

# NEW HAMPSHIRE AL-ANON/ALATEEN AREA ASSEMBLY, INC.

## CONVENTION GUIDELINES

As revised by October 16, 2010 Area 35 Assembly

### PREFACE

The guidelines printed within the *New Hampshire Al-Anon/Alateen Area Assembly, Inc. Convention Guidelines* are intended to emphasize work done within Area 35 to help our trusted servants better function within our Area. The *Al-Anon/Alateen Service Manual* and the *Al-Anon Guidelines* include more comprehensive information as well as additional duties beyond the scope of this document.

### DEFINITION

A yearly convention devoted to fellowship, sharing and personal growth sponsored by the NH Area 35 Assembly (hereafter referred to as Assembly).

### NH AREA 35 ASSEMBLY RESPONSIBILITIES

- According to the *NH Al-Anon/Alateen Area Assembly, Inc. By-Laws* (hereafter referred to as Area by-laws), approval of the following year's Area convention will occur annually at the First Spring Area Assembly. For example, the 2010 convention would be approved at the First Spring Area Assembly of 2009.
- The Assembly shall provide the seed money as approved at the First Spring Area Assembly. For example, the 2010 convention seed money would be approved at the First Spring Area Assembly of 2009.
- The Convention Coordinator shall be appointed in accordance with the Coordinator section of the Area by-laws. No person who is also a member of Alcoholics Anonymous is eligible to serve in this position.
- The Area 35 Treasurer shall release the approved seed money to the Convention Coordinator upon request.
- The Assembly shall have the initial and final word on any changes to this document.

### CONVENTION COMMITTEE PURPOSE

It is the aim of the Convention Committee to:

- Make the convention self-supporting by:
  - careful budgeting by:
    - anticipating high on expenses and low on revenue as the registration package is set,
    - setting appropriate fee for day registrations,
  - balancing receipts and expenditures,
  - making deposits as required;
- Print registration forms and announcements;
- Commit to all meal arrangements;
- Purchase literature for sale;
- Set registration fees, including consideration of nominal fee for Alateen registrations, to cover all estimated costs;
- Consider lowering registration fees if the previous convention proceeds were excessive;
- Make copies of registration form available well in advance;
- Provide advance publicity including but not limited to:
  - AA,
  - Area Information Services (AIS),
  - Area Newsletters,
  - **The FORUM**,
  - WSO and Area Websites;
- Provide the Delegate with copies of registration form for:

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- North East Regional Delegates (NERD) meeting,
- World Service Conference (WSC);
- Make this event available to as many as possible;
- Encourage all Districts to participate;
- Utilize keynote speakers from within our respective fellowships:
  - Al-Anon/Alateen featured speaker(s) from within the Al-Anon fellowship,
  - Alcoholics Anonymous featured speaker(s) from within the AA fellowship,
  - With consideration for featured speaker(s) from beyond the boundaries of Area 35, if practical.

### **CONVENTION COMMITTEE RESPONSIBILITIES**

- Select an appropriate convention site.
- Set a registration fee/package based on estimated costs. A reduced registration fee for Alateen members is suggested. Only full payment of registration shall be accepted. Registration fees shall not be refunded but may be transferred to another person for the current convention.
- Select a convention theme which appropriately reflects the Al-Anon Program.

### **DUTIES OF THE CONVENTION COMMITTEE**

#### **Coordinator**

The Convention Coordinator shall:

- Establish a committee. Any member of Al-Anon is eligible to serve as a member of this committee. This committee shall be composed of but not limited to:
  - Convention Coordinator,
  - Secretary,
  - Treasurer,
  - Entertainment Chair,
  - Hospitality Chair,
  - Literature Chair,
  - Program Chair,
  - Publicity Chair,
  - Registration Chair,
  - Travel and Hotel Liaison,
  - Ways & Means Chair,
  - Angels,
  - AA Program Chair (liaison from AA);
- Ask Area 35 AA Liaison to contact AA Function Committee Chair for an AA Program Chair to the Al-Anon Area Convention;
- Arrange and chair Convention Committee meetings;
- Oversee all operational aspects and coordinate the work of subcommittees;
- Attend AWSC and Area Assembly meetings to keep the Area informed of progress;
- Research and select a convention site with Convention Committee approval;
- Negotiate and sign contract with the convention site including but not limited to:
  - Dates,
  - Guest room rates,
  - Meals,
  - Banquet hall,
  - Meeting rooms,
  - Prices for coffee,
  - Parking,

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- Security;
- Make all meal arrangements;
- Cosign checks with the Convention Treasurer;
- Direct activities at the convention;
- Submit all money to NHWSA (Area 35) after all bills have been paid (See: *NH Area 35 Handbook and Job Descriptions* document);
- Give final report and evaluation to the first Assembly or ASWC meeting following the convention;
- Oversee exchange of surplus literature between conventions;
- Maintain and submit to the Area Archives Coordinator the following:
  - Financial records,
  - Planning records:
    - Program,
    - Registration form,
    - Timeline,
  - Reference materials,
  - Final report and evaluation.

### **Secretary**

The Secretary shall:

- Record all Convention Committee meeting minutes;
- Send said minutes to the Area 35 Secretary and Convention Committee members;
- Send thank you notes to speakers.

