
- ✦ Has final decision on choice of speakers; may delegate all or part of this responsibility.
- ✦ Plan and coordinate a final walk-thru with the hotel management and the Convention Committee.
- ✦ Invite Southwest Regional Trustee (paid by Treasury, treated like a speaker).
- ✦ Procure flower arrangements for meeting tables, coordinating with Chairperson.
- ✦ Workshop - See A.A. Guidelines on Conferences and Conventions MG-4. May delegate all or part of this responsibility.

## Responsibilities during the convention:

- ✦ Presence will be required at the Convention all day Friday through close of the Convention on Sunday.
- ✦ Ensure Traditions are followed, such as the anonymity statement (marques, and other displays should only say "SETA" not "AA".)

## Responsibilities after the convention:

- ✦ The final settlement with the Hotel should be completed as soon as possible.
- ✦ Will rotate as an Advisor upon completion of this position.
- ✦ The SETA Convention Chairperson is required to compile and submit a detailed final convention treasurer's report to the SETA Assembly in April following the convention to include the number of hotel rooms' booked and total registration numbers. Copies of the report are to be given to the SETA Finance Committee and the next year convention chairperson.
- ✦ Records are very important for the incoming Chairperson; therefore, all Convention records, notes, and minutes should be turned over to the next Convention Chairperson and access should be made available to any elected Convention Chairs for future Conventions. Finally to be archived in the SETA Archives.

# SOUTHEAST TEXAS AREA CONVENTION GUIDELINES AND SUGGESTIONS

## Co-Chairperson

- ✦ Assist Convention Chair in all matters relating to the Convention; such duties may include taking minutes of each Planning Meeting, be liaison to the Hotel, signatory on bank account.
- ✦ In the case of abdication or absence of the elected Convention Chairperson, is to assume the honor and responsibility of the Chairperson.
- ✦ Forward copies of minutes and records to the Area Secretary by April immediately following the completed convention.
- ✦ Will be first for consideration as the Chairperson of the next convention held in that locale as determined by rotation.
- ✦ Presence will be required at the Convention all day Friday through close of the Convention on Sunday.

# SOUTHEAST TEXAS AREA CONVENTION GUIDELINES AND SUGGESTIONS

## Treasurer

- ✦ Experience in financial matters and record keeping is helpful.
- ✦ Open and maintain Convention Bank account and a PO Box. Any checks written from this account must have at least two signatures. Authorized signatures should be Area Treasurer, Convention Treasurer, Convention Chairperson, and Co-Chairperson.
- ✦ Record and handle income and disbursements in a responsible, timely manner so as to maintain the integrity of the Area and Alcoholics Anonymous as a whole.
- ✦ Process and record all pre-registrations and deposit all monies into the Convention bank account and forward forms to the Registration Chair in a timely manner.
- ✦ Will be responsible for receiving monies from and making change for Registration.
- ✦ Coordinate with Security and Registration Chairs for money transfers. Experience advises to secure a safety deposit box with key at the hotel.
- ✦ Prepare and submit a monthly financial report to the Convention Chairperson and Committee, showing all income and expenses of the Convention. All financial records are to be given to the Area Treasurer by the April Quarterly following the completed convention.
- ✦ Presence will be required at the Convention all day Friday through close of the Convention on Sunday.
- ✦ Complete financial report will be presented to the Convention Chairperson within a month following the completed Convention. Convention funds will be made available by the April SETA Quarterly Assembly following the completed Convention.



# SOUTHEAST TEXAS AREA CONVENTION GUIDELINES AND SUGGESTIONS

## Al-Anon / Alateen Chairperson

- ✦ Al-Anon/Alateen shall be invited to participate (in cooperation but not affiliation) in the convention; their program to be the responsibility of the Al-Anon Sub-Committee Chairperson, and expenses to be paid by the SETA Convention Treasury.
- ✦ Provide the full Alanon/Alateen program (hosts, gifts, transportation, volunteers, etc.). Ultimate responsibility for Alateen program resides with the Alanon Family Group.
- ✦ Coordinate with the SETA Convention Chair as to the needs of space, time, and finances.
- ✦ Meetings or events may not be scheduled as to conflict with any other Speaker meetings.
- ✦ Final report to be submitted to Convention's Chair and financial report to be submitted to the Treasurer.

