

Florida South (Area 10)

AREA WORLD SERVICE COMMITTEE (AWSC) TURN-OVER MEETING – INFORMATION

What is an AWSC Turn-Over Meeting? A meeting for the Outgoing Panel to wrap-up old business; and for the Incoming Panel to have an opportunity to discuss their new position with Outgoing Panel members (counterparts).

When is Turn-Over Meeting? Meeting occurs after Fall Election Assembly in 3rd year of panel. Meeting is a day event on a Saturday; generally, in November, which starts at 10:00 am and ends by 4:00 pm.

Who Attends? Outgoing & Incoming Panel Officers, Coordinators, Immediate Past Delegate/AAPP, DRs, AISLs, and Thought/Task Force & Committee Chairs, are required to attend the entire Turn-Over Meeting. Current AI-Anon Convention Chair, Current Alateen Conference Chair, Past Delegates, and any interested members may attend the meeting, but are not required.

What are the Responsibilities of the Outgoing Panel Members? To wrap-up Old Business, give final reports, and sit with Incoming Panel members (counterparts) to exchange information (ESH) of their current job.

What are the Responsibilities of the Incoming Panel Members? To meet with Outgoing Panel members (counterparts) to gain ESH and ask questions about their new job.

What Gets Turned Over and When? Supplies and documents/records not needed to complete job through December 31st are given to Incoming Panel members at the Turn-Over Meeting. Remaining items are given to Incoming Panel members by the first week in January.

What happens at the Breakout Meetings? Officers, Coordinators, DRs & AISLs have Breakout Meetings as they always do so their Incoming counterparts see what is done in their meetings.

How are Expenses Reimbursed? Outgoing and Incoming Panel members complete a Reimbursement Form and submit Turn-Over Meeting expenses to the Outgoing Treasurer for payment in accordance with Outgoing/Current Panel Reimbursement Procedure.

Note: The Incoming Treasurer would present Incoming Panel Expense Reimbursement Procedure for approval at the Winter AWSC Meeting, not the Turn-Over Meeting.

What are the Responsibilities of the Outgoing Board Of Directors (BOD)?

- Answer any questions the Incoming Panel may have relative to BOD.
- Submit any requests/recommendations to the Incoming Area Panel for consideration.
- Turn over any unfinished business.

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AREA WORLD SERVICE COMMITTEE (AWSC) TURN-OVER MEETING – INFORMATION (cont'd)

OUTGOING PANEL - Outgoing Area Chairperson opens the Meeting with a Moment of Silence followed by the Serenity Prayer.

1. Welcome and Introductions are made
 2. Traditions, Concepts & General Warranties are read
 3. Establish Quorum (2/3 of Outgoing Voting Members)
 4. Secretary's Report -- Summer AWSC Minutes are approved
 5. Treasurer's Report is approved
 6. Break-out Meetings (Officers, Coordinators, DRs, & AISLs)
 7. Break-out Meeting Reports (Officers, Coordinators, DRs, & AISLs)
 8. Delegate Report
 9. Alt Delegate Report
 10. AAPP Report
 11. Coordinator Reports
 12. DR/AISL Reports
 13. Board of Directors Report
 14. Thought/Task Force and Appointed Committee Chairs give Final Report(s).
 - o Any recommendations by the Chairs are handled at this time.
 - o Chairs are dismissed by the Outgoing Area Chairperson.
 - o All other information and recommendations are given to the Incoming Area Chairperson.
 15. Outgoing Panel Members exchange information with Incoming Panel Members suggested as follows:
 - o 20 minutes will be allotted for Outgoing Officers, Coordinators, and Immediate Past Delegate/AAPP to speak with Incoming Officers, Coordinators and Immediate Past Delegate/AAPP.
 - o An additional 20 minutes will be allotted for Incoming Officers, Coordinators, and Immediate Past Delegate/AAPP to speak with Outgoing Officers, Coordinators and Immediate Past Delegate/AAPP.
 - o If the Incoming Officers, Coordinators, and Immediate Past Delegate/AAPP are unable to meet with the Outgoing Officers, Coordinators, and Immediate Past Delegate/AAPP as suggested above, they will meet for 20 minutes after the Turn-Over Meeting is closed and prior to departure.
- Note: The Area Chairperson appoints an Outgoing DR and an Outgoing AISL to discuss the "Orientation Booklet" containing helpful information with their Incoming counterparts.
16. Outgoing Chairperson closes the Panel by a motion.

A BREAK is taken for Outgoing & Incoming panel members to change seats.

INCOMING PANEL – Incoming Area Chairperson opens the Meeting for the new Panel with a Moment of Silence followed by the Serenity Prayer.

1. Welcome and Introductions are made.
2. Chairs may be appointed to Thought/Task Forces & Committees from business turned over from the Outgoing Panel, or it can be done at the Winter AWSC Meeting.
3. Distributes Calendar of Events.
4. Asks for announcements.
5. Meeting is adjourned with a motion followed by the Serenity Prayer and Al-Anon Declaration.