



CONVENTION COMMITTEE GUIDELINES FOR “DISCOVERY” THE SOUTHERN NEW YORK ASSEMBLY AREA CONVENTION

The Spiritual Theme of “Discovery” will be maintained.

PURPOSES:

- To share experience, strength, and hope in the spirit of fun and fellowship.
- To help foster a spirit of cooperation, participation, and unity within the Southern New York Assembly Area.
- To offer individual members the opportunity of experiencing Al-Anon/Alateen beyond the group and/or district level.

*Revised February 2010
Approved at February 6, 2010 Assembly*

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These guidelines are designed to provide a framework within which each Committee can model their Convention. Each Committee has the flexibility, as trusted servants of the Assembly they serve, that allows them to inject their own personalities and flair into the Convention.

Within these guidelines you will see responsibilities described and assigned to Committee Chairpersons. Committee Chairpersons are encouraged to read through all of the guidelines, not just those that apply to their particular Committee, as well as those that pertain to similar service positions at the Group, District, and Area levels, and to bring to the table for discussion any suggestions, ideas or questions they have regarding them.

ORGANIZING THE CONVENTION COMMITTEE

1. The Convention Committee consists of the Coordinator, Co-Coordinator, and Chairpersons of the various Convention Sub-Committees. The A.A. program person is encouraged to attend Convention Committee meetings as a non-voting member.
2. The Convention Coordinator is elected at the June Assembly for a one-year term and may be re-elected for a second one-year term. The Coordinator is elected from among current or past active Group Representatives of the Southern New York Assembly Area who, according to the SNYA Guidelines, are not also members of A.A.
3. The Coordinator and the Co-Coordinator should be:
 - An active Al-Anon member for at least 3 years.
 - Versed in the 12 Traditions and 12 Concepts.
 - Familiar with the Al-Anon and Alateen Service Manual and the Southern New York Area Guidelines.And has:
 - Served above the Group level.
 - Served on a previous Discovery Convention Committee.
4. Convention Coordinator, Co-Coordinator, and all Chairpersons of the various Sub-Committees should have attended at least one Southern New York Area Convention.
5. Sub-Committees of the Convention are:

Entertainment	Program
Food	Publicity
Hospitality	Raffle
Literature	Registration
Mailing	Treasury
Spanish Community	A.A. Program Chairperson (non-voting member)
Alateen	

Each Sub-Committee Chairperson is responsible for:

- Attending and making a report at all Convention Committee meetings.
- Performing their duties in a timely manner to the best of their abilities.
- Attending the Convention and assisting the Committee in all reasonable ways.
- Submitting a written report to the Convention Coordinator at the end of the Convention.

6. The various Sub-Committee Chairpersons are gathered by the Convention Coordinator from volunteers at the Assembly, names on the evaluation sheets from prior Conventions, and any Al-Anon person interested in serving who is not also a member of A.A.
7. Last year's Convention Committee should be invited to attend the first planning session of the new Convention Committee. All reports, recommendations and supplies will be turned over to the new committee at this time.
8. Every effort should be made to gather the various Committee Chairpersons from different geographical locations within the Assembly Area.
9. A contact should be made with Spanish Intergroup to coordinate their participation.
10. A contact should be made with A.A. to coordinate their participation. An appropriate first contact would be the SENY AA Chairperson.
11. An Alateen may participate on the committee (with a vote) as long as the following requirements are met:
 - At least one member of the committee is a certified AMIAS. The certified AMIAS is always in the presence of the Alateen.
 - SNYA Safety and Behavioral Requirements where applicable are followed.
 - When the Alateen is transported, must be driven by parent/guardian or a certified AMIAS and must have a completed permission slip.

