

## Northern California World Service Area Suggested Assembly Guidelines

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## **I. Purpose of the Assembly**

- A. A meeting to be held to transact all necessary business and legal matters pertaining to NCWSA. The regular annual Assembly is held in September.
- B. Election Assembly is held every third year, starting in 1990. It may be held with the annual Assembly or separately.
- C. Special Assemblies may be called per the Bylaws.

## **II. Purpose of the Assembly Guidelines**

- A. To clarify the responsibilities of those involved in planning and holding an Assembly.
- B. These guidelines were written for all NCWSA Assemblies. Changes to these guidelines must be approved by the NCWSC.

## **III. Pre-Assembly Planning** (Coordinated by NCWSA Chairperson and Hosting Section DR's)

- A. Obtain dates and prices from local hotels to prepare bid offer prior to current years Assembly.
- B. Negotiate with the hotel for discounted room rate and complimentary rooms. Complimentary rooms are to be used for NCWSA purposes.
- C. Present bid request to host the next year's Assembly at current year's Assembly for acceptance.
- D. When bid is accepted, obtain current Assembly Guidelines from the NCWSA Chairperson.

## **IV. Funding**

- A. NCWSA assumes all liability and expenses for the Assembly.
- B. All leases, contracts or other agreements must be approved by the NCWSA Chairperson, Delegate, Alternate Delegate, or Convention Coordinator and signed by the NCWSA Chairperson.
- C. Pre-Assembly Advance
  - 1. The NCWSA Treasurer will advance a reasonable amount to the Event Treasurer for cash box setup.
  - 2. Facility deposits are submitted to the NCWSA Treasurer immediately for payment.
- D. Host committee members are not reimbursed by NCWSA for attendance at Assembly.

## **V. Facilities**

- A. Consider the following for an Assembly site:
  - 1. Main meeting room is large enough to accommodate 100 minimum Friday night and 250 to 300 Saturday and Sunday.
  - 2. Conveniently located.
  - 3. Lobby is adjacent to meeting room for Pre-Registration, Registration, Voter Registration, Literature and Twelve Stepper tables.
  - 4. Many Groups, Districts, Officers and Coordinators bring items for Group distribution, and it is helpful to have 3 tables conveniently located for them to place the items.
  - 5. The following 6' tables are needed:
    - a. 1 table for registration
    - b. 1 table for pre-registration (may be combined with registration table)
    - c. 1-4 tables for voter registration
    - d. 3 tables for literature
    - e. 1 table for archives

- f. 1-2 tables for Forum and Twelve Stepper
  - g. 2 tables for the Delegate
  - h. 1 table for the Secretary
  - i. 1 open table for announcements
  - j. 1 table for an overhead projector
  - k. The Delegate's, Secretary's, one of the Literature, and announcement tables can be in the meeting hall.
- B. Facility employees can assist in determining the most convenient arrangements of the following:
- 1. Seating.
  - 2. Table skirts, if needed.
  - 3. Head table to seat Officers, Delegate, and speakers (not for entire Assembly). Center lectern with three seats on each side (allow plenty of space for paperwork, writing, books, as well as a space to walk behind people seated at table).
  - 4. Two to three microphones, one at lectern, and one or two floor microphones in center isle, towards the rear of the seating area.
  - 5. Overhead projector and screen.
  - 6. Power outlets and extension cords for other equipment, such as computers.
  - 7. Check which equipment NCWSA provides.
- C. Room sizes and availability
- 1. Meetings Friday and/or Saturday night(s)
    - a. If your Assembly Committee elects to have Al-Anon/Alateen meetings, workshops, or a dance Saturday night, try to have the meeting rooms conveniently located. (Optional)
  - 2. Storage
    - a. Make sure all Committee Chairpersons who will need to lock up literature and supplies at night know the location and the times required to put in and take out literature and supplies.
    - b. Provide support for transporting literature and supplies (eg. people and carts).
  - 3. Luncheon/breakfast (Optional)
    - a. Able to handle at least 200, not in main meeting room.
    - b. Conveniently located to main meeting room.
  - 4. Hospitality room for coffee, tea, cookies, cold soft drinks, etc. Be sure to check with hotel property management regarding bringing in cookies, finger food, beverages, etc.
  - 5. Inform hotel (if meeting in hotel) how many sleeping rooms are needed. Get prices for rooms: single, double, triple, king bed, roll-a-way bed, nonsmoking room section, etc. Find out the conditions required to qualify for complimentary meeting and/or sleeping rooms, such as a certain number of rooms or a luncheon. Check if complimentary rooms can be applied to reduce the cost of other rooms. If meeting outside a hotel, secure necessary hotel rooms in nearby area.
  - 6. Inform Hotel/Property Management of Meeting Rooms and times needed. Meeting Rooms Reservation Schedule:
    - a. Friday Group Representative Orientation 7:30 pm to 11 pm
    - b. Saturday Assembly Meeting 7:30 am to 10 pm  
(Schedule Meeting Room later if Alateen Dance is planned)
    - c. Saturday Night Meeting 7:30 pm to 11 pm
    - d. Sunday Assembly Meeting 7:30 am to 7 pm
    - e. Al-Anon meetings as desired
- D. Vault availability and access hours for Event Treasurer.
- E. Secure room for counting money and related transactions.

