

## **Guidelines for the North Carolina / Bermuda Al-Anon / Alateen Convention (a subcommittee of the Area World Service Committee)**

### **General Information**

All Convention Committee members are to attend committee meetings or notify Convention Chairperson.

All committee members are to possess and be familiar with the "Guidelines for North Carolina / Bermuda Al-Anon / Alateen Convention" and abide by the hotel contract and rules.

The Convention is held each year in late February or early March.

Registration fees for Al-Anons / AAs are \$20. Registration fees for Alateens are \$5. On site registration fees are \$30 for Al-Anons / AAs.

All speaker and regular meetings are open.

There is no Al-Anon, Alateen or AA fundraising or selling of trinkets. Only area Al-Anon, Alateen, and AA (with Al-Anon participation) sponsored functions may display fliers at the convention.

The Convention Committee consists of the following:

- Convention Chair
- Co-Chair; acts as the Program Chair (becomes Convention Chair the following year)\*\*
- Secretary-Treasurer\*\*
- Registration Chair\*\*
- Hospitality Chair\*\*
- Alateen Coordinator
- Immediate past Convention Chair\*\*
- Area Chair

Members with \*\* have their rooms and meals for Convention Committee meetings paid by the Convention Committee. If someone not on the Convention Committee shares a room, that person pays their share of the room rent.

The Convention Chair, Alateen Coordinator, and Area Chair, as members of AWSC, have their expenses to Convention Committee meetings paid by the AWSC budget.

Members of the Convention Committee are reimbursed for tips provided to hotel staff during Convention.

### **Convention Chairperson**

- The outgoing Convention Chair passes the Convention flash drive and hard copies of all flyers, programs and financial information to the incoming Convention Chair within 1 month following the Convention.
- The incoming Convention Chair appoints the Hospitality Chair, Registration Chair, and any other members rotating off the Convention Committee, and furnishes each member a copy of the hotel contract and rules and Convention Guidelines.
- The Convention Chair attends both the AWSC meeting and area assemblies and makes periodic and final reports.
- The Convention Chair provides a registration booth at the assemblies.

- The Convention Chair calls at least two meetings of the Convention Committee during the year. Other meetings and contacts are via phone, US mail, or email at the Convention Chair's discretion. No Convention Committee meetings are held on the Friday night of the AWSC Transition Meeting.
- The Convention Chair works with the hotel on the Banquet Event Order (BEO) ensuring accurate arrangement of chairs, tables, cost and number of sleeping room nights, meeting room and hospitality suite charges, beverage charges (ex. coffee, tea, hot chocolate, and water), small meeting rooms, etc. The Convention Chair makes accommodations for smoking and non-smoking locations and is the only person that may authorize additional services or expenses that are not on the BEO. If the hotel has a marquis, the marquis states "Welcome NC / Bermuda Al-Anon Family Groups."
- The Convention Chair secures the person to tape meetings and a letter of agreement stating that sales are limited to the current convention speakers is signed. The taper's sound system is used for the public address system. The number of tables needed at the convention is confirmed.
- The Convention Chair makes reservations for speakers, tapers, and Committee members. A room for the DJ is paid for one night minimally or two if approved by the Convention Committee.
- The Convention Chair confirms the Area Literature Coordinator is displaying and selling literature at the convention. The North Carolina AA Literature Coordinator is invited to display and sell AA literature at the convention with AA members staffing the literature table.
- The Convention Chair purchases fruit baskets and gifts for speakers and offers to ship them to the speaker's home if the speaker is unable to transport them.
- The Convention Chair purchases the floral arrangement to be placed in front of podium.
- The Convention Chair recommends the preferred venues of the Site Selection Committee to the AWSC for their approval and selection of one venue.