# SOUTHEAST TEXAS AREA CONVENTION GUIDELINES AND SUGGESTIONS

## Archives Chairperson

- ✦ The SETA Archives Chair is automatically the Convention Archives Chair.
- ✦ Coordinate with Convention Chair for a separate secured room adequate to display and secure the SETA Archives.
- ✦ Arrange for volunteers. Room to be available for viewing throughout the Convention except during all speaker meetings.

# SOUTHEAST TEXAS AREA CONVENTION GUIDELINES AND SUGGESTIONS

## Audio/Visual Chairperson

- ✦ Procure equipment and personnel needed to record and display all the Speaker meetings.
- ✦ Coordinate with the Chairperson and other Committee Chairs.
- ✦ Coordinate the “taping” of the speaker meetings.
- ✦ Provide a secured area to purchase tapes by attendees, which will be available away from the meeting rooms so as not to imply affiliation nor to interfere with flow of traffic.
- ✦ Final report to be submitted to Convention's Chair and financial report to be submitted to the Treasurer.

# SOUTHEAST TEXAS AREA CONVENTION GUIDELINES AND SUGGESTIONS

## Entertainment

- ✦ Provide activities for fellowship Friday and/or Saturday evening after all Speaker meetings (dance, ice cream socials, or other entertainment) and procuring necessary supplies and volunteers.
- ✦ Non-registered participating fee advised if cost incurred and non-A.A. fellowship.
- ✦ All fees/registrations collected are to be accountable to Convention Treasurer; security deposit box may be required.
- ✦ Coordinate with Convention Officers and related Sub-Committee Chairs as to needs.
- ✦ Final report to be submitted to Convention's Chair and financial report to be submitted to the Treasurer.

# SOUTHEAST TEXAS AREA CONVENTION GUIDELINES AND SUGGESTIONS

## First-timers/Newcomers Chairperson

- ✦ Responsibility for formulation of first-timers participation sheets, printing, supplies, gifts, and volunteers.
- ✦ Forms should be available near the on-site registration tables with adequate pencils for all participants.
- ✦ Schedule information meetings during the Convention period, so as not to conflict with any Speaker meetings.
- ✦ Current experience shows 300 forms and one to three meetings adequate.
- ✦ Collect and tally returned sheets for winner(s), one to three finalists. Final winner(s) to be presented gifts prior to the Sunday morning Speaker Meeting.

# SOUTHEAST TEXAS AREA CONVENTION GUIDELINES AND SUGGESTIONS

## Grapevine Chairperson

- ✦ Experience shows the SETA Grapevine Chairperson is well suited for this position.
- ✦ Ensure SETA Convention is listed in the Grapevine, BOX 459, Houston Intergroup's The Link, and the Area's newsletter no later than July preceding scheduled convention, and notices are maintained through January issues of each.
- ✦ Contact GSO's Grapevine staff to secure subscription blanks, posters, and other promotional material. Table ought to be available throughout the Convention except during all Speaker meetings.
- ✦ Responsible for all materials, equipment, volunteers, and funds collected, ensuring proper distribution of funds and forms to the Grapevine Office. Unused material to be given to SETA Grapevine Chairperson.
- ✦ Final report to be submitted to Convention's Chair and financial report to be submitted to the Treasurer.

# SOUTHEAST TEXAS AREA CONVENTION GUIDELINES AND SUGGESTIONS

## Hospitality Chairperson

- ✦ Acquire coffee and related supplies, donations, and volunteers for the Area Hospitality room, which is to be open from Friday 2 pm through Sunday 10 am. The room is to be closed during all Speaker meetings.
- ✦ Chairperson is responsible for cash contributions, correlating with Treasurer for deposit and record keeping.
- ✦ Coordinate with Hotel Liaison as to do's and don'ts. Also, maintain count of beverages acquired through hotel (if any) for both historical and financial records.
- ✦ Final report to be submitted to Convention's Chair and financial report to be submitted to the Treasurer.

