

CONVENTION GUIDELINES – AREA 50

OFFICERS

Chairman
Co-Chairman
Voice
Treasurer
Secretary

COMMITTEES

Speaker
Registration
Communication Committee (Flyers/Program/Banner/Posters/Signs)
Hospitality/Refreshments
General Store
Raffle /Fund Raising (Quilt and Other Items)
Saturday Night Entertainment
Meeting Chairmen
Candle Light Service (Optional)
Workshops

NOTE: District Representative(s) of districts responsible for that year's convention, call first convention meeting. At this meeting convention officers and committee chairmen should be elected and their responsibilities identified. A convention chairman does not have to be a District Representative. Dual members are not eligible to serve as chairman of any convention committee since these offices are above group level. Convention discussion as appropriate at this time should be carried out, and the theme of convention should be set and/or discussed. The next convention meeting should be scheduled.

Try to get groups involved and inform Alateens that they can serve on committees.

RESPONSIBILITIES

CHAIRMAN

- Serves as member of the Membership Outreach Committee at Area World Service Committee meetings from May of the prior year of the convention to May of the following year - any expenses accrued are paid from Convention Funds.
- Establish Convention dates not to conflict with Delegates Get Together meeting.
- Coordinates the work of committees. Assist on Program Committee.
- Call meetings of the convention committees.
- Ask the Literature coordinator, and any other coordinators who wish to, to set up a display at the Convention.
- With the aid of the Co-Chairman become familiar with convention contract in place for that year's convention.
 - Item within the contract with the hotel contain the following stipulations:
Some examples could be:
 - a) The room rate will be ____ per day.
 - b) Coffee will be available at ____ per gallon.
 - c) All coffee to signed for by _____ or _____.
 - d) The _____ room (to be used as the Hospitality Room) will be reserves at ____per day.
 - e) All sections of the main area which will be used for the meetings, speakers will be reserved from ____ to ____ with a setup fee of _____.
 - f) Use of the statement: Contract Binding Upon Their Successors can forgo problems if changes in facility management and/or ownership occur.
 - g) The policy for bringing in of outside refreshments and making our own coffee should be established.
 - h) Place the original copy of the signed contract in a safe place using copies for distribution.
- Make periodic and final report to the World Service Committee and Area Assembly.
- Attend meeting of World Service Committee.
- Secure person to tape meetings (Convention pays for Registration for taper - **nothing else**).

CHAIRMAN RESPONSIBILITIES CONTINUED

- Taper is normally booked over one year in advance.
- With the aid of the Co-Chairman and others select a quilt design if one is to be made.
- Oversee making of the quilt to ensure a timely completion.
- Check public address system to insure adequacy.
- Open convention Thursday night with welcome, introduce convention committee. Turn meeting over to the Voice.
- Have copy of anonymity clause available to be read at meetings.
- Close convention on Sunday morning. Give final registration count either Saturday night or Sunday morning. Recognize Area Officers/Saturday night prior to meeting.
- At Close of Convention provide book to the Archivist containing summary of that year's convention and a set of tapes.

NOTE: Chairman's expenses to be paid out of convention fund includes: All travel expenses and hotel room at convention. Plus phone calls, postage and/or incidentals if any.

CO-CHAIRMAN

- Propose that hotel room expenses only for Co-Chairman be paid for out of convention funds. (Optional for districts responsible for convention)
- In the absence of the Chairman, attends World Service Committee Meetings and Area Assemblies to give up-date on progress of convention planning.
- If available, secure from Chamber of Commerce maps of area for distribution at convention - also list of area restaurants, etc.
- Block off and reserve speakers' hotel rooms early, getting rooms close to meetings rooms. Reserve delegate's room, hospitality room, and additional rooms as necessary. Check nearby motels for special prices for overflow.
- Arrange for flowers for front of podium.
- Arrange meeting rooms for workshops or other small meetings and advise Sharing Meeting and Workshop Chairman of location.
- Assist the chairman in selection of a quilt design if one is being made.
- Supply meeting chairmen with index card (containing information as listed below) advising format to allow when chairing their meeting.
- Meeting information: Open with Serenity Prayer.
Readings (Volunteers read what has been set up for that particular meeting - Steps, Traditions, ODAT, etc. - In the event to save time suggest reading of the Steps at one session, the Traditions at another, if reading from ODAT has been read earlier in the day then read from Courage to Change or other Al-Anon CAL but not reading all at each meeting).
Introduce Speaker or whoever is to introduce Speaker. (Chairman of the meetings stays on the platform while Speaker shares)
- Thank Speaker and present Speaker with gift.
- Make final review and approval of any program, flyers, banners or signs.

