

# **NORTH FLORIDA AREA AL-ANON CONVENTION HOST COMMITTEE GUIDELINES**

Although the North Florida Area has decided that the primary purpose of the Convention is fun, fellowship, and sharing, the Convention may also be a source of income for the North Florida Area.

The following guidelines are based on the experience, strength and hope of those who have been there and done that, they are not intended to limit the Convention Committee's creativity or their uniqueness. We would encourage you to have a group conscience and trust you will act in the best interests of Al-Anon as a whole in resolving any conflicts or determining whether an idea is a good one or not.

## **PURPOSE:**

The purpose of these guidelines is to assist the North Florida Area Convention Committee in Planning the Area Convention. We should always be mindful of Al-Anon's Twelve Traditions while coordinating all activities relative to our conventions. As reminded by Concept Four – "Participation is the Key to Harmony." While the hosting District is responsible for hosting the convention, each Convention Committee may utilize people from throughout the Area to plan and put on the convention.

## **AREA CONVENTION LIAISON:**

The Area Secretary shall serve as the Convention Liaison and as such will maintain a succession record of Convention Chairpersons, locations, room nights, and attendance at both the Convention and Banquet.

## **CONVENTION NOTEBOOK:**

Each Convention Committee will establish and maintain a Convention Notebook which will include as a minimum: meeting minutes for the Convention Committee and all sub-committees, hotel and entertainment contracts, a record of budgeted and actual expenditures, a complete list of all speakers, and a program. This notebook will be passed to the next two convention committees and then given to the Area Archives.

## **CONVENTION LOCATION:**

Convention Location shall be any city in the North Florida Area at the discretion of the current Convention Committee.

## **CONVENTION EXPENSES:**

The current Convention Committee and the Convention Committees for the following two years can request "seed money" at the start-up of their committee. This money is to enable the Host Committee to pay early expenses such as supplies needed by the subcommittee chairpersons and any necessary deposits for the convention facility. For additional money necessary prior to receipt of registrations, the Committee may have fundraisers, such as special raffles, garage sales, etc. Groups and Districts may contribute directly to the Convention Committee. The Convention Committee will pay for the Chairperson and any workers necessary to attend any North Florida Area World Service Committee meetings and Assemblies as required by the North Florida Area or the Convention Committee. It is suggested that the current year convention pays for the current year AWSC Meetings (2) and NF Assemblies (2) and next year's convention pay for Fall Assembly.

## **SELECTION OF CONVENTION LOCATION:**

### **1. Who is eligible to host a convention?**

Any District in North Florida may request to host the North Florida Area Convention.

### **2. Making the "Request"**

The District Representative of the interested district presents a request through the North Florida Area World Service Committee that a motion be brought to the North Florida Area Assembly for approval to host the North Florida Area Convention a minimum of two years prior to the date being requested.

### **ELECTION OF COMMITTEE CHAIRPERSONS:**

The Convention Committee should be activated at least two years in advance of the Convention. At the discretion of the host District, the Convention Committee Chairperson may be elected by the Group Representatives at a District Meeting or Appointed. The Convention Committee then becomes responsible to the Area and has no responsibility to report to the District. The Convention Committee Chairperson then calls the first meeting of the Convention Committee. He/she announces the date, time, place and purpose of the meeting among the groups of the district. Anyone interested in serving as an officer or chairperson is asked to attend the meeting. A Convention Committee Co-Chair and Co-Chairs for each subcommittee is recommended.

**The Convention Committee may be composed of the following with subcommittees added or combined at the discretion of the Chairperson.**

1. Chairperson
2. Co-Chairperson
3. AA Liaison
4. Alateen Chairperson
5. Banquet Chairperson
6. Boutique Chairperson
7. Decorations Chairperson
8. Hospitality Chairperson
9. Hotel Liaison
10. Information/First Aid Chairperson
11. Literature Chairperson
12. Program Chairperson
13. Publicity Chairperson
14. Raffle Chairperson
15. Registrations Chairperson
16. Secretary
17. Security/Sergeant at Arms
18. Treasurer

### **RESPONSIBILITIES OF HOST COMMITTEE CHAIRPERSONS**

#### **Duties of Various Chairpersons**

All Chairpersons are responsible for providing estimated budgets to the Treasurer and keeping financial records per the Treasurer's request. All Chairpersons are responsible for writing-up a final or closing report in which they will pass along helpful information to their counter-part for the following convention. Final or closing reports will be submitted to the Convention Secretary within two weeks of the Convention with a copy kept and given to your counterpart at the turnover. Each Chairperson is encouraged to have a committee of at least six people and to have regular communication and meetings with their committee members. Each Chairperson is then responsible to report back to the Convention Chairperson and attend all Convention Meetings possible.

