

## **SAN FERNANDO VALLEY CONVENTION AL-ANON COMMITTEE GUIDELINES**

These guidelines have been developed for Al-Anon members who are planning the annual San Fernando Valley Convention to be hosted by AA with Al-Anon and Alateen participation (the “SFVAA Convention”). The San Fernando Valley Convention will be held yearly in the proximity of February 1.

The wise counsel of all our Traditions is the guiding spiritual force for effective communication among ourselves. TRADITION ONE clearly shows that unity provides the right climate in which to work. TRADITION TWO reminds us that there is a force beyond ourselves guiding our decisions and action, and TRADITION TWELVE, another powerful tool when it illustrates the need to “place principles above personalities.”

This is an informal, non-profit association whose only purpose is to put on a Convention every year. The first San Fernando Valley Convention was held on February 1, 1975.

The Al-Anon Committee Chair selects members who are interested in becoming a part of the San Fernando Valley Convention Al-Anon Committee and who are entrusted with the responsibility of handling all the duties of the committee offices to which they have been assigned.

The SFVAA Convention with Al-Anon and Alateen participation, abides by the SoCal World Service Safety and Behavior Requirements for Al-Anon members involved in Alateen service.

The “Areas of Participation” are:

Agoura	Newhall	Sun Valley
Arleta	North Hills	Sunland
Burbank	North Hollywood	Sylmar
Calabasas	Northridge	Tarzana
Canoga Park	Oak Park	Thousand Oaks
Canyon Country	Pacoima	Toluca Lake
Chatsworth	Panorama City	Topanga
Encino	Reseda	Valencia
Glendale	San Fernando	Valley Glen
Granada Hills	Saugus	Valley Village
La Canada	Sepulveda	Van Nuys
La Crescenta	Sherman Oaks	West Hills
Lake View Terrace	Simi Valley	Westlake Village
Mission Hills	Studio City	Winnetka
		Woodland Hills

## **Election Procedures**

Chair:

1. Elections are scheduled and held at the Business Meeting at the Convention.
2. Nominations for Chair will be received from the floor at the Business Meeting.
3. PRIOR TO elections and taking nominations for the Chair-elect, the Chair, leading the Business Meeting, must read the following:

### **“REQUIREMENTS” FOR CHAIR, NOMINATIONS, AND VOTING:**

- a. Nominations are open to Al-Anon members ONLY. Al-Anon members who are also AA members do not hold office beyond the group level.
  - b. Nominees must reside within the geographic area of the San Fernando Valley including: (Name all the “Areas of Participation” on page 1).
  - c. Nominees must have served at least one full term as a member of the San Fernando Valley Convention Al-Anon Planning Committee.
  - d. The Chair-elect shall serve as Chair for one year and as Advisor to the committee the second year.
  - e. Voting – THIS IS A “CLOSED” MEETING. Al-Anon members ONLY may vote – those wearing “description” badges.
4. The Chair will be elected at the Business Meeting by 51% of the Al-Anons voting. If no one wins by a 51% majority in the first vote, there will be a second vote between the top two nominees. If the Co-Chair becomes an elected position, this procedure would also apply to that position.
  5. If the AA Planning Committee should determine that extenuating circumstances prevent the SFVAA Convention from being held in a designated physical space, the current Al-Anon Executive Committee will carry forward to the next year’s Convention.\*

## **A. THE AL-ANON PLANNING COMMITTEE**

Committee Officers: Chair, Co-Chair, Secretary/Historian, Treasurer and Advisor (Immediate Past Chair)

Standing Committees:

Alateen Chair	Graphics/Signs/Ribbons	Raffles
Alateen (Liaison) Sponsor	Hospitality	Security
Archives	Host/Hostess	Skit
Carry the Message	Literature	Spanish Liaison
Decorations (Luncheon)	Marathon Meetings	Tickets (Luncheon)

Decorations (Non-Luncheon)  
 Digital Web Archivist  
 Food (Hospitality Room)

