CONFERENCE STEERING COMMITTEE

Structure   a) The annually elected Conference Chair, acting as Chair (non-voting)
b) All the annually elected Committee Chairs
c) Two Board Members for guidance, support & continuity (voting/non-voting as decided annually by CSC)
d) General Secretary (non-voting)
e) Conference co-ordinator (non-voting)

The Conference Steering Committee (CSC) will continue to rely on the General Service Board, the General Service Office, the General Secretary and Conference Co-ordinator for logistical support, advice and assistance with the development of the Conference itinerary. This ensures continuity and is necessary for the success of the Conference Steering Committee's remit.

TERMS OF REFERENCE (selection criteria for Conference submissions):
The CSC agree that their work principally comprises two important elements. The first is the selection of suitable Conference topics and/or questions & initiatives to be made available to the Fellowship through the General Secretary, together with a copy of the full Terms of Reference. The second is to ensure that Conference fulfils the purpose devised by our Co-Founders, to be a part of the Check & Balance system ensuring that AA continues in accordance with the Traditions, Concepts and Warranties.

At their first meeting the CSC will elect an alternate chair for Conference. If deemed necessary the CSC should present a report on its activities to Conference.

Topics and/or Questions for discussion at Conference

All submissions received by August 31st will be reviewed fully by the CSC. In assessing their suitability for Conference, the CSC will be guided by the criteria set out in the AA Service Handbook for Great Britain, - "a major subject or subjects of topical importance affecting the Fellowship in the widest possible way...", together with criteria established through Conference recommendations.

From these criteria submissions fall into twelve categories.

1. Submissions accepted as suitable for Conference

2. Submissions accepted as suitable, subject to minor drafting or textual amendments suggested by the CSC and, where practicable, agreed by the questioner.

3. Submissions not accepted as suitable, except by consolidation with questions of a similar nature, ensuring that the spirit of the original question is retained.

4. Submissions acceptable through referral by previous Conference recommendation.

5. Submissions not accepted because they have been discussed at Conference within the previous three years.

6. Submissions not accepted due to the lack of sufficient background material pertinent to the submission.

7. Submission not accepted as it is covered by existing Conference approved literature.

8. Submission not accepted but referred to the General Service Board or General Service Board Sub-Committee for consideration.

9. Submission not accepted as Conference upholds the autonomy of Groups and Intergroups and Regions through the conscience of those they serve.

10. Submission not accepted as the CSC considers that the submission is based on an assertion or proposition which it considers to be false.

11. Submission not accepted as it is considered to be contrary to the Traditions.

12. Submissions not accepted for reasons other than the above.

Any topics/questions generated during these discussions and considered as suitable for Conference, if not already submitted, may be submitted by the CSC members.

The CSC will do its utmost to obtain and provide relevant background information to prospective submissions, to ensure the spirit of the submission is understood.

Before not accepting under the 'three year rule' any submission which had a Conference recommendation for Board action, the CSC will establish to its satisfaction through its Board members that action was taken, or is planned.

The CSC will submit comprehensive reasons for not accepting any Conference submission to the questioner.

All Conference submissions will be acknowledged by receipt by the General Service Office.

Should a member of the CSC have some involvement in a submitted question then he/she is to declare this to prevent it being allocated to their Committee.

Questions received by the CSC and referred to the General Service Board will be recorded on the Conference matrix. Progress made on each question throughout the year will be updated on the matrix and in turn fed back to the CSC and the questioner.

The Terms of Reference are reviewed annually and circulated each year.