DUTIES AND RESPONSIBILITIES

COORDINATOR

1. Attends all Convention Committee meetings. Attends the Convention and assists the Committee in all reasonable ways.
2. Makes contact with prior Convention Coordinator.
3. Becomes familiar with the “Southern New York Area Guidelines” section on Convention Coordinator.
4. Calls a meeting in September of all Committee members and has available the Southern New York Area Convention Committee Guidelines for “Discovery.” Makes the Convention committee aware of practices that have been successfully employed in the past, as outlined in the Suggested Convention Committee Service Handbook.
5. Attends all AWSC and Assembly meetings and gives Discovery progress reports.
6. Schedules, sets agendas for, attends and chairs all Convention Committee meetings.
7. Attends, to give progress reports (or sends a report to, when cannot attend) the 4 Area World Service Committee meetings and the 4 Assemblies that fall within the 12 months of their service as Area Convention Coordinator.
Ensures that all the sub committee chair people understand the need to attend scheduled committee meetings. Is responsible if necessary to replace a sub committee chairperson from their position if they are not fulfilling their duties and responsibilities.
8. Selects a Convention Co-Coordinator and Sub-Committee chair people, and includes their names in the progress report given to the Area World Service Committee Meeting.
9. With the Convention Committee, sees that a bank account is opened and a P.O. Box obtained.
10. Convention Coordinator, Treasurer, and Co-Coordinator sign bank signature cards and receive the seed money for the Convention from the Treasurer of the Southern New York Assembly Area.
11. Negotiates and signs contract for Convention location, dates and prices with hotel or other Convention location, and requests from the Southern New York Assembly Area any deposit money required for the signing of the contract. (Deposit money is to be returned to the Area Treasury no later than the registration deadline).
12. If the Convention Committee decides on audio recording of any part of the convention, then the Coordinator negotiates and signs contracts.
13. With the Convention Committee, sets the prices for weekend and meal packages and walk-in registration, and determines the Convention’s total budget and theme.

14. Sets deadlines for various committee tasks including but not limited to the following:
 - a) Registration deadlines for early-bird and regular registration;
 - b) Printing of the registration form, which must be ready for mailing prior to the March Area World Service Committee Meeting and brought to the April Assembly meeting for distribution
15. Attends the Convention. At Convention:
 - a) Confirms with on-site liaison all prior arrangements and schedule of events;
 - b) Coordinates general activities of the Convention Committee throughout the weekend;
 - c) Officially "OPENS" the Convention at the "WELCOME"; makes all necessary announcements over the Convention weekend;
 - d) Introduces Committee Chairpersons and Area Officers at the Banquet;
 - e) Closes Convention with the "Serenity Prayer" and/or the "Al-Anon/Alateen Declaration".
16. Schedules a wrap-up session for the Convention Committee for review of the Convention and its evaluation sheets, to obtain recommendations for future Conventions, and to request delivery of final Committee Chairpersons reports. This meeting is to be held prior to the September Area World Service Committee meeting so that the Convention Coordinator may make a preliminary post convention report.
17. Outgoing Coordinator, with the newly elected Coordinator, sets tentative dates and site for the next Convention (to be announced at the September Area World Service Committee).
18. Makes a final report at the October Assembly.
19. Turns over to the Southern New York Assembly Area Treasurer, as soon as possible, all monies including the seed money.
20. Attends the audit of the Convention Committee books by the AWSC Audit Committee.
21. Confirms, with the newly elected Coordinator, the site, rooms available, and dates for the next Convention. If the outgoing Convention Committee recommends that a new site be found, the issue and all information regarding the new site are to be presented to the Area World Service Committee with enough time to be voted on at the Assembly and put into effect for the following year.
22. In the event that a new site needs to be found the request needs to be submitted to the AWSC.

DUTIES AND RESPONSIBILITIES

CO-COORDINATOR

1. Attends all Convention Committee meetings. Attends the Convention and assists the Committee in all reasonable ways.
2. Makes contact with prior Convention Co-Coordinator.
3. Becomes Coordinator (pending approval by the Assembly) if the elected Coordinator is unable to complete the job.
4. Actively assists the Convention Coordinator and all Committee members in all areas.
5. Takes minutes of all Convention Committee meetings. Distributes previous meeting's minutes for review and approval at each Convention Committee meeting.
6. Conducts meetings and makes reports in the absence of the Convention Coordinator.
7. Is responsible for providing a final written report with recommendations and submitting it to the convention Coordinator prior to the September joint committee meeting.

