

SUGGESTIONS FOR HOSTING AREA 46 STATE CONVENTIONS

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SUGGESTIONS FOR HOSTING AREA 46 STATE CONVENTIONS

Hosting an Area 46 State Convention is a great opportunity to carry the message. It can also help build unity within a district or amongst districts as groups and members pull together to host such an event.

Area 46 Conventions come in all shapes and sizes. It is not necessary nor wise for a convention to feel it must compete with previous conventions. The important things about our Area conventions is that they bring together members from across New Mexico (and beyond) to have fun and fellowship; they inspire and inform us as we share our stories of recovery through Alcoholics Anonymous. All of us in Area 46 appreciate your hard work and dedication in preparing and hosting a convention.

1. USING THESE SUGGESTIONS:

- A. These suggestions contain the collective experience of past hosting districts. Many of the suggestions presented here are meant only to provide a framework that the hosting district might choose to use or not.
- B. Some of the suggestions in this document come from the "Assemblies" section in the Area Information Pamphlet (A.I.P.). It is requested that the Convention Committee follow the A.I.P. to the fullest extent possible. It happens from time-to-time that the suggestions presented in this document lag behind the latest revisions made to the A.I.P., so, if there is a discrepancy please defer to the A.I.P.

2. SUGGESTED TIME DEADLINES:

- A. PRIOR TO DECEMBER ASSEMBLY
 - 1) District votes to make a bid for the Area Convention prior to Area Assembly.
 - 2) District obtains a letter of commitment from the facility, setting out dates and prices.
- B. AT DECEMBER ASSEMBLY
(18 MONTHS PRIOR TO THE CONVENTION)
The DCM submits a written and oral bid at the December Assembly.
- C. AFTER THE BID IS ACCEPTED
 - 1) Within 30 days of receiving acceptance of bid, the Convention Committee is selected.
 - 2) Within 30 days of receiving acceptance of bid, a Written Agreement should be entered into with the hosting facility setting out dates, rates for the meeting rooms, and coffee charges. A copy of the Agreement to be given to Committee Chairperson.
- D. AT MARCH ASSEMBLY
(15 MONTHS PRIOR TO THE CONVENTION)
Seed money will be provided by the Area 46 Treasurer.
- E. PRIOR TO DECEMBER ASSEMBLY
(AT LEAST 6 MONTHS PRECEDING THE CONVENTION)
Speakers and workshop speakers should be contacted.

F. BY THE MARCH ASSEMBLY

(3 MONTHS PRIOR TO THE CONVENTION):

- 1) Speakers should be confirmed.
- 2) Final flyers and announcements should be sent (see duties of the "Publicity Chairperson" below).
- 3) Groups hosting meetings, workshops, etc., should be committed.

3. PLANNING THE CONVENTION:

- A. SEEK SPECIFIC SUGGESTIONS FROM PREVIOUS CONVENTION COMMITTEES.
- B. OBTAIN AND BECOME FAMILIAR WITH THE FOLLOWING GUIDING LITERATURE:
 - 1) "Area Information Pamphlet" (A.I.P.).
 - (a) Hard copies available from the Area Secretary.
 - (b) Updated copies available on the Area 46 website (nm-aa.org). The online version is updated after every Area Assembly.
 - 2) "A.A. Guidelines on Conferences, Conventions and Roundups"
 - (a) Available from GSO and on the A.A. website (aa.org).
 - (b) Service literature number MG-04
- C. SUGGESTED COMMITTEE MEMBERS (MINIMUM):
 - 1) Convention Committee Chairperson
 - 2) Area 46 Chairperson
 - 3) Secretary
 - 4) Treasurer
 - 5) Subcommittee Chairpersons
 - (a) Program
 - (b) Speaker
 - (c) Registration
 - (d) Publicity
 - (e) Coffee
 - (f) Hospitality
 - (g) Decorations and Banner
 - (h) Banquet
 - (i) Raffle and Volunteers
 - (j) Grapevine/Literature/Archives/Bilingual
 - (k) Al-Anon Liaison (Chosen by Al-Anon)

