



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

The Spiritual Theme of “Discovery” will be maintained.

PURPOSES:

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

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These guidelines are designed to provide a framework within which each Discovery Convention Committee can model their Convention. Each Discovery Convention 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 Sub-Committee Chairpersons. Sub-Committee Chairpersons are encouraged to read through all of the guidelines, not just those that apply to their particular Sub-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 “DISCOVERY” CONVENTION COMMITTEE

1. The “Discovery” Convention Committee consists of the Coordinator, Co-Coordinator, and Sub-Committee Chairpersons. The SENY A.A. Liaison (appointed by SENY A.A.) is encouraged to attend Committee meetings as a non-voting member.
2. The Convention Coordinator is elected at an 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 New York South Assembly Area (NYSAA Area) who, according to the NYSA Area Guidelines, are not Al-Anon members who are also members of A.A.
3. The Coordinator and the Co-Coordinator – both submit Trusted Servant Profiles (TSP) to the Area World Service Committee (AWSC).
4. The Coordinator and the Co-Coordinator will be:
 - An active Al-Anon member for at least 5 years.
 - Versed in the 12 Steps, 12 Traditions and 12 Concepts.
 - Familiar with the current Al-Anon and Alateen Service Manual (P-24/27) and the New York South Assembly Area Guidelines.And has:
 - Served beyond the group level.
 - Served on a previous Discovery Convention Committee.
5. Convention Coordinator, Co-Coordinator, and all Sub-Committee Chairpersons will have attended at least one New York South Assembly Area “Discovery” Convention.
6. Convention Coordinator, Co-Coordinator, and all Sub-Committee Chairpersons cannot be Al-Anon members who are also members of A.A.
7. Sub-Committees of the Convention are:

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

Each Sub-Committee Chairperson is responsible for:

- Contacting the previous Sub-Committee Chairperson to be their Service Sponsor.
- Attending and/or making a report at all Convention Committee meetings.
- Creating a committee to work together and meet regularly (the Program, Registration, Publicity and Raffle Sub-Committee Chairpersons need to establish working committees immediately).
- Attending the Convention and assisting the Committee.
- Performing their duties in a timely manner.
- Submitting a written report to the Convention Coordinator at the end of the Convention.
- Being available as a Service Sponsor for the next Sub-Committee Chairperson.

8. 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 member interested in serving (who is not also a member of A.A).
9. The previous Committee will be invited to attend the first planning session of the new Committee. All reports, recommendations and supplies will be turned over to the new Committee at this time.
10. Every effort will be made to gather the various Sub-Committee Chairpersons from different geographic locations within the Assembly Area.
11. Contact will be made with Spanish Intergroup to coordinate their participation.
12. Contact will be made with SENY A.A. to coordinate their participation. An appropriate first contact would be the SENY A.A. Chairperson.
13. Alateen may participate on the committee (with a vote) as long as the following requirements are met:
 - At least two members of the Committee are certified AMIAS (Al-Anon Member Involved in Alateen Service). The two certified AMIAS are always in attendance with the Alateen.
 - NYSA Area Alateen Safety and Behavioral Requirements are followed, where applicable.
 - When the Alateen is transported, they may be driven by parent/guardian. If the Alateen is transported by the two AMIAS a completed permission slip is required and presented to the Convention Coordinator.
 - NYSA Area Alateen Safety and Behavioral Requirements are included in the Addendum to these Guidelines.
14. A Contract Committee, consisting of the current and previous Discovery Convention Coordinator, the current NYSA Area Chairperson and the current NYSA Area Delegate, will meet to review site contract prior to presenting it to the Discovery Convention Committee for revisions and signing.
 - Meet with Sales Manager of prospective hotel site(s) prior to selecting Convention location.
 - Arranges for food tasting for any new hotel prior to signing a contract.
 - Assures handicapped accessibility and handicapped rooms are appropriate and available.
 - Consider dates of International Al-Anon and A.A. Conventions and SENY A.A. State-wide Conventions before selecting a date for the upcoming Discovery Convention.