DUTIES AND RESPONSIBILITIES

TREASURER

Primary responsibility is to pay bills and keep accurate records. Prepares, with the entire Convention Committee, a budget for the Convention.

1. Attends and makes a report at all Convention Committee meetings. Attends the Convention and assists the Committee in all reasonable ways.
2. Makes contact with the prior Convention Treasurer.
3. Bank Account
 - a) Using the Southern New York Assembly Area tax exempt number, opens a checking account with the seed money under the name “SNYA d/b/a Discovery Convention year”.
 - b) Files signature cards with the signature of three Convention Committee Chairpersons. (Two of which are necessary to negotiate a check).
 - c) May choose to use either their own or the Convention P.O. Box as a mailing address for checking account.
4. Keeping Records
 - a) Gives a monthly report to the Convention Coordinator of the expenses and receipts.
 - b) Balances checking account monthly.
 - c) Maintains a file of receipts, bills, and monthly bank statements.
 - d) With Registration Chairperson, keeps a running account and a tally of registrants.
 - e) Provides the records for the AWSC audit.
5. Depositing Monies
 - a) Deposits all Convention seed money, proceeds, returned deposits, cash receipts, etc.
 - b) Arranges for use of hotel lock box during Convention and accounting for cash deposited therein.
 - c) Tracks deposits by source and is prepared to issue summary reports on income by type.
6. Payment of Bills
 - a) Bills may be business-prepared or personal expense vouchers submitted by Committee members.
 - b) Personal vouchers may either be dated receipts or a listing of itemized expenses that is dated and signed.
 - c) Writes check to Convention site for the amount of deposit (as needed).
 - e) Brings to Convention sufficient funds to pay for contracts made and cash to be used where needed for change, etc.
7. Closing Account
 - a) Pays all bills as soon as possible after the close of the Convention.
 - b) Full financial report to date to be given to the Convention Coordinator for presentation to the October Assembly.
 - c) Writes check to the Southern New York Assembly Area Treasury for all monies remaining.

8. a) Assembles the Convention Committee books of accounts for the purpose of the audit by the AWSC Audit Committee.
b) Attends, along with the Coordinator, the audit of the Convention Committee books by the AWSC Audit Committee.
9. Is responsible for providing a final written report with recommendations and submitting it to the convention Coordinator prior to the September joint committee meeting.

DUTIES AND RESPONSIBILITIES

REGISTRATION

1. Attends and makes a report at all Convention Committee meetings. Attends the Convention and assists the committee in all reasonable ways.
2. Makes contact with the prior Convention Registration Chairperson.
3. Gets a P.O. Box for mail for “Discovery”
4. Prepares registration packet with the convention committee.
5. Collects at regular intervals the registrations and/or correspondence from “Discovery” P.O. Box.
6. Keeps a record of all registrants and their names and phone numbers, indicating their payments, roommate(s), group information, special needs, meal plan selection, banquet selections, and Committee(s) for which they volunteered (and contact information). Follows up as needed with registrants regarding payment, special needs, etc.
7. At regular intervals, gives to the Convention Treasurer, for deposit, all monies received.
8. Gives hotel list of registrants, indicating length of stay, room and bed type selection, how many in room, cots and special needs.
9. Distributes lists of volunteers and their contact information to the appropriate subcommittee Chairpersons.
10. Gives Food Chairperson a list of registrants who have indicated any special dietary needs, and contact information as needed.
11. Sends confirmation letter, rules, and directions to site as registrations are received.
12. Prints name tags for each registrant.
13. Contacts all registration volunteers and creates a schedule for assistance at registration desk to cover all hours that Convention registration will be open.
14. Gets floor plan for Banquet from hotel and appoints banquet seating for all guests. Tracks and reports final banquet meal selections by meal type and by table to Food Chairperson.
15. Has enough unassigned registration packets to cover anticipated walk-in registrants, instructions for volunteers, and appropriate change (from Treasurer) available at registration desk during all hours that Convention registration will be open.
16. Closes the P.O. Box as soon as possible after the Convention.
17. Is responsible for providing a final written report with recommendations and submitting it to the convention Coordinator prior to the September joint committee meeting.