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4. RESPONSIBILITIES OF THE COMMITTEE MEMBERS AND CHAIRPERSONS:

A. CONVENTION COMMITTEE CHAIRPERSON

- 1) Make sure every Committee Member and Chairperson reads and follows the guiding literature listed above.
- 2) Make sure every Committee Member and Chairperson has a copy of these Suggestions.
- 3) Maintain regular contact with Area Chair for assistance and guidance with Area policy.
- 4) Contact key members of past Area Convention Committees to discuss their experience.
- 5) Chair all Convention Committee meetings and coordinate activities of all subcommittees.
- 6) Attend Area Planning meetings to give brief report and, if needed, ask for input from the Area Trusted Servants Committee. NOTE: The Convention Committee Chair is a member of the Area Trusted Servants Committee.
- 7) Give an oral report at each Area Assembly.
- 8) Make a final Convention report to September Assembly (to include a summary financial report).
- 9) Ensure Convention Treasurer returns whatever portion of the Area seed money was recovered by the Convention, plus any additional profits, to the Area 46 Treasurer by the deadline specified in the A.I.P. Although the Area Assembly financially underwrites the Area Convention, it is the responsibility of the Hosting District to make every attempt to ensure that the Convention is self-supporting.
- 10) After the convention, work with Area Chairperson to update the Convention Suggestions.

B. AREA 46 CHAIRPERSON:

- 1) Serve primarily in an advisory role.
- 2) Stay current on activities of the Convention committee through attendance at committee meetings and/or communications from the committee.
- 3) Attend and participate in Convention committee meetings when requested by the committee and as often as is feasible.
- 4) Act as a liaison between the Convention committee and the Area Assembly and/or Area standing committee chairpersons as needed.

C. SECRETARY:

- 1) Keep minutes of each committee meeting. At minimum, provide copies of the minutes to Committee Chairperson and Area Chairperson.
- 2) Maintain a complete file of all activities, for delivery to Area Chairperson after final report at the September Assembly following Convention.

D. TREASURER:

- 1) Be knowledgeable about finances and bookkeeping.
- 2) Keep books current at all times and pay bills promptly.
- 3) Be prepared to provide and present up-to-date reports on Committee finances.
- 4) Open, maintain, and supervise the Convention checking account. Chairperson, (Co-chairperson) and Treasurer to be authorized to sign checks. (Two signatures required on all checks).
- 5) Ensure all financial business of the Convention is finalized as soon as possible after the close of the Convention.
- 6) Provide a final Convention finance report to the Convention Chair, Area Treasurer and Area Chair by the deadline noted in the A.I.P.
- 7) Return to the Area Treasurer, with Convention finance report, all Area seed money recovered by the Convention, plus any and all additional profits. NOTE: Although the Area Assembly financially underwrites the Area Convention, it is the responsibility of the Hosting District to make every attempt to ensure that the Convention is self-supporting.

E. PROGRAM CHAIRPERSON:

- 1) Liaise with facility. NOTE: The Program Chair and Convention Chair should be the ONLY people in contact with the hotel facility!
- 2) Develop a "tentative" program at the early meetings in concurrence with the Convention Chairperson.
 - (a) The program to include the Delegate's report.
 - (b) The program might also include service workshops, panels and discussion meetings, not to conflict with scheduled speakers.
- 3) Work closely with all the committee chairpersons.
- 4) Provide incentive for groups in the district(s) and the A.A. community to become involved with the planning of and participation in the Convention.
- 5) Prepare or assist in preparation of the final Convention Report.

F. SPEAKER CHAIRPERSON:

- 1) Locate and obtain high-quality speakers
 - (a) Listen to all available recordings.
 - (b) Balance sincerity, humor, and message.
- 2) Coordinate selection of a taping/recording company or person.
- 3) Arrange for transportation of speakers, including to and from airport, and make hotel accommodations.

