

NORTHERN CALIFORNIA WORLD SERVICE AREA

(NCWSA)

SUGGESTED CONVENTION GUIDELINES

I. Purpose of the Convention

- A. To unify, inspire and encourage members to participate and grow.
- B. Convention is to be self supporting through our own efforts.

II. Purpose of Convention Guidelines

- A. To Clarify the responsibilities of those involved.
 - 1. See Convention Coordinator guidelines for NCWSA involvement.
 - 2. See Convention Committee Guideline Manual for job descriptions, i.e. Chair Registration, Treasurer, etc.
 - 3. See NCWSA Treasurer Manual for NCWSA involvement.

III. Funding

- A. **NCWSA assumes all Convention liability and expenses for the Convention.**
- B. Local Districts may make donations to NCWSA to help defray the costs of handicapped/special interests that are requested and approved by the Convention Coordinator.
- C. **NCWSA is unable to reimburse the Convention Committee members attendance at the convention.** They should be prepared to pay their own expenses when they volunteer. However, Districts, Information Services and Groups may choose to assist their Convention participants and District Representatives.
- D. **NCWSA is responsible for reimbursing the following:
NCWSA Treasurer, NCWSA Alateen Coordinator, NCWSA Alateen Liaison, NCWSA Convention Coordinator, NCWSA Non-English Coordinator, NCWSA Literature Coordinator, Convention Chairperson.**
- E. Expenses that have been budgeted by NCWSA for the Convention Committee will be reimbursed & must be approved by the NCWSA Coordinator. **Such items will include**

telephone, printing, postage, mileage to and from planning meetings, and any supplies needed for the Convention.

IV. Organization

A. Bid process For Site Selection

1. See Site Selection Guidelines attached Addendum I.
2. Area section map attached Addendum II.

B. Locations: Central (C) Northern (N) Southern (S)

1. Will rotate in the following manner C, N, S.

<u>Job Cluster 1</u>	<u>Job Cluster 2</u>	<u>Job Cluster 3</u>
Chairperson	Co-Chairperson	Literature
Registration	Pre-Registration	Publicity
Treasurer	Stepper/Forum	Entertainment
Host/Hostess	Pre-Registration	Donation Drawing
Hospitality	Alathon	Alateen
	Decorations	

It is suggested that Job Cluster 1 always be in the Districts near the location of the Convention. Job Cluster 2 and 3 will be outlying Districts and will be rotated yearly. If you District has not been give a specific assignment be aware you can be asked to step in and assist another District. There will never be a District without an assignment two years in a row.

C. Suggested time frame attached Addendum III.

ADDENDUM I

SITE SELECTION GUIDELINES

1. Purpose of Site Selection Guidelines

A. These guidelines were written to insure that the site of NCWSA Conventions would be accessible to the greatest number.

B. To clarify what kind of sites would be best suited to a NCWSA Convention.

2. Location of Site

A. The location of the site will be in the “relative center” of the Northern California Area as shown on Addendum II. Example: The North Section would include available sites in District 5, 6, 7, 8 and 9.

B. The location will rotate from one *section* to the other within the boundaries of the relative center.

3. Size Requirements of Site

A. Meeting room to seat a minimum of 300 people.

B. Registration area with room for (these are minimum requirements):

1. Registration Table (2-3)
2. Literature Table (2-3)
3. Donation Drawing Table (1-2)
- 4. Ways and Means Table (2-3)**

4. How to Select Site

A. All members are encouraged to bring bids to the Convention Coordinator for review.

B. Convention Coordinator is responsible for the negotiation and signing of all contracts.

ADDENDUM III

SUGGESTED TIME FRAME FOR NCWSA CONVENTION

1. Purpose of Suggested Time Frame
 - A. To establish frequency and length.
 - B. To try to eliminate the conflicting major events within NCWSA.
2. Conventions will be held once yearly.
3. Conventions will run from Friday evening to Sunday afternoon.
4. Selecting the Weekend
 - A. Conventions will be held in July unless other events conflict in which case it will be scheduled as early in August as possible. (If necessary to schedule in June, be mindful of graduations and try to schedule as late in June as possible).
 - B. Check NCWSA calendar for other major functions and do not book too close together.
5. Publish selected date in the Twelve Stepper, **Forum**, and the NCWSA Calendar as soon as possible.