#### **Chairperson**

1. Distributes copy of convention guidelines and to all members of the Convention Committee and reviews specific duties of each member/chairperson.
2. Arranges and chairs meetings of Convention Committee.
3. Decides on theme and date. Please keep in mind sensitive religious dates.

**NOTE: The theme, date and location will not be announced until Sunday morning of the prior convention and no registrations will be sold prior to Sunday morning of the prior convention.**

4. Coordinates Convention Committee attendance at turnover of prior Convention Committee.
5. Along with the hotel liaison, selects the convention meeting facility. Contacting the local Convention and Visitors Bureau may be helpful. See the attached meeting specifications. They may prove helpful in soliciting bids. May use a steering committee or any group of Convention Committee members to help in the selection. Before selection is made, to assist in planning, the chairperson should consult with prior Convention Chairpersons and/or Convention Liaison for information regarding negotiations, meeting rooms (including Alateen room), hospitality room costs, number of rooms used and average attendance of previous three conventions, etc...
6. Signs contract with the Convention facility.
7. Works with Program Chairperson from the initial stages to ensure smooth scheduling for events and meetings.
8. May appoint a "Voice" for the Convention or may choose to act as "Master of Ceremonies".
9. Selects chairperson for speaker meetings (may be speaker's host) and develops folder with outline and other information which the Meeting Chairperson might need to know or read, e.g.:
  - NOTE:** If there is a "Voice", some of the following responsibilities might be performed by the Voice
  - a. START meeting promptly on time
  - b. OPEN meeting as determined by Convention Committee
  - c. Read the ANONYMITY STATEMENT
  - d. In keeping with Tradition Eleven, no video cameras or audiotape recordings will be permitted.
  - e. WELCOME and ANNOUNCEMENTS (price of tapes, badges must be worn, etc.)
  - f. STEPS & TRADITIONS as determined by Convention Committee
  - g. INTRODUCE speaker
  - h. PRESENT GIFT to speaker after talk
  - i. CLOSE as decided by the Convention Committee
  - j. Announcement of time of next meeting/activity.
10. Selects person to give invocation if having a banquet.
11. Determines which committee chairs need to stay at the facility and for how long. Asks for group conscience to determine what committee chair expenses will be covered by the committee (i.e. registration, banquet, room).
12. Directs activities and solves any problems during the Convention.
13. Arranges Wrap-up meeting and receives final written reports from all Chairpersons. Ensures these reports are given to the Secretary and included in the Convention notebook.
14. Arranges Convention Committee Chairperson's Breakfast for Sunday Morning during the Convention (current Convention Committee absorbs this expense). Current year's Chairperson is responsible for inviting all prior Chairpersons and the two upcoming chairpersons. There are no guests.
15. Attends Area World Service Committee and Assemblies from the time they are elected or appointed at Convention expense. Makes verbal and written reports to the Area beginning with the first Area World Service Committee or Assembly following the prior convention and ending with the Spring Assembly following the Convention. A list is included with this package showing the required information necessary for that report. (Attachment 15 a) Does not report to the District. After the prior convention, may attend or send committee members to district meetings to promote the convention and solicit volunteers at the discretion of the District Representative by requesting time on the district agenda.
16. Arranges and chairs turnover meeting with next Convention Committee within 30 – 45 days following the convention at a location in the current host district. The current convention covers this expense.