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- 4) Serve as host, or arrange for a host, to attend to in-town transportation, meals, and other needs and courtesies for the featured speaker(s) during their stay.
 - 5) Obtain gifts/souvenirs for speakers if/as directed by committee.
 - 6) Coordinate with Program Chairperson
- G. REGISTRATION CHAIRPERSON:
- 1) Coordinate with Publicity Chairperson to design registration form.
 - (a) Emphasize advantages of pre-registering (reduced prices, better banquet seating, etc.), as directed by the Convention committee.
 - (b) Since we are self-supporting and do not accept contributions from non-alcoholics, registration fees should be collected only from A.A. members.
 - (i) Establish cost to non-members for pass-through expenses such as banquet meals, souvenirs, and lodging as directed by the Convention committee.
 - (ii) If Al-Anon will participate in the Convention, coordinate with Al-Anon Chairperson for registration of Al-Anon participants. It is generally recommended Al-Anon set up their own registration.
 - 2) Mail registration information to people who registered at the last convention, as directed by Convention committee.
 - 3) Mail acknowledgments to all pre-registrants, as directed by the Convention committee.
 - 4) Arrange and coordinate people to handle registration procedures at the Convention (Friday and Saturday).
 - 5) Arrange for and provide badges for pre-registrants and on-site registrants.
 - 6) Coordinate registration with Program Chairperson and Publicity Chairperson.
- H. PUBLICITY CHAIRPERSON:
- 1) Design/arrange all convention printing and designs.
 - 2) Design and arrange for production and distribution of flyers (three mailings).
 - (a) For December Assembly (or mail out early in January).
 - (b) For March Assembly.
 - (c) Mail out early in May.
 - 3) Prepare and insure announcements are sent to the following:
 - (a) *Box 459* (minimum of two months prior to Convention).
 - (b) *El Farolito* (four months prior and as often as is effective).
 - (c) New Mexico Area, District and intergroup websites to include the following:
nm-aa.org,
nmdistrict4aa.com,
santafeaa.org,
albuquerqueaa.org
 - (d) Public media, if directed by the committee.
- 4) Maintain close coordination with Program Chairperson and Registration Chairperson.
- I. COFFEE CHAIRPERSON:
- 1) Arrange for coffee at all meetings.
 - 2) Arrange for soft drinks at all meetings
 - 3) Arrange for coffee kitty, if applicable.
 - 4) Coordinate coffee supply with facility, sign for coffee deliveries, make sure that all coffee billed for is received, facility should not supply coffee unless order by chairperson.
 - 5) If acceptable to facility, arrange with local soft drink distributor to supply soft drinks and dispensers.
 - 6) Coordinate with Program Chairperson.
- J. HOSPITALITY CHAIRPERSON:
- 1) Arrange for Hospitality Rooms with help of Program Chairperson.
 - 2) Coordinate with groups, if they are involved, for provision of coffee, cookies, salads, meats, sandwiches, etc. If Al-Anon wishes to participate, coordinate efforts and times.
- K. DECORATIONS AND BANNER CHAIRPERSON:
- 1) Design and install banquet decorations.
 - 2) Arrange and decorate head table.
 - 3) Arrange for Convention Banner and placement.
 - 4) Coordinate arrangements with Program Chairperson and Banquet Chairperson.
- L. BANQUET CHAIRPERSON:
- 1) Through Convention Committee Chairperson and Program Chairperson, arrange menu (remember vegetarian option), prices, and table arrangements with facility management.
 - 2) Arrange and coordinate seating for Speakers.
 - 3) Maintain close coordination with Program Chairperson and Decoration Chairperson.
- M. GRAPEVINE, LITERATURE, ARCHIVES AND BILINGUAL CHAIRPERSON:
- 1) If directed by the Convention committee, invite the Area Archives Committee Chairperson to attend the Convention. NOTE: Area archives chair attends at the expense of the Convention.