DUTIES AND RESPONSIBILITIES

COORDINATOR

1. Attends all Convention Committee meetings. Attends the Convention and assists the Committee.
2. Makes contact with prior Convention Coordinator to be their Service Sponsor. Will be available to the next Convention Coordinator as a Service Sponsor.
3. Responsible for submitting all vouchers and receipts to the Treasurer at or by the next Committee meeting.
4. Becomes familiar with the “New York South Assembly Area Guidelines” section on Convention Coordinator (Section 3).
5. Calls a meeting of all Sub-Committee Chairpersons . Reads through the New York South Assembly Area Convention Committee Guidelines for “Discovery” with the Committee. Makes the Convention Committee aware of practices that have been successfully employed in the past, as outlined in the Suggested Convention Committee Service Handbook.
6. Schedules, sets agendas for, attends and chairs all Convention Committee meetings.
7. Attends all Area World Service Committee (AWSC) meetings and 4 Assemblies that fall within the 12 months of their service as Area Convention Coordinator to give progress reports. If unable to attend, sends a report.
8. Ensures that all the Sub-Committee Chairpersons understand the need to attend scheduled committee meetings. Is responsible, if necessary, to remove a Sub-Committee Chairperson from their position if they are not fulfilling their duties and responsibilities and appoints a new Sub-Committee Chairperson.
9. Selects a Convention Co-Coordinator and Sub-Committee Chairpersons (who are not also members of A.A.), and two of which are certified AMIAS.
10. Convention Coordinator, Treasurer and NYSA Area Treasurer sign bank signature cards for the Discovery Convention account.
11. Works with NYSA Area Treasurer to confirm transfer of seed money to Discovery Convention account.
12. Works with the Contract Committee to negotiate a contract for the Convention. Area Chairperson is responsible for signing the contract. Prior to Area Chairperson signing the contract, Discovery Convention Committee will meet to review the contract in detail. Requests from the New York South 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).
13. If the Convention Committee decides on audio recording of any part of the convention, then the Coordinator negotiates and signs contracts.

14. With the Convention Committee, sets the prices for weekend, meal(s) and walk-in registration, and determines the Convention's total budget and theme.
15. Sets deadlines for various sub-committee tasks including but not limited to the following:
 - a) Registration deadlines for early-bird and regular registration;
 - b) Printing of the registration form. Must be ready for mailing and be brought to both the Area World Service Committee and the Assembly meetings for distribution.
16. Reads all emails sent to the Convention Committee email address; filters them to the appropriate Sub-Committee Chairperson, or answers them accordingly.
17. 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 Co-Coordinator, Sub-Committee Chairpersons, Delegate, Area Officers, and Past Delegates at the Banquet;
 - e) Closes Convention with the "Serenity Prayer" and the "Al-Anon Declaration".
18. Schedules a wrap-up session for the Convention Committee for review of the Convention to obtain recommendations for future Conventions, and to request delivery of final Sub-Committee Chairpersons' reports. This meeting is to be held prior to the next Area World Service Committee meeting so that the Convention Coordinator may make a post-Convention report.
19. Outgoing Coordinator, with the newly-elected Coordinator, sets tentative dates and site for the next Convention and they coordinate this with the Discovery Convention Contract Committee. The Discovery Convention Contract Committee consists of: out-going and in-coming Convention Coordinators, the Area Delegate and the Area Chairperson.
20. Makes a final report at the next Assembly.
21. Ensures that all monies remaining in Convention checkbook (in excess of \$100) are transferred to the NYSA Area treasury.
22. Attends the audit of the Convention Committee books by the AWSC Audit Committee.
23. If the outgoing Convention Committee recommends that a new site be found, the issue is to be presented to the Area World Service Committee.
24. Is responsible for providing a final written report with recommendations and submitting it to the Convention Coordinator prior to the transition Committee meeting.