SUGGESTED

NCWSA CONVENTION COMMITTEE

GUIDELINES MANUAL

- I. Purpose of the Convention Guideline Manual.
 - A. These guidelines were written for the annual NCWSA Convention. They are just that - guidelines and can be adjusted as needed. Other Al-Anon/Alateen events are welcome to use and adjust them to fit their specific needs.
 - B. To clarify the responsibilities of those involved.
 - C. To insure the unity of the NCWSA Convention - all Subcommittees should reflect the general Al-Anon/Alateen membership which includes such groups as Alateen and Non-English speaking members.

- II. Central/Northern/Southern District Representatives Responsibilities
 - A. Pre-Convention
 - 1. To help Convention Coordinator find a co-chairperson, from the appropriate section.
 - 2. Assist Convention Chairperson finding helpers for the Convention.
 - B. During Convention
 - 1. Be available to assist whenever and wherever possible upon request of the Convention Chairperson.
 - C. Continuous
 - 1. Encourage local members to attend NCWSA Convention and become Speakers. Submit Speaker's forms with tapes from members to the Convention Coordinator.

- III. Convention Chairperson Duties.
 - A. Pre-Convention
 - 1. Chairperson is to understand that their full name, address and phone number will be published in the 12-Stepper to be distributed to Al-Anon Members.

2. **Notify AIS & surrounding districts about the location of the NCWSA Convention and the need for volunteers.**
3. Make a presentation one year prior to Convention at the Saturday Night Speaker Meeting and Sunday Spiritual meeting to advertise your Convention. (i.e. 1995 Convention should be presented at 1994 Convention.)
4. Organize/chair convention planning meetings.
5. Notify NCWSA Treasurer of name, address, telephone number of Convention Treasurer and request that a Treasurers Workbook be sent to Convention Treasurer.
6. Be available to assist whenever and wherever asked by the Convention Coordinator and Committee Chairpeople.
7. Provide program information to the Program Chairperson.
8. Obtain supplies from the Convention Coordinator and distribute supplies to appropriate Subcommittee Chairpeople when needed.
9. Provide copies of opening, steps, traditions, obstacles, anonymity statement, Alateen Guidelines & closing to the chairperson of the main speaker meetings.

B. During Convention

1. Be available and assist the Committee Chairpeople and their Committee if needed.
2. Advise Committee Chairpeople where the locked storage area is and handle locking arrangements with the facility. (You will obtain this information from the Convention Coordinator.)
3. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share them at the Sunday Exchange Meeting.
4. Arrange chairpersons for each speaker meeting.
5. Introduce the next year's Convention Chairperson at the Saturday Night Speaker Meeting and Sunday Spiritual Meeting.
6. Introduce NCWSA Officers at Saturday night speaker meeting. Ask District representatives and Group Representatives to stand.

C. Post Convention

1. Write thank-you notes to Speakers.

2. Submit article to 12 Stepper about the Convention by August 1.
3. Attend Exchange Meeting chaired by Convention Coordinator.
4. Provide the Convention Coordinator with all the **preliminary** statistical information at the Exchange Meeting e.g. pre-registration, registration and donation figures.

D. Continuous

1. Have open and frequent communication with NCWSA Convention Coordinator.

IV. Co-Chairperson

A. Pre-Convention

1. Assist and participate in all Convention job duties.

B. During Convention

1. Be available to assist whenever and wherever asked by the Convention Coordinator, Convention Chairperson and Committee Chairpeople.
2. A method for obtaining suggestions for next years theme needs to take place prior or at the Convention as the theme will be chosen at the Exchange meeting.
2. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share them at the Sunday Exchange meeting.

C. Post Convention

1. Attend the Exchange Meeting chaired by the Convention Coordinator. A method for obtaining suggestions for next years theme needs to take place prior to this meeting as the theme needs to be chosen at this meeting.

