

Area 76 Assembly Guidelines

Area 76 holds two assemblies per year. These are working weekends that give the Area officers, committees, District Committee Members, General Service Representatives, and interested A.A. members an opportunity to confer on the service work important in carrying the message to the alcoholic who still suffers.

Dates: The date for the Winter Assembly is either the last weekend in March or the first weekend in April. One of these two weekends needs to be chosen because of the timing of the agenda, the Regional Service Conference, and the General Service Conference. The date for the Summer Assembly is a weekend in September. These dates have been set by Area Action and should be respected as much as possible, but there is more leeway with the Summer Assembly. Please work with the Area Chair if you have a scheduling issue. It is also suggested to pay attention to holidays. For example, it is greatly appreciated not to schedule the Winter Assembly on Easter weekend or the Summer Assembly on Labor Day weekend or at the same time as the West Central Regional Forum.

Bidding an Assembly: Assembly locations rotate around the Area and are hosted by local committees. If your town is interested in hosting an assembly, the DCM (or an A.A. member from the town) can bid to host at the assembly approximately 18 months in advance. At the Winter Assembly, bids are placed for the Summer Assembly for the following year. At the Summer Assembly, bids are placed for the Winter Assembly two years hence. The Area then votes on which bid to accept.

Before bidding an Assembly, it is helpful to make sure you have the following:

- The support of your district;
- A large enough facility to house the assembly with at least two large rooms;
- Sufficient hotel accommodations for up to 200 people;
- Local eating establishments to accommodate attendees.

Once you are awarded the bid for an Assembly, the Area Treasurer will give you the tax ID number to open an account and a check for \$600 to cover expenses. In general, the Area pays for the facility and the 7th Tradition covers consumables. All funds or 7th Tradition contributions in excess of expenses are returned to the Area. If expenses exceed \$600 and 7th Tradition contributions, the Area will cover the overages. Please use prudence with Area funds and limit costs as much as possible. The host committee is responsible to the Area for a reckoning of transactions and needs to submit a financial report to the Area Treasurer along with excess funds/invoices.

Cooperation with Al-Anon Family Groups: While A.A. is not affiliated with An-Anon Family Groups, they traditionally hold their service assemblies at the same time we hold ours. In the spirit of cooperation, the host committee also arranges for the facility for AFG. This is why two large rooms are needed. In some locations where there is an Al-Anon community, they provide lunch on Saturday where Al-Anon 7th Tradition cans are set out to cover those expenses. In addition, the host committee sets aside time on Saturday evening for Al-Anon to conduct a raffle. Al-Anon is responsible for planning their assembly, and a liaison from Al-Anon often sits on the host committee to assist in coordination.

Host Committee Responsibilities: The following are general guidelines from our experience for officers and subcommittees to help the host committee plan and carry out the Assembly.

Chair - Conducts host committee meetings, communicates progress with Area Chair, works with Area Chair and Delegate planning workshops and speaker meeting(s), encourages participation.

Alternate Chair - Assists Chair with responsibilities, fills in for Chair when not present.

Secretary - Keeps notes of host committee meetings, handles written correspondence with other A.A. entities including the A.A. Grapevine and Box 459.

Treasurer - Deposits funds, pays invoices, reports finances to host committee, places and monitors 7th Tradition cans at the Assembly to ensure all financial obligations have been met, communicates with the Host Committee chair concerning finances throughout the Assembly weekend, compiles final financial report for the Area, address overage/excess with Area Treasurer.

Facility - Ensures facility is set up for meetings, provides tables for Archives, Grapevine, and Literature registration and handouts, assists with setting up sound equipment, cleans up rooms after meetings, monitors outside area, ensures facility is cleaned up after the Assembly ends.

Motels and Restaurants - Works with local motels and restaurants concerning hours and availability, possible group rates, provides locations and price estimates for flyer, coordinates Saturday lunch if Al-Anon will not be providing it.

Flyers - Creates flyer with Assembly dates, location, contact numbers, and room information, ensures flyer is sent to the Area Secretary and posted on the Area website, provides copies to be distributed at conventions and assemblies. Ensures any updated flyers are also sent out.

Registration/Greeting - Staffs registration table, provides name tags, ensures registration book is signed, welcomes participants, compiles and hands out welcome packets (if any).

Hospitality - Sets up and monitors hospitality area for Friday night, Saturday and Sunday morning. This includes coffee throughout the Assembly, doughnuts Saturday and Sunday mornings, and tea, snacks, pop, fruit, water, etc. throughout the day.