## **VI. Responsibilities of the NCWSA Chairperson**

- A. Obtain dates, hotel reservation forms, copy of hotel contract, Event Chairperson's name, phone number, address, Assembly pre-registration Chairperson information, luncheon and breakfast information for submission to Twelve Stepper Editor. (May be delegated to the local DRs.)
- B. Be available to Assembly Committee for information as needed.
- C. Pre-Assembly
  - 1. Make arrangements with facility/hotel for placement of money in vault by Event Treasurer. Arrange for a secured room for use by the Treasurer for counting money.
- D. During Assembly
  - 1. Assembly agenda is prepared and conducted by the NCWSA Chairperson.
- E. Post Assembly
  - 1. Be present to review the facility bills with the NCWSA Treasurer and Event Treasurer.

## **VII. Responsibilities of Host District Representative(s)**

- A. After acceptance by NCWSA of the District's bid to host the next Assembly, work with the NCWSA Chairperson to initiate the contract for the hotel facilities as soon as possible after acceptance of the District's bid to host the next Assembly. The DR will send the contract to the NCWSA Chairperson for signature.
- B. Appoint/elect an Event Chairperson.
- C. Provide Host Hotel information to the NCWSA Secretary for Twelve Stepper, calendar, Web site, etc.
- D. Be available to the Assembly Committee during planning time and during the Assembly.
- E. Assist the Assembly Committee for purposes of continuity.

## **VIII. Responsibilities of NCWSA Convention Coordinator**

- A. Deliver reusable supplies to the Event Chairperson before the Assembly.
- B. Receive reusable supplies at close of Assembly.
- C. May assist in finding facility.

## **IX. Responsibilities of the Event Chairperson**

- A. Pre-Assembly
  - 1. Select an Assembly Co-Chairperson to assist and be prepared to assume the Chairpersonship, if required. (This serves to train potential Event Chairpersons.)
  - 2. Give hotel, luncheon and breakfast reservation data to the Convention Coordinator. (Optional)
  - 3. Obtain maps, restaurant lists, and name tags from local Visitors Bureau.
  - 4. Obtain reusable supplies from Convention Coordinator.
  - 5. Obtain Al-Anon/Alateen logos for name tags. (Optional)
  - 6. Select an Event Treasurer and advise him/her of the responsibilities.
  - 7. Appoint Chairpersons for the following committees. Some of these committees may be combined.
    - a. Facilities/Setup

- b. Pre-Registration
  - c. Registration
  - d. Voting Registration
  - e. Literature
  - f. Greeters
  - g. Clean-up (if needed)
  - h. Hospitality (Optional)
  - i. Luncheon and Breakfast (Optional)
  - j. Decorations (Optional)
8. If possible, arrange with facility for a locked room for overnight storage of literature, equipment and supplies.
- B. During Assembly
- 1. Be available to assist the Assembly Committee Chairpersons and Assembly participants.
- C. Post Assembly
- 1. Give all excess supplies to the Convention Coordinator.