D. Continuous

1. Have open and frequent communication with NCWSA Convention Coordinator and Convention Chairperson.

V. Convention Treasurer

A. Pre-Convention

1. Select an Assistant Treasurer to help collect and balance the cash. Communicate with the NCWSA Treasurer regarding bookkeeping requirements

2. Convention Advance

- a. Obtain and read copy of NCWSA Treasurer's Workbook and distribute copies of the relevant pages to local Committee members as needed. Details of job description are in the Workbook. The Convention budget is approved by NCWSA.
- b. Local Districts and AIS's may provide Certain Services, such as hearing services to the convention, so long as the service(s) are approved by the Convention Coordinator.
- c. NCWSA Treasurer will advance a reasonable amount (\$300.00) to be used for a petty cash during the convention and, in an emergency, to pay for approved expenses. Normally receipts for expenses will be sent to the NCWSA Treasurer on the approved expense form and approved by the Convention Coordinator for reimbursement by check.
- d. Advance expenses.
 1. Decorations
 2. Publicity
 3. Printing Programs
 4. Ways & Means.
 5. Hospitality.
- e. Insure that all "advance" receipts have been turned into the NCWSA Treasurer 4 weeks prior to the Convention.
- f. Set aside petty cash for the following:
 1. Registration
 2. Literature

3. Donation Drawing
 4. Ways & Means.
2. Obtain 7th Tradition collection buckets from Convention Chairperson.
 3. Introduce yourself to the NCWSA Treasurer.
 4. Obtain information re: locked room and vault access from the Convention Coordinator.
- B. During Convention
1. Perform duties explained in Treasurer's Workbook.
 2. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share them at the Sunday Exchange Meeting.
 3. Be available to all Committee Chairpeople to collect Monies and make change.
 4. The Convention Treasurer must be ready to meet with NCWSA Treasurer on Sunday morning and at that time the Convention is balanced out. A report is prepared showing how many registrations there were, what the other donations were, what the expenses were and how the Convention Balanced out. This report is then presented at the Exchange meeting.
- C. Post Convention
1. Assist NCWSA Treasurer with final Financial Report.
 2. Attend Sunday Exchange Meeting chaired by the Convention Coordinator. Present registration statistics, Donation Drawing, 7th Tradition and Ways and Means.
- D. Continuous
1. Have open and frequent communication with NCWSA Convention Coordinator, NCWSA Treasurer and Convention Chairperson.
- VI. Convention Pre-Registration Chairperson
- A. Pre-Convention
1. Appoint Co-Chair and Committee.

2. Chairperson receiving Pre-Registration understands that their full name, address and phone number will be published in the 12-Stepper to be distributed to Al-Anon Members.
 3. Keep a complete record of the Pre-Registration Sheet and all money received. (Periodically deposit funds in NCWSA bank account, deposit slips provided by the NCWSA Treasurer, send copies to the Convention Treasurer and the NCWSA Treasurer.) Deadline for Pre-Registration is 1 1/2 weeks prior to the Convention.
 4. Work with Registration Chairperson to create/obtain name tags.
 5. Have a copy of the Pre-Registration list available before the Convention for the committee to use to create name tags. Please remember that the name tags need to be readable and include name and city.
 6. Obtain the following year's Convention flyer from the Convention Coordinator.
 7. Create Pre-Registration packets that include name tag, program, flyer for the following year's Convention and drawing ticket.
- B. During Convention
1. Give copy of Pre-Registration Sheets to the Registration Chairperson.
 2. Give the Pre-Registration packets to the Registration Chairperson.
 3. Be available to assist whenever and wherever asked by the Convention Coordinator, Convention Chairperson and Committee Chairpeople.
 4. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share them at the Sunday Exchange Meeting.
 5. Total each column of the Pre-Registration Sheets before giving them to the Convention Chairperson for the Sunday Exchange Meeting.
- C. Post Convention
1. Attend Sunday Exchange Meeting chaired by the Convention Coordinator.
- D. Continuous
1. Have open and frequent communication with NCWSA Convention Coordinator, and Convention Chairperson.