DUTIES AND RESPONSIBILITIES

CO-COORDINATOR

1. Attends all Convention Committee meetings. Attends the Convention and assists the Committee.
2. Makes contact with prior Convention Co-Coordinator to be their Service Sponsor. Will be available to the next Convention Co-Coordinator as a Service Sponsor.
3. Responsible for submitting all vouchers and receipts to the Treasurer at or by the next Committee meeting.
4. Becomes Coordinator (pending approval by the Assembly) if the elected Coordinator is unable to complete the job.
5. Actively assists the Convention Coordinator and all Sub-Committee Chairpersons.
6. Works with the Coordinator to set the agenda time-line prior to meeting with the Committee.
7. Takes minutes of all Convention Committee meetings. Distributes previous meeting's minutes for review and approval at each Convention Committee meeting.
8. Conducts meetings and makes reports to the AWSC and Assemblies in the absence of the Convention Coordinator.
9. Sets agenda for the three big meetings (Friday, Saturday, Sunday) for Coordinator. (To be read: Friday night Steps; Saturday night Traditions; Sunday morning Concepts/Warranties.)
10. Aggregates data from the Convention Evaluation Questionnaires and presents report at the Transition meeting.
11. Is responsible for providing a final written report with recommendations and submitting it to the Convention Coordinator prior to the transition Committee meeting.

DUTIES AND RESPONSIBILITIES

TREASURER

Primary responsibility is to pay bills and keep accurate records. Must have working knowledge of QuickBooks. 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.
2. Makes contact with the prior Convention Treasurer to be their Service Sponsor. Will be available to the next Convention Treasurer as a Service Sponsor.

3. Responsible for submitting all vouchers and receipts to the Treasurer at or by the next Committee meeting.
4. Bank Account
 - a) Files signature cards with the signature of the following: Convention Coordinator, Convention Treasurer and the Area Treasurer.
 - b) Establishes a Convention P.O. Box as a mailing address for the Convention (registration, bank statements, etc.)
5. Keeping Records
 - a) Prepares a monthly report of the expenses and receipts for each Convention Committee meeting.
 - b) Balances checking account monthly.
 - c) Maintains a file of receipts, bills, and monthly bank statements.
 - d) Provides the records for the AWSC audit.
6. Depositing Monies
 - a) Deposits all proceeds, returned deposits, cash receipts, etc.
 - b) Tracks and records all credit card transactions.
 - c) Arranges for use of hotel lock box during Convention and accounting for cash deposited therein. Has receipt book for all monies collected during the Convention.
 - d) Tracks deposits by source and is prepared to issue summary reports on income by type.
7. Payment of Bills
 - a) Bills may be business-prepared or personal expense vouchers submitted by Sub-Committee members. Must have all receipts attached to a voucher for payment.
 - b) Writes check to Convention site for the amount of deposit (as needed).
 - c) Brings to Convention sufficient funds to pay for contracts made and cash to be used where needed for change, etc.
8. Final Account Actions
 - 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 next AWSC and Assembly.
 - c) Ensures that all monies remaining in Convention checkbook (in excess of \$100) are transferred to the New York South Assembly Area treasury.
 - d) Closes Convention P.O. box and forwards mail to NYSA Area P.O. box.
9.
 - 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.
10. Is responsible for providing a final written report with recommendations and submitting it to the Convention Coordinator prior to the transition Committee meeting.

DUTIES AND RESPONSIBILITIES

REGISTRATION

1. Attends and makes a report at all Convention Committee meetings. Attends the Convention and assists the committee.
2. Makes contact with the prior Registration Chairperson to be their Service Sponsor. Will be available to the next Registration Chairperson as a Service Sponsor.
3. Responsible for submitting all vouchers and receipts to the Treasurer at or by the next Committee meeting.
4. Presents suggestions for “registration packet give-away item” to the Convention Committee for consideration and selection. Buys the give-away item.
5. Creates registration packet with the Convention Committee. Packet for each registrant will include name tag, badge holder, program and other items as decided by the Committee.
6. Collects at regular intervals the registrations and/or correspondence.
7. Can use a computer and is capable of creating and maintaining a spreadsheet and/or database that must include the information of all registrants including phone numbers, payment type, roommate(s), special needs, meal selections, and Committee(s) for which they volunteered. Follows up, as needed, with registrants regarding all of the above. Keeps record of total room nights booked. Must also have a system to record all walk-in registrants during the Convention weekend (to include person’s name, zip code and last 4 digits of credit card). Must also document any “no-shows” against list of registrants, reserved rooms and banquets.
8. Must be trained in use of credit card transaction equipment.
9. During the Convention weekend, gives to the Convention Treasurer, all monies received.
10. Enters registrants into hotel database, indicating length of stay, room and bed type selection, how many in room, cots and special needs.
11. Distributes lists of volunteers and their contact information to the appropriate subcommittee Chairpersons.
12. Gives Food Chairperson a list of registrants who have indicated any special dietary needs, and contact information as needed. Tracks and reports final banquet meal selections by meal type to Food Chairperson.
13. Sends to registrants a confirmation e-mail/letter, (rules, directions to hotel, etc.) as registrations are received.
14. Contacts all registration volunteers and creates a schedule for assistance at registration desk to cover all hours that Convention registration will be open.

