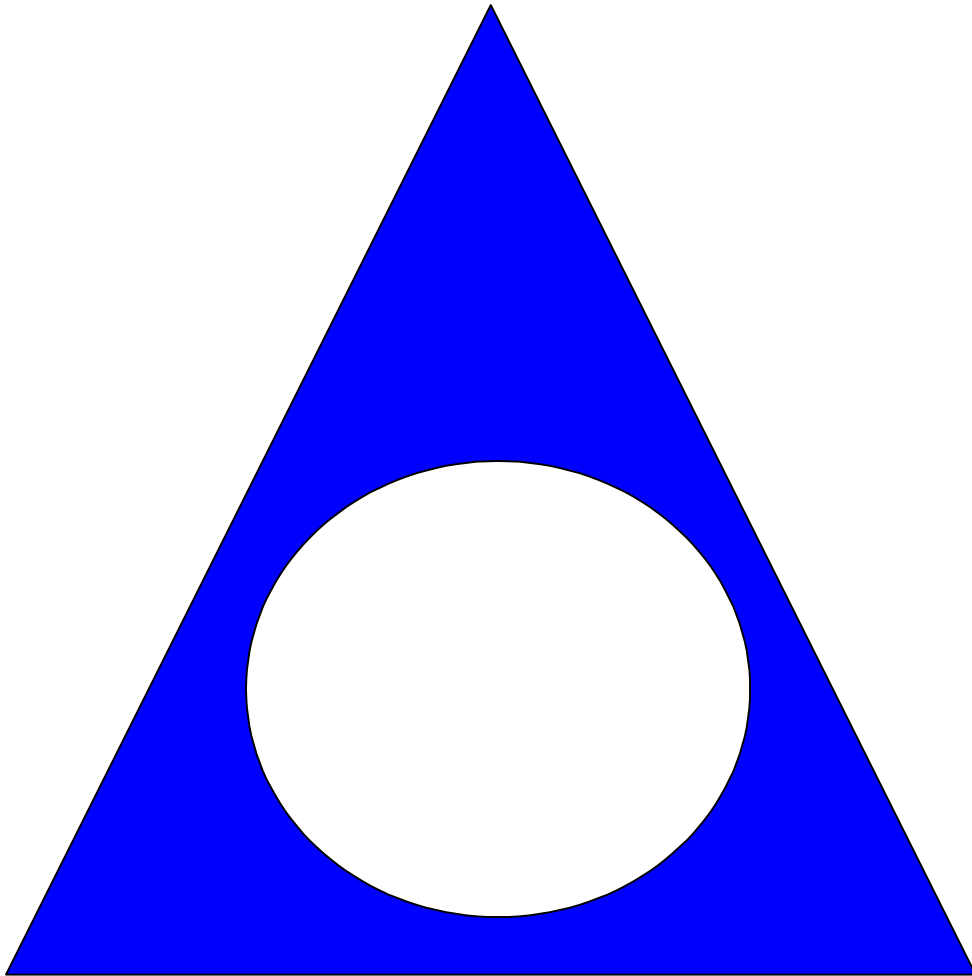


Maine Area Assembly Guidelines



Submitting Bids

Initial duties when submitting bids include:

1. Obtaining bids for a site. Providing an assembly site location DOES NOT obligate that District to host the Assembly.
2. Submitting bids at the February AWSC meeting two (2) years prior to the Assembly being bid on. **Room rates on all bids should be quoted per room, per night, per number of persons and include all applicable taxes. Meal plans should be quoted per person and include taxes and gratuities.**
3. Reserving a standard of 20 double rooms for overnight accommodations for a three (3) day Assembly with a deadline date for reservations.
4. Ensuring that meeting rooms are equipped with an audio/sound system, LED projector, screen, podium, microphone/speakers (2 microphones), flip chart/board and markers, **availability to use meeting room for “hybrid meeting”**. Wi-Fi availability for participants and for the meeting room. **In coordination in obtaining the bid, the Tech Coordinator should be included.**
5. Reserving a Hospitality Room/Suite and determining the room charge, if any.
6. Ensuring that meeting rooms can accommodate the following numbers (classroom style preferred).