# SOUTHEAST TEXAS AREA CONVENTION GUIDELINES AND SUGGESTIONS

## Host/Hostess/Transportation

- ✦ Recruit volunteers to "host" each speaker. Note: The "Host(ess)" volunteer usually chairs and introduces the speaker at the meeting.
- ✦ Securing responsible volunteers with vehicles to transport Speakers from and to the airport, with easy identification of and by the Speaker upon arrival.
- ✦ Ensure adequate accommodations and coordinate off-site ventures.
- ✦ Introduce them to others, and/or sit with them during meetings.
- ✦ It is the responsibility of this sub-committee to ensure that each speaker is comfortable and a part of all the events without becoming overbearing.
- ✦ Procure gift for each speaker and providing flowers or gift/fruit basket in their room is a nice touch.
- ✦ If the committee decides to compensate for meals, determine an equitable policy for reimbursement. For example, a reasonable stipend for meals (without an exchange of receipts).
- ✦ Prior to each Speaker meeting, ensure Gratitude gift is at podium, glass and water are on table, and the Big Book is available.
- ✦ Responsible for materials and volunteers to man an information/message center. The local Chamber of Commerce or Visitors Council may be contacted for brochures of area's interest.
- ✦ Layout of hotel and Meeting schedule should be available. Table should be manned from 3pm Friday through late Saturday afternoon, near the on-site registration area.
- ✦ Final report to be submitted to Convention's Chair and financial report to be submitted to the Treasurer.



# SOUTHEAST TEXAS AREA CONVENTION GUIDELINES AND SUGGESTIONS

## Literature Chairperson

- ✦ Responsible for obtaining a selection of A.A. Conference Approved literature for display, distribution, and purchase by registrants. Books, catalog, order form, pamphlets, guidelines, etc. for the newcomer, uninformed, and enthusiasts should be available. Stock consignment available through local Intergroup offices.
- ✦ Responsible for all materials and funds collected, ensuring proper distribution of funds and forms and unused materials to the Purchase source (GSO or Intergroup).
- ✦ Responsible for tables, volunteers, supplies, etc. Table ought to be available throughout the Convention except during all Speaker meetings.
- ✦ Final report to be submitted to Convention's Chair and financial report to be submitted to the Treasurer.

# SOUTHEAST TEXAS AREA CONVENTION GUIDELINES AND SUGGESTIONS

## Mailing/Printing/Graphic Chairperson

- ✦ Lists for mailing are obtained from the Area Records Chair and the State Convention Committee's Secretary, the latter for attendees and Central Office / Intergroup locations throughout Texas and Louisiana.
- ✦ Responsible for design, printing, and distribution of all fliers and all materials for the convention, which includes but not limited to: volunteer, programs, registrations, etc. Area postal meter is available for use.
- ✦ Responsible for design, printing, and displaying the Convention Banner.
- ✦ Recruiting volunteers to process at least two mailings of fliers, the first done by August 1 and the second by November 1. Include 25 fliers and registration blanks to each Central Office/Intergroup. Fliers should be included in all SETA mailings and available at the Quarterly Business meetings in July & October preceding convention.
- ✦ Coordinate with Multilingual Chair for translation and mailings.
- ✦ Final report to be submitted to Convention's Chair and Treasurer.

# SOUTHEAST TEXAS AREA CONVENTION GUIDELINES AND SUGGESTIONS

## Marathon Meetings Chairperson

- ✦ Schedule and coordinate volunteers for the Marathon Meetings and/or workshops.
- ✦ During the Convention, post the schedule of meetings.
- ✦ Coordinate with Committee Chair for space needed.
- ✦ Provide each meeting room with materials necessary.
- ✦ Final report to be submitted to Convention's Chair and Treasurer.

# SOUTHEAST TEXAS AREA CONVENTION GUIDELINES AND SUGGESTIONS

## Program Chairperson

- ✦ Assist the Convention Chair with speaker selections and programming suggestions.
- ✦ Help select other volunteers for speaker selection.
- ✦ Obtain tapes from sources.
- ✦ Review tapes and help select speakers.
- ✦ Will be the liaison between the speakers and Host/Hostess.