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. Arrangements will be made by the Committee to accommodate credit card transactions for walk-in registrants.
16. Is responsible for providing a final written report (including a breakdown of registrants) with recommendations and submitting it to the Convention Coordinator prior to the transition Committee meeting.

DUTIES AND RESPONSIBILITIES

PUBLICITY

1. Attends and makes a report at all Convention Committee meetings. Attends the Convention and assists the Committee.
2. Makes contact with prior Publicity Chairperson to be their Service Sponsor. Will be available to the next Publicity Chairperson as a Service Sponsor.
3. Responsible for submitting all vouchers and receipts to the Treasurer at or by the next Committee meeting.
4. With the Convention Committee, creates a “Save the Date” flier, the Registration Form, Cover Letter (if needed), and Convention logo to be used on Convention related materials. Converts Convention logo to electronic format.
5. 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.
6. Has registration forms printed prior to the Area World Service Committee meeting. Brings (or has Coordinator bring) at least 300 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.
7. Makes arrangements with Communications Chairperson to pick-up Registration Forms for distribution to the Groups.
8. With Convention Committee, plans information about the Convention to be posted on Area website.
9. Works with Communication Coordinator to prepare and send e-mail blasts to members for Save the Date; Registration; FAQs; Reminders; Evaluatons; and any other announcements as decided by the Committee.
10. With the approval of the Convention Committee, seeks outside sources of free Public Service announcements (PSA). Does public outreach to local AISs, Intergroup and neighboring Areas,

such as New York North, New Jersey and Connecticut, to inform them of Convention. Provides them with Convention details and NYSA Area website address. Provides information for SENY-AA also.

11. Makes signs for posting at the Convention site (in English and Spanish) as required by the Committee.
12. Brings to Convention site all material and supplies necessary for posting signs and/or making additional signs.
13. 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.
14. Creates the Convention Evaluation Questionnaire (hand-out and on-line) in English/Spanish.
15. Makes sure that all posted and/or directional signs are removed prior to leaving the Convention hotel after the Convention ends on Sunday. Retains any materials that might be used the following year and passes them on at the transition Committee meeting.
16. Is responsible for providing a final written report with recommendations and submitting it to the Convention Coordinator prior to the transition Committee meeting.

DUTIES AND RESPONSIBILITIES

COMMUNICATIONS

1. Attends and makes a report at all Convention Committee meetings. Attends the Convention and assists the Committee.
2. Makes contact with prior Mailing Chairperson to be their Service Sponsor. Will be available to the next Mailing Chairperson as a Service Sponsor.
3. Responsible for submitting all vouchers and receipts to the Treasurer at or by the next Committee meeting.
4. Works with the Committee to create email blasts for: Save the Date, Reminders, Contests, Registration, FAQs, etc. Also requests group email addresses from Area Group Records Coordinator.
5. Arranges the pick-up or delivery of the registration forms with the Publicity Chairperson for group-wide mailings.
6. Forms a committee of volunteers to assist with mailing related tasks. Mails out the registration forms and cover letter via USPS to all groups. Includes NYSA Area P.O. Box as the return address on all mailings. Obtains mailing labels from the Area Group Records Coordinator.
7. With the Committee, decides on the types and quantities of convention related memorabilia that needs 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), as well as any pre-Convention fund-raising (see Fund-Raising in Al-Anon Alateen Service Manual P-24/27).

8. Contacts vendor for recording keynote speakers. Arranges for contract to be forwarded to Convention Coordinator for signature.
9. Is responsible for providing a final written report with recommendations and submitting it to the Convention Coordinator prior to the transition Committee meeting.