### **Treasurer**

The Treasurer shall:

- Be responsible for all money including but not limited to:
  - Receipts,
  - Donations to Area 35 per the Area by-laws,
  - Registration fees;
- Open bank account and maintain checkbook;
- Work with the Convention Coordinator to develop a budget for convention expenses;
- Pay approved Convention Committee expenses;
- Issue all checks and sign with cosigner;
- Regularly advise the Convention Committee of all available balances, receipts, and expenses;
- Submit a quarterly financial report to the AWSC per the Area by-laws;
- Submit a final financial report to be presented to the Area by the Convention Coordinator;
- Close all accounts and issue check to NHWSA (Area 35).

### **Entertainment Chair**

The Entertainment Chair shall:

- Arrange for Al-Anon/Alateen related entertainment options including but not limited to:
  - dance,
  - games,
  - karaoke,
  - open mic,
  - sing-a-longs,
  - skits;

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- Communicate with the Convention Coordinator regarding necessary hotel services and equipment.

### **Hospitality Chair**

The Hospitality Chair shall:

- Arrange for coffee and gathering area;
- Provide signage of open hours;
- Arrange for greeters;
- Provide a gift for each speaker;
- Provide flower/ribbon/button to identify speakers to fellowship;
- Provide information about local services (churches, shopping, emergency services, *etc.*);
- Provide and monitor a message center.

### **Literature Chair**

The Literature Chair shall:

- Receive and maintain surplus literature from prior convention;
- Order Conference Approved Literature (CAL) well in advance (2-3 months prior to convention);
- Schedule volunteers to sell literature;
- Display and arrange for sale of CAL;
- Provide signage of open hours;
- Work with Convention Treasurer to provide cash drawer;
- Transfer unsold purchased literature to Convention Coordinator;
- Return unsold consigned literature to consignor.

### **Program Chair**

The Program Chair shall:

- Compose a program of speakers, workshops, and events in accordance with the convention theme;
- Present a proposed program to the Convention Committee for approval:
  - Prepare and print the approved program for inclusion in registration packets;
- Select keynote speaker(s) with assistance from the Convention Coordinator, Area Delegate and/or Past Delegates;
- Arrange time, topics, and chairs for workshops, panel discussions and speakers encouraging all districts and Alateen to participate;
- Coordinate activities with the AA Program Chair;
- Arrange for professional recording of designated speakers:
  - Obtain a signed consent form from each designated speaker,
  - Provide space for sale of recordings;
- Ask Area officers to introduce speakers;
- Designate and provide signage for meeting rooms including but not limited to:
  - Workshops,
  - Speakers,
  - Panel discussions.

### **Publicity Chair**

The Publicity Chair shall:

- Work with Convention Treasurer;

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- Distribute advance announcements;
- Provide Area Delegate with registration forms for North East Regional Delegates (NERD) meeting and World Service Conference (WSC);
- Submit advance notification to organizations and/or service arms including but not limited to:
  - AA,
  - Alanews and other Area newsletters,
  - Area Information Services,
  - *The Forum*,
  - Websites.

### **Registration Chair**

The Registration Chair shall:

- Work with Convention Treasurer;
- Obtain post office box;
- Design registration form;
- Keep record of registrations and receipts;
- Provide meal tickets for registrants;
- Provide name tags for registrants;
- Provide facility map(s) for registrants;
- Prepare registration packets;
- Register walk-ins at convention.

### **Travel and Hotel Liaison**

The Travel and Hotel Liaison shall:

- Work with the Program Chair to:
  - Arrange for transportation, lodging, and comfort arrangements for speakers,
  - Arrange local ground transportation for speakers if needed,
  - Make arrangements for a meet and greet for keynote speakers, Convention Coordinator and Program Chair;
- Work with Convention Coordinator and Convention Treasurer to determine accuracy of final bill to ensure the master bill contains only convention arrangements.

### **Ways & Means Chair**

The Ways & Means Chair shall:

- Ask Districts to provide items for drawings (donations may come from districts, groups and/or members). [See: *NH Area 35 Handbook and Job Descriptions* document for related items under *Common Procedures: Drawings*];
- Provide for sale of small items of a keepsake nature (mugs, key chains, handmade bookcovers, *etc.*). [See: *NH Area 35 Handbook and Job Descriptions* document for related items under *Common Procedures: Drawings*];
- Schedule volunteers to staff gift shop and sell drawing tickets;
- Provide signage for open hours;
- Work with Convention Treasurer to provide cash drawer.

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### Angels

Angels shall:

- Provide support to all committees as needed. (Wings are optional!)

### PROCEEDS

- All excess funds are submitted to NHWSA (Area 35) to continue Twelfth Step Work.
- *It was voted at the October 2002 Assembly that starting with the 2003 Convention, the excess of Convention money seed – 50% (not to exceed \$1,000.00) should be sent to the World Service Office as an Area donation in the future, providing that the Area 35 total expenditures have been met for that budgeted year.*

### MAKING IT WORK

- Place principles above personalities;
- Practice the Al-Anon/Alateen program at every committee meeting;
- Presume goodwill;
- Nourish the spirit of cooperation;
- Remember there is always more than one good way to do everything;
- Use District structure to involve as many people as you can;
- Refer to *Al-Anon Guidelines* for guidance;
- Remember your Higher Power;
- Use common sense;
- Enjoy!!!