#### **X. Responsibilities of Event Treasurer**

- A. Pre-Assembly
- 1. Obtain Financial Procedures from NCWSA Treasurer.
  - 2. Obtain Assembly advance from NCWSA Treasurer.
  - 3. Obtain collection buckets from Convention Coordinator.
  - 4. Contact NCWSA Chairperson for location for counting and securing money.
- B. During Assembly
- 1. Obtain labeled money bags and boxes from NCWSA Treasurer.
  - 2. Distribute bags and boxes to appropriate committees.
  - 3. Collect and record the various committees' and 7<sup>th</sup> Tradition money during the day on a schedule to be determined by the Convention Coordinator and NCWSA Treasurer. Recruit volunteers as needed.
- C. Post Assembly
- 1. Return collection buckets to Convention Coordinator.
  - 2. Give bags, any remaining money, forms, and cash boxes to NCWSA Treasurer.

#### **XI. Responsibilities of Assembly Committees and NCWSA Coordinators**

Reminder: Everyone can recruit helpers!

##### **A. Facilities/Setup**

- 1. See Facilities Section.
- 2. Work with coordinators for setup.

##### **B. Pre-Registration**

- 1. Responsibilities of Pre-Registration Chairperson
  - a. Pre-Assembly
    - i. Appoint a Co-Chairperson.
    - ii. Select a committee.
    - iii. Person receiving Pre-Registrations understands that his/her full name, address, and telephone number will be published.
    - iv. Have a copy of the Pre-Registration list available before the Assembly for the Committee to use to fill out name tags. Include logo, luncheon/ breakfast meal ticket(s) or dot, first name, last initial and city.

- v For money handling, see the NCWSA Treasurer's Monetary Procedures.
- b. During Assembly
  - i Give alphabetized list of pre-registrants to the Registration table attendants.
  - ii Staff tables as long as necessary.
    - (a) Friday - 3:00 pm to 10 pm
    - (b) Saturday - 8:00 am to 5 pm
  - iii Responsibilities of Pre-Registration Table Attendants
    - (a) Pre-Registered: Give completed name tag to registrant.
      - (1) If a voting Group Representative, advise them to go to the other tables for sign in and to get their voter card.
      - (2) Check off the names on the Pre-Registration Sheet.
    - (b) Assist Chairperson at the end of the day in storing the records and equipment.
    - (c) Table attendants should be aware that registration fee is a suggested donation and not required to attend.

C. Registration

- 1. Responsibilities of Registration Chairperson
  - a. Pre-Assembly
    - i Appoint a Co-Chairperson
    - ii Select the committee. Number of volunteers needed:
      - (a) 2 each for 2 to 4 hour shifts
    - iii Obtain the following from the Event Chairperson.
      - (a) Name Tags
      - (b) Al-Anon (blue) and Alateen (red) logos
    - iv Obtain the following supplies:
      - (a) Change and cash box from Event Treasurer
      - (b) Felt Pens
  - b. During Assembly
    - i Staff tables as long as necessary.
      - (a) Friday - 3:00 pm to 10 pm
      - (1) Saturday - 8:00 am to 5 pm
    - ii Money is collected by Event Treasurer periodically.
    - iii Records and equipment are stored safely overnight.
  - c. For money handling, see the NCWSA Treasurer's Monetary Procedures.

D. Voting Registration

- 1. Pre-Assembly
  - a. Appoint a Co-Chairperson
  - b. Select a committee. Number of volunteers needed:
    - i 4 to 6 people to affix labels.
    - ii 4 to 8 people to work during pick up of voter cards by Group Representatives. Schedule 2 to 4 hour shifts. More people are needed on Saturday than on Friday night.
  - c. It is helpful to combine several districts with small Group Representative counts together. Prepare District Registration signs when you have determined which districts will be placed together. Have extra poster boards available for those signs.
- 2. During Assembly
  - a. Obtain from NCWSA Group Records Coordinator upon arrival at Assembly:
    - i Voting cards (3x5). Enough to accommodate the number of labels and approximately 20 extra.
    - ii Labels to be affixed to voting cards.
  - b. Staff tables as long as necessary.
  - c. Be sure that someone is at the voter registration table at all times.
  - d. Records and equipment are stored safely in locked room overnight.
  - e. A strict count must be kept to give to the NCWSA Secretary for voter counts.