Suggested Timeline:

18 -13 months from the Assembly	Arrange and announce a meeting for anyone interested in participating in the Assembly. Elect a Chairperson, Alternate Chairperson, Secretary/Treasurer or Secretary and Treasurer. Agree on which bank to set up host committee account to deposit seed money. The Treasurer and two other officers of the host committee officers should be on the account with two signatures required on each check. Form a committee to gather information on a facility and date. Ask Al-Anon to elect one of their members to serve as a liaison on the host committee.
12 months from Assembly	Date and location should be set. Secure any contracts for the facility. Elect/appoint subcommittee chairs. Set up monthly host committee meetings.
11 months from Assembly	Have flyers ready with all Assembly information. Hear progress reports from all committees.
10 months from Assembly	Hear progress reports from all committees.
9 months from Assembly	Hear progress reports from all committees. Chair should update the Area Chair.

8 months from Assembly	Hear progress reports from all committees.
7 months from Assembly	Hear progress reports from all committees.
6 months from Assembly	Hear progress reports from all committees. Chair should update the Area Chair and the District. Notify the A.A. Grapevine and Box 459 of Assembly.
5 months from Assembly	Hear progress reports from all committees.
4 months from Assembly	Hear progress reports from all committees.
3 months from Assembly	Hear progress reports from all committees. Chair should update the Area Chair and the District. Tie up any loose ends! If information has been updated, send out new flyers and update website.
2 months from Assembly	Hear progress reports from all committees. Visit local groups to encourage participation from local members. Chair works with Area Chair and Delegate on workshops/speakers and overall agenda for the weekend.
Assembly next month!	Hear progress reports from all committees. Contact motels and restaurants to remind them of Assembly dates. Remind local groups about service opportunities with the Host Committee. Schedule one more committee meeting to take care of any last-minute details or problems. Chair should update Area Chair and the District.
Assembly Weekend	Contact motels and restaurants the week prior to remind them it's Assembly time. Set up facility - registration, hospitality, and main room to accommodate the schedule. The Area will provide copies of the schedule, agenda, and any other handouts needed. Have 7 th Tradition cans out and monitor throughout the weekend and report on finances. Monitor facility inside and outside, keep coffee flowing, assist committee with any needs.
After the Assembly	Conduct close out meeting to discuss what went well and what went wrong. Write down experience, strength, and hope to share with other Assembly Host Committees and keep around for the next time! Treasurer should complete and share a financial statement to share with the Host Committee and send to the Area Treasurer along with any excess or invoices. Send out any thank you cards. Close banking account.

Area 76 Winter Business Assembly**

April 7th - 9th, 2017

Green River, Wyoming

Friday, April 7th

4pm - close - Registration

6:30pm - 7:30pm - GSR Workshop

7:45 pm - 9pm - Speaker: Tom A. West Central Regional Trustee

9pm - Ice Cream Social

Saturday, April 8th

8am - Welcome and Opening, Area Chair

8:15am - 10:15am - Committee Meetings

10:30am - Area Officer Reports:

Chair

Secretary

Treasurer

Delegate

Alternate Delegate

Archivist

Registrar

Webservant

11:15am - District Reports

Districts 1 - 12

12pm - Lunch

1pm - Assembly and Convention Reports

1:30pm - Committee Reports

Archives

Corrections

Finance

Gap

Grapevine

Guidelines/Report and Charter

Literature/Tributary

Treatment

5pm - Dinner on your own

6:30 - AFG Raffle

7pm - Committee Reports (Continued) and Floor Actions

9pm - Bids for upcoming Assemblies and Conventions

Sunday, April 9th

8am - Any unfinished business

9am - 10am - Speakers Lindsey H. and Dustin T.

** The schedule for the Assembly weekend is set by the Area Chair in conjunction with the Host Committee Chair. The Area provides copies. This is an example of typical schedule to help with planning.

Sample Assembly Financial Report

Income		Expenses		
Item	Amount	Item	Amount	
Advance from Area	\$600.00	Facility Rent and Custodian	\$600.00	
7th Tradition	\$271.00	Coffee, cups, stir sticks, ice cream	\$139.00	
		Doughnuts	\$78.00	
		Bottled Water, ice, cream and sugar	\$54.00	
Total Income	\$871.00			\$871.00
Total Expenses			\$871.00	\$871.00
Amount Over/(Under)				\$00.00

(Note: Assemblies are an Area activity. It is not necessary for the host committee to assume the entire financial burden of hosting. Therefore, if the facility would have been greater than \$600 or would have required a deposit, the host committee could request additional money from the Area. If 7th Tradition contributions would have exceeded \$271 in the example above, the host committee would contribute the overage to the Area. Of course, the host committee may assume more of the financial burden if it wishes, and Assembly participants are welcome to put as much in the 7th Tradition can as they wish.)