DUTIES AND RESPONSIBILITIES

PUBLICITY

1. Attends and makes a report at all Convention Committee meetings. Attends the Convention and assists the Committee in all reasonable ways.
2. Makes contact with prior Publicity Chairperson.
3. With the Convention Committee, plans the Registration Form, Cover Letter (if needed) and program (with Program Chairperson, is responsible for final drafts). Creates the Convention logo to be used on Convention related materials, and converts Convention logo to electronic format.
4. Gets estimates from printers for best available prices for reproduction of Registration Form, Cover Letter (if needed) and Program. Cost to be approved by the Convention Committee. Contracts printer for job; supplies all necessary files and artwork to complete printing jobs. Responsible for getting forms from printer to committee.
5. Has registration forms, printed prior to the March Area World Service Committee meeting. Brings (or has Coordinator bring) at least 200 copies to that meeting for preliminary distribution to groups and for the Delegate to take to the North East Regional Delegates Meeting (NERD) and to the World Service Conference.
6. Communicates with Mailing Chairperson to make arrangements for Mailing Chairperson to pick-up Registration Forms for distribution to the Groups in March-April.
7. With Convention Committee, plans information about the Convention to be posted on Area Website, and provides electronic version of final Registration Form to Area Website Coordinator to arrange for posting. Notify the "Forum" Calendar Department of the date and site of the Convention (should be at least four months prior to the Convention).
8. May, with the approval of the Convention Committee, seek outside sources of free Public Service announcements. Does public outreach to neighboring Areas, such as New Jersey and Connecticut, to inform them of Convention. Provides them with Convention details and SNYA Area Website address.
9. Makes signs for posting at the Convention site (in English and Spanish) as required by the Committee
10. Brings to Convention site all material and supplies necessary for posting signs and/or making additional signs
11. During the convention verifies the accuracy and placement of any room signs posted by the hotel.
12. Responsible for production of the Convention banner that is to be hung in the grand ballroom. Arranges with hotel staff to hang the banner along with the 3 legacies.

13. Makes sure that all posted and/or directional signs are removed prior to leaving the Convention site after the Convention ends on Sunday. Retains any materials that might be used the following year.
14. Is responsible for providing a final written report with recommendations and submitting it to the convention Coordinator prior to the September joint committee meeting.

DUTIES AND RESPONSIBILITIES

MAILING

1. Attends and makes a report at all Convention Committee meetings. Attends the Convention and assists the Committee in all reasonable ways.
2. Makes contact with prior Convention Mailing Chairperson.
3. Forms their own committee of volunteers to assist with envelope stuffing and other mailing related tasks.
4. Arranges the pick-up or delivery of the registration forms with the Publicity Chairperson for group-wide mailings.
5. Includes SNYA P.O. Box as the return address on all mailings.
6. Gets mailing labels from the Area List Coordinator. Includes Southern New York Assembly Area P.O. Box as the return address on all mailings.
7. With the Committee, decides on the types and quantities of convention related memorabilia that need to be purchased, and the prices at which they will be sold at the Convention. Secures the required artwork from the Publicity Chairperson for printing, if necessary. Arranges for the sale of convention related memorabilia at the Convention (with the help of volunteers).
8. Continues to be an active member of the Convention Committee until the close of the Convention.
9. Is responsible for providing a final written report with recommendations and submitting it to the convention Coordinator prior to the September joint committee meeting.