DUTIES AND RESPONSIBILITIES

FOOD

1. Attends and makes a report at all Convention Committee meetings. Attends the Convention and assists the Committee.
2. Makes contact with prior Food Chairperson to be their Service Sponsor. Will be available to the next Food Chairperson as a Service Sponsor.
3. Responsible for submitting all vouchers and receipts to the Treasurer at or by the next Committee meeting.
4. Works with Banquet and Event Managers at the facility to establish meals and meal schedules, coffee setup schedules, water stations, color scheme of linens and decorations (if any) for banquet, table arrangements and decorating schedule, and public address system, if necessary.
5. Reserves enough tables for the Committee and Keynote Speakers with their guests at the banquet.
6. Establishes method for admission to meals. Tracks attendance and records “no shows.”
7. Communicates special diet needs (including Kosher meals) to Banquet and Event Managers in a timely manner. Coordinates with Registration chairperson.
8. Establishes a system for monitoring and reporting the exact number of meals served.
9. Contacts all food committee members and creates a schedule for assistance as needed. Has volunteers available on site to check the badges of all who enter the dining area.
10. With the Coordinator, reviews the final food service bill.
11. Is responsible for providing a final written report with recommendations and submitting it to the Convention Coordinator prior to the transition Committee meeting.

DUTIES AND RESPONSIBILITIES

HOSPITALITY

1. Attends and makes a report at all Convention Committee meetings. Attends the Convention and assists the Committee.
2. Makes contact with prior Convention Hospitality Chairperson to be their Service Sponsor. Will be available to the next Convention Hospitality Chairperson as a Service Sponsor.
3. Responsible for submitting all vouchers and receipts to the Treasurer at or by the next Committee meeting.
4. Purchases all supplies for the Hospitality Room.
5. Arranges for method for providing hot beverages (Hotel, vendors and/or volunteers).
6. Consider soliciting decoration donations from groups/districts. is encouraged. Contacts Area Archivist to arrange for archives display throughout weekend.
7. Hospitality room is to be staffed at all scheduled 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 transition Committee meeting.

DUTIES AND RESPONSIBILITIES

ENTERTAINMENT

1. Attends and makes a report at all Convention Committee meetings. Attends the Convention and assists the Committee.
2. Makes contact with prior Convention Entertainment Chairperson to be their Service Sponsor. Will be available to the next Convention Entertainment Chairperson as a Service Sponsor.
3. Responsible for submitting all vouchers and receipts to the Treasurer at or by the next Committee meeting.
4. With the Convention Committee, decides on special events and entertainment requirements for Saturday night, including cost.
5. As early as possible, books professionals required for special events. Arranges for 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. All contracts are forwarded to Convention Coordinator for signature.

6. Arranges for any necessary equipment with Hotel as needed. Reports to Committee any additional fees.
7. 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.
8. Is responsible for providing a final written report with recommendations and submitting it to the Convention Coordinator prior to the transition Committee meeting.

DUTIES AND RESPONSIBILITIES

RAFFLE

1. Attends and makes a report at all Convention Committee meetings. Attends the Convention and assists the Committee.
2. Makes contact with prior Convention Raffle Chairperson to be their Service Sponsor. Will be available to the next Convention Raffle Chairperson as a Service Sponsor.
3. Responsible for submitting all vouchers and receipts to the Treasurer at or by the next Committee meeting.
4. Decides, with Convention Committee, on the number and type of prizes. Reaches out to groups/districts for donations of raffle prizes, keeping in mind the prizes should reflect the theme and include CAL and program-related items.
5. Determines, with Convention Committee, price of raffle tickets.
6. Calls all raffle volunteers and creates a schedule for assistance as needed.
7. Pre-select and post on presentation board all basket winners prior to Saturday Banquet. (Sub-Committee will meet privately to complete selection and posting). Special raffle prizes (weekend giveaways, free banquets, etc.) will be announced prior to Keynote Speakers and presented to winners.
8. Gives to Convention Treasurer all monies collected from raffle.
9. Is responsible for providing a final written report with recommendations and submitting it to the Convention Coordinator prior to the transition Committee meeting.