VII. Convention Registration Chairperson

1. Appoint Co-Chair and Committee.
 2. Arrange for 2-3 tables at the Convention site with the Convention Coordinator.
 3. Make copies of the Registration Sheet to be given to registration attendants.
 4. Work with Pre-Registration Chairperson to create/obtain name tags.
 5. Obtain the following supplies:
 - a. Registration forms from the Convention Coordinator.
 - b. Money box with petty cash from the Convention Treasurer.
 - c. Pens
 - d. Donation drawing tickets from the Convention Drawing Chairperson. (one is given free to each registrant.)
 - e. Flyers for the next convention from the Convention Coordinator.
 - f. Programs from the Convention Program Chairperson.
 - g. Alateen Guidelines received from pre-regrestration**
 6. Establish a schedule for attendants at Registration table. Must be open for registration Friday 3 p.m - 10:30 p.m., Saturday 8 a.m. - 8:30 p.m., Sunday 9 a.m. - 10 a.m. We have found that two attendants for a suggested two hour shift works well. Substitutes may be necessary. Three attendants may be necessary at rush times. (Registration may be closed during main speaker meetings)
- B. During Convention
1. Open Registration at the time set in the Convention Manual.
 2. Be sure someone is at the Registration table at all designated times.
 3. Be available to assist whenever and wherever asked by the Convention Coordinator, Convention Chairperson and Committee Chairpeople.
 4. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share them at the Sunday Exchange Meeting.

5. Keep an accurate registration count. This count must be maintained and reported to the Convention Treasurer periodically.
6. Money is given to Convention Treasurer periodically and at the end of each day.
7. Records and equipment are stored safely overnight in the locked room. Location of this room to be obtained from Convention Coordinator.
8. Instruct table attendants of the following:
 - a. Do not leave the registration unattended during designated operational hours.
 - b. Keep careful records of all money received. (Record registration donation carefully.) Remember that all donations are voluntary - please be considerate of an individual's circumstances and needs. We never turn away anyone in need.
 - c. Complete Registration Sheet.
 - d. Give money to Convention Treasurer periodically and at the end of each day.
 - e. Give one free Donation Drawing Ticket to every registered individual, regardless of amount of voluntary donation given at time of registering
 - f. On site registration: complete Registration Sheet, name tag and hand them a program and flyer for the next Convention if available.
 - g. Assist Chairperson at the end of the day in storing the records and equipment.

C. Post Convention

1. Attend Sunday Exchange Meeting chaired by the Convention Coordinator.

D. Continuous

1. Have open and frequent communication with NCWSA Convention Coordinator, and Convention Chairperson.

VIII. Convention Literature Chairperson

A. Pre-Convention

1. Appoint Co-Chair and Committee.

2. Arrange for 2-3 tables at the Convention site with the convention coordinator.
3. Obtain following supplies:
 - a. Money box with petty cash from the Convention Treasurer.
 - b. Pens
 - c. Literature order forms and detailed instructions for selling literature may be obtained from the NCWSA Literature Coordinator.
4. Confirm date and time of arrival of the NCWSA Literature Coordinator. Only WSO approved literature will be displayed and maintained at the Literature Table.
5. **Contact 12-Stepper Editor and confirm date and time of arrival.**
6. Obtain the following supplies from the 12-Stepper Editor:
 - a. Sign
 - b. Subscription forms
 - c. Current copies of the 12-Stepper
 - d. Display
7. Contact Alternate Delegate (Forum) and confirm date and time of arrival.
8. Obtain the following supplies from the Alternate Delegate:
 - a. Sign
 - b. Subscription forms (Subscription Forms for the Forum are handed out for people to send their own money, we do not collect the money for the Forum subscriptions.)
 - c. Display

B. During Convention

1. Remind volunteers that all literature is for sale including pamphlets.
2. A surcharge is added to all literature sales. This surcharge will consist of applicable sales taxes and WSO shipping charges.

3. It is suggested to open Literature Table half an hour prior to opening at the Registration Table each morning.
4. Be sure that someone is at the Literature table during all designated hours.
5. Keep careful records of all money received and literature sold on the literature receipt form.
6. The money from this table is to be picked up only by the Convention Treasurer.
7. Literature and Equipment are stored safely overnight in the locked room at the end of the day. Location of this room to be obtained from Convention Coordinator.
8. Assist NCWSA Literature Coordinator in packing literature at the end of the Convention on Sunday.
9. Be available to assist whenever and wherever asked by the Convention Coordinator, Convention Chairperson and Committee Chairpeople.
10. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share them at the Sunday Exchange Meeting.

