

Al-Anon Family Groups Hawaii Area World Service Guidelines For Hosting Area Assemblies

I. Background

Hawaii Area World Service holds two (2) Assemblies a year: one in the Spring and one in the Fall. An Assembly is a meeting of all island Groups Representatives (GRs). Every three years, they elect an Area Delegate to attend the World Service Conference, an Alternate Delegate and Area Officers. The Assembly also meets between elections to receive and distribute reports on Area and World Service affairs. The Area Chairman or Delegate calls the Area Assemblies. The Area Committee sets the agenda at least six weeks before the scheduled Assembly.

II. Purpose of Assemblies

- A. Connect the groups in the Area.
- B. Conduct Hawaii Area World Service Business.
- C. Provide a means for the Area Delegate to meet with the Group Representatives and local membership to report on world service affairs.
- D. Provide a means for members to gain input and pass on information.
- E. Exchange information that will benefit the Groups in the Area.
- F. Elect Area Officers at the Fall Assembly the third year of the Delegate's panel.

III. Procedures for Hosting Assemblies.

- A. Hosting Assemblies rotates among the current active districts within the Hawaii Area to give all members an opportunity to participate in an Assembly.
 - (1) The Spring Assembly is held on Oahu and rotates between the Leeward, Central and Windward Districts. The Spring Assembly is scheduled as soon as possible, but not earlier than three weeks after the ending of the World Service Conference (WSC) and will carry the World Service Conference theme.
 - (2) The Fall Assembly rotates between four (4) neighbor island Districts: Kauai, East Hawaii (Hilo), Maui, and West Hawaii (Kona) and is scheduled between October 1st and November 30th. Assembly will carry the theme suggested by the hosting district, at the final approval of the Area Committee.
- B. The Area Alternate Delegate is the coordinator for logistics for each Assembly serving as continuity during his/her service panel.

The Alternate Delegate works closely with the hosting District to:

 - (1) Provide Archival Assembly information (pass down book) and guidance to the Hosting District one year prior to scheduled Hosting District's Assembly rotation.
 - (2) Confirm that the selected site meets our needs for space, pricing, accommodations and meal service.

- (3) Review and sign the contract for the selected site one year (1) in advance.
- (4) Review the Assembly flyer prepared by the Hosting District. Reviews the information for appearance, accuracy and completeness. (Consult- Assembly Flyer Needs- Addendum B).
 1. Appearance – legible, easy to read and understand.
 2. Accuracy—expenses fall within current HAWS Budget
 3. Completeness- all information correct and current, phone number, address and directions.
- (5) Coordinate Assembly information between Districts. Post Assembly flyer to HAWSC yahoo group and notify Web coordinator to post flyer.
- (6) Coordinate assembly activities with the Chairperson: arrange for Coordinator displays, technical and visual equipment (facility and area microphones, sound system, screen and computer projector).
- (7) Prepare Assembly Evaluations and “Ask-it basket” question forms and email in PDF format to hosting district for printing.
- (8) Notify next Hosting District of Concept Presentation.
- (9) Plan and provide assembly orientation or workshops for first time GR’s.
- (10) Arrive on Friday of the Assembly weekend to check facilities and coordinate with Hosting District for room set up and etc.
- (11) Monitor “Ask-it-basket” questions and select members to present answers.

C. The Hosting District is to arrange the site details of Assembly.

- (1) Select Chair and prepare budget for the Assembly (consult- Hosting Assemblies- Addendum A). Expenses for the Assembly should fall within the current HAWS Budget.
- (2) Select and reserve a site 1 year in advance of assign assembly rotation that provides:
 - a. Ample parking;
 - b. Space for 45-80 people –with tables and chairs and workshop breakouts.
 - c. Meal service- Sat. Lunch and Dinner---Sun, Breakfast and Lunch.
 - d. Ample housing
 - e. ADA accessible
- (3) Investigate several sites that could meet the Assembly requirements and review findings with Alternate Delegate.
- (4) Work closely with the Alternate Delegate to complete the arrangements and after deciding on chosen site, obtain a written contract for the Alternate Delegate to review and sign.
- (5) Request deposit to hold facility from Area Treasurer. Deposit is called “seed money” and is a loan which is to be returned to the Area Treasurer 30 days after Assembly.
- (6) If the Assembly occurs after a newly-elected panel takes office, the existing District panel should select and reserve an Assembly site a year in advance. The elected new panel will assume responsibility of hosting the Assembly.
- (7) Select the Assembly theme. The Spring Assembly theme will always be the same as the World Service Conference theme for the year. The Fall Assembly Hosting District chooses a theme with the approval of the Area Committee.
- (8) Prepare draft of Assembly flyer for Alternate Delegate to review and approve. (Consult- Assembly Flyer Needs- Addendum B). Flyer should be available 6 months before Assembly. Information should be:
 1. Legible, easy to read and understandable.
 2. Accurate—expenses fall within current HAWS Budget
 3. Complete- all information correct and current, phone number, address and directions.

- (9) Print 25 copies of the Assembly flyer and bring to the Area Committee meeting held before the Assembly so Area Committee members can preregister and give forms to Treasurer.
- (10) Select Saturday night and Sunday morning spiritual Assembly speakers from the Area Committee. (Officers, DR's, Area Coordinators)
- (11) Form Subcommittees for registration, transportation, meals and etc. (Consult –Hosting Assemblies-Addendum A for list of subcommittees.)
- (12) Prepare attendee's nametag with the person's name, position and island district.
- (13) Provide containers for Assembly Evaluations and "Ask-it-basket" questions and print forms provided by Alternate Delegate .
- (14) Print an Assembly Agenda for each attendee.
- (15) Workshop presenters should print their own materials and present receipts to the treasurer for reimbursement unless they can make arrangements with the hosting district for printing.
- (16) At the end of Assembly:
 1. Collect members plastic badge carriers and pass to next Hosting District.
 2. Collect Assembly Evaluation Forms and prepare report of comments to be posted to the HAWSC yahoo group and presented to Area Committee.
 3. Make final payments to the site for any outstanding bills for meals and services if any.
- (17) 30 days after the Assembly:
 - a) Provide a written copy of accounting of funds to the Alternate Delegate.
 - b) Send a written copy of financial report to the Area Treasurer showing any profits or deficits incurred. Return seed money and profits if any. (Area receives any profits and is responsible for any losses).
 - c) Complete the Pass Down Book and return to Alternate Delegate to review and maintain before it is passed to the next hosting District.

Pass down report should contain:

 1. A summary by assembly chair from subcommittees reports (registration, transportation, etc.) Include information that would be helpful to next hosting District.
 - 2 Information that would be helpful: Copies of registration and additional flyers, volunteer signup sheets, final financial documents, hotel/location contract, catering and hotel/location invoices and /or bills.
 3. Include information and suggestions on what worked well and what did not.
 4. Include fliers, meal tickets, name tags and etc. in a sheet protector page.
 5. Prepare a detailed report to be retained in your District covering all of the details specific to your site, such as menus, pricing, accommodations, transportation, PA systems, etc.

Note:

Friday Activities before the Assembly.

- (1) The Assembly begins on Saturday
- (2) Friday activities are planned and arranged at the discretion of the Hosting District.
- (3) Friday night dinner is arranged for early arrivals on Friday especially if a restaurant is not available at the location.
- (4) Attending Friday night dinner and activities is a member's choice and their own expense.
- (5) If you choose to arrive early for Friday activities, Friday night hotel stay is at members expense.
- (6) Saturday breakfast is at your own expense. Refer to (C, (2). c.) above for meals provided.