SECRETARY

- Keep minutes of planning meetings.
- Send dates and locations of convention with mailing address six months prior to convention to: **FORUM, ALATEEN TALK, INSIDE AL-ANON, AREA NEWSLETTER**, and **AREA HIGHLIGHTS**. Closer to convention time notify area newspapers and radio and television stations for Public Service Announcements.
- Provide Registration Committee with out-of-town mailing list (computer/or typed list of registrations) from last two to three conventions).
- Write follow-up letter to each speaker detailing arrangements as regards to expenses, travel, weather, etc. Stay in contact prior to convention.
- Letters to speakers should include the following information.
 - Weather information for time period of convention.
 - Advise informal convention (no banquet).
 - All meetings open.
 - Sign for meals in motel restaurant or turn in tickets if meals eaten elsewhere.
 - Give time/day of first and last meetings.
 - Ask for mode of travel - request that those flying make reservations early to receive super saver rates. For those driving, \$0.20 per mile will be paid.
 - Send Notices to Alano Club and Intergroup Offices (if applicable)
 - Ask Al-Anons to deliver flyers to AA Groups

TREASURER

- Propose that hotel room expenses only for Treasurer for out of convention funds. (Optional for districts responsible for convention)
- Rent and maintain post office box for convention (Optional)
- Apply for Tax Exempt Status
- Set checking account up requiring 2 signatures, Treasurer's and another officer/committee member.
NOTE: Some banks may charge a monthly fee when two signatures are used, if this proves to be true the one or two signatures should be voted on by the Convention Committee.
- Responsible for money, receipts, registration fees, etc.
- Have change (\$1's and \$5's with special emphasis on \$1's) for registration desk each day, especially Friday.
- Collect monies from registration desk, raffle, etc. at regular intervals.
- Provide change for raffle (with special emphasis on \$1's)
- Maintain records as to where monies came from (i.e., raffle, General Store, registration)
- Pay all convention bills.
- Give (pre-registrations) to Registration Committee chairman.
- After all convention expenses are paid, make out operating statement showing income and expenses for convention. Have ready for assembly and World Service Committee meeting following convention.
- Make a bank deposit on Friday before banks close for the weekend (check on night deposit).
- Check with hotel to see if a safe is available during none banking hours.
- Check to see if hotel might have a safety deposit box that could be used

VOICE

- Propose that hotel room expenses only for Voice be paid for out of convention funds. (Optional for districts responsible for convention)
- Start meetings promptly at designated times.
- Announce sale of tapes
- Make announcements
- Anonymity clause - read at all meetings, workshops, sharing sessions, etc. Also, suggest audience keep involvement to a minimum during speaker meetings.
- Introduce meeting chairman.
- Suggest that we remain seated while speaker is speaking.

DELEGATE

- Registration, room, and meal expenses are paid for by conventions.
- Area Delegate to Chair WSO Speaker Meeting

REGISTRATION COMMITTEE

- Pre-register Delegate and Speakers (make room reservation and pay registration for Delegate and Speakers)
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- Have 3 tables set up
 - 1 for pre-registration
 - 1 for daily registration
 - 1 for Raffle (suggest that this be placed in area where registration is taking place)
- Put together registration envelopes to include: Name Tag, Program, Favor (optional)
- Keep (computer list of all registrants to include name and address (to be passed onto next convention committee).
- Obtain list of convention attendees from the past two Al-Anon/Alateen Conventions
- Responsible for keeping tables manned, setting times for volunteers (to be closed during all speaker and workshops unless those manning tables volunteer to keep them open).
- Printing name tags.
- Speaker name tags. (Co-ordinate with Speaker Chair)
- Secure ribbons for convention committee members and speakers to wear on name tags (Suggested Colors - White for Delegate; Blue for Speakers and Red for Committee Members).
- Mail fliers and copy of computer or typed list (using last 2 -3 years' registration for mailing list, checking for duplications).
- Keep volunteers apprised as regards location of workshop/hospitality/meeting rooms, time of meetings, speakers, etc.
- Have emergency number's available.
- Keep area neat and orderly.
- Arrange to have someone greet people at meeting door 30 minutes prior to each meeting. This person will also be checking to see that all who enter have badges (in other words, have registered).
- Keep tally of number of registrants - separated into a daily and pre-registered count.
- Responsible for registration money, turn over to Treasurer before it builds up.