C. Post Convention

1. Attend Sunday Exchange Meeting chaired by the Convention Coordinator.

D. Continuous

1. Have open and frequent communication with NCWSA Convention Coordinator, and Convention Chairperson.

IX. Convention Publicity Chairperson

A. Pre-Convention

1. Appoint Co-Chair and Committee
2. Contact NCWSA Public Information Coordinator for information on 11th Tradition and current practices regarding radio/TV/newspaper contacts.
3. Compose flyers with the convention Committee approval including the Convention Chairpeople and Convention Coordinator.

4. Contact 12 Stepper and Alateen Express Editors and send them copies of the flyers and program.
5. Contact the Forum, Inside Al-Anon, Alateen Talks, **AIS/Intergroup, and local districts** with information regarding the Convention. Ask each publication regarding their deadlines.
6. All literature or publicity releases must carry the notice that donations are not tax deductible. This includes all flyers.
7. Attempt to coordinate all mailings with the bulk mailing rate through the 12 Stepper Editor.

B. During Convention

1. Be available to assist whenever and wherever asked by the Convention Coordinator, Convention Chairperson and Committee Chairpeople.
2. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share them at the Sunday Exchange Meeting.
3. Host/Hostess the press as necessary insuring that anonymity and the Traditions are upheld.

C. Post Convention

1. Write thank-you notes to the media where applicable.
2. Attend Sunday Exchange Meeting chaired by the Convention Coordinator.

D. Continuous

1. Have open and frequent communication with NCWSA Convention Coordinator, and Convention Chairperson.

X. Convention Program Chairperson

A. Pre-Convention

1. Appoint Co-Chair and Committee
2. Work with the Convention Committee in creating the Convention program.

3. Designs the program with the approval of the Convention Committee including the Convention Chairperson and Convention Coordinator.
4. Accepts bids from printing agencies for the printing of the program, presents the bids to the Convention Committee and assists with the final decision.
5. Insures that the program is printed in a timely fashion and that plenty of copies are available to the Convention Committee, Convention Coordinator and at the Convention itself.
5. Send print ready copy of the program (or as much as possible) to the 12-Stepper Editor by January 15 for the Spring Issue. Obtain a copy of the Alateen program and make it print ready to be included with the final program and copy sent to the 12-Stepper Editor.

B. During Convention

1. Be available to assist whenever and wherever asked by the Convention Coordinator, Convention Chairperson and Committee Chairpeople.
2. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share them at the Sunday Exchange Meeting.

C. Post Convention

1. Attend Sunday Exchange Meeting chaired by the Convention Coordinator.

D. Continuous

1. Have open and frequent communication with NCWSA Convention Coordinator, and Convention Chairperson.

XI. Convention Hospitality Chairperson

The duties of the Hospitality Chairperson are dependent upon the facility. Work with the NCWSA Convention Coordinator to ensure that a hotel room is reserved as a Hospitality Room. Usually, this room must be either a regular room or suite in order for us to provide snacks in the Hospitality Room.

A. Pre-Convention

1. Put together a committee to assist with duties.
2. Decide when (what hours) the Hospitality Room will be open.
3. Print a schedule and/or sign-up sheet for the open hours and solicit volunteers to staff the Hospitality Room and greet visitors while Hospitality Room is open.
4. If a room is provided by the facility that allows us to provide snacks, the following must also be done:
 - a. Solicit volunteers to donate snacks, for example, cookies, fruit, veggies, bagels, muffins, chips, pretzels, etc.
 - b. One week prior to convention, call and remind all volunteers of either their schedule to staff the room or that they volunteered to bring snacks.
 - c. Purchase some snacks to take to the convention in case not enough snacks are received.
 - d. Purchase sodas, to be sold in the Hospitality Room.
 - e. Arrange for ice chests at convention to hold ice and sodas. If you cannot get enough ice chests, the hotel usually has containers, or you can use the bath tub if the room has one.
 - f. Purchase utensils, plates, napkins, creamer, sugar, tea, etc.
 - g. Make up a donation can for donations and money collected from sale of sodas.
 - h. Make appropriate signs for room, e.g., one for Registration area stating Hospitality Room number, one for door, one showing cost of sodas, etc.

B. During Convention

1. Check room regularly to be sure that it is staffed and that all snacks are stocked.
2. When you check the room, collect money from donations and soda sales and give to the Convention Treasurer, periodically and at the end of the day.
3. Obtain ice from hotel to keep sodas cold.
4. Check room every evening at close to be sure stocked for next morning and all that money is collected.