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- Grapevine, Literature, Bilingual and Delegate's travel and lodging expenses are paid by Area 46.
- 2) Liaise with Grapevine, Literature and Archives chairpersons to determine the amount of display space needed.
 - 3) Liaise with the Area bilingual chairperson to determine the set-up that will be needed for translators and equipment (location in the auditorium, access to power, table space, etc.).
 - 4) Coordinate with Program Chairperson to determine to what extent the needs of the Area chairs can be met.
 - 5) Convention Literature: G.S.O. provides to all conferences and conventions a complimentary literature package for display. Coordinate with the Area literature chair to determine if this literature package is needed. Additional A.A. literature may be purchased through GSO, at local central offices or through the Area literature chairperson.
5. AL-ANON:
INVITATION, COOPERATION, AND COORDINATION
- A. The Area Convention is an open A.A. event. Members of Al-Anon are always welcome to attend the Area 46 Convention. We would hope that we are loving, inclusive, and hospitable to all who attend any A.A. event regardless of their membership or affiliation.
 - B. The District hosting the Convention votes on whether or not Al-Anon will be invited to actively participate in the Convention. It is suggested that this be decided before and included in the bid to host the Convention. The extent to which Al-Anon participates in the Convention (i.e. speakers, workshops, meetings) is at the discretion of the Convention committee.
 - C. If Al-Anon is invited to participate in the Convention program, it is done so in the spirit of cooperation, not affiliation. While we recognize and value the very special relationship we share with Al-Anon, it is best for the Convention committee to observe A.A. Traditions as it cooperates with Al-Anon.
 - D. Al-Anon will choose its own representative to serve as the Al-Anon Liaison on the A.A. Convention committee.
 - 1) In order to reduce confusion, it is suggested that the Al-Anon Liaison be only a member of Al-Anon and not also a member of A.A.
 - 2) The purpose of the Al-Anon Liaison is to:
 - (a) Act as a liaison between the Convention committee and Al-Anon.
 - (b) Attend and participate in Convention committee meetings as desired by the Al-Anon Liaison and as requested by the Convention Committee.
 - E. Al-Anon will be responsible for selecting, hosting and providing all financial assistance to their speaker.

Examples of hosting expenses include travel, lodging, meals, and gifts.
 - F. In addition to a speaker meeting, the Convention committee might also allow Al-Anon to hold workshops or other meetings if it is in harmony with the Convention schedule and if space is available.
 - 1) Al-Anon will be in charge of the format, speakers and costs of such meetings.
 - 2) It is not suggested that Al-Anon run its own convention in parallel to the A.A. convention, or that there is the appearance of such.
 - G. Since A.A. is self-supporting and does not accept contributions from non-alcoholics, members of Al-Anon ought not be charged registration fees by the Convention.
 - 1) A.A. may charge non-members for pass-through expenses such as banquet meals, souvenirs, and lodging as directed by the Convention committee.
 - 2) Al-Anon may decide to charge a registration fee of its members to help defray the Al-Anon speaker and workshop expenses.
 - 3) Al-Anon is encouraged to establish its own registration.
 - 4) The Al-Anon Liaison to coordinate with Registration Chairperson in order to work out registration details.
 - H. If Al-Anon chooses to assist with the Hospitality Room, the Al-Anon Liaison would work with the Hospitality chairperson to coordinate efforts and/or times.
 - I. The Al-Anon Liaison is to maintain close coordination with the Program Chairperson regarding their programing, facility and other needs.

SUGGESTIONS FOR HOSTING AREA 46 ASSEMBLIES

Time Line – This is an incomplete overview. Use all guidelines for complete information.