DUTIES AND RESPONSIBILITIES

LITERATURE

1. Attends and makes a report at all Convention Committee meetings. Attends the Convention and assists the Committee.
2. Makes contact with prior Convention Literature Chairperson to be their Service Sponsor. Will be available to the next Convention Literature Chairperson as a Service Sponsor.
3. Responsible for submitting all vouchers and receipts to the Treasurer at or by the next Committee meeting.
4. Determines, with Convention Committee, amount to be spent on literature (literature to be ordered from an AI-Anon Service Arm).
5. Determines, with Convention Committee, what literature to have available for sale. Takes into account if there is any new CAL. Consider purchasing most popular and new books by case.
6. Provides copies of Area website “Find a Meeting” page. Also include information, where available, re: WSO website, podcasts, on-line meetings, phone meetings, Forum subscriptions, “Request for Sharings.” Contact local AISs/Intergroup for meeting lists.
7. Calls all literature volunteers and creates a schedule to staff the literature table at designated times.
8. Gives to Convention Treasurer all monies collected from sale of literature at the Convention.
9. Reports final bills to Treasurer for payment within 30 days after the Convention (or as soon as possible).
10. Is responsible for providing a final written report (which includes inventory sheet of what books were sold and how many) with recommendations and submitting it to the Convention Coordinator prior to the transition Committee meeting.

DUTIES AND RESPONSIBILITIES

PROGRAM

1. Attends and makes a report at all Convention Committee meetings. Attends the Convention and assists the Committee.
2. Makes contact with prior Convention Program Chairperson to be their Service Sponsor. Will be available to the next Convention Program Chairperson as a Service Sponsor.
3. Responsible for submitting all vouchers and receipts to the Treasurer at or by the next Committee meeting.

4. With the Convention Committee, establishes meeting topics and titles dealing with the spiritual theme of “Discovery.” Obtains Spanish translations for meeting topics and titles from Spanish Community Chairperson.
5. Receives meeting topics and titles from the SENY A.A. Liaison. Also gets the name of the A.A. Keynote Speaker from SENY A.A. Liaison.
6. With the Convention Committee, decides: time slots, number of meetings per time slot. Keep in mind trying to have less but larger meeting rooms per time slot.
7. Has the general program information ready in time for Publicity Chairperson to have registration forms printed. The final draft of the program should be completed as per the agenda timetable. The final program will be posted on the Area website.
8. “Keynote” speakers are recommended by the Delegate and/or active Past Delegates. (speakers to come from NERD and/or WSO). Provides speakers with reimbursement voucher for travel/meals. Explains the reimbursement process.
9. “Longtime Members Panel” will consist of members who have 25+ continuous years in the Al-Anon program. The program needs to be clear that all members may attend the meeting (not just eligible panel members).
10. Obtains list of registrants who volunteered to speak and/or moderate 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 moderating the meetings and tallying attendance. It is recommended that no member chair more than one meeting during the Convention.
11. Works with the Area AAPP (Area Alateen Process Person) to obtain a list of certified AMIAS (Al-Anon Members Involved in Alateen Service). There must be two certified AMIAS at each Alateen meeting. All Alateen meetings are closed to adults.
12. Finalizes the program. Gives it to the Publicity Chairperson in time to have it printed and included in the Registration packet. Extra programs will be available during the Convention.
13. Provides the hotel with the program. Ensures that the hotel has printed and properly distributed meeting room signs. If not, prepares meeting room signs.
14. Checks during the Convention to see that all speakers have arrived, and, if necessary, makes substitutions.
15. If speakers are being recorded, obtains written permission from speakers to be taped. Assures that speakers are made aware of distribution of recordings.
16. Schedules a meeting Saturday morning, before meetings begin, for all workshop speakers to review guidelines and suggestions for speaking at and moderating the meetings.
17. Creates a format to be left in each topic meeting room with an attendance sheet that will be collected at the end of each time slot.

18. Is responsible for providing a final written report with recommendations and submitting it to the Convention Coordinator prior to the transition Committee meeting.