At the Convention site:

- The Convention Chair ensures all reserved rooms for speakers, tapers, DJ Committee members are available. The fruit baskets and gifts for the speakers are placed in their room prior to their arrival.
- The Convention Chair ensures that draped tables are placed on the dais, the water stations, registration desk, literature tables, hospitality suites, breakout rooms and taper's tables. The 400 chairs are arranged theater-style in the convention hall.
- The notebook containing the opening readings, Anonymity Clause and Photo / Internet policy, and the speaker gifts are located at dais table. Fresh water is provided at each meeting.
- The Convention Chair opens the convention Friday night with welcome, introduction of speakers and Convention Committee members, reads the Anonymity Clause, Photo / Internet policy, and makes pertinent announcements (such as, CDs will be available from the taper, turn off cell phones and beepers). The closing announcements are made prior to the Sunday speaker.
- The Convention Chair provides a sign in the lobby stating the location of the convention room, hospitality suites and registration table.
- Following the convention, the Convention Chair updates the information from each committee chairperson onto the flash drive and transfers it to the Co-Chairperson / Program Chair.

**Program Chair (Co-Chair)**

- The Program Chair is an active Al-Anon member who has served on any Convention Committee or the current Speaker Selection Committee. The Program Chair / Convention

Co-Chair agrees to be the Convention Chair the following year after being Co-Chair. If the current Co-Chair is unable to move up to Convention Chair, the current Chair agrees to remain as Convention Chair. The Convention Chair presents the Program Chair candidate for approval at the AWSC meeting prior to the current convention so the incoming Program Chair / Convention Chair can take their position immediately following the current year's convention.

- The following is the timetable for the Program Chair to succeed to Convention Chair: The Program Chair (incoming Chair) attends the first AWSC meeting following Convention with the outgoing Convention Chair. The outgoing Convention Chair remains a member of the AWSC at this meeting and presents the final financial report for Convention. The incoming Chair delivers this report at Spring Assembly. At the next AWSC meeting, the incoming Convention Chair is the AWSC member.
- The Speaker Selection Committee identifies the speakers for the convention and updates the list of past speakers and meeting chairs and passes the information on to next Program Chair. See "Speaker Selection Committee." The Program Chair secures speakers by telephone and arranges the program by October 1. The convention speakers are announced at Fall Assembly.
- The Program Chair provides a follow-up phone call / letter with speakers and provides the following:
  - Program Chair name, address, and phone number.
  - Local weather information for convention dates.
  - The convention is informal (no banquet).
  - That all meetings are open.
  - That all speakers are introduced at Friday night meeting and asks that speakers attend all meetings.
  - The time of first and last meetings (to assist in travel plans).
  - Information related to travel, room and meal reimbursement. For the Alateen speaker, a sponsor of same sex or a parent is covered. Speakers may charge meals to room or provide receipts if meals are eaten elsewhere.
  - Confirmation of room type and nametag.
- Prior to printing the flyers, the Program Chair confirms with each speaker of their commitment to speak and informs those arriving by plane of the member meeting them at the airport.
- The Program Chair works with the Convention Committee to develop the agenda. The agenda contains:
  - The Friday night Al-Anon speaker, Al-Anon / AA "Friday Night Owl" meeting and Alateen meeting
  - The Saturday Al-Anon / AA "Early Riser" meetings, Saturday morning AA and Alateen speaker, Al-Anon / AA / Alateen afternoon sessions, Saturday evening speaker and Alateen sponsored dance
  - The Sunday Al-Anon / AA "Early Riser" meetings and Al-Anon speakerIf "entertainment" is scheduled, Alateens are included, if possible. The Program Chair secures Al-Anon / AA / Alateen people to chair all meetings with the exception of the "Early Riser" meetings. Every effort is made to have the chairpeople represent different areas while avoiding chairpersons who have served in previous years. See "Chairpeople for Speakers / Meetings."
- The Program Chair develops the agenda and the flyer with registration card at bottom.
- The Program Chair provides the Registration Chair with a copy of the agenda and flyer by February 1. An informational sheet with dates and location of the next convention is prepared for the Spring Assembly immediately following the convention. The Program Chair

provides 50 copies of the informational sheet to the AA Convention and an electronic copy to the Area Website Coordinator.