DUTIES AND RESPONSIBILITIES

FOOD

1. Attends and makes a report at all Convention Committee meetings. Attends the Convention and assists the Committee in all reasonable ways.
2. Makes contact with prior Convention Food Chairperson.
3. Presents suggestions for “registration packet give-away item” to the Convention Committee for consideration and selection. Buys the give-away item.
4. Works with Food Person and Event Manager at the facility to establish meals and meal schedules, coffee setup schedules, color scheme of linens and decorations (if any) for banquet, table arrangements and decorating schedule, and Public Address system, if necessary.
5. Establishes method for admission to meals.
6. Communicates special diet needs to Food Person and Event Manager in a timely manner. Coordinates with Registration chairperson.
7. Establishes a system for monitoring and reporting the exact number of meals served.
8. Calls all food volunteers and creates a schedule for assistance as needed. Has volunteers available on site to monitor contracted service arrangements and to check the badges of all who enter the dining area.
9. With the Coordinator reviews the final food service bill.
10. Is responsible for providing a final written report with recommendations and submitting it to the convention Coordinator prior to the September joint committee meeting.

DUTIES AND RESPONSIBILITIES

HOSPITALITY

1. Attends and makes a report at all Convention Committee meetings. Attends the Convention and assists the Committee in all reasonable ways.
2. Makes contact with prior Convention Hospitality Chairperson
4. Purchases all food and supplies for the Hospitality Room and encourages attendee's to bring food donations preferable health.
5. Arranges for method for providing hot beverages (Hotel, vendors and/or volunteers). Ensures that the Hotel has appropriate electrical systems in place for hot beverage service and provides small refrigerators.
6. Decorates the room in accordance with the theme of the Convention.
7. Hospitality tables are to be staffed at all times with volunteers and/or the Chairperson. Calls all hospitality volunteers and makes them aware of their responsibilities.
8. Has an easel bulletin boards (s) available on site for special messages.
9. Is responsible for providing a final written report with recommendations and submitting it to the convention Coordinator prior to the September joint committee meeting.

DUTIES AND RESPONSIBILITIES

ENTERTAINMENT

1. Attends and makes a report at all Convention Committee meetings. Attends the Convention and assists the Committee in all reasonable ways.
2. Makes contact with prior Convention Entertainment Chairperson.
3. With the Convention Committee, decides on special events and entertainment requirements for Friday and Saturday nights, including cost.
4. As early as possible, books professionals required for special events. Obtains a contract for each entertainer, outlining what is covered for the costs and the agreed upon terms of beginning and ending times for said services and any other details.
5. Arranges for any necessary equipment with Hotel as needed.
6. Is responsible for providing a final written report with recommendations and submitting it to the convention Coordinator prior to the September joint committee meeting.

DUTIES AND RESPONSIBILITIES

RAFFLE

1. Attends and makes a report at all Convention Committee meetings. Attends the Convention and assists the Committee in all reasonable ways.
2. Makes contact with prior Convention Raffle Chairperson.
3. Decides, with Convention Committee, on the number and type of prizes.
4. Determines, with Convention Committee, price of raffle tickets.
5. Calls all raffle volunteers and creates a schedule for assistance as needed.
6. Holds raffle after the Banquet, prior to Keynote Speaker and presents prizes to winners.
7. Gives to Convention Treasurer all monies collected from raffle.
8. Is responsible for providing a final written report with recommendations and submitting it to the convention Coordinator prior to the September joint committee meeting.

DUTIES AND RESPONSIBILITIES

LITERATURE

1. Attends and makes a report at all Convention Committee meetings. Attends the Convention and assists the Committee in all reasonable ways.
2. Makes contact with prior Convention Literature Chairperson.
3. Determines, with Convention Committee, amount to be spent on literature.
4. Determines, with Convention Committee, what literature to have available for sale including Spanish literature
5. Calls all literature volunteers and creates a schedule to staff the literature table at designated times.
6. Gives to Convention Treasurer all monies collected from sale of literature at the Convention.
7. Reports final bills to Treasurer for payment within 30 days after the Convention (or as soon as possible).
8. Is responsible for providing a final written report with recommendations and submitting it to the convention Coordinator prior to the September joint committee meeting.