# SOUTHEAST TEXAS AREA CONVENTION GUIDELINES AND SUGGESTIONS

## Registration Chairperson

### Responsibilities prior to convention:

- ✦ Maintain an accurate count and cross check with the Treasurer's records in a timely manner and report to the Convention Committee during each meeting.
- ✦ Obtain badges and ribbons. Ribbons should be available for: Speakers, Convention Committees Chairs, Delegates, Trustee, Convention Officers, and by request for sub-committee volunteers where necessary, such as "security".
- ✦ Arranging and coordinating volunteers to man the Registration tables. You will need 6-8 during Peak Times and 3-4 during slow periods.

### Responsibilities during the convention:

- ✦ Hours to be determined by the Convention Chair, Registration Chair, and Treasurer.
- ✦ Registration forms, name tags, pens should be made available. Volunteers will process the forms, receive the monies, and keep count of ALL Convention registrants; the count by (AA, Al-Anon, Alateen, Other) to be available at two (2) hour intervals for the Convention Chair and/or the Voice.
- ✦ Coordinate with the Treasurer and Security for the transfer of funds to and from the Registration tables.
- ✦ Pre-registration badges should be clearly marked and available near the on-site registration tables.
- ✦ Scholarships - see Financial Responsibility and Special Needs
- ✦ Experience has shown that the Registration Chair, though not required to man the registration tables at all times, be available at regular intervals at the tables to handle above responsibilities and any problems that may arise.

### Responsibilities after the convention:

- ✦ Final report and all unused materials to be submitted to Convention Chair, with a copy of the final report submitted to Convention Treasurer.
- ✦ The updated registration (preferably electronic format) will be given to the incoming Convention Chairperson and a copy to be kept with the SETA registrar.

# SOUTHEAST TEXAS AREA CONVENTION GUIDELINES AND SUGGESTIONS

## Security Chairperson

- ✦ Presence is required throughout the convention.
- ✦ Responsible throughout the time and space of the Convention to make participation in the Convention a safe and enjoyable experience for all by securing volunteers, equipment, radios, supplies, needed.
- ✦ Coordinate with the Convention Officers and Sub-Committee Chairs as to their needs for secured rooms, on-site deposit boxes with keys, escort for funds and/or volunteers and/or special needs registrants.
- ✦ Coordinate with Hotel Security, with one radio at hotel security dispatch at all times.
- ✦ Final report to be submitted to Convention's Chair and financial report to be submitted to the Treasurer.

# SOUTHEAST TEXAS AREA CONVENTION GUIDELINES AND SUGGESTIONS

## Multilingual Chairperson

- ✦ Procure equipment and volunteers, coordinating with Convention officers and related Sub-Committee Chairs as to needs, for successful interpretation of all Speaker meetings and pre-convention fliers.
- ✦ Final report to be submitted to Convention's Chair and Treasurer.

# SOUTHEAST TEXAS AREA CONVENTION GUIDELINES AND SUGGESTIONS

## Special Needs/Scholarships Chairperson

- ✦ Considerations are for financial and physical handicaps, i.e. parents with small children, smokers, and physically handicapped.
- ✦ Coordinate with Convention Officers and Sub-Committee chairs as to possible needs of space, security, and finances.
- ✦ Coordinate and obtain A.S.L. personnel through Schools of professional agencies.
- ✦ Scholarships are arranged with advanced pre-registration.
- ✦ Contact local hospitals and Shelters with cover letter and flier stating advance registration of attendees is required, asking how they may contribute to allow responsible participation, and reporting to Registration Chairperson at least 30 days prior to convention with list of pre-registered scholarships.
- ✦ However, on-site scholarships may be awarded by Convention Officers, Registration Chair, or Special Needs Chair, in consideration of one's ability to contribute and participate.
- ✦ Final report to be submitted to Convention's Chair, Registration Chair and Treasurer.