REQUIREMENTS, DUTIES AND RESPONSIBILITIES

SPANISH COMMUNITY

Requirements

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

Responsibilities

1. Attends and makes a report at all Convention Committee meetings. Attends the Convention and assists the Committee.
2. Makes contact with prior Convention Spanish Community Chairperson to be their Service Sponsor. Will be available to the next Convention Spanish Community Chairperson as a Service Sponsor.
3. Responsible for submitting all vouchers and receipts to the Treasurer at or by the next Committee meeting.
4. Provides all translation and proofreading services (from English into Spanish) needed by the Convention Committee members.
5. Chooses Spanish meeting topics and titles for the Convention from topic list established by the Committee.
6. Chooses speakers for the Convention’s Spanish Al-Anon meetings.
7. Provides Convention information to the Area’s Spanish Intergroup and neighboring Area Spanish communities.
8. Plays the primary role in the selection and coordination of translation services during the “Big” meetings at the Convention.
9. Is responsible for the selection and sale of Spanish CAL for the Convention.
10. Is responsible for providing a final written report with recommendations and submitting it to the Convention Coordinator prior to the transition Committee meeting.

REQUIREMENTS, DUTIES AND RESPONSIBILITIES

ALATEEN LIAISON

Requirements

- Must be an active Alateen member with at least one year of program experience.
- Must have knowledge of the Twelve Steps and Twelve Traditions of Alateen.
- Must have done service in their home group and outside the home group.
- Must have good recommendation of service from the Alateen Group Sponsor (AMIAS).

Responsibilities

1. Attends and makes a report at all Convention Committee meetings. Attends the Convention and assists the Committee with all Alateen-related matters.
2. Makes contact with prior Convention Alateen Chairperson. Will be available to the next Convention Alateen Chairperson to be their Service Sponsor.
3. Responsible for submitting all vouchers and receipts to the Treasurer at or by the next Committee meeting.
4. With the Convention Committee, plans meeting topics, titles and activities for the Alateens at the Convention. Consider having an Open Alateen meeting to serve as an informational meeting.
5. Attends all the Alateen meetings at the Convention.
6. Is responsible for providing a final written report with recommendations and submitting it to the Convention Coordinator prior to the transition Committee meeting.

Addendum

The following Safety and Behavioral Requirements for AMIAS are currently being revised. Revisions to be presented at October 2016 Assembly for discussion and February 2017 Assembly for discussion and voting.

NEW YORK SOUTH ASSEMBLY AREA

AL-ANON/ALATEEN

for families & friends of alcoholics

NEW YORK SOUTH ASSEMBLY AREA SAFETY AND BEHAVIORAL REQUIREMENTS FOR AL-ANON MEMBERS INVOLVED IN ALATEEN SERVICE (AMIAS)

An Al-Anon Member Involved in Alateen Service (AMIAS) is an Al-Anon member who is currently certified through their Area's Alateen process and is therefore eligible to be directly responsible for Alateens while being of service to Alateen... In the NYSA Area, AMIAS may serve as Alateen Group Sponsors/Alateen Chat Room Sponsors, chaperones, drivers, or other roles related to Alateen.

[see Al-Anon/Alateen Service Manual (P-24/27) –Digest of Al-Anon and Alateen Policies – “Alateen Policy”]

The following requirements are presented in addition to the WSO Alateen Safety and Behavioral Requirements as amended by the 2002 World Service Conference and the 2003 Alateen Motion from the Board of Trustees. [Further information may be found in the Al-Anon/Alateen Service Manual (P-24/27)]

NEW YORK SOUTH ASSEMBLY AREA REQUIREMENTS FOR CERTIFIED AMIAS

An Al-Anon member who:

- a) Is a minimum age of 25.
- b) Is an active Al-Anon member for at least two years in addition to any time spent in Alateen.
- c) Regularly attends Al-Anon meetings and has an Al-Anon sponsor.
- d) Has not been convicted of a felony; and does not have any pending charges or been convicted of child abuse, and has not demonstrated behaviors which could result in harm to Alateen members.
- e) Has completed the New York South Assembly Area AMIAS Training Program and re-certifies annually.
- f) Submits to an initial background check, at no cost to the member, and every three (3) years thereafter.

