

## **Position Description: Chair, Ontario Regional Conference (ORC) of Alcoholics Anonymous**

The Ontario Regional Conference of Alcoholics Anonymous is a 3 day event held annually (generally in March). Traditionally, the ORC has 2500-3000 attendees and is held at a suitable downtown Toronto Hotel. The conference is 3 days of fellowship and meetings with speakers from all over North America, including local speakers and panelists.

The role of Chair for the ORC is a 3 year service commitment – one year as shadow Chair, one year as Chair, and one year as Member without Portfolio. As Chair, you are responsible for the selection of an appropriate committee to run the event, plan and deliver a great conference, and report back to the Executive and ORC Review Sub-Committee and fellowship with the results.

### **Responsibilities:**

- Select Committee
- Get Hotel/ Venue Quotes & provide recommendation to the ORC operating committee – Co-sign contract with Intergroup Finance Chair
- Shadow current ORC Chair and committee for a full year, attending all committee meetings (along with your committee), and assist in running the conference the year prior to yours – Opportunity for you and your committee to learn your roles
- Present proposed conference budget to ORC Review Sub-Committee for review and feedback (as per provided formats)
- Attend monthly Toronto Intergroup meeting on an ad hoc basis to provide updates on conference progress
- Conduct monthly meetings with committee leading up to conference to ensure key milestones/ activities are completed
- Deliver ORC
- Provide final financial breakdown to ORC Review Sub-Committee and discuss variance (favourable and unfavourable)
- Deliver final report including financial breakdown to the Toronto Intergroup floor

### **Qualifications/ Skills**

- 10 years continuous sobriety
- Past member of the ORC committee
- History of service beyond the group level
- Has not been Chair of ORC in the past 10 years
- Enjoys working in a collaborative team environment