Meeting Rooms needed for 3-Day Fall Assembly

- Early Bird Meeting – 25 attendees
- Friday PM Caucus - 30-40 attendees
- AWSC meeting - Friday PM - 20 attendees Saturday business meeting – 40-60 attendees (up to 75 for Election Assembly)
- Sunday spiritual meeting – 30 attendees (classroom style not necessary)

Spring Assembly

40 - 50 attendees

Delegate’s Report Assembly

30 - 40 attendees

7. Checking on the facilities position regarding attendees carrying in coffee from outside vendors or our hospitality room – (most do not permit it).
8. Making certain the facility is handicap accessible.

How to Host an Assembly

Upon receipt of the voted approval of the Assembly, the Hosting District needs to elect a Committee Chair and form a Hosting Committee. The Chair would then designate a Treasurer, Facilities Manager, Entertainment Chair, Registration Chair and Hospitality Chair.

Committee Chair Responsibilities:

- ❖ Check with the facilities management on the reimbursement policy and cancellation deadline before signing a contract and/or making the deposit with the facility. For a Fall Assembly, determine if the facility will charge for all rooms initially reserved or for number of meals estimated. Once negotiated, make the deposit necessary to reserve the needed facilities. The deposit is paid by the Maine Area.
- ❖ Preserve the anonymity of others when securing the site location for Assembly use. Reserve in the name of AFG, identify the organization as Al-Anon, and ask management to record or name on all records and the facility signs as AFG. Consider writing an anonymity statement for the facility, especially if staff changes or weekend staff differs from the staff you originally dealt with.
- ❖ Create an Assembly flyer which includes dates, location, room rates and meal packages, if any, which include the tax and gratuity and the registration fee. The flyer for the Fall Assembly will indicate if the room reservations will be made directly to the hotel or the registration person. Also include deadlines for reservations – (sleeping rooms & meal packages) and deadline for meal package refunds, if the hosting committee wants to include that option. The lower half of the flyer will display the meal package selections and the name and address where to mail the money for the meal packages. The flyer for Fall Assembly should be completed and available at the Spring Assembly. If a phone number is included on the flyer, to preserve anonymity, use the 800-498-1844 number and be sure to inform the AIS Coordinator who holds the phone who the caller can contact for more information.
- ❖ Include vegetarian meal options and skim milk when choosing final meal menus. Check with the facility on additional charges for meal variations. Watch out for hidden charges!!

Treasurer Responsibilities:

- ❖ maintain an account, separate from any District funds, for the receipts and expenditures incurred in hosting the Assembly. Receipts will be the registration fee (set by the Assembly), as well as receipts for rooms and meals, if not handled by the facility. The hosting District is **not** expected to cover the costs of hosting.
- ❖ Check with the Area Treasurer for an idea of how much will be collected for registration for budgeting purposes by the hosting district.
- ❖ Any excess funds are returned to the Area. Should the registration fees not cover all the costs of holding the Assembly, the Area will reimburse the District for **reasonable** costs.

Facilities Liaison Responsibilities:

- ❖ on-site liaison with the facilities manager throughout the weekend and for securing the on-site needs of all Assembly committees.
- ❖ Handles all facilities problems that may arise with the designated staff person on duty at

the facility.

- ❖ Serves as the primary, and preferably ONLY, contact with the facility.

Entertainment Chair Responsibilities: (for a three-day assembly)

- ❖ Provides an ‘early bird’ meeting and a chair for that meeting held mid-afternoon on Friday
- ❖ Provide some sort of non-professional entertainment (skit, game, sing-a-long) for Saturday night
- ❖ Contact and secure a Spiritual Speaker for Sunday morning.
- ❖ Remember: Keep It Simple. Assemblies are business meetings first but this gathering also provides us an opportunity to get to know other members.

Registration Chair Responsibilities

- ❖ Receives room and meal reservations from the membership, if not handled by the facility directly. Compile a list and count of registrants and their meals for the hotel and for the Committee.
- ❖ Provide registration packets for each paid assembly attendee and prepare about 20 extra packets for those registering on the day of the assembly rather than in advance. Packets include meal tickets, “give-aways” (gifts from the hosting district membership), name tags, assembly agenda, pertinent documents related to voting issues (budget, policy changes, etc.) evaluation form and facility information, including hospitality room hours.
- ❖ Ensure that the registration table is covered throughout the weekend, by non-voting members. This is an excellent service opportunity for non-voting members of the district who wish to participate. This allows Group Representatives to be present at the Assembly to fulfill **their** service responsibilities.
- ❖ Ensure that the Registration tables are covered each day of the Assembly. Attendees **must sign in each day**, whether or not they are voting members. **Voting members must indicate with a check mark that they are voting for a Group.** Start new registration forms each day and deliver completed forms to the Area Secretary.
- ❖ Ensure that meal tickets are collected at each seating and reconcile the meal count with the facility contact. This helps to avoid confusion with attendees over “free” meals and ensures that no unnecessary costs will be added to the Maine Area. Past experiences have included facilities charging for meals by the number of plates used at the buffet tables versus the number of people seated.