Pre-Convention Hospitality  
 Programs  
 Publicity

Ways & Means – Pin Sales  
 Ways & Means – Special Even  
 Workshop Meeting

1. These positions may be filled or deleted based on the needs as decided by the committee officers for the specific Convention at hand.
2. In the event the Chair for one of the Standing Committee commitments above is unable to complete the tenure, the Convention Chair shall call a special election meeting of Al-Anon, at large, to fill the vacated position.
3. It is the responsibility of each committee chair to scan any/all documents at the discretion of the Al-Anon Chairperson for their year’s convention and to be uploaded to the cloud through the G-mail account set up in 2017 for viewing only/not editing to any/all committee members to check the history of past committee members, in order to eliminate the unnecessary and burdensome volumes of paperwork for transfer from year to year

**B. FINANCES**

Item No.	Position Held	Item Description	Payment
1	Al-Anon Chair	<ul style="list-style-type: none"> <li>• Convention Registration</li> <li>• Al-Anon Luncheon (tickets for two)</li> <li>• AA Banquet Dinner (tickets for two)</li> <li>• AA Spiritual Breakfast (tickets for two)</li> <li>• Alateen Family Breakfast (tickets for two)</li> <li>• Thursday night hotel stay</li> <li>• Friday and Saturday night hotel stay</li> </ul>	Al-Anon Committee Funds Al-Anon Committee Funds Al-Anon Committee Funds Al-Anon Committee Funds Al-Anon Committee Funds <b>AA Committee            Funds</b>
2	Al-Anon Co-Chair	<ul style="list-style-type: none"> <li>• One Room for Friday and Saturday night hotel stay</li> </ul>	Al-Anon Committee Funds

3	Al-Anon Treasurer	<ul style="list-style-type: none"> <li>One Room for Friday and Saturday night hotel stay</li> </ul>	Al-Anon Committee Funds
4	Al-Anon Hospitality and Food Chairs	<ul style="list-style-type: none"> <li>One Room for Friday and Saturday night hotel stay</li> </ul> <p><i>In the event that the hospitality and food chairs cannot share a room, the Al-Anon committee funds will provide two rooms.</i></p>	Al-Anon Committee Funds
5	Al-Anon Security Chair	<ul style="list-style-type: none"> <li>One Room for Friday and Saturday night hotel stay</li> </ul>	<b>AA Committee Funds</b>
6	Al-Anon OPENING MEETING Speaker (Friday evening)	<ul style="list-style-type: none"> <li>Convention Registration for One</li> <li>Al-Anon Luncheon (one ticket only)</li> <li>AA Spiritual Breakfast (one ticket only)</li> <li>One night's stay at the hotel only if they have traveled over 100 miles one-way.</li> </ul>	Al-Anon Committee Funds
7	Al-Anon LUNCHEON Speaker (Saturday morning)	<ul style="list-style-type: none"> <li>Convention Registration for Two</li> <li>Al-Anon Luncheon (tickets for two)</li> <li>AA Banquet Dinner (tickets for two)</li> <li>AA Spiritual Breakfast (tickets for two)</li> <li>Travel expenses up to \$500.00, in addition to the speaker's hotel room for Friday and Saturday night.</li> </ul>	<b>AA Committee Funds</b>
8	Al-Anon CLOSING MEETING Speaker (Sunday morning)	<ul style="list-style-type: none"> <li>Convention Registration for One</li> <li>Al-Anon Luncheon (one ticket only)</li> <li>AA Spiritual Breakfast (one ticket only)</li> <li>One night's stay at the hotel only if they have traveled over 100 miles one-way.</li> </ul>	Al-Anon Committee Funds
9	Al-Anon SPANISH Speaker	<ul style="list-style-type: none"> <li>Convention Registration for Two</li> <li>Al-Anon Luncheon (tickets for two)</li> <li>AA Banquet Dinner (tickets for two)</li> <li>AA Spiritual Breakfast (tickets for two)</li> <li>Travel expenses up to \$500.00, in addition to the speaker's hotel room for Friday and Saturday night.</li> </ul>	Al-Anon Committee Funds

### **C. POLICY**

All the Al-Anon meeting rooms and the Al-Anon Hospitality Room (including the Al-Anon Luncheon meeting facility) are “Non-Smoking” rooms.

### **D. GUIDELINES**

1. Any changes in the Guidelines will be made at the Business Meeting at the Convention only. All suggestions must be submitted in writing four (4) weeks prior to the Convention. If voted in, these changes will be in effect for the Convention Committee.
2. Any suggestions submitted after that period (as in D-1) will be given to the incoming Al-Anon Chair to be voted on at the following year’s Business Meeting.