Pre-Bid	District votes to make a bid Letter of commitment from facility Convention chairperson selected	DCM DCM District
December (Conv. - 18 months)	DCM Submits written and oral bid to Assembly w/in 30 days of acceptance of bid: -Written agreement signed with facility -Committee selected	DCM Conv. & Program chair Conv. chair
Dec - Feb	Committee provided with AIP and all guidelines Open Convention checking account Invite Al-Anon to participate if approved by Assembly	Conv. Chair Treasurer Conv. chair
March (Conv. - 15 months)	Get seed money from Area treasurer (at Area Assembly)	Conv. treasurer
Apr - May		
June (Conv. - 12 months)	Begin inviting out-of-state speaker(s)	Speaker chair
July - Aug		
September (Conv. - 9 months)		
Oct - Nov		
December (Conv. - 6 months)	Deadline to contact speakers and workshop speakers	Speaker chair
Jan - Feb	Send announcement/flyer to El Farolito (C-4 mo's)	Publicity chair
March (Conv. - 3 months)	Speakers confirmed Groups hosting meetings, workshops, confirmed Final flyers and announcements sent out Announcement to Box 459 sent Post flyers on New Mexico websites	Speaker chair Program or Speaker chair Publicity chair Publicity chair Publicity chair
Apr - May		
June Convention!!!	Have fun!	
July-Aug	Complete Financial Report & Return \$ to Area treasurer Update "Guidelines on Hosting an Area 46 Convention"	Treasurer Conv. chair/Area chair/ Program chair
Sept	Give final report to Assembly	Conv. chair

SUGGESTIONS FOR HOSTING AREA 46 ASSEMBLIES

Suggested Committee Service Positions

(Duties can be combined and handled by one person when necessary.)

Position	Description	Coordinates with
Convention Committee Chair	Chairs convention committee meetings. Assists all committee chairs as needed. Reports to Area planning meetings and assemblies.	Everyone
Alt. Convention Chair	Assists the Convention Chair. Stands ready to chair the convention committee on a temporary or permanent basis should the need arise.	Everyone
Area Chair	Serves on the committee in an advisory capacity.	Conv. Chair
Secretary	Take minutes of convention committee meetings. Provide minutes to convention chair and area chair. Keep a contact list of committee chairpersons.	Everyone
Treasurer	Keep an accurate account of all incoming and outgoing money and report to the convention committee regularly. Develop a convention budget. Assist convention committee in setting amount of registration fees. Establish and maintain a way to receive electronic payments such as PayPal. Check accuracy of all online transactions before forwarding to registration. Create a financial summary report at the close of the convention to be submitted to the Area treasurer.	Registration Website Merchandise Fund raising
Registration	Keep an accurate accounting of all registrations received. Offer suggestions for ways to increase pre-registration (incentives). Coordinate with Al-Anon to develop best registration procedure for Al-Anon members. Report banquet purchases, merchandise sales, accessibilities requests, etc. to appropriate chairpersons. Run pre-registration tables during assemblies and fundraisers (coordinate with merchandising and publicity). Assemble pre-registration packets. Run registration tables throughout convention.	Treasurer Website Merchandise Publicity Banquet Accessibilities
Website	Create and maintain a webpage for information and for online registration. Coordinate with the Area web chair so that people can easily access the convention webpage through the Area website.	Registration Treasurer Publicity
Merchandising	Design (using approved logo), purchase and sell souvenir items such as t-shirts and cups as approved by the convention committee. In addition to being popular, these items are used to raise financial and spiritual support prior to the event. Thus, these items are sold during Assemblies and all fundraisers.	Treasurer Registration
Fund raising	Develop ways to bring in financial and spiritual support for the convention. Coordinate with local districts to host fund-raisers. Could include dinners or pot-lucks, special workshops, raffling of hotel rooms, etc.	Treasurer