### **Co-Chairperson**

1. Works closely with the Chairperson. In the event the chairperson is unable to complete his/her term, the co-chairperson will complete the term as chairperson.
2. Works with the program chairperson to establish number of speakers and times.
3. Establishes committee to listen to speaker tapes and visit speaker meetings to facilitate selection of speakers. Tapers often donate tapes for this purpose. These tapes can then be used as raffle items. It may be deemed prudent to request an equal number of tapes from each taper bidding the convention in order to avoid a conflict when reviewing bids.
4. Selects all speakers (AI-Anon, AA, and Alateen) and makes all arrangements for them to attend the convention (i.e. transportation etc.) Guidelines for selecting speakers:

- a. All speakers should be active Al-Anon, AA or Alateen members.
  - b. Attention should be paid to variety in speakers' age, sex, status (e.g., parent, spouse, divorced, child, etc.)
  - c. Review past speaker lists and do not repeat speakers who have spoken in last five years at our convention. Speakers should not have spoken at other meetings, roundups, etc in North Florida within the past twelve months prior to selection. If possible, select speakers from multiple areas.
5. Contacts speakers by phone, stating all information known regarding the Convention and obtaining a commitment from them as soon as possible. Follows up phone conversation with a letter, giving them speaker chairperson's name, address, e-mail, and telephone number.
  6. Informs them that the Convention will pay for their travel (airplane or if driving to the convention, mileage at the current IRS rate not to exceed the cost of an airplane ticket), hotel room, meals, and registration. For the Alateen speaker, meals and registration expense of a sponsor of the same sex or a parent will be covered. Inform speakers of arrangements and the procedures for reimbursement of expenses. NOTE that the convention pays for coach only, not first class. Ask for group conscience to determine whether or not the Convention Committee will pay expenses for each speaker to bring a guest.
  7. Provide the Program Chair and Secretary a list of Speakers and their addresses, telephone numbers and e-mail addresses.
  8. Gives names of speakers and their guest(s) to the Registration Chairperson to pre-register them.
  9. Ensures speakers and their guest's needs are met during their visit here (i.e. only eat alone if they insist (but don't smother them), transportation from airport, etc.) May enlist volunteers to Host the speakers. If so, develops list of host responsibilities and ensures they understand them (e.g. sends thank you notes, welcome fruit baskets).
  10. Decides on thank you gift for speakers.
  11. Selects taper (takes bids and signs contract) and coordinates tapers and audiovisual during convention working with the Hotel Liaison. The taper will be offered one of the following choices:
    - a. Sell tapes from the current convention speakers and have expenses paid for sleeping room, registration and secured room for equipment or
    - b. Sell their library tapes of AA, Al-Anon, and Alateen speakers in addition to current convention speakers, with no expenses paid by the convention.

### **AA Liaison**

1. Responsible for all phases of AA's participation in the convention.
2. Determines workshop topics for AA Meetings and gets chairpersons to cover.
3. Is responsible for chairing or obtaining a chairperson for AA Speaker Meeting.
4. Works closely with other chairpersons such as Program, Speaker, Hospitality, Registration, etc., to coordinate AA's participations.
5. Strives to help get the word out and ensure maximum possible AA attendance and participation.

### **Alateen Chairperson**

1. The Alateen Chairperson should be an Alateen sponsor.
2. Ensures that the Alateen program as well as all teens and sponsors comply with the North Florida Area Minimum Alateen Safety and Behavioral Requirements for Alateen participation in accordance with the minimum requirements of the Al-Anon Family Group Headquarters, Inc.
3. Responsible for all phases of the Alateen participation in the convention.
4. Determines Alateen program and special events.
5. Responsible for dispensing proper documents, guidelines, permission slips, etc., necessary for Alateens to attend.
6. Works closely with other chairpersons such as Registration, Speaker, Hotel, and Program to coordinate Alateen activities with those of other Al-Anons.

### **Banquet Chairperson**

1. Works with our Hotel Liaison and the hotel to determine banquet menu, remembering special dietary needs.
2. Determines seating arrangements.
3. Works with Registration Chairperson and Program Chairperson to coordinate activities and information.
4. Arranges for "head table" seating for speaker and others.
5. Is responsible for banquet tickets and works with Registration Chairperson to distribute same.