NEW YORK SOUTH ASSEMBLY AREA SERVICE RESPONSIBILITIES

To be considered for this service position, an Al-Anon member must first meet the following requirements:

- a. Use Al-Anon as their primary program at the Alateen meeting.
- b. Be willing to make a commitment to serve as an Alateen Group Sponsor for at least a one (1) year term.
- c. Have an Al-Anon program, which includes: experience putting the program to work through knowledge of the Al-Anon Steps, Traditions, Concepts and service structure.
- d. Be familiar with NY State law regarding reporting of abuse and your role. *New York Child Protective Services System (CPS) – Public Hotline (800) 342-3720*. In an effort to keep the Alateen fellowship from public controversy, it is suggested that reporting be done on a personal basis, rather than as an Alateen sponsor. Keep in mind the teen member's anonymity within the fellowship. It is also important to keep the alleged abuser anonymous within the fellowship while taking reasonable efforts to remove any further risk to the membership.
- e. Be committed to attending the regularly scheduled Alateen meeting/Chat Room meeting and, if unable to do so, notify the other Alateen sponsor and arrange for appropriate coverage by another certified AMIAS.
- f. Be willing to participate in AMIAS-related events (i.e. meetings, conference calls, etc.)
- g. Maintain up-to-date Alateen Group Registration, including CMA (Current Mailing Address).

This document replaces the original NYS Alateen Safety & Behavioral Requirements approved 11.22.08 and Process revised and approved 2.8.09
Revised 9.27.15 Approved: Assembly 2.7.16 (p 1 of 2)

The following AMIAS Certification Process is currently being revised. Revisions to be presented at October 2016 Assembly for discussion and February 2017 Assembly for discussion and voting.

NEW YORK SOUTH ASSEMBLY AREA AMIAS CERTIFICATION PROCESS

1. Contact the District Representative (DR) or local Alateen Coordinator to let them know of your desire to sponsor a group and/or be involved in Alateen service.
2. Attend a scheduled AMIAS training in the NYSA Area. Refer to www.al-anonny.org/calendar.
3. At training, complete & submit all required paperwork. Photo ID is required (State ID, driver's license or passport).
4. Area Alateen Coordinator will forward the forms to the Area Alateen Process Person (AAPP).
5. AAPP processes background check.
6. AAPP will notify the prospective AMIAS of background check results.
 - a) If the member passes the background check, the AAPP will register the new AMIAS on-line through the WSO process.
 - b) If the member fails, the process ends and the AAPP will inform the member how to contact the screening company so they may obtain the reason and try to rectify the situation, if desired.
7. Once registered, the AAPP will notify the member, the Area Alateen Coordinator and the DR/local Alateen Coordinator of AMIAS status.
8. For each succeeding year, NYSA Area will re-certify each AMIAS, assuring that they have met and agree to abide by the NYSA Area Safety & Behavioral Requirements for Al-Anon Members Involved in Alateen Service (AMIAS).

ALATEEN GROUP SAFETY REQUIREMENTS

- a) Every group requires two (2) certified AMIAS. One must be an Al-Anon member only.
- b) Overt or covert sexual interaction between any adult and an Alateen member is prohibited.
- c) Where there is no Alateen meeting available, young people are encouraged to attend Al-Anon meetings. Alateens are members of the Al-Anon fellowship. Whenever young people (minors) attend an Al-Anon meeting, the Al-Anon group would be responsible for prudent safety measures for them just as it is for the safety of Al-Anon members attending (e.g. making sure no one is left alone at the facility, etc.). [see Al-Anon/Alateen Service Manual (p24/27) – Digest of Al-Anon and Alateen Policies – “Alateen Policy”]

PERMISSION AND MEDICAL FORMS

- a) The Committee asserts that Permission Slips and Medical Forms are not required for regular meetings, but for activities away from regular meetings these forms are required (i.e. Conventions, workshops, bowling parties, etc.)
- b) Permission slips are required for transporting Alateens to and from events and meetings (must be accompanied by a certified AMIAS and an Al-Anon member).

Groups that are not in compliance with New York South Assembly Area Requirements will not be listed on meeting lists, schedules, answering services or websites.