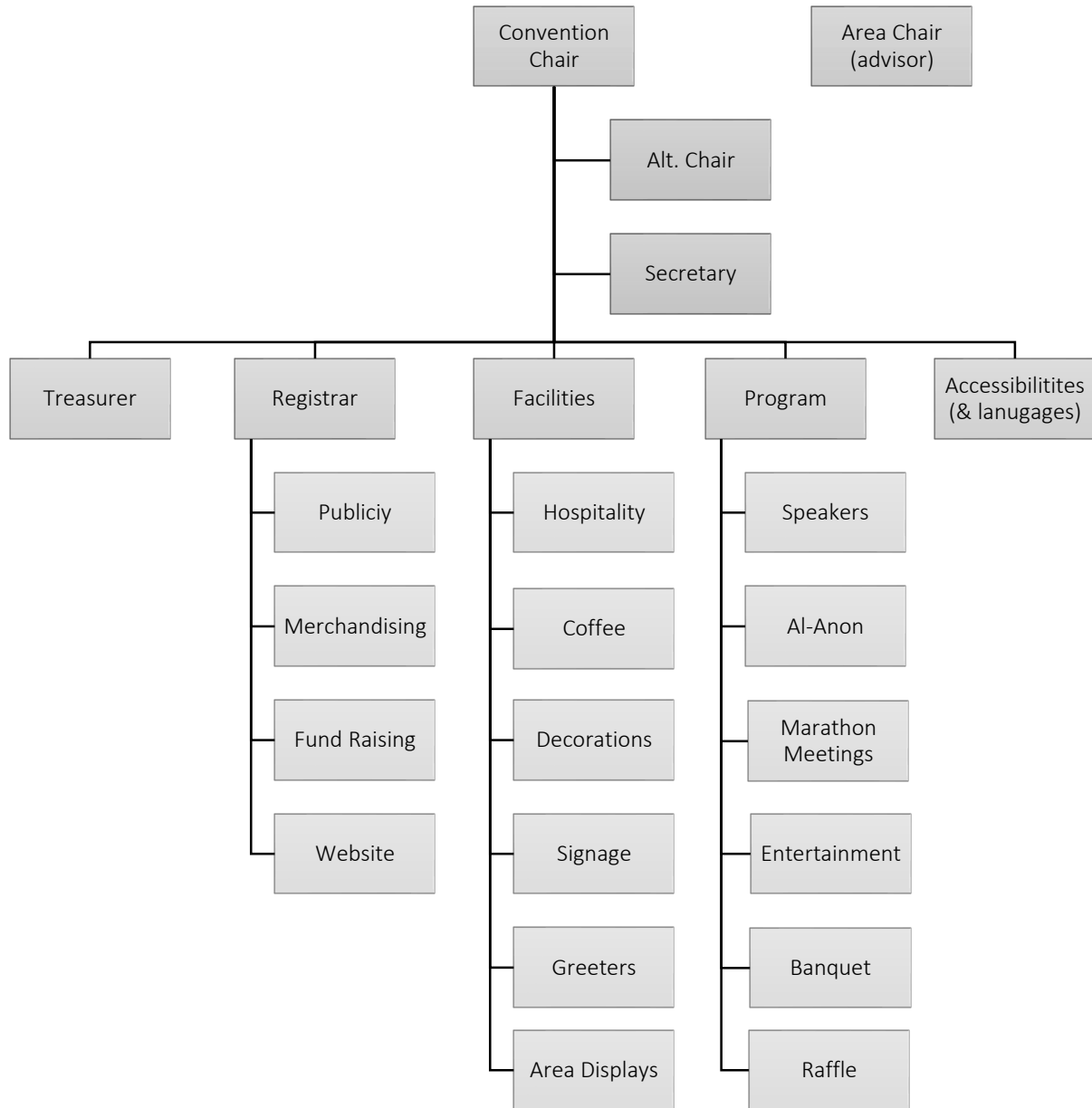
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Position	Description	Coordinates with
Publicity	Engender excitement for the event and get the word out to all of Area 46. Design flyers for the convention and for any fundraisers as needed (all materials to be distributed should be approved by the convention committee). Work with Registration to develop a flyer/ registration form. Distribute printed and electronic versions of flyers and registration forms to groups, districts, at convention fundraisers, at Area events, on the Area 46 website and to all Area 46 central office/intergroup websites. Notification of the convention can also be given to Grapevine and Box 459.	Registration Fund raising Merchandising Raffle
Facilities	Serve as the single liaison between the convention center/hotel and all convention committees to make sure that the committees' facilities needs are met. Ensure all equipment and room set-ups are correct during the event. Assist with making final banquet arrangements. Should become familiar with the hotel contract and make sure that no requests made of the facility will result in additional charges or costs.	Nearly all others
Program	Propose a schedule of all activities to be held during the convention ensuring that there are no conflicts of time or meeting places. Design and print a program/schedule as approved by convention committee. The program/schedule will be used online and the day of the event.	Registration Speakers Al-Anon Entertainment Signage
Speakers	Arrange for and host all A.A. speakers (including Spanish language and young people). Provide "speaker gifts" as directed by the convention committee. Arrange for "taper" to record all speakers and coordinate their registration and lodging needs as directed by the convention committee. At the end of the convention, provide a set of convention speaker tapes to Area 46 archives. Also, usually arranges for meeting literature (preamble, statement to the press, etc.) to be available for the speaker meetings and assists convention committee with deterring who will chair the meetings and introduce the speakers.	Program Facilities
Marathon Meetings	If the convention committee wants to include A.A. meetings as part of the convention program, encourage groups within the District and/or Area to host meetings during the event. Provide basic A.A. meeting literature (preamble, Steps, Traditions) to assist with the running of the meetings. Note: marathon meetings should NOT conflict with the delegate report or any A.A. speaker.	Program Facilities
Entertainment	Organize the fun event(s) to be held during the convention. Can include dances, ice-cream socials, talent shows, fire-side meetings, morning yoga, meditation, hikes, etc.	Program Facilities Al-Anon
Raffle	Solicit (from AA members only), collect, and display raffle items. Arrange for ticket canisters, tables and any other items needed for the display of raffle items. Sell tickets during convention. Organize the drawing. Keep track of money/tickets.	Facilities