5. Be available to assist whenever and wherever asked by the Convention Coordinator, Convention Chairperson and Committee Chairpeople.
6. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share them at the Sunday Exchange Meeting.

C. Post Convention

1. Attend Sunday Exchange Meeting chaired by the Convention Coordinator.

D. Continuous

1. Have open and frequent communication with NCWSA Convention Coordinator, and Convention Chairperson.

XII. Convention Host/Hostess Chairperson

A. Pre-Convention

1. Appoint Co-Chair and Committee
2. Confer with Convention Committee and make any signs that are not already available. Some of the signs needed are: Al-Anon/Alateen Registration, Directional Signs, Literature, Donation Drawing, Coffee, 12 Stepper, Forum, Restrooms, etc. Check with the Convention Coordinator for previously made signs. Also check with NCWSA Coordinators for any signs they may already have.
3. Schedule people in shifts similar to Registration Committee. This group of volunteers would be available to answer questions, give information, help members find meeting rooms, etc.
4. Obtain Hotel/Restaurant listings from Chamber of Commerce and/or local Convention Bureau to Pre-Convention Planning to be available at Registration Table.
5. Arrange for maps, local meeting schedules and restaurant lists to be placed at registration table.

B. During Convention

1. Be available to assist whenever and wherever asked by the Convention Coordinator, Convention Chairperson and Committee Chairpeople.
2. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share them at the Sunday Exchange Meeting.

3. Post all signs prior to the opening Registration. Post signs for specific meetings, i.e.; Alateen Talks to Al-Anon etc.
4. Put up message board
5. Post map of area and restaurant list on message board and have extra ones available on Registration Table. Local Al-Anon and AA meeting schedules are suggested as well.
6. In cooperation with the Convention Treasurer, appoint committee members to assist Convention Treasurer with collections.

7. Obtain basic meeting information for main meetings:

Name of Meeting _____

Date _____ **Time** _____

Attendance _____

Provide this information to Convention Coordinator.

C. Post Convention

1. Gather signs, collection buckets, message board, and other re-usable items and give them to the Convention Coordinator at the Sunday Exchange meeting.
2. Attend Sunday Exchange Meeting chaired by the Convention Coordinator.

D. Continuous

1. Have open and frequent communication with NCWSA Convention Coordinator, and Convention Chairperson.

XIII. Convention Decorations Chairperson

A. Pre-Conference

1. Appoint Co-Chair and Committee
2. Responsible for decoration of the Al-Anon meeting rooms. Work with the Alateens and Non-English speaking Chairpeople in the decoration of their rooms.
3. Approximately \$75.00 is allotted for all the Decoration Committee expenses.

4. Plants or flower arrangements are bought, borrowed or rented for use as needed.
 6. If possible, corsages or boutonnieres for the speakers may be made. **(Coordinate number needed with Speaker Host/Hostess)**
 7. It is suggested that the table decorations be short so that they do not obstruct vision.
 8. Determine how decorations will be dispersed after the Sunday Spiritual Meeting (optional)
 - a. Returned to person who made the decorations
 - b. Sold to members
 - c. Auctioned
 - d. Part of Donation Drawing prizes
 - e. Surprise
 9. Consider having bags available for easy transport.
 10. Arrange time with facility to set-up decorations.
- B. During Convention
1. Be available to assist whenever and wherever asked by the Convention Coordinator, Convention Chairperson and Committee Chairpeople.
 2. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share them at the Sunday Exchange Meeting.
 3. Decorate all meeting rooms.
 4. Inform Convention Chairperson how decorations will be dispersed.
- C. Post Convention
1. Attend Sunday Exchange Meeting chaired by the Convention Coordinator.
- D. Continuous
1. Have open and frequent communication with NCWSA Convention Coordinator, and Convention Chairperson.

XIV. Donation Drawing

A. Pre-Convention

1. Traditionally held throughout convention.
2. Appoint Co-Chair and Committee
3. Use good taste in selection of items for the drawing, keeping in mind our tradition of self-support.
4. Hand-crafted items and CAL literature are suggested
5. Use good judgment in determining the number of prizes and time of awarding them.
6. Arrange with 12-Stepper Editor for 5 free subscriptions to 12-Stepper as Donation Drawing prizes.
7. Obtain the following supplies:
 - a. Money box with petty cash from the Convention Treasurer.
 - b. Donation Drawing tickets.
 - c. Locked room in which to store supplies.
8. Arrange for 1-2 tables to display prizes.