Hospitality Chair Responsibilities:

- ❖ Along with his/her committee, picks a theme for the assembly and decorates the room(s) according to that theme.
- ❖ Being mindful of anonymity, and signs should read “AFG” rather than “Al-Anon” if necessary.
- ❖ The Hospitality Room should be open during the day with coverage during non-business hours by those who are not holding service positions in the Assembly (GRs, DRs, Coordinators and Officers).
- ❖ Hours should be posted as to when the room will be open.
- ❖ Free snacks and beverages are provided – by donations as well as purchase, being mindful of the budget provided by the registration fees.

Door Monitor Responsibilities:

- ❖ Active during Assembly voting, usually in the afternoon
- ❖ Keep track voting members of the Assembly should they need to leave the room and upon re-entry.

Greeter Responsibilities:

- ❖ Assist in the registration process by greeting Assembly attendees, especially those who are attending for the first time. Al-Anon hugs and smiles welcome!
- ❖ Become familiar with the registration process to answer questions and help in whatever way might be needed.

Caucus Chair Responsibilities:

- ❖ Chairs the Friday evening caucus of Group Representatives and their alternates.
- ❖ This caucus is held concurrent with the Area World Service Committee meeting.
- ❖ It is preferred that the Caucus Chair attend the Area World Service Committee (AWSC) meeting held in early September to be informed about upcoming voting issues.
- ❖ Alerts the AWSC, as necessary, that there is a need for someone from the AWSC to come in to the caucus to further answer any questions.

Purpose of the GR Caucus

The purpose of the caucus is to insure that the voting body (Group Representatives) are fully informed about the issues to be voted upon, usually Saturday afternoon. Ideally, all Group Representatives would be informed at their District meetings, but not all districts are active, therefore **this is an opportunity to allow all the voting body to be informed. No decisions are made at the caucus.** This is just an opportunity to share the information and have further discussion for clarification, not for agreement.

Meeting Room Floor Plan

1. Classroom style is preferred for the caucus and business meeting to accommodate:

Fall Assembly	40-60 attendees (up to 75 Election Assembly)
Spring Assembly	40-50 attendees
Delegate's Report Assembly	30-40 attendees

2. One (1) head table with seating for the six (6) Area Officers for Saturday's business meeting.
3. One (1) microphone at the head table and a second at the center of the Assembly floor, or a more appropriate location, depending on technology needs.
4. Arrange six (6) eight foot tables around the meeting room for displays.
5. Easel, flipchart and markers for the Friday PM caucus and Saturday business meeting.
6. **Registration table at the entrance to the meeting room throughout the Assembly.**

***Any costs associated with the use of microphones, easel/flipcharts or any other business meeting needs are paid by the Maine Area.**

**MAINE AREA FALL ASSEMBLY
EVALUATION SHEET**

What Service Position(s) do you currently hold? (Circle 1 or more): Officer Coordinator DR
GR CMA Voting today None Other

- 1. Did you attend in person or online?**
- 2. Did you stay at the facility? Yes No If not, please explain why:**
- 3. Did the meal package choices meet your needs?**
- 4. Please rate the overall quality of the meals:**
- 5. Did you find the meal pricing affordable?**
- 6. Did you find your room satisfactory? Did you find the overall facility satisfactory?**

Comments:

- 7. Was the sound adequate? (Could you hear the speakers?) If not, please explain:**
- 8. Did you visit the hospitality room?**
- 9. Was the leader clear in establishing purpose and goals of each presentation? If not, please explain:**
- 10. Would you recommend the location for future Assemblies?**
- 11. What would you suggest for improving the Assembly?**
- 12. Please share what you liked best about the Assembly weekend:**