- The Program Chair appoints a person to coordinate the raffle. The drawing of raffle tickets occurs Friday night and before each speaker meeting Saturday. No ticket sales on Sunday. The coordinator of the raffle selects several people to sell raffle tickets. Tickets are good for entire weekend. The coordinator has \$50 in change: \$10 in quarters, two fives, and 30 singles. Conference Approved Literature and subscriptions to the area newsletter and / or The Forum are the only items that can be raffled or sold at the Convention.
- On the day of the convention, the Program Chair greets each speaker and provides their room number, introduces them to their Chairperson / host for the weekend, and ensures that they are reimbursed for expenses.
- Following the convention, The Program Chair sends thank-you notes to speakers and meeting Chairpeople and updates the speaker and meeting Chairpeople list for next Program Chair.
- The outgoing Program Chair updates all flyers, etc. in a notebook to be passed forward. The electronic versions of all documentation are forwarded to the Convention Chairperson to maintain on the flash drive.

### **Secretary / Treasurer (3-year term)**

- The outgoing Secretary / Treasurer maintains copies of all financial records, minutes, etc. in a notebook to be passed forward. Electronic versions of all documentation are forwarded to the Convention Chairperson to maintain on the flash drive.
- The Secretary / Treasurer rents and maintains the post office box and checking account for the convention. Another committee member is required on the signature card. The signature card is updated at the end of term.
- The Secretary / Treasurer keeps financial records and is responsible for all money, receipts, deposits, registration fees, etc. See Addendum D.
- The Secretary / Treasurer provides to the registration desk each day sufficient change (singles and fives). The Secretary / Treasurer collects money from registration desk on Friday and Saturday nights and puts in the lock box at hotel, if available.
- The Secretary / Treasurer provides to the Hospitality Chairperson \$50 in \$1 bills for tips for services, as needed.
- The Secretary / Treasurer pays all convention-related expenses as follows:
  - Committee member attendance at convention meetings (refer to list on page 1):
    - Gas expense (AWSC method of gas receipt)
    - Hotel room (if more than one hour from your home)
    - One meal
  - Committee member attendance at Convention (refer to list on page 1):
    - Gas expense (AWSC method of gas receipt)
    - Hotel room
    - Meals
  - Printing
  - Phone calls
  - Copy of speaker tapes
  - Postage
  - Speaker expenses
  - Speaker gifts and baskets
  - Podium flowers
  - DJ: Fee plus number of room nights at discretion of Convention Committee.
  - Al-Anon and Alateen Hospitality Suite expenses including Alateen pizza party

- Room rent for both incoming and outgoing Alateen coordinator every third year (following AWSC election year)
  - Other Convention-related expense
- After the Convention, the Secretary / Treasurer prepares a financial statement (See Addendum D) showing:
  - Beginning balance
  - Income / Contributions
  - Expenses – broken out by travel, room nights, hotel fees, etc.
  - Ending balance

This financial statement is provided to Convention Chair to present at the first AWSC meeting following Convention.
- The Secretary / Treasurer develops a proposed budget of convention expenses.
- The Secretary / Treasurer sends the date and location of convention (with Convention Chair's name and address) to:
  - *The Forum* and "Alateen Talk" by June 1
  - The North Carolina / Bermuda Area Newsletter Editor
- The Secretary / Treasurer takes minutes of all meetings of the Convention Committee and distribute the minutes to committee members.
- The Secretary / Treasurer updates the list of all committee member names, addresses, phone numbers, and email addresses.
- The Secretary / Treasurer passes the books to incoming Convention Chair for audit no later than July 1.