### **OUTLINE DUTIES OF THE AL-ANON PLANNING COMMITTEE CHAIRS**

#### **COMMITTEE CHAIR**

1. Oversee and be responsible for each Standing Committee prior to and at the Convention.
2. Have the ability to work with others as well as having a sound understanding of the Al-Anon Traditions.
3. Select the Co-Chair, Secretary, Treasurer and Standing Committee Chairs with representation from all (as varied as possible) of the San Fernando Valley Al-Anon membership.
4. Schedule and chair all Al-Anon Planning Meetings.
5. **The Chair is responsible for coordinating meetings of the Past Chairs on a regular basis to assist the Chair with their experience, strength, and hope as Past Chairs.\***
6. Read the Guidelines at the First Committee Meeting.
7. Define all job descriptions herein to all standing Committee Chairs.
8. Be available to assist Standing Committee Chairs and coordinate all activities.
9. Arrange meetings, when necessary, with Standing Committee(s), AA Committee and/or hotel personnel.
10. Encourage early registration and ticket purchases by the committee members.
11. Attend AA Planning Committee meetings and act as representative and liaison of the Al-Anon Committee.
12. Establish cut-off dates for necessary forms, flyers, etc. to be approved, as well as cut-off dates for all program information (in accordance with AA committee’s requirements.)
13. Arrange a tour, when necessary, of the Convention site for the Al-Anon Committee.
14. Be responsible for any contract, agreements (i.e., PO Box rental and keys, checking account, caterers, etc.) and give approval on all checks.
15. Chair the Al-Anon Luncheon and Luncheon meeting, as well as the Business Meeting.
16. Select Luncheon speaker.

17. Support Alateen Chair and Committee in every way possible.
18. Make a brief written report for the next Chair.

### **CO-CHAIR**

1. Assist the Al-Anon Chair and the rest of the committee members.
2. Make chairs aware of actions taken which will affect them.
3. Be responsible for complimentary hotel rooms. The Al-Anon Chair, Luncheon Speaker and Security Chair's rooms have, in the past, been reserved and paid for by AA committee funds. The Al-Anon funds provide the rooms as described on pages 3-4, "Finances" item numbers 2, 3, 4, 6, 8 and 9.
4. Make arrangements to host the Luncheon speaker (i.e., pick up registration badge and tickets; arrange for transportation from/to the airport; place gift basket in hotel room, etc.)
5. Handle reimbursements and payments with the Treasurer of (a) Luncheon speaker's meals (not additional entertainment) and (b) for tickets as described on Page 3, "Finances" item numbers 1, 6 and 8.
6. Attend meetings between Al-Anon Chair and site personnel.
7. At Luncheon, arrange for both the dais/podium and sound system. (Consult the AA Audio-Visual Chair for the latter).
8. At Luncheon, make sure all guests, past Al-Anon Chair, and participants are taken care of; coordinate with Program and Luncheon Decorations Chairs.
9. Arrange all correspondence, along with the Chair and Secretary, to the hotel when necessary (i.e., thank-you letters, confirmations, etc.)
10. Be responsible for set-up and clean-up of the planning meeting room in assisting the Pre-Convention Hospitality committee.
11. Make a brief written report for the next Co-Chair.

### **SECRETARY**

1. Serve as Secretary/Historian to the Al-Anon Committee as a whole.
2. Take minutes at all planning meetings and prepare them; maintain a log of all the minutes, including the minutes of the Business Meeting at the Convention. Save all the minutes of past and current committees.
3. Prepare a roster and update it, as necessary, of the current Al-Anon Planning Committee's officers and standing committees' chairs and co-chairs. Have it ready by the second planning meeting.
4. Obtain and update, as necessary, a mailing list of all Southern California Al-Anon publications, WSO publications, etc., with the Publicity Chair.
5. Send a reminder notice of each planning committee meeting to everyone on the Roster and also to Al-Anoncer.
6. The Secretary is to archive all meeting minutes in the Convention Al-Anon Cloud. The Secretary is to supply hard copies to the Chair to archive in the Chair Binder.
7. Make a brief written report for the next Secretary.

