Western Area of Missouri Convention Guidelines

Guidelines Revised January 2024

Section One: Western Area of Missouri Convention

· The convention will be held the last weekend of October whenever possible.

· The convention will be held at the site approved by the majority of the convention committee.

· The program for the convention will be developed by the Co-Chairperson and approved by a simple majority of the convention committee.

· The convention committee shall make an earnest effort to cooperate with Al-Anon and Alateen without affiliation with them, as outlined in the A.A. Guidelines.

· The Western Area Assembly provides seed money as budgeted to begin financing the convention. After paying all convention debt, all proceeds from the convention will be added to the Western Area of Missouri Treasury.

· The amount of registration to charge for each convention will be determined by the Registration Chair, with approval of the committee.

· The Convention Committee will select, with a simple majority vote, the taper for the Convention coordinated by the Chairperson.

- The committee and any volunteers' setup and tear down all decorations, equipment, etc. before and after the convention.

Section Two: The Committee

· The officers of the committee elected for a two-year term, will be Chairperson, Co-Chairperson, Secretary, Public Information, Hospitality, Entertainment, and Registration. The position of Treasurer shall be filled by the Alternate Area Treasurer.

· Each member is expected to attend all scheduled meetings of the committee. In the event that a member is unable to attend a meeting, the member should notify the Chairperson and send a written report to be presented at the meeting covering the member's area of responsibility. If a member misses two consecutive meetings without a notice and report, the person will no longer be considered a member of the committee, and a new member will be elected.

· All participants attending the Western Area Convention Committee meeting will have a vote.

Section Three: Officers

· Chairperson: (assisted by the Co-Chairperson) oversees the entire convention, coordinates the work of the sub-committees' chairpersons, keeps informed of all arrangements, calls committee meetings when they are needed, and prepares an agenda for each committee meeting.

· **Co-Chairperson:** selects speakers, gets the committee's approval of speakers, reserves the rooms for the speakers and arranges for flowers or gift baskets for the speaker rooms. The Co-Chair will also arrange for a representative to act as host for each speaker. Other duties delegated by the Chairperson. The Co-Chairperson when contacting speakers shall:

- Specify to the speakers exactly what expenses will be paid by the convention, which are travel expenses, room, meals, and registration. If a spouse accompanies the speaker the convention will pay for the spouse's registration.
- Notify the speaker when they are on the program and the theme of the convention. They are expected to arrive on Friday and leave Sunday after the convention ends.
- Find out how the speaker wants to appear on the flier and inform the Public Information Chairperson.
- Arrange for transportation of the speakers.
- Inform the speaker of the name of their host, who will pick them up at the airport if need be. 6. Host will be responsible for the speakers meeting including readers.
- Send all speakers a confirmation letter immediately upon their acceptance.
- Send all speakers a letter of appreciation as soon as possible after the convention.

· **Secretary:** Keeps all written records, including minutes of committee meetings, maintains written committee records of previous conventions for future planning and prepares agenda for committee meetings with the Chairperson. Provides a copy of minutes to all attendees along with a committee directory.

· **Registration:** Receives the registration slips, forwards monies to the Committee Treasurer, prepares name tags and packets for pre-registration. Also prepares badges for speakers, hosts, committee members and area officers with ribbons. Organizes the committee to occupy the registration table for two-hour periods throughout the convention. Prepares a written report of registration income for each committee meeting.

· **Treasurer:** Will be responsible for all money, including revenues from registration, pay bills, advise the chairperson and committee of cash supply and income flow as well as rate of expenditures, and prepare a final report of income and expenses after the convention.

- P.I. Chair: Arranges & prints all flyers & programs. Sends convention info to Box 459 & Grapevine by the printing deadlines. Also coordinates the marathon meetings. The marathon meetings ideally are led by different districts and/or groups in Area 39.

- Hospitality: Serves as the hospitality host, arranges for food and beverages to be served in the Hospitality room. Obtains volunteers to work in 2-3hr shifts throughout the convention.

- Entertainment: Responsible for providing and coordinating some form of entertainment and/or workshop for the convention. Also holds a 50/50 Raffle to raise additional funds for the convention. This is usually headed up by an individual, who in turn gets volunteers to help out.