REGISTRATION COMMITTEE CONTINUED

- Remove all monies from registration area when area is closed.
- Committee members should have a reasonable knowledge of the area to provide assistance with restaurants, shopping areas, hospitals, etc.
- Have some available for assistance of handicapped or to provide safety escort for parking area or where requested.
- Record Registration Dates For Use in Drawings
- Have PO Box number (if PO Box is used) confirmed, relay information to Communications Director
- Assemble Registration Packets
- Obtain Volunteers For Registration Desk
- Obtain Supplies
- Obtain Ribbons for Speakers, Committee Members, Delegate, District Representatives, etc
- Make sure that all registration personnel are knowledgeable of location of workshops, hospitality room, general store, and motel information
- Have emergency information available (ER, Cab, 911, etc.)
- Have name tags of different colors (for example)
 - White – Pre-registered
 - Yellow – At Door registrations
 - Blue – 1 day – Friday registrations
 - Pink – 1 day – Saturday registrations
- Report to committee at regular intervals

SPEAKER SELECTION COMMITTEE

- Consists of: Current and past delegates, Convention Chairman and Co-Chairman; and Area Alateen Coordinator.
- When considering speakers, keep in mind: the expense of speakers travel expenses, etc.
- Al-Anon speakers should be good Al-Anon members (Suggestion they have a Home Group, Sponsorship, etc.).
- Alateen speaker should be good Alateen member
- AA speaker should be good AA member (if married, preferably with Al-Anon spouse).
- Attention should be paid as to a variety of speakers and programming (i.e., ages, sex, status: parent, spouse, divorced, separated, etc.)
- Select speakers from Southeastern Region when possible.
- Contact speakers by phone. Secretary will then follow-up with letter detailing arrangements
- Speaker Reimbursement Guidelines:
 - Convention pays for Speakers' Travel, Room and Meals
- Contact and confirm speaker commitment prior to having flyers printed - keep Program Committee informed.
- Small fruit baskets or welcoming token for speaker's rooms and Delegates room.
- Have back-up speaker in case of cancellation.
- Select speaker gifts - limit \$10.00 to \$15.00 each (suggested price range).
- Assign transportation to and from airport.
- Assign host/hostess for speakers. Instruct hosts of their responsibility
- Assign host/hostess for meals with speakers - check with meeting chairmen to keep down confusion.
- Send thank you notes to speakers
- Have pitcher of water, glass, and gift on podium.

SPEAKER SELECTION COMMITTEE CONTINUED

- Periodically contact speakers with convention updates
- Co-ordinate all meeting room requirements with meeting co-ordinator (**Consideration - provide a separate room for AA's to meet so as their meetings do not conflict with any other events of the convention**).
- Co-ordinate with hospitality committee for speakers gifts
- Arrange transportation for speakers
- Confirm speakers commitments and inform Communication Director prior to publishing flyers

COMMUNICATIONS COMMITTEE - FLYERS/PROGRAM/BANNERS/SIGNS

Provide all programs/ flyers/Banners/Signs to the Co-Chairman for final review and approval.

Flyers:

Order approximately 2,000 flyers to have ready by the October Assembly for distribution to District Representatives and/or Group Representatives. Flyers to include the following:

- Theme
- Dates
- Speakers.

- Alateen Statement: Check with Area Alateen Coordinator
- Registration Fees (as approved by Assembly - \$20.00 For entire convention; \$5.00 – Alateens; and \$8.00 a day for Day Registrations) Fees are transferrable, not refundable.

Programs

- Order approximately 1,000, list name of individual meeting chairmen and speakers (if possible).
- Take 100 or so to January World Service Committee meeting for distribution to District Representatives.