## **TREASURER**

1. Transfer checking account signatures from outgoing to incoming officers (Al-Anon Chair and Treasurer).
2. Responsible for and supervise the collection and disbursement of all funds.
3. Maintain and on-going, monthly financial ledger of income and expenses.
4. Submit monthly financial statement at each planning committee meeting.
5. Collect monies of fundraisers. At the Convention, keep track of donations in the Hospitality Room, Pin sales and Raffle ticket sales.
6. Coordinate with the Al-Anon Co-Chair the handing of complimentary room registrations, event tickets, etc., as described on page 3, "Finances".
7. Submit a final financial statement to the incoming Treasurer prior to his/her first planning committee meeting.
8. Obtain approval on all checks from the Al-Anon Committee Chair.
9. Al-Anon SFVAA Convention Treasure is to retrieve (from previous years Alateen Sponsor), deposit and maintain any carry over balance of Alateen funds for the following year, as a separate line item in the Al-Anon checking account, for the upcoming Alateen committee. Alateen funds can be released to the Alateen Sponsor as early as the Al-Anon Planning Committee's first meeting. Or, in the event an Alateen Sponsor has not been selected by the first annual Al-Anon Planning Committee Meeting, Alateen funds are to be released thereafter, once an Alateen Sponsor has been assigned.
10. Make a brief written report for the next Treasurer.

## **ALATEEN CHAIR**

1. Elected by the Alateens at the Alateen Business Meeting at the Convention.
2. Attend all Al-Anon planning meetings (when not possible, send Alateen Co-Chair), as well as attend the AA planning meetings.
3. Coordinate with Al-Anon Program Chair for cut-off dates as needed by both the AA and Al-Anon Committees.
4. Make a brief written report for the next Alateen Chair.

## **ALATEEN (LIAISON) SPONSOR**

1. Act as Sponsor to the Alateen Committee (to be chosen by Alateen Chair). The Al-Anon Chair can appoint the Alateen committee if necessary.
2. Attend all Al-Anon planning meetings (when not possible, send Co-Sponsor), as well as attend the AA planning meetings.
3. A Certified Alateen Sponsor will be present in all meetings at the Convention.
4. A Certified Alateen Sponsor will be present at all Conventions.
5. Make a brief written report for the next Alateen Committee Sponsor.

## **ARCHIVES CHAIR**

1. Responsible for display and overseeing of Historical Archives.
2. Arrange with So. Cal. World Service and Central Office Archives to obtain Historical Archives.
3. Coordinate with AA Archives Chair for setting up and use (share) of Archives room.
4. Make a brief written report for the next Archives Chair.

### **CARRY THE MESSAGE CHAIR**

1. Coordinate with Publicity Chair.
2. Bring (or mail) flyers, Convention registration forms, etc., to LA Central Office to be included with literature orders.
3. Select a sub-committee for distributing Al-Anon Convention-related flyers, sign-up sheets, and Convention registration forms to all of the Al-Anon meetings in the San Fernando Valley. Encourage SFV groups to send a Convention Group Representative to planning meetings to help “carry the message” back to their group.
4. Bring flyers (not sign-up sheets) and registration forms to November LA Inter-group meeting and to November Southern California World Service Assembly meeting. Responsible for collecting leftovers at the end of those meetings.
5. Make a brief written report for the next Carry the Message Chair.

### **DECORATIONS CHAIR (Non-Luncheon)**

1. Responsible for the decorations in Al-Anon meeting rooms, including marathons and workshops (not the Luncheon); coordinate with Hospitality Room Chair for Hospitality Room decorations.
2. Submit decoration sample and cost estimate to Al-Anon committee for approval.
3. Select a sub-committee to assist with assembling the decorations.
4. Responsible for set-up and tear-down of decorations in Al-Anon rooms.
5. Make a brief written report for the next Decorations Chair.

### **DECORATIONS CHAIR (Luncheon)**

1. Responsible for the decorations at the Al-Anon Luncheon, the tables, and the dais.
2. Submit decoration sample and cost estimate to Al-Anon committee for approval.
3. Select a sub-committee to assist with assembling the decorations and to help at the Convention.
4. Responsible for set-up and tear-down before and after the Luncheon
5. Obtain number of tables to decorate from Al-Anon Chair.
6. Prepare a system for “winner” of decoration at each table.
7. Make a brief written report for the next Luncheon Decorations Chair.