### **Hospitality Chair**

- The outgoing Hospitality Chair passes the Hospitality notebook to the incoming Hospitality Chair.
- The Al-Anon Hospitality Suite is open from 3:00PM – 11:00PM on Friday, 8:00AM – 11:00PM on Saturday and 8:00AM – 10:00AM on Sunday during the convention, except during speaker meetings. The Alateen Hospitality Suite is open when meetings are not being held.
- The Hospitality Chair develops a sign-up sheet to solicit money and food donations and to get volunteers to staff the Al-Anon Hospitality Suite. The sign-up sheet includes space for the name, district, and phone number of volunteers and is distributed to the District Representatives via the Area Secretary. Each district identifies a "District Liaison" to coordinate volunteers and donations from the district. The sign-up sheet is provided to the Registration Chair for members to sign up at the convention. All money donated for hospitality is to be budgeted for the Hospitality Suites. Volunteers assisting in the Alateen Hospitality Suite must be a certified Al-Anon Member Involved in Alateen Service (AMIAS) and are scheduled through the Alateen Coordinator.
- The Hospitality Chair purchases all supplies (see Addendum A) for the Hospitality Suites and ensures they remain well-stocked. All receipts are submitted to the Secretary / Treasurer for reimbursement. The Hospitality Chair provides a "communication board" of items that need replenishing during the convention and appoints a local "runner(s)" to purchase hospitality suite items that have run low. It is suggested that coffee urns are rented.
- The Hospitality Chair posts the location and times the Hospitality Suites are open at entrance to suites, at the registration desk, and on table tent cards in the suites.
- The Hospitality Chair assigns volunteers to direct members for placement of donated food / drinks items, ensure the hospitality suites are open during the scheduled times, and that all people in the suites are wearing name badges.

- The hotel provides the Hospitality Chair the name and phone number of a local doctor that is on call for the hotel and local hospital.
- The Hospitality Chair confirms with the hotel the ability for recycling, the items that can be recycled, and arranges for pick up. The recycling containers are clearly identified. Paper products are purchased accordingly.
- The outgoing Hospitality Chair maintains copies of all flyers, inventory / grocery lists, etc. in a notebook to be passed forward. The electronic versions of all documentation are forwarded to the Convention Chair to maintain on the flash drive.

### **Registration Chair**

- The Registration Chair develops the registration form and allows member to identify the name and other information (ex. home group / town) they would like on their nametag. The Alateen pre-registration deadline is two weeks prior to the convention date to allow time for the Alateen Coordinator to verify AMIIAS numbers for those responsible for the teens. There is no on-site Alateen registration unless the minor is accompanied by his or her parent. The "Alateen Medical Information and Travel Authorization Form" must accompany all Alateens.
- The Registration Chair selects members to assist with the registration desk and determines and posts the schedule. The registration desk hours:
 

Friday:	3-8:30 pm
	9:30-11 pm
Saturday:	8:30-10 am
	12:30-3 pm
	4-8 pm
	9-11 pm

The registration desk is closed during meeting hours.

- The Registration Chair prepares the nametags for pre-registered guests and makes extra blank tags for on-site registrants. The badges have "NC/Bermuda AFG Convention" and the number of the convention (Ex. 31<sup>st</sup>) as the background. The use of first name and last initial only is utilized, unless otherwise noted on registration form. The pre-registration badges and programs are filed alphabetically and ready for distribution on the first day of the convention. On site registrants complete the registration form for inclusion on future mailing lists.
- The Registration Chair maintains a mailing list of 3 years of prior registrations. The registration forms are mailed 6 weeks prior to that convention and are distributed to the District Representatives via the Area Secretary.
- The Registration Chair purchases supplies: name tags, ribbons for Committee members' name tags, pens, scissors, staples, staplers, envelopes for stuffing name tags and programs, and slips of paper for suggestion box.
- The Registration Chair is responsible for collecting and tallying registration fees and turning the money over to the Secretary / Treasurer at the end of each day.
- The Registration Chair provides a suggestion box on the registration table with paper and pencils. If Saturday afternoon session is an ask-it basket, the basket is on the registration table until it is needed for the panel discussion.
- The Registration Chair submits receipts of expenses to Secretary / Treasurer for reimbursement.
- The Registration Chair secures from the Chamber of Commerce a map of the area for distribution at the registration desk and includes a list of local restaurants, if possible.
- The outgoing Registration Chair maintains copies of all flyers, registration records, etc. in a notebook to be passed forward. The electronic versions of all documentation are forwarded to the Convention Chair to maintain on the flash drive.