6. Supervises selling of additional tickets at the Convention, if the facility can accommodate.
7. Arranges for Saturday night entertainment after the Banquet and Speakers coordinating subcontractor thru Hotel Liaison.
8. Arranges ice cream social and other entertainment as decided upon by Convention Committee including Friday night skit.

#### **Boutique Chairperson**

1. Solicits hand-made items from membership.
2. Collects and stores Boutique items.
3. Prices items and arranges attractive layout of items.
4. Provides membership with guidelines as to what are acceptable items and what are not in keeping with the guidelines provided in the 2002-2004 Service Manual, pages 75 and 76.
5. Prepares to operate Boutique during convention by providing cash box, change, record book, calculator, sacks, and/or packing materials.
6. Provides adequate number of people to man Boutique.
7. Keeps financial records.

#### **Decorations Chairperson**

1. Banquet centerpieces.
2. Registration tables.
3. Other decorations as desired.
4. Makes arrangements for hanging of banner at Convention.
5. Ensure signage is adequate and appropriate to direct participants to meetings, hospitality, boutique, and raffle areas.
6. Provides a container in which people can deposit evaluation forms.
7. May assist both Raffle and Boutique with decorations if requested from those chairpersons.

#### **Hospitality Chairperson**

1. Plans types and amounts of food and beverages to be offered.
2. Selects committee to assist him/her.
3. Solicits donations from groups and districts.
4. Makes and distributes publicity posters to various groups while soliciting their help.
5. Purchases, prepares, and presents food and beverage with the help of his/her committee.
6. Is responsible for getting enough volunteers to man the Hospitality Room.
7. Determines method and executes plan to make everyone feel welcomed, hugged, and/or greeted.
8. Arranges clean up during and after the convention.

#### **Hotel Liaison**

1. Secures a letter of confirmation from the representative of the meeting facility being considered, quoting dates, agreements reached for meeting rooms, hospitality room, guest rooms, banquet, prices for coffee, parking, etc... Serves as the designated contact with the facility until the convention closes.
2. Works out conditions of the contract with the hotel.
3. Acquaints himself/herself with hotel rules and regulations.
4. Arranges for a speaker's podium or platform, if desired, tables and chairs for speaker's platform, and a public address system.
5. Is available to committee during the convention to assist in any way he/she can.
6. Coordinates all contact with the hotel both before and during the Convention including banquet and audiovisual contracts, working with the Sergeant at Arms/Security Chairperson during the Convention.
7. Works with the Convention Chair and Treasurer to ensure correct billing, etc...
8. Coordinates contracts with any subcontractors and ensures they comply with the hotels requirements.
9. Sends thank you notes to the hotel staff.

#### **Information/First Aid Chairperson**

1. Is responsible for establishing a Message Center and Lost and Found Center.

2. Obtains information from meeting facility management/representative regarding medical services, First Aid Room, First Aid Kit, list of doctors and dentists, use of wheelchair, etc...
3. Is prepared to inform those attending convention about general layout of hotel, our meeting rooms, hospitality rooms, rest rooms etc.
4. Is prepared to dispense general information about the area and current events. Should know locations of hospitals, restaurants, etc.
5. Prepares a list of eating establishments in the immediate vicinity with directions for inclusion in the registration packets.
6. If there are other events in town at the time of our Convention, tell our members so they can avoid or plan to attend.
7. Has general knowledge of special needs that may be met by the hotel such as wheelchairs, etc.

### **Literature Chairperson**

1. Ensures there is adequate CAL for display and to sell.
2. Displays CAL and arranges for the sale of books and pamphlets including manning the literature sales table.
3. Prepares for and executes any CAL raffles where tickets are separate from the general raffle.
4. Keeps financial records of expenses and receipts to present to the Treasurer.

### **Program Chairperson**

1. Plans Al-Anon meetings and workshops.
2. Works with Convention Chairperson and Hotel Liaison to assign rooms for all meetings and workshops.
3. Works closely with Alateen and AA Chairpersons to coordinate meeting schedules.
4. Arranges times and topics for workshops, panels, and speakers.
5. Arranges printing of the program.
6. Arranges to delegate workshop topics to various districts through the District Representatives and follow-up to see that the workshops are being covered. Provides opening, closing and other required information to workshop facilitators.