### **DIGITAL WEB ARCHIVIST**

1. Coordinate with current Executive and Planning Committee Chairs to collect binders submitted from the previous year(s).
2. Scan and upload the following: Chairperson's Reports, vendor and budget notes if available, as well as the Committee's Budget, Treasurer's financial reports, Convention Registration Form, Convention Logo with theme, all pages of the convention program, any receipts from sale of Pins, and other commemorative or other items sold, benefiting the AL-Anon Committee. Copy of Past Chair photo, copy of Executive Committee photo and any other photos (such as Luncheon decorations) and documentation you find helpful for future committee members.



3. Return binders to the Committee Chairs as needed for use during their Convention year.
4. Change the pass code at the end of your committee's annual term when completed, and document it with the current Al-Anon Chair to pass on to the following years committee.

#### **FOOD CHAIR (*suspended while at Woodland Hills Marriott location*)**

1. Obtain prior year's supplies from previous chair.
2. Place request to bring food on Al-Anon Convention flyer and Al-Anoncer.
3. Arrange for ample food in Hospitality Room; order and distribute refreshments for and during the Convention, as necessary.
4. Help maintain Hospitality Room and kitchen; work with Hospitality Chair.
5. Make a brief written report for the next Food Chair.

#### **HOSPITALITY CHAIR (*suspended while at Woodland Hills Marriott location*)**

1. Responsible for set-up of Hospitality Room.
2. Obtain prior year's supplies from current Pre-Convention Hospitality Chair.
3. Maintain Hospitality Room and kitchen and cooperate with Food Chair.
4. Prepare sign-up sheet for volunteers for staffing the Hospitality Room during all hours the room is open.
5. Arrange for table decorations; coordinate with Decorations Chair.
6. Obtain guest sign-in book and pass it on to the next Hospitality Chair.
7. Provide all supplies, containers for donations, and security as necessary.
8. Collect the donations periodically; coordinate money pick-up times with Treasurer.
9. Make a brief written report for the next Hospitality Chair.

#### **HOSTS/HOSTESSES CHAIR**

1. Prepare sign-up sheet for volunteers to hosts/hostess all Al-Anon Convention meetings, Hospitality Room, Al-Anon Luncheon and lobby areas.
2. Obtain from Tickets, Program, Marathons and Workshops Chairs schedules of meetings and pertinent areas for placement of hosts/hostesses, and for helping with after-meeting(s) clean-up.
3. Prepare and give your schedule in writing to the Al-Anon Chair.
4. Write, call or e-mail the volunteers to confirm their assignment about 2-3 weeks prior to Convention.
5. Make a brief written report for the next Hosts/Hostesses Chair.

#### **LITERATURE CHAIR**

1. Prepare sign-in sheet for volunteers to staff the literature table.
2. Obtain literature from LA Central Office for the table.
3. Obtain the Literature Booth from Southern California World Service's Public Information Coordinator. Responsible for obtaining it, setting it up, closing it up and for returning it to the Southern California World Service's Public Information Coordinator.
4. Write, call or e-mail the volunteers to confirm their assignment about 2-3 weeks prior to Convention.
5. Make a brief written report for the next Literature Chair.

### **MARATHON MEETINGS CHAIR**

1. Coordinate with Program Chair a volunteer sign-up sheet for Marathon Meeting leaders, a Convention meeting schedule (meeting times and location), and check for duplication of participants, topics, etc.
2. Submit tentative Marathon Meetings program for Al-Anon Committee approval.
3. Submit typed final program for printing to Program Chair by cut-off date.
4. Have format for each meeting at podium.
5. Be responsible for meetings to start and close on time.
6. Write, call or e-mail the volunteers to confirm their assignment about 2-3 weeks prior to Convention.
7. Arrange for signs and decorations with appropriate Chair.
8. Responsible for clean-up of meeting room during Convention. Coordinate with other committee chairs when utilizing same room for other meetings.
9. Make a brief written report for the next Marathon Meetings Chair.

### **PRE-CONVENTION HOSPITALITY CHAIR**

1. Obtain prior year's supplies from previous Hospitality Room Chair.
2. Responsible for set-up and clean-up of Al-Anon Planning Meeting's facility with Al-Anon Co-Chair.
3. Prior to Convention, arrange to get supplies to Hospitality Room Chair for the Gratitude Meeting.
4. Make a brief written report for the next Pre-Convention Hospitality Chair.

