

## Tejas Bluebonnet Region Convention Advisory Committee (CAC) Guidelines

The purpose of this committee is to make an efficient transition from one convention to the next, to support and advise the hosting zone, and to lend their experience, strength, and hope of the committee to the hosting zone.

This document shall never be in conflict or competition with the Traditions, Concepts of Service, or Spiritual Principles.

This committee is directly accountable to the Tejas Bluebonnet Regional Service Committee and the members of that region.

### **1. Qualifications:**

- a. Any member living in the geographical boundaries of the Tejas Bluebonnet Region, that possess knowledge of the specific tasks outlined in the advisory committee guidelines. Members will advise, support, and aid in any and all functions of the committee.
- b. You must have seven (7) years clean.
- c. The ideal candidate should demonstrate and exhibit the 12 Steps, 12 Traditions, Concepts of Service, and Spiritual Principles in their life. (4<sup>th</sup> Concept)
- d. Experience in any of the following:
  - I. Hotel industry experience. (Management, Event Planning, Reservations, etc.)
  - II. Regional or area convention executive committee experience. (Facilitator, Co-Facilitator, Treasurer and Recorder.)
  - III. Entertainment industry experience. (Booking Agent, Producer, Talent Buyer, etc.)
  - IV. Hospitality industry experience. (Hotel, Catering, Travel Agent, Convention Center, etc.)
  - V. Legal experience. (Attorney, Paralegal, Contract Negotiator, etc.)
- e. You must have the time and resources to be able to fulfill the commitment. Five (5) years.

### **2. Committee Structure:**

- a. The committee consists of five (5) elected members chosen by the region plus the future and past TBRCNA facilitators.
- b. Each elected member serves a five (5) year term.
- c. The elected member in their fifth (5<sup>th</sup>) year will rotate out the end of their term.
- d. One (1) new elected member will be chosen at the August RSC.

**Tejas Bluebonnet Region**  
**Convention Advisory Committee (CAC) Guidelines**

- e. The member in their fifth (5<sup>th</sup>) year of their commitment will be the facilitator of the advisory committee.
- f. The facilitator of the CAC will be a member of the administrative committee of the Tejas Bluebonnet Regional service committee. (TBRSC)
- g. A previous member will not be eligible to be re-elected to the CAC for a five (5) year period following the end of their term.

**3. Facilitator Responsibilities:**

- a. To facilitate the CAC committee.
- b. The facilitator must attend the RSC.
  - I. If the facilitator is not able to attend, one (1) of the other four (4) members of the CAC will attend in the facilitators' absence.
- c. The facilitator must provide the RSC with a detailed quarterly report, to include contracts, bids and meetings.
- d. The facilitator is responsible for the archives of the CAC/TBRCC.
  - I. They must provide a copy of all such archives to the TBRSC recorder.

**4. Committee Responsibilities:**

- a. To support and advise the hosting zone.
- b. To lend their experience, strength, and hope of the committee to the hosting zone.
- c. To hold two (2) meetings per year minimum, one being the TBRCC Budget meeting. When possible electronic, conference calls or web conferences are acceptable to keep open lines of communication between the RSC and TBRCC.
- d. To advise on all hotel/facility contracts.
  - I. All hotel/facility contracts must be signed by one of the signers on the articles of incorporation.
  - II. Four (4) years prior to the date of the convention, research should begin to find a location, following the TBRSC policy rotation found in that document.
  - III. All hotel/facility locations and contracts must be established two (2) years prior to the date of the convention.
  - IV. All other contracts must be reviewed by the CAC.
- e. To advise and help develop the TBRCC budget and attend the TBRCC budget meeting.
- f. To advise on all merchandise, merchandise designs, and all merchandise contracts.
- g. To advise on all entertainment contracts.

**Tejas Bluebonnet Region**  
**Convention Advisory Committee (CAC) Guidelines**

- h. To advise on all content of arts and graphics.
- i. To advise on registration procedures.
- j. To advise on all aspects of hospitality.
- k. To advise on public relations opportunities.
- l. If any zones convention committees' administrative body or sub-committee facilitators' positions are not filled, the CAC will be available to support those positions.
- m. In the event that either the facilitator or co-facilitator steps down or is removed from their position, the past TBRCNA facilitator will automatically step into the co-facilitator position.
- n. If for any reason the past TBRCNA facilitator is not available to step into the co-facilitator position, the facilitator of the CAC will automatically fill the position.
- o. No member of the TBRSC will be a member of the CAC; this includes the signers of the Articles of Incorporation.
- p. This committee will advise on the TBRCNA budget and attend the TBRC budget meeting.

**5. Zones**

- a. There are five (5) zones comprised of all the areas.
  - I. Zone 1, Tri-County, Southeast.
  - II. Zone 2, Houston, Northside
  - III. Zone 3, Coastal Bend and Rio Grande Valley.
  - IV. Zone 4, Esperanza and Hill Country.
  - V. Zone 5, Central Texas and Brazos Valley.
- b. Each zone must show willingness at the August RSC four (4) years prior to the year of the convention. The zones will have a fixed rotation with a right of refusal. If the hosting zone is not willing or is unable to host the convention, then the convention will fall to the next zone in the rotation.

Tejas Bluebonnet Region  
Convention Advisory Committee (CAC) Guidelines

advise

Main Entry:

**ad·vise**

Pronunciation:

\əd-'vīz\

Function:

*verb*

Inflected Form(s):

**ad·vised; ad·vis·ing**

Etymology:

Middle English, to look at, consider, advise, from Anglo-French *aviser*, from *avis*

Date:

14th century

*transitive verb* 1 **a:** to give advice to : **COUNSEL** <advise her to try a drier climate> **b:** **CAUTION**, **WARN** <advise them of the consequences> **c:** **RECOMMEND** <advise prudence> 2: to give information or notice to : **INFORM** <advise them of their

Tejas Bluebonnet Region  
Convention Advisory Committee (CAC) Guidelines

rights>*intransitive verb* 1: to give advice <advise on legal  
matters> 2: to take counsel : **CONSULT** <advise with friends>