### **Alateen Coordinator**

- Any person who brings an Alateen to the convention is responsible for the conduct of that Alateen and should know where the Alateen is at all times. This must be the same person who is assigned responsibility on the “Alateen Medical Information and Travel Authorization Form.”
- The Alateen Coordinator is responsible for verifying the AMIIAS number of all members (except for the Alateen’s parent) who are responsible for an Alateen.
- Alateens and sponsors are expected to attend speaker meetings.
- The Alateen Coordinator is responsible for the Alateen meetings. The Alateen meetings held Friday evening and Saturday afternoon are open to all convention attendees.
- The Alateens and sponsors have the primary responsibility for organizing and running the convention dance Saturday night. The Alateen Coordinator is the Dance Chair and is responsible for appointing Alateen members and sponsors of the dance committee.
- The Alateen Hospitality Suite is open Friday and Saturday at the discretion of the Alateen Coordinator; however, it is closed during speaker meetings. The Alateen Coordinator is responsible for adult supervision of the Alateen Hospitality Suite. There must be one Al-Anon Member Involved in Alateen Service (AMIIAS) present in the Alateen Hospitality Suite at all times.
- A picture of the Alateen Coordinator is provided to the front desk to ensure that only the Alateen Coordinator has a key to the Alateen Hospitality Suite.

### **Immediate Past Convention Chair**

- The past Convention Chair attends all Convention Committee meetings.
- The past Convention Chair is a member of the Site Selection Committee.
- The past Convention Chair reviews the financial statement of the recent Convention.

### **Area Chairperson**

- The Area Chairperson attends all Convention Committee meetings.
- The Area Chairperson executes the contract with the hotel for the convention.
- The Area Chairperson is the “steward” of the “Guidelines for North Carolina / Bermuda Al-Anon / Alateen Convention” and provides suggestions for improvement.
- The Area Chairperson is a “Greeter” at the convention and confirms name badges are worn prior to entering meetings. The Area Chairperson identifies at least 3 other members to act as Greeters.
- The Area Chairperson is on the Site Selection Committee.
- The Area Chairperson takes notes on suggestions / comments from attendees during the convention.

### **Site Selection Committee**

At the beginning of each panel, the Area World Service Committee (AWSC) Chairperson appoints a Site Selection Committee. This committee comprises the following:

- Area Chairperson
- Alternate Delegate
- Immediate past Convention Chair
- One other Al-Anon member

The Area Chairperson chairs this Site Selection Committee. The Site Selection Committee is responsible for identifying three or more acceptable venues. The Site Selection Committee reviews bids from the venues and requests formal letters quoting dates, agreements for meeting rooms, sleeping room rates, and other pertinent details. This information is presented in the form of recommended venues to the Convention Chair. See Addendum B.

### **Speaker Selection Committee**

The Speaker Selection Committee is a sub-committee of the Convention Committee and comprises the following:

- Program Chair / Convention Co-Chair
- Alateen Coordinator
- Area Delegate
- 3 Al-Anon / Alateen members appointed by the Program Chair

The Speaker Selection Committee is responsible for selecting the speakers for the convention. The Program Chair chairs the Speaker Selection Committee. CDs are provided to the Speaker Selection Committee members and include a rating form (Addendum C) for each CD. The Program Chair and Alateen Coordinator work together to identify the Alateen speaker(s). The selection of speakers is completed by September 15.

Speaker recommendations:

- All speakers should be active Al-Anon, Alateen, or AA members.
- If / when possible, pick Al-Anon speakers who are parents or spouses of alcoholics and try to get at least one speaker who lives in an active situation.
- Review past speakers to avoid repeating speakers who have spoken in the last ten years. Speakers should not have spoken at an Al-Anon or AA sponsored event in NC during the 12 months prior to selection.
- Consider the cost of speakers' travel. Buy refundable airline tickets. If the speaker drives, the cost is not to exceed the airfare.
- It is acceptable to book speakers for the convention the following year.

### **Chairpeople for Speakers / Meetings:**

The chairpeople for speakers and meetings follow this format:

- Start the meeting on time.
- Open with the Serenity Prayer.
- Read the "Welcome" and make announcements
- Pre-arrange for members to read the Twelve Steps, Twelve Traditions, and daily reading from the respective program.
- Read the suggested anonymity information from the service manual.
- Introduce the speaker / meeting topic.
- Present the gift to speaker after their talk.
- Announce the time of next meeting.
- Close with Lord's Prayer.