### **PROGRAM CHAIR**

1. Coordinate with Marathons and Workshops Chairs to arrange for participants, per personal choice, or prepare a volunteer sign-up sheet for leaders, readers and speakers.
2. Coordinate with Marathons and Workshops Chairs regarding scheduling Convention meetings (meeting times and locations), duplication of participants, topics, etc. Dual AA and Al-Anon members may participate as long as they are enrolled at the Convention as an Al-Anon member.
3. Chooses the Opening and Closing speakers, plus their readers and leaders on Friday and Sunday, respectively.
4. Submit tentative program for Al-Anon Committee approval (exclude P.I., C.P.C., H&I, etc., type topics, per previous policies.)
5. Submit typed final program for printing to Al-Anon Chair by cut-off date, including "Program", Marathons, Workshops, and Alateen meetings.
6. Confirm participants approximately 2-3 weeks prior to Convention.
7. Arrange a gift (small token) of appreciation for participants.
8. Prepare format for each meeting and have at podium. (Suggested that readings come from AFG books, not printed sheets.)
9. Be responsible for meetings to start and close on time.
10. Arrange for signs and decorations with appropriate Chairs.

11. Responsible for clean-up of meeting rooms during Convention. Coordinate with Hosts/Hostesses Chair to secure several volunteers at each meeting to help, as well as any other committee chair utilizing same room for another meeting.
12. Make note of any over-crowding for next year's planning.
13. Make a brief written report for the next Program Chair.

#### **PUBLICITY CHAIR**

1. Coordinate with Carry the Message Chair.
2. Prepare a Convention announcement flyer highlighting Al-Anon Participation.
3. Arrange publicity by mail. (Check with AA's Mailing Chair, possibly include our flyer [*pre-folded*] with the registration forms they mail out.)
4. Obtain AA Convention Registration Forms (at least 5,000); coordinate with Al-Anon Chair to obtain these from AA Chair.
5. Mail request to AFG World Service Office for publication of Convention Information in the FORUM, Inside Al-Anon, Al-Anoncer, Alateen Talk, Al-Anon in Institutions, etc., six (6) months prior to the Convention.
6. Mail all publicity items to all Southern California areas' monthly newsletters, as well as mailing requests to place announcements in all western states' Central Offices (Information Centers). Check with Secretary for updated mailing list.
7. Make a brief written report for the next Publicity Chair.

#### **RAFFLES CHAIR**

1. Submit suggested prizes to Al-Anon Committee (See Al-Anon/Alateen Service Manual, 2000-2002, page 72.)
2. Secure printing bids for raffle tickets (See Al-Anon/Alateen Service Manual, Page 21, V-d, re use of Al-Anon/Alateen name or logo.)
3. If raffling a big-ticket item, arrange to have tickets printed and picked up from printer.
4. If raffling gift baskets, coordinate item or monetary donations to make gift baskets.
5. Obtain prizes and arrange for transportation of prizes/baskets to Convention.
6. Arrange for publicity, equipment or supplies for raffle.
7. Responsible for display and security of prizes at Convention.
8. Arrange for raffle ticket sellers at Convention.
9. Responsible for collecting all monies and stubs; coordinate money pick-up times with Treasurer.
10. In charge of drawing at Convention.
11. Arrange to get prizes to winners.
12. Make a brief written report for the next Raffles Chair.

#### **SECURITY CHAIR**

1. Work in close conjunction with the AA and Alateen Security Chairs.
2. Staff security volunteers for Al-Anon Luncheon, Business Meeting and Skit.
3. Make a brief written report for the next Security Chair.

#### **SIGNS/GRAPHICS/RIBBONS CHAIR**

1. Responsible for signs. Coordinate with AA Signs Chair; they prepare all the signs outside of the meeting rooms, luncheon facility and lobby areas.
2. Responsible for obtaining, hanging and returning AFG banner.
3. Arrange for the printing of committee ribbons with AA Ribbons Chair and coordinate with Al-Anon Chair on how many and wording.
4. At Convention, responsible for distribution of ribbons at Gratitude Meeting.
5. Coordinate with Program, Marathon and Workshops Chairs for signs needed for display of meeting topic.
6. Make a brief written report for the next Signs/Graphics/Ribbons Chair.

