



## PRE CONFERENCE SHARING SESSION

**April 12, 2015  
East Earl, PA**

### AGENDA:

#### MORNING SESSION

|             |                          |   |
|-------------|--------------------------|---|
| 9:00        | Opening                  | Area Chairperson<br>Melanie S, OAL                        |
| 9:15        | Sharing Session Overview | Workshop Facilitator<br>Panel 61 Past Delegate<br>Hugh H. |
| 9:30-10:30  | Committee Meetings       | <i>Committee members only</i>                             |
| 10:30-10:35 | Break                    |   |
| 10:35-11:35 | Committee Meetings       | <i>Committee members only</i>                             |
| 11:35-11:55 | Reports Back Preparation | Committee Chairpersons,<br>Advisors and Secretaries       |
| 12:00-1:00  | LUNCH                    |   |

#### AFTERNOON SESSION

|           |                                     |                        |
|-----------|-------------------------------------|------------------------|
| 1:00-2:30 | Reports Back, Discussion and Voting | Facilitator            |
| 2:30-2:35 | BREAK                               |                        |
| 2:35-3:55 | Reports Back, Discussion and Voting | Facilitator            |
| 3:55-4:00 | Closing                             | Area Delegate<br>Pat F |

## PRE-CONFERENCE SHARING SESSION ROLES

### Committee Advisor

- Is recruited by the Delegate
- Is a person mindful of the topic to be discussed and the process under which the Conference and the Pre-Conference Sharing Session operates.
- Provides guidance and, if possible, information to the committee
- Assure that all aspects of the selected issues are covered, both pro and con
- Avoids arguing an issue during committee deliberations, but should not hesitate to add applicable information to aid the committee
- Has no vote during committee deliberations but may join in debate and vote on the issues during the “report and floor sharing” portion of the Workshop
- **Recruits the Secretary** (who does not serve as a committee member)
- Provides the secretary with a copy of the agenda items to be discussed

### Committee Secretary

- **Is recruited by the Advisor**
- Takes cohesive notes of the committee’s deliberations
- Works together with the Committee Chairperson and Advisor, to draft the committee’s report
- Has no vote during committee deliberations but may, during the afternoon session, join in debate and vote on the issues.

### Note to Secretaries:

Committee Reports should run no longer than **five minutes** and should reflect the informed conscience of the committee. It is suggested that the report not be a “he said – she said”, but rather a “we recommend”.

## The Committees

**Each** committee has 10 voting members, *including the chairperson*. It should consist of the DCMs serving on the Area Subcommittee, plus ADCMs, GSRs and members currently in service in Eastern PA.. The Committee Chairperson recruits the additional members. In summary, the Committee composition is:

- **10 voting members**
- **One non-voting advisor (recruited by Delegate)**
- **One non-voting secretary (recruited by Advisor)**

## Notes to Committee Members:

Committee members are reminded that these agenda items have been widely distributed. The purpose of the workshop is to form the conscience of Eastern Pennsylvania so as to better prepare the Delegate for the General Service Conference. Therefore, it is entirely appropriate to discuss your agenda items with others so that you might be better prepared to participate in your committees' deliberations.

- *The copy of your committee agenda items and background materials given to you by the Committee Chairperson is the only copy you will receive. Do not lose it. Please bring it with you to the Pre-Conference Sharing Session.*

## Committee Chairperson

- Is responsible for ensuring that each committee has 10 voting members. (It should consist of the DCMs serving on the Area Subcommittee, plus ADCMs, GSRs and members currently in service in Eastern PA.. The Committee Chairperson recruits the additional members.)
- After the March Area meeting, the committee chairperson distributes a copy of the agenda items to each committee member **as soon as the Chairperson is confident the member will attend the workshop.** (This will allow the committee members time to study the agenda items, seek additional information if possible, and be prepared to discuss the agenda items fully during the committee meetings at the Pre-Conference Sharing Session.)
- Opens the meeting and describes the intent of the meeting
- Introduces the Advisor and the Secretary and explains their functions
- Reviews the Conference items to be discussed and leads the discussion
- Insures that all aspects, pro and con, of each issue are discussed. The Advisor will help here.

### **Committee Chairperson (continued)**

- Works together with the Advisor and the Secretary, at the conclusion of the second session, to write the Committee's report. The Committee Chairperson reads this report in the afternoon session, which provides the basis for floor comments.
- Is prepared to answer questions concerning the deliberations that led to the Committee's recommendations. (The Committee Chair may ask other Committee Members to reply to questions if the Committee Chair feels it is appropriate to do so.)

### **Notes to Committee Chairpersons:**

Please recruit ADCMs who do not represent the same district as DCMs on the Committee. This way, a district may be represented on two committees, which will broaden the experience they take back to their district.

Committee Chairpersons are reminded that most of the Conference items to be discussed require a "yea" or "nay" recommendation based on the Committee's deliberations. Each recommendation will be discussed during the afternoon sessions. At the close of discussions, the Pre-Conference Sharing Session Facilitator will call for a vote on the issue following the normal Conference voting procedure.

### **A Final Note**

Please enjoy the Pre-Conference Sharing Session experience. We are many and varied in Area 59, Eastern PA, but together, we assure that the fellowship of A.A. will continue to serve the needs of alcoholics worldwide.