B. During Convention

1. Be available to assist whenever and wherever asked by the Convention Coordinator, Convention Chairperson and Committee Chairpeople.
2. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share them at the Sunday Exchange Meeting.
3. Set up table(s)
4. Establish a schedule for volunteers similar to Registration
5. Be sure that the table is staffed during all designated operational hours.
6. Display Donation Drawing prizes at table

7. Give money to Convention Treasurer periodically and at the end of the day.
8. Move prizes **on Sunday before Spiritual Meeting to main meeting room.**
9. Designate roving sellers to sell additional tickets during Convention.
10. Conduct Donation Drawing
 - a. Continuously throughout Convention until all items have been handed out.
 - b. Post winning tickets on message board.
 - c. Committee should assist in handing out prizes.

C. Post Convention

1. Give remaining Donation Drawing Tickets to the Convention Coordinator.

D. Continuous

1. Have open and frequent communication with NCWSA Convention Coordinator, and Convention Chairperson.

XV. Convention Entertainment Chairperson

A. Pre-Convention

1. Entertainment is optional, usually held on Saturday.
2. Appoint Co-Chair and Committee
3. Keep in mind the time factor.
4. Skits should be Al-Anon/Alateen related.

B. During the Convention

1. Be available to assist whenever and wherever asked by the Convention Coordinator, Convention Chairperson and Committee Chairpeople.
2. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share them at the Sunday Exchange Meeting.
3. Provide entertainment.

C. Post Convention

1. Attend Sunday Exchange Meeting chaired by the Convention Coordinator.

D. Continuous

1. Have open and frequent communication with NCWSA Convention Coordinator, and Convention Chairperson.

XVI. Convention Speaker Host/Hostess Chairperson

A. Pre-Convention

1. Appoint Co-Chair and Committee
2. Be available to assist with the **out of Area** speaker's travel arrangements
3. The type of expenses covered for the **out of Area** speaker are: transportation (bus, car, train, plane, etc.), room, meals and registration.
4. **Local speakers expenses covered are Convention Registration, Saturday night dinner and T-Shirt.**
5. Pick up speaker(s) at point of arrival. Be available to all speakers as needed for their convenience.
6. Arrange for corsages/boutonniere from the Decoration Committee.

B. During the Convention

1. Act as chauffeur and host during the Convention to all speaker(s).
2. Be available to assist whenever and wherever asked by the Convention Coordinator, Convention Chairperson and Committee Chairpeople.
3. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share them at the Sunday Exchange Meeting.
4. Members of this committee introduce the speaker at the meeting at which the speaker is speaking.

C. Post Convention

1. Return the speakers to the point of departure.

2. Attend Sunday Exchange Meeting chaired by the Convention Coordinator.

D. Continuous

1. Have open and frequent communication with NCWSA Convention Coordinator, and Convention Chairperson.

XVII. Convention Alathon Chairperson

A. Pre-Convention

1. Appoint Co-Chair and Committee.
2. Set discussion topics, one per hour.
3. Meetings are to begin on the hour and last for 55 minutes
4. Select or take sign up for chairpersons of the meetings.
5. Select topics from our CAL literature, Steps, Traditions, Slogans, Concepts, etc.
6. Present schedule of meetings for approval to the Convention Committee including the Convention Chairperson and Convention Coordinator.
7. Give approved program to the Convention Program Chairperson to be included in final printing of the program.

B. During Convention

1. Be available to assist whenever and wherever asked by the Convention Coordinator, Convention Chairperson and Committee Chairpeople.
2. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share them at the Sunday Exchange Meeting.
3. Obtain basic meeting information on all Alathons and provide this information to Convention Coordinator.
4. Post a sign in the room that "If a chairperson does not show, please feel free to get the meeting started.
5. Check to see that there is water for chairperson and 7th tradition basket.