#### **SKIT CHAIR**

1. Responsible for the entertainment (skit) provided after the Business Meeting on Friday evening at the Convention.
2. Coordinate scheduling with Program Chair; submit "title" of the skit to Program Chair by cut-off date.
3. Notify Al-Anon Chair for necessary equipment for the skit at the hotel.
4. Obtain approval for any expenditure from the Al-Anon Committee.
5. Participants in the skit should all be Al-Anon members
6. Make a brief written report for the next Skit Chair.

#### **SPANISH LIAISON CHAIR**

1. Responsible for the translation equipment. To obtain, contact the Southern California World Service – Spanish Services Coordinator.
2. Obtain from Al-Anon Chair a final schedule with times and topics of meetings.
3. Al-Anon Convention Funds will provide the full deposit for Spanish language translation equipment and all Spanish services.
4. Coordinate with Carry the Message Chair, Food Chair, Hospitality Chair, Hosts/Hostesses Chair and Literature Chair, all Spanish speaking volunteers and with the Al-Anon San Fernando Valley Convention Committee.
5. Make a brief written report for the next Spanish Liaison Chair.

#### **TICKETS (LUNCHEON) CHAIR**

1. Encourage Al-Anon Committee members to register early. Collect registration and luncheon-ticket monies; give to AA Treasurer with completed registration forms.
2. Coordinate with Hosts/Hostesses Chair to have people at the doors for guiding guests to tables; give a copy of the table numbers layout.
3. At beginning of Convention, give count of tickets sold to Al-Anon Chair and help establish a cut-off number to sell, if not already sold-out.
4. Ticket "Will Call" – Coordinate with Al-Anon Chair to secure a location for the Luncheon Ticket "Will Call." Will Call to be open Saturday morning at 9:00 a.m. and to close at 12:00 noon (or just prior to the Speaker). Obtain volunteers. Coordinate with the Program Chair, Al-Anon Chair and AA Chair (through the Al-Anon Chair) to have mentioned in the Program and Registration Forms that Luncheon Ticket Will Call is now available. Keep track of tickets claimed by having a pick-up sheet signature form. Ask anyone utilizing the

- Will Call to have individual envelopes containing the tickets with named printed clearly as to who the tickets are for and from whom.
5. Make a brief written report for the next Tickets Chair.

#### **WAYS & MEANS – SPECIAL EVENTS CHAIRS**

1. Be responsible for any fund-raising event(s) for the Al-Anon Committee.
2. Coordinate with Al-Anon Chair on type of fundraiser (*i.e.*, when, where, amount of donation, serve food, etc.)
3. Prepare a flyer for publication of event; coordinate with Publicity and Carry the Message Chairs.
4. Select a sub-committee to assist in preparation of and putting on the fundraiser.
5. Obtain approval from Al-Anon Committee if choosing to sell items at fundraiser and for any expenditure.
6. Make a brief written report for the next Ways & Means – Special Events Chair.

#### **WAYS & MEANS – PINS CHAIR**

1. Be responsible for selling of Convention pins for the Al-Anon Committee.
2. Coordinate with Al-Anon Chair on the design of the Convention pin and then order pins.
3. Distribute pins to committee chairs and co-chairs to sell pins in advance of the Convention.
4. Arrange and schedule pin sellers at Convention.
5. Responsible for collecting all monies; coordinate money pick-up times with Treasurer.
6. Make a brief written report for the next Ways & Means – Pins Chair.

#### **WORKSHOP MEETINGS CHAIR**

1. Coordinate with Program Chair for a volunteer sign-up sheet for Workshop Meeting leaders, a Convention meeting schedule (meeting times and location(s)) and check for duplication of participants, topics, etc.
2. Submit tentative Workshop Meetings Program for Al-Anon Committee approval.
3. Submit typed final program for printing to Program Chair by cut-off date.
4. Confirm meeting participants approximately 2-3 weeks prior to Convention.
5. Have format for each meeting at podium.
6. Arrange for signs and decorations with appropriate Chairs.
7. Be responsible for meetings to start and close on time, and for the clean-up of meeting room.
8. Make a brief written report for the next Workshop Meetings Chair.

**\*New**