MEETING CHAIRMEN

- Should arrange to have meal with speaker of meeting she/he is chairing. - Verify with Speaker Committee so as not to duplicate.
- Preside over meeting as follows (Convention Co-Chairman to supply index card for meeting chairmen outlining procedures listed below):
 - Open with Serenity Prayer
 - Readings (volunteers to read Steps, Traditions, ODAT, - suggest read only one of the three at each meeting)
 - Introduce speaker or whomever is to introduce speaker (Meeting Chairman stays on platform while speaker shares)
 - Thank speaker
 - Present speaker with Gift
 - Have speaker and chairman come down from podium and close meeting with Lord's Prayer
- Area Delegate to Chair WSO Speaker Meeting
- Selection of a Meeting Co-Ordinator
- Select Meeting Chairman (Have a least 1 male)
- Select Readers with the suggestion that they be from the same group as the Chairman
- Rotate Readings (Try not to duplicate for all meetings)
- Have announcements at podium for chairman
- Co-ordinate with hotel on proper setup of meeting rooms, PA systems, etc.
- Co-ordinate with Hospitality Committee on availability of water for speakers
- Prepare agenda for VOICE – meeting chairs – announcements and readings
- Co-ordinate with Speakers Chair on location of speakers in hotel
- Co-ordinate with Hospitality and Communications Chairs on decorations (plants, flowers, etc.) and signage. Flags for Speakers Platform
- Have Kleenex at podium
- With Meeting Chairpersons – select readers, have alternates available.

MEETING CHAIRMEN CONTINUED

- Co-ordinate with Communication Director on display of 12 Steps, 12 Traditions, and Al-Anon Symbol
- Take headcount of meeting attendees

RAFFLE/FUND RAISING (Quilt and Other Items)

- Have raffle tickets available at October assembly for distribution to District Representatives. Display quilt that will be raffled.
- Set up manned raffle table, displaying items to be raffled.
- Actively promote sale of raffle tickets prior to and especially during convention.
- Suggest keeping funds separate from other monies such as the receipts from the General Store.
- Obtain adequate change (with special emphasis on \$1's) from Treasurer.
- Coordinate with General Store for additional items which may be used in the raffle.
- Decide on what types of fund raisers
- Select prizes for raffle
- Announce by October what all prizes will be
- Have raffle tickets available at various functions throughout district/districts
- Have raffle tickets available at registration table at various functions throughout district/districts
- Co-ordinate with meeting co-ordinators on door prizes for meetings
- Where possible have prizes available for display at area assemblies and other district/district functions

ALATEEN

- Chair Alateen speaker meeting
- Co-ordinate with Area Alateen Co-ordinator on any Area mandates
- Co-ordinate with Registration Committee on any special requirements
- Oversee Alateen Hospitality Room
- Co-ordinate with Hotel room assignments
- Encourage Alateens to prepare a skit, entertainment, etc. to present at a meeting
- Co-ordinate with other chairs to see if at least 1 Alateen can be on each committee
- Chair Alateen Meeting

HOSPITALITY/REFRESHMENTS

- Room will be for Al-Anon/Alateen/AA.
- Arrange for groups to bring finger foods (if this is in compliance with the hotel -Comply with SCDHEC regulations)
- Arrange schedule for volunteers to keep room manned
- Keep room neat
- Keep check on food
- Make sure coffee, etc., is adequate
- Determine Hours to be opened
- Make sure room capacity is large enough
- Have Door Greeters
- Acquire coffee, soft drinks, and snacks
- Co-ordinate with Alateen chair for supplying of Alateen Hospitality Room
- Arrange for water and glasses for podium and meeting rooms
- Co-ordinate with speaker committee for welcoming baskets for speakers and delegate
- Co-ordinate with meeting co-ordinator and Communication Director on decorations and signage

GENERAL STORE

- All items should be pre-priced - nothing above \$20.00.
- Items become property of Committee in regard to lowering prices if necessary.
- All items should be handmade or new.
- Table to be made available for Alateens
- Obtain adequate change from Treasurer (with special emphasis on \$1's)
- General Store to be closed during meetings and workshops

DOOR PRIZE (if scheduled)

- Coordinate with General Store for item selection
- Coordinate with Raffle Committee for additional items

SATURDAY NIGHT ENTERTAINMENT (if scheduled)

- Select entertainment to be used
- Be responsible for props and copies of material
- Arrange for practice sessions as required

CANDLELIGHT SERVICE (if scheduled)

- Select a chairman
- Provide candles and other items need for the opening
- Confer with hotel prior to scheduling to assure that this is within the fire codes

SHARING SESSION (if scheduled)

- Set up stage for people coming up to share.

WORKSHOPS (if scheduled)

- Select area or areas where workshops will be held and arrange seating if necessary
- Restore area after workshop is finished
- Have Workshop Programs coincide with Convention Theme
- Select individual(s) to conduct workshops
- Make sure that rooms are setup properly for workshops
- Have sign up sheet for attendees wishing to attend workshops
- Review number of and location in program of workshops
- Take head count of workshop attendees