C. Post Convention

1. Attend Sunday Exchange Meeting chaired by the Convention Coordinator.

D. Continuous

1. Have open and frequent communication with NCWSA Convention Coordinator, and Convention Chairperson.

XVIII. Convention Non-English Speaking Chairperson

A. Pre-Convention

1. Appoint Co-Chair and Committee
2. Attend Convention Committee Meetings and call all Non-English Speaking meetings and inform them of Convention updates.
3. Work with the Convention Publicity Chairperson to translate flyers.
4. Present the Non-English speaking program to the Convention Committee including the Convention Chairperson and Convention Coordinator.
5. Give copy of the program to the Convention Program Chairperson to be included in the final printing of the program.

B. During Convention

1. Be available to assist whenever and wherever asked by the Convention Coordinator, Convention Chairperson and Committee Chairpeople.
2. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share them at the Sunday Exchange Meeting.
3. Obtain basic meeting information on all meetings and provide this information to Convention Coordinator.

C. Post Convention

1. Attend Sunday Exchange Meeting chaired by the Convention Coordinator.
2. Report the Non-English speaking attendance to the Convention Coordinator.
3. Submit article to the 12-Stepper about the Convention by August 1.

D. Continuous

1. Have open and frequent communication with NCWSA Convention Coordinator, and Convention Chairperson.

XIX. Convention Alateen Chairperson

A. Pre-Convention

1. Appoint Co-Chair and Committee.
2. Attend Al-Anon Convention Planning Meetings.
3. Assist with the Al-Anon/Alateen Registration Tables.
4. Present the Alateen program to the Convention Committee including the Convention Chairperson and Convention Coordinator.
5. Give copy of the program to the Convention Program Chairperson to be included in the final printing of the program.

B. During Convention

1. Be available to assist whenever and wherever asked by the Convention Coordinator, Convention Chairperson and Committee Chairpeople.
2. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share them at the Sunday Exchange Meeting.
3. Place Alateen Convention Behavior Guidelines Poster in the Alateen Meeting Room on an easel.
4. Obtain basic meeting information on all meetings and provide this information to Convention Coordinator.

C. Post Convention

1. Attend Sunday Exchange Meeting chaired by the Convention Coordinator.
2. Report Alateen attendance to the Convention Coordinator.
3. Submit article to the 12-Stepper and Alateen Express about the Convention by August 1.

D. Continuous

1. Have open and frequent communication with NCWSA Convention Coordinator, and Convention Chairperson.

XX. Convention Ways & Means

A. Pre-Convention

1. Appoint Co-Chair and Committee.
2. Attend Al-Anon Convention Planning Meetings.
3. Obtain and present bids on items to be sold(T shirts & sweat shirts) to the Convention Planning Committee.
4. Order items (shirts) per decision in Convention Planning Committee.
5. Keep careful records of all money received and items sold on the forms **from the NCWSA Treasurer.**
6. Pre-sell items (shirts) at NCWSC Committee meetings, and other events to raise funds for Convention.

B. During Convention

1. Be available to assist whenever and wherever asked by the Convention Coordinator, Convention Chairperson and Committee Chairpeople.
2. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share them at the Sunday Exchange Meeting.

C. Post Convention

1. Attend Sunday Exchange Meeting chaired by the Convention Coordinator.
2. Submit report on how many items (T-shirts & Sweat shirts) were sold and how many are left at the end of the convention.

D. Continuous

1. Have open and frequent communication with NCWSA Convention Coordinator, and Convention Chairperson.

XXI. Convention Recording Secretary

A. Pre-Convention

1. Attend Al-Anon Convention Planning Meetings.
2. Take minutes at Convention Planning meetings. If unable to attend get an alternate to take the minutes for you.
3. Minutes are to be produced and distributed to members of the Convention Planning committee as quickly as possible, but no later than two weeks before the next Convention Planning committee meeting.
4. Produce and update Convention Planning Committee List of Positions, Names, Addresses, Phone Numbers, E-mail address.
5. Make sure that included with the minutes are date and directions to next Convention Planning meeting.

B. During Convention

1. Be available to assist whenever and wherever asked by the Convention Coordinator, Convention Chairperson and Committee Chairpeople.
2. Keep notes on the positive things that happened as well as the problems that occurred, how they were solved and share them at the Sunday Exchange Meeting.

C. Post Convention

1. Attend Sunday Exchange Meeting chaired by the Convention Coordinator.

D. Continuous

1. Have open and frequent communication with NCWSA Convention Coordinator, and Convention Chairperson