DUTIES AND RESPONSIBILITIES

PROGRAM

1. Attends and makes a report at all Convention Committee meetings. Attends the Convention and assists the Committee in all reasonable ways.
2. Makes contact with prior Convention Program Chairperson.
3. With the Convention Committee, establishes topics dealing with the spiritual theme of “Discovery.” Obtains Spanish translations for topics from Spanish Community Chairperson.
4. Receives topics and titles from the AA Program Chairperson.
5. With the Convention Committee, decides: time slots, number of panels per time slot.
6. With Publicity Chairperson, is responsible for the final draft of the program for the registration form and the Convention Program. Has the completed program (final draft) ready in time for Publicity Chairperson to have Registration flyers printed and available for March Area World Service Committee meeting.
7. With Convention Committee, selects “Keynote” speakers.
8. Obtains list of registrants who volunteered to speak at a meeting from the Registration Chairperson. Contacts each volunteer. Assigns specific speakers (preferably two) for each topic. Prepares guidelines and suggestions for speaking at and running the meetings.
9. Works with the Area Alateen Coordinator to assure that the volunteer Alateen Meeting Sponsors are Certified AMIAS (Al-Anon Members Involved in Alateen Service).
10. Finalizes the program. Gives it to the Publicity Chairperson in time to have it printed and included in the Registration packet.
11. Provides the hotel with the program. Ensures that the hotel has printed and properly distributed meeting room signs.
12. Checks at the Convention to see that all speakers have arrived, and, if necessary, make substitutions.
13. If speakers are being taped, obtains permission from speakers to be taped. Assures that speakers are made aware of distribution of tapes.
14. Schedules a meeting for all workshop speakers to review guidelines and suggestions for speaking at and running the meetings.
15. Secures flowers for the speakers as decided by the Convention Committee for all designated persons. . Buys ribbons for Committee members and speakers. Arranges for gifts and “thank you” notes for the keynote speakers.
16. Is responsible for providing a final written report with recommendations and submitting it to the convention Coordinator prior to the September joint committee meeting.

REQUIREMENTS, DUTIES AND RESPONSIBILITIES

SPANISH COMMUNITY

Requirements

- Fluency in English and Spanish – ability to easily translate from one language to the other verbally and in writing.
- Active membership in the Spanish-speaking Al-Anon fellowship.

Responsibilities

1. Attends and makes a report at all Convention Committee meetings. Attends the Convention and assists the Committee in all reasonable ways.
2. Makes contact with prior Spanish Community Chairperson.
3. Provides all translation and proofreading services (from English into Spanish) required by the Convention Committee members.
4. Chooses Spanish meeting topics for the Convention from topic list established by the Committee.
5. Chooses speakers for the Convention's Spanish Al-Anon meetings.
6. Provides Convention information to Al-Anon's Spanish InterGroup.
7. Plays the primary role in the selection and coordination of translation services during the Convention.
8. Is responsible for providing a final written report with recommendations and submitting it to the convention Coordinator prior to the September joint committee meeting.

REQUIREMENTS, DUTIES AND RESPONSIBILITIES

ALATEEN

Requirements

- Must be an active Alateen with two years of program experience and of reasonable age.
- Must have knowledge of the Twelve Step and Twelve Traditions of Al-Anon and Alateen.
- Must have done service in their home group and outside the home group.
- Must have good recommendations of service within the program.

Responsibilities

1. Attends and makes a report at all Convention Committee meetings. Attends the Convention and assists the Committee in all reasonable ways.
2. Actively assists the Convention Coordinator in matters pertaining to Alateen at the convention.
3. With the Convention Committee, plans activities for the Alateens at the convention.
4. Makes contact with the prior Alateen Liaison (if new one is appointed) and gathers information of prior conventions.
5. Attends the Convention and assists with all Alateen related matters.
6. Attends all the Alateen meetings at the convention.
7. Is responsible for providing a final written report with recommendations and submitting it to the convention Coordinator prior to the September joint committee meeting.