The chairpeople acts as the weekend host for the speaker and help the speaker and their guest, as needed, introduces them to Convention attendees, and arranges to have a meal with the speaker before the meeting to get to know him or her better. One meal for the host is reimbursed by the Convention Treasury.

### **Frequently Asked Questions**

- Can we refund money? *In case of death or serious injury only.*
- Can a registration be transferred to another person? *Yes.*
- Is full registration charged if attending only one meeting? *Yes.*
- Can we display flyers? *Only flyers pertaining to Al-Anon/Alateen and AA conventions in the service structure of the area can be displayed and no flyers will be displayed of events occurring during the Convention weekend. Approved flyers will be displayed in a corner of the hospitality suite.*

**When asked a question for which you may not have an answer, contact the Convention Chair or Co-Chair for clarification.**

Addendum A

**Hospitality Suite Checklist**

**(To Be Developed)**

### Site Selection Committee Criteria for Convention Venue

One (1) ballroom with amphitheatre / chevron seating for 500, two (2) parlors for tea/coffee (one smoking and one non-smoking if possible), one large room suitable for a dance (the dance floor can be pre-set in General Session meeting room), a location near the convention hall entrance for registration, and two (2) parlors / suites for hospitality.

- SEATING:** Amphitheater / Chevron Style / 500  
**SLEEP ROOMS:** Run of the House
- Thursday / 10; Friday / 45; Saturday / 45
    - Handicap rooms / 4
  - Reservation made by attendees and are self-pay
  - Speaker and Committee Reservations are made by the Convention Chairperson and will be put on the Convention Master Account

**FRIDAY / 12:00 Noon – 12:00 Midnight**

#### **Convention Hall:**

- Raised dais
- Skirted head table for 6 people
- 3 skirted tables for the convention tapers
- A/V: lighted podium with microphone and one floor microphone
- Water service in room

#### **Coffee / Tea Break Rooms**

- Coffee (regular & decaf) and tea service
- Rounds with chairs
- Separate smoking / non-smoking rooms if possible; if your facility is non-smoking only one coffee room will be needed

#### **Pre-Function Area / Registration / Displays**

- Four (4) 8' skirted tables (Registration) / 4 chairs / two trash cans
- Four (4) 8' skirted tables (literature display) / 2 chairs / one trash can

#### **Hospitality Suite / Two**

- Two (2) 8' skirted tables, refrigerator, and wet bar / each room
- Ten (10) chairs for extra seating / each room

#### **Two Breakout Rooms / Discussion Meetings**

- 10:00 pm – Midnight
- Chairs in a circle / 50 chairs

**Note: We will need hospitality suites Friday morning through Sunday noon.**

**SATURDAY / 7:00 AM – 12 MIDNIGHT**

**Pre-Function Area / Registration / Displays**

- Same as Friday

**Convention Hall:**

- 7:00 a.m. – 11:00 p.m.
- Same set up as Friday

**Room for Saturday Evening Dance (100 People and Disk Jockey)**

- 8:00 pm - Midnight
- Two (2) 6' skirted tables for Disk Jockey
- Rounds on either side of dance floor with chairs

**Breakout Room / Discussion Meeting**

- Time to be determined
- Chairs in a circle / 50 chairs
- Water service

**Coffee / Tea Break Rooms**

- Regular / decaf coffee and tea service
- Rounds with chairs
- Separate smoking / non-smoking area preferred

**SUNDAY / 7:00 AM – NOON**

**Registration / Display / Pre-function Area – same as previous**

**Convention Hall:**

- 7:00 am – 12:00 Noon
- Same set-up as Friday and Saturday

**Breakout Room / Discussion Meeting**

- Time to be determined
- Chairs in a circle / 50 chairs
- Water service

Addendum C

**Rating Form for Speaker Selection Committee**

**(To Be Developed)**

Addendum D

**Financial Statement Form**

**(To Be Developed)**

Financial statement to include:

- Beginning balance
- Income / Contributions
- Expenses – broken out by travel, room nights, hotel fees, etc.
- Ending balance