### **Publicity Chairperson**

1. Ensures high visibility for all aspects of the convention. (i.e. skits at Assemblies and AWSC)
2. Prepares fliers, bookmarks etc. to distribute at every available opportunity (i.e. Assemblies, AWSC, district meetings at the discretion of the District Representative) to encourage maximum participation/attendance.
3. May obtain mailing/registration lists from previous convention committee and mail registration forms.
4. Sends dates, location, and contact name to Area Newsletter and *The Forum* (at least four months notice).
5. Encourages early registration through any means he/she can come up with.
6. Cooperates with Public Information Coordinator to get information to hospitals, treatment centers, etc.
7. Coordinates the purchase and sale of items such as T-Shirts, Mugs, Bags etc... and maintains financial records.
8. Coordinates other fund raising as decided by the Convention Committee.

### **Raffle Chairperson**

1. Responsible for soliciting, collecting and storing items to be raffled.
2. Provides membership with guidelines as to what are acceptable items and what are not in keeping with the guidelines provided in the 2002-2004 Service Manual, pages 75 and 76.
3. Displays raffle items in designated areas and holds raffle at convention using efficient system of dispensing prizes.
4. Purchases raffle tickets in several colors.
5. Provides adequate number of people to sell tickets during convention.
6. "Costumes" ticket sellers to be highly visible.
7. Provides sellers with all necessary equipment to conduct ticket sales.
8. Works closely with Banquet and Boutique Chairperson as well as Treasurer.
9. Keeps financial records.

### **Registrations Chairperson**

1. Coordinates with Publicity Chairperson for designing registration forms.

2. Coordinates with Publicity Chairperson to ensure maximum distribution of forms and participation.
3. Rents post office box and orders return address stamp with PO Box address.
4. Encourages early registration and mans registration tables at Assemblies, prior Convention, etc...
5. Pre-registers speakers and their guests.
6. Keeps records of registration receipts for convention and banquet.
7. Prepares registration procedure and materials in prepackaged packets.
8. Provides name badges.
9. Responsible for manning registrations desks at convention.
10. Works closely with Banquet, Hotel, Alateen and AA Chairpersons as well as treasurer and secretary.
11. When accepting personal checks, makes sure to get phone number in case of problems later.

### **Secretary**

1. Takes minutes at committee meetings and provides copies of same to other committee members.
2. Sends notices of meetings if necessary.
3. Keeps archives notebook containing all information pertinent for convention.
4. Is responsible for collecting archives from all committee members.
5. Handles other correspondence as circumstances warrants.
6. Keeps a current mailing/phone/e-mail list of committee members.
7. Ensures archives notebook is complete and turned over to the next convention chairperson at the turnover meeting.

### **Security/Sergeant at Arms**

1. Acquaints himself/herself with hotel rules and regulations and coordinates with hotel to make sure rooms are set up properly.
2. Selects people to help him/her throughout the convention
3. Is available to committee during the convention to assist in any way he/she can.
4. Works closely with the Hotel Liaison and provides assistance to the Treasurer as required.

### **Treasurer**

1. Responsible for all money, receipts, donations, ticket sales for Banquets, registration fees, etc.
2. Opens bank account requiring two signatures on checks, holds checkbook, secures a cash box for receipts.
3. Orders deposit stamp with account number to use on checks to be deposited.
4. Makes out all checks and has them signed, paying bills for all committees and reimbursing committee members.
5. Advise chairpersons of available balances, receipts, and expenses.
6. Keeps permanent records, entries and withdrawals, submits reports regularly. Ensures "seed" money and profit are given to the North Florida Area.
7. Assists in making a proposed budget for all committee expenses if desired.
8. Closes bank account and ensures proceeds from the convention are turned in to the North Florida Area Treasurer no later than the Spring Assembly following the convention.

## **ATTACHMENT 15 A**

### **INFORMATION NEEDED IN REPORTS TO AWSC AND ASSEMBLY**

How many attended or are registered to attend to date?

What was or is registration income to date?

What were expenses at the time of that report?

Were all committee positions filled or are they filled?

What, if any profit is being turned into the NFA from the event besides the seed money?

Always include the name of the event, place, time and dates.