

NEW HAMPSHIRE AL-ANON/ALATEEN AREA 35

CONVENTION GUIDELINES

As revised by May 18, 2019 Area Assembly

PREFACE

The guidelines printed within the *New Hampshire Al-Anon/Alateen Area 35 Convention Guidelines* are intended to emphasize work done within NH 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. The *Al-Anon/Alateen Service Manual* and the *Al-Anon Guidelines* may be used to provide guidance until the Assembly amends this *New Hampshire Al-Anon/Alateen Area 35 Convention Guidelines* 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 35 Assembly Statement of Policies and Procedures* (hereafter referred to as Area Statement of Policies and Procedures), approval of a decision to hold and delegate responsibility for the Board to implement the two years hence Area convention will occur annually at the Fall Area Assembly.
- The Convention Coordinator shall be appointed in accordance with the Coordinator section of the Area Statement of Policies and Procedures. No person who is also a member of Alcoholics Anonymous is eligible to serve in this position.
- 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:

- Consult with the Board of Directors 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 after consulting with the Board of Directors;
- 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 Al-Anon Information Services (AIS),
 - Area Newsletters,
 - *The FORUM*,
 - WSO and Area Websites;
- Provide the Delegate with copies of registration form for:
 - North East Regional Delegates (NERD) meeting,
 - World Service Conference (WSC);

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- 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 NH Area 35, if practical.

CONVENTION COMMITTEE RESPONSIBILITIES

- Select an appropriate convention site for recommended consideration to the Board of Directors.
- 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

- It is suggested members serve for two years. First year to fulfill position duties, second year to serve as an angel or mentor to incoming members.

Coordinator

The Convention Coordinator shall:

- Recommend the establishment and composition of a committee to the Board of Directors for formal appointment. 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 [in accordance with the *NH Al-Anon/Alateen Area Assembly Statement of Policies and Procedures*],
 - Secretary,
 - Treasurer,
 - Entertainment Chair,
 - Hospitality Chair,
 - Literature Chair,
 - Program Chair,
 - Publicity Chair,
 - Registration Chair,
 - Speaker Chair,
 - Ways & Means Chair,
 - Angels,
 - AA Program Chair (liaison from AA);
- Ask NH Area 35 AA Liaison to contact AA Function Committee Chair for an AA Program Chair to the Al-Anon/Alateen 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 to recommend to the Board of Directors for formal approval;

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- Participate with the Chairperson of the Board of Directors in the negotiation of the contract with the convention site including but not limited to:
 - Dates,
 - Guest room rates,
 - Meals,
 - Banquet hall,
 - Meeting rooms,
 - Prices for coffee,
 - Parking,
 - Security;
- The Chairperson of the Board of Directors shall sign the contract on behalf of the Board of Directors and delegate compliance with the contract on behalf of the Board of Directors to the Convention Chairperson. In the event of a dispute, the Board will resolve any matters after hearing from all parties involved;
- Make all meal arrangements based on the negotiated contract signed by the Chairperson of the Board of Directors;
- Direct activities at the convention;
- Submit all excess funds to the Corporation together with detailed receipts for all disbursements within sixty (60) days of the conclusion of the convention if applicable (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 NH Area 35 Secretary and Convention Committee members;

Treasurer

The Treasurer shall:

- Maintain an accounting for all money including but not limited to:
 - Receipts,
 - Donations to AFG NH Inc. per the NH Area Statement of Policies and Procedures,
 - Registration fees;
- Work with the Convention Coordinator to develop a budget for convention expenses to be recommended to the Board of Directors for approval;
- Submit expenses together with receipts to the Corporate Treasurer for reimbursement;
- Monitors the financial progress in terms of the Convention budget and notifies the Convention Chairperson and Corporation Treasurer in the case of any anticipated shortfall or loss;

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- Regularly advise the Convention Committee of all available balances, receipts, and expenses;
- Submit a quarterly financial report to the Board of Directors;
- Submit a final financial report to be presented to the Area by the Convention Coordinator.

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;
- 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 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;
- Assist Speaker Chair in selecting 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;

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- Coordinate activities with the AA Program Chair;
- 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;
- 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 Al-Anon 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.

Speaker Chair

The Speaker Chair shall:

- Select keynote speaker(s) with assistance from the Program Chair, Convention Coordinator, Area Delegate and/or Past Delegates;
- Arrange for professional recording of designated speakers, if needed, contract to be signed by the Chairperson of the Board of Directors;
- Obtain a signed consent form from each designated speaker;
- Provide space for sale of recordings;
- Arrange for transportation, lodging, and comfort arrangements for speakers;
- Arrange local ground transportation for speakers if needed;
- Provide a gift for each speaker;
- Make arrangements for a meet and greet for keynote speakers, Convention Coordinator and Program Chair;

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- Ask Area officers to introduce speakers;
- Send thank you notes to speakers;
- 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) by means of personal requests, e-mails, notices, and announcements in the Al-Anon newsletter [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.

Angels

Angels shall:

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

PROCEEDS

- All excess funds are submitted to AFG NH Inc. to continue Twelfth Step Work.

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!!!