

# **Mid Southern California Area 09**

## **Convention Liaison Standing Committee Guidelines**

**Approved by Assembly Action January 09, 2005**

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### **A Standing Committee of the**

### **Mid Southern California Area Assembly**

The CLSC has been established and operates within the parameters of the “*Mid Southern California Area 09 Guidelines for Structure and Procedures*”.

#### **Statement of Purpose**

The CLSC shall provide an interactive display of Literature and audio-visual materials describing and detailing the functions of the General Service Office, AAWS and The Grapevine/La Vina, the General Service Conference structure, the Conference Committee structure, the Area Structure, and services available to Districts, Groups and individual members by Area Committees within the geographic boundaries of the Mid Southern California Delegate Area. These services shall be provided to Conventions, Conferences, Workshops, Round-ups, which operate within the General Service Office “Guidelines for Conferences and Conventions” and to Area Functions, District Meetings and Special Functions requesting such services within the geographic boundaries of Area 09.



#### **Article I.**

##### **Composition of Committee Membership**

**I.1** CLSC membership shall include the currently serving Spanish and English Co-Chairs, all available past CLSC Chairs and Co-chairs, and all members of Area 09 interested in the activities of the committee.

## **Article II**

### **Convention Liaison Standing Committee (CLSC) Meeting Schedule**

**II.1** The CLSC will meet six (6) times per year, on the day of Area Service Committee Meetings. Additional meetings may be held as deemed necessary.

## **Article III**

### **Convention Liaison Standing Committee (CLSC) Activities**

**III.1** The CLSC shall provide and financially support with funds from the approved budget, the registered presence for one (1) of the co-chairs (English or Spanish) or one (1) designated CLSC committee member selected by the CLSC Co-Chair(s) for a maximum of two nights hotel stay plus round trip mileage at each scheduled hosting event.

**III.2** The Spanish or English Co-Chair or designated committee member shall represent the CLSC of Mid Southern California Area 09 at hosting event planning committee meetings when requested, and shall co-ordinate placement of display and hours of display operation with the Chair or Program Chair of hosting events.

**III.3** The CLSC shall transport, set-up and stock the interactive display with GSO, AAWS and Grapevine / LaVina and Area 09 sample literature including but not limited to catalogs and directories, guidelines for committees, GSO pamphlets, Conference Reports, and Service Manuals.

**III.4** The participating Co-Chair or designated alternate shall represent the CLSC of MSCA09 at the hosting event business meeting (usually held on Sunday after the closing meeting) prior to leaving the event.

**III.5** Co-ordinate placement of display and hours of display operation with the Chair or Program Chair of hosting events.

**III.6** Provide access and availability of persons experienced in the General Service Structure policies and procedures to facilitate individual and group discussion regarding the General Service Structure, Area 09, Districts and home groups.

**III.7** Provide orientation to volunteers at the display regarding General Service Structure, Policies and Procedures, and materials displayed or available for acquisition through catalogs, local central offices or online at the GSO Website [www.aa.org](http://www.aa.org). and stimulate interest in the Area Website [www.msca09aa.org](http://www.msca09aa.org) .

**III.8** Encourage and precipitate individual and group discussion regarding the General Service Structure, Area 09, Districts and home groups.

**III.9** Encourage increased GSR participation by all groups within the District and Area structure.

**III.10** Answer questions regarding the General Service Structure. Provide exposure to Area 09 statement of purpose and permanent Standing Committee Services to all registered participants at hosting events.

**III.11** The CLSC shall deconstruct the interactive display at the completion of scheduled hours of operation at hosting event. Pack and transport electronic equipment, audio/visual materials and other inventory items to the Committee Member responsible for its storage.

## **Article IV**

### **Convention Liaison Standing Committee (CLSC) Officers**

**IV.1** The CLSC shall have a Spanish Co-Chair and an English Co-Chair and a Recording Secretary.

**IV.2** Officers shall be elected for a two (2) year term of office in January of even numbered years. In the event of a vacancy, the position will be filled by election or confirmation of a person to complete the current term at the first Area Assembly following the vacancy.

**IV.3** It is suggested that CLSC Co-Chairs and the Recording Secretary have knowledge of all aspects of the General Service Conference Structure, and are available for service during the times of scheduled hosting events.

## **Article V**

### **Convention Liaison Standing Committee (CLSC) Responsibility**

**V.1** In the course of performing services described but not limited to those detailed above, The CLSC is responsible for implementing operating policies and procedures which conform to the Mid Southern California Area 09 “**Guidelines for Structure and Procedures**” the “**CLSC Guidelines**”, “**Tradition 9**”, “**Concept 3**” and “**Concept 10**”. The CLSC ultimately responsible to the body of the Mid Southern California Area 09 Assembly which it serves.

**V.2** Expenses incurred by the CLSC shall be within the budget amount requested and approved by the Mid Southern California Area Assembly and shall be disbursed at the sole discretion of the CLSC.

**V.3** CLSC expenses and expense requests shall be reviewed by the finance committee and currently serving Treasurer as specified in the Finance Committee Guidelines.