SUGGESTIONS FOR HOSTING AREA 46 ASSEMBLIES

Position	Description	Coordinates with
Banquet	Organize the Saturday evening banquet. Keep track of meals purchased through registration. Work with facilities chair to place final order with caterer. Plan any special decorations for the banquet in coordination with the decorations chair.	Facilities Registration Decoration Entertainment
Hospitality	Present a budget plan to the convention committee. Purchase food and supplies within the approved budget. Recruit individuals and groups to donate food and to staff the hospitality room.	Facilities Coffee Al-Anon
Coffee	Determine where coffee stations ought to be located. Keep coffee stations clean and supplied throughout the event. If coffee is purchased from the facility, only the coffee chairperson will be allowed to order or sign for coffee and condiments. If A.A. will be allowed to supply coffee, groups might be asked to contribute coffee and supplies.	HospitalityFacilities
Decoration/ Banner	Using convention theme and logo, arrange for banner to be printed. Decorate all meeting rooms. Coordinate with banquet and entertainment chairs on decorations for their events.	Facilities Banquet Entertainment
Signage	Exterior and interior as needed to ensure that meeting rooms, hospitality, registration etc. can be found easily.	Facilities Decoration
Greeting	Committee members assist convention attendees finding their way around. Can also assist with smoking areas depending on the facility's requirements.	Facilities
Area 46 displays	Coordinate with Area Archives, Grapevine and Literature committee chairpersons for display needs. Arrange for their registration, travel and lodging needs as directed by the Conv. Committee. (convention pays travel and lodging for Archives, Area 46 pays for Literature and Grapevine.	Facilities Registration
Accessibilities	Ensure that those with special needs are accommodated. With the convention committee, determine whether or not ASL interpretation will be provided. Through the Area's Bilingual Committee, arrange for Spanish-language interpreters. Arrange for the interpreters' registration, travel and lodging needs as directed by the Conv. Committee. (Area 46 will pay for travel and lodging for Spanish-language interpreters).	Facilities Registration Speakers Entertainment
Al-Anon	Arrange for and host the Al-Anon speaker. If Al-Anon would like to hold a workshop or meeting at the convention (time and space permitting), arrange for this event. If Al-Anon wants to charge its members a registration fee to cover the Al-Anon speaker's and workshop expenses, work with Registration to coordinate the handling of Al-Anon registration. Coordinate Al-Anon participation with hospitality and entertainment (if desired).	Facilities Program Registration Hospitality

Area Convention Committee



This organizational chart is meant to describe the functional relationships between the committees. It is NOT meant to imply a chain of command or reporting relationships.

Depending on the duties of the committees, a person can take responsibility for more than one committee.