E. Literature

1. Pre-Assembly
  - a. Contact the Literature Coordinator to arrange for the CAL displays/order forms to be transported to the event.
  - b. Contact the Literature Coordinator to obtain the current list of LDCs within NCWSA's geographic area.
  - c. Invite the LDC located within the host district, if any. Should that LDC choose to not accept the event's invitation, or should there be no LDC within the geographic boundaries of the hosting district, the event's hosting committee may choose to invite another LDC within the Area. (Other LDCs may be asked to bid.)
  - d. Coordinate with the accepting LDC re: required space/tables/chairs, arrival/departure hours, any set-up/closure assistance estimated, etc.
  - e. Discuss with accepting LDC whether they would prefer to set up their own volunteers/shifts, or would appreciate assistance/recruitment.
2. During Assembly
  - a. All monies of the accepting LDC must be kept separate from NCWSA funds, including start-up cash for cash boxes. The accepting LDC will be responsible for its own CAL and funds.
3. After Assembly
  - a. Pick up the CAL displays/order forms.

F. NCWSA Twelve Stepper Editor

1. Pre-Assembly
  - a. Inform Event Chairperson of deadlines for submission of information to 12 Stepper.
2. During Assembly
  - a. Have Twelve Steppers available for distribution prior to GR orientation and throughout Assembly.
  - b. Provide a supply of subscription forms for distribution.
3. Post Assembly
  - a. Pick up remaining Twelve Steppers.

G. NCWSA Forum Coordinator/Alternate Delegate

1. Pre-Assembly
  - a. Bring Forum display and Forum subscription forms.
2. During Assembly
  - a. Display Forum collection on table.
3. Post Assembly
  - a. Pick up Forum display and other Forum materials.

H. NCWSA Archives Coordinator

1. Pre-Assembly
  - a. Bring Archives display.
2. During Assembly
  - a. Display Archive collection on table.
3. Post Assembly
  - a. Pick up Archives display.

I. Greeters

1. Pre-Assembly
  - a. Appoint a Co-Chairperson.
  - b. Select the committee.
  - c. Schedule volunteers in 2 to 4 hour shifts.
  - d. Obtain maps and restaurant lists from the Event Chairperson.
  - e. Make a message board.
  - f. Prepare signs if needed, i.e., Literature, Twelve Stepper, Lost and Found, etc. Bring extra materials for signs, since the need for signs is not always predictable.

2. During Assembly
    - a. Post all signs prior to opening Registration and make additional signs as needed.
    - b. Put up message board.
    - c. Post map of area and restaurant list on message board and have extra ones available for distribution on regular Registration tables.
    - d. Acquaint greeters with the location and time of events.
    - e. Gather signs, collection buckets, message board, and other reusable items and give to the Convention Coordinator at the end of the Assembly.
- J. Cleanup
1. Pre-Assembly
    - a. Determine type of cleanup that is available at the facility.
    - b. Recruit volunteers to assist officers, coordinators, and committee members in cleaning up and removing material as necessary.
  2. Post Assembly
    - a. If necessary, assist the facility's personnel.
- K. Hospitality (Optional)
1. Pre-Assembly
    - a. Needs vary as do allowability per facility.
    - b. Guide for Al-Anon/Alateen food donations, where permissible.
      - i Contact Groups and Intergroup/Information Service Center.
      - ii Obtain a List of members who will volunteer refreshments.
      - iii Remind volunteers just prior to Assembly.
      - iv Recommend that donations be delivered on disposable dishes.
    - c. During Assembly
    - d. Arrange for volunteers if there is a separate Hospitality room.
    - e. Provide donation basket.
    - f. Give money to Event Treasurer periodically during and at the end of the day.
- L. Luncheon and Breakfast (Optional)
1. Meals may help reduce the cost of the meeting rooms.
  2. Add a nominal amount to the price of the luncheon/ breakfast ticket(s) in addition to tax and gratuity.
  3. Pre-Assembly:
    - a. Appoint a Co-Chairperson.
    - b. Select a committee.
    - c. Event Chairperson will advise and assist about the facility provision.
      - i Table arrangements/setups.
      - ii Number attending (guaranteed count of plate count and deadline).
      - iii Additional percentages available and deadline
      - iv No head table required.
      - v Determine how luncheon/breakfast admissions will be handled and type of support necessary.
  4. During Assembly
    - a. Be available for any problems that may arise.
    - b. Check with registration before deadline to see if all commitments have been met (sales/extras).
- M. Decorations (Optional)
1. Pre-Assembly
    - a. Appoint a Co-Chairperson.
    - b. Select a committee.
    - c. Decorate Assembly hall and meeting rooms.