# SOUTHEAST TEXAS AREA CONVENTION GUIDELINES AND SUGGESTIONS

## Correctional Facilities Chairperson

- ✦ Experience shows Area CFC Chairperson is well suited for this position.
- ✦ Contact CFC at least six months in advance and in writing for an Inmate speaker, and requirements, coordinating with the SETA Convention Officers and related Sub-Committee Chairs as to the needs.
- ✦ Provide blue cans or baskets to be passed during this Speaker Meeting and volunteers for collection. Funds collected are earmarked for A.A. Conference approved literature to be distributed within TDCJ. Total of collection to be announced at end of meeting. If CFC speaker is permitted to stay make sure their room does not have access to Long Distance telephone service.
- ✦ Convention Treasury will include accommodations, on-site meals for both Speaker and TDCJ escort, with other expenses considered according to CFC requirements for providing this special speaker.
- ✦ Shall provide a 'host' for CFC Speaker and TDCJ escort; male for male and female for female, preferably someone active in Corrections.
- ✦ Final report to be submitted to Convention's Chair and Treasurer.

# SOUTHEAST TEXAS AREA CONVENTION GUIDELINES AND SUGGESTIONS

## Voice of the Convention Chairperson

- ✚ Makes announcements and reads the Anonymity Statement at each meeting.
- ✚ Introduces the Chair of the meeting.
- ✚ At Podium: Big Book, Meeting Format, Anonymity Statement, Water pitcher and glass, speaker's gift.
- ✚ Selected readings (Chapter 5, Promises, etc.) at discretion of Convention Chair or Voice.

# SOUTHEAST TEXAS AREA CONVENTION GUIDELINES AND SUGGESTIONS

## SETA Convention Structure

- ✦ Anonymity Statement to be read at beginning of ALL meetings to affirm the Eleventh and Twelfth Tradition. (Usually read by the Voice). At no time or place shall the anonymity of ANY A.A. member be jeopardized.
- ✦ Audio and/or video may be piped into additional CLOSED rooms specified for Special Needs and/or Spanish Speaking.
- ✦ Security at each entry door checking badges and welcoming guests.
- ✦ Announcements are read, which include: smoking areas, marathon meeting schedules, hospitality rooms, cell phones and pager (off), exits, bathrooms, ASL, hearing disabled sections, other rooms, coming events.
- ✦ Saturday night meeting, Convention Co-Chair does the Countdown.
- ✦ Saturday night meeting, Convention Chair, introduces and thanks the Committee.
- ✦ Sunday meeting, Newcomer/First Timer winners are announced and receive gifts.
- ✦ Voice announces the reader.
- ✦ Voice announces the Chairperson
- ✦ Chairperson opens the meeting, announces the speaker
- ✦ Speaker
- ✦ Chairperson presents gifts and closes the meeting.
- ✦ Who sits at the table: The voice, chairperson, reader, and the speaker.

# SOUTHEAST TEXAS AREA CONVENTION GUIDELINES AND SUGGESTIONS

## Financial Responsibility

### TRADITION SEVEN

Tradition Seven states that we are self-supporting through our own contributions. This applies to the individual, the Group, the District, and the Area. With the Traditions in mind, the following financial responsibilities are suggested.

### HOTEL ACCOMODATIONS

Hotel accommodations be provided for Friday and Saturday nights for the following Convention Committee Chairpersons.

- Convention Officers (Chairperson, Co-Chairperson and Treasurer)
- Registration Chairperson
- Security Chairperson

### SCHOLARSHIPS

Scholarships are to be pre-arranged through the Special Needs Chair. However, scholarships may be awarded on-site by the Convention Officers, the Registration Chair, and/or Special Needs Chair, in consideration of one's ability to contribute and participate

### INCOME

Income should be recorded as to one's affiliation and participation for financial history, responsibility and accountability.

- Affiliations: AA, Al-Anon, Alateen, Friends of A.A., Friends or Al-Anon, Friends of Alateen.
- Participations: Registration, dance, ect.

### TDCJ BASKET

The basket should only be passed during the TDCJ Speaker Meeting with funds collected earmarked for A.A. Conference approved literature to be distributed within TDCJ.

### SPEAKERS EXPENSES

Expenses for Speakers (and spouse if pre-arranged) and for the Southwest Regional Trustee are to be paid by the Convention Treasury. Expenses include Hotel accommodations for Friday and Saturday nights, transportation to and from the Convention site, on-site meals, and Gratitude gifts.

# SOUTHEAST TEXAS AREA CONVENTION GUIDELINES AND SUGGESTIONS

## ADDITIONAL INCOME

Any additional income or expense should be asked - Is it through our own contributions and is it necessary for the whole?