

**Florida South (Area 10)**  
**AL-ANON CONVENTION - NEXT YEAR'S CHAIR**  
**SUGGESTED GUIDELINE and TIMELINE INFORMATION**

1. Attend Fall Assembly, stand for Convention Chair, and be elected/ratified. (Sep – Oct)
  2. Select an Executive Committee (Co-Chair, Speaker/Advisor, Secretary, Treasurer). (Nov – Mar)
  3. Work with Executive Committee and choose Convention theme and theme song (if applicable). (Nov – Mar)
  4. Furnish Executive Committee with copies of: (Nov – Mar)
    - a. Al-Anon Convention Policy
    - b. ALL Al-Anon Convention Committee Guidelines
    - c. Al-Anon Convention – Hotel Information
    - d. Al-Anon Convention Guideline for District LDC
    - e. Al-Anon Convention – Current Year's - Timeline Information.
    - f. Al-Anon Convention - Next Year's Chair Guideline and Timeline Information
  5. Work with your Convention Co-Chair and visit several hotels that can accommodate Al-Anon Convention. Review hotel contract with Co-Chair and the Area Chairperson to ensure it is in accordance with our Al-Anon Area structure. (Nov – Apr)
- Note: Area Chairperson is to approve and sign the hotel contract.

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***In the YEAR of the Current Year's Convention Committee:***

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6. Attend Current Year's Convention Committee Meetings as Next Year's Convention Chair (as a non-voting member) to observe and gain experience. (Jan – Aug)
  7. Work with your Executive Committee to approve Convention preliminary Budget prepared and presented by your Convention Treasurer. (Apr – Dec)
- Note: Preliminary Executive Committee expenses (travel, meetings, supplies) are discussed.  
Note: ALL Speakers (Al-Anon, Alateen, Spanish & A.A.) expenses are budgeted separately.  
 (See sample Budget and Treasurer's Report.)
8. Plan "Kick-Off" for the end of Current Year's Convention. (May – Aug)
  9. Work with Executive Committee and create a Registration Form for early registrations. Make 200+ copies of Registration Form for Kick-Off. (July - Aug)
  10. Send Registration Form (English & Spanish) to Area Web Coordinator to prepare for Kick-Off registration. (July - Aug)
  11. Pick up all unsold items and supplies from Current Year's Convention Executive and Sub-Committees after the Closing General Session. Collect, transport, and store all materials. (at Convention)
- Note: Plan on ample vehicles to transport unsold items and supplies.
12. Make 500 copies of Registration Form for Fall Assembly (25 copies to each DR, one (1) copy to each GR, one (1) copy to each Panel member, and 50 for Registrations at Assembly). (for Fall Assembly)
  13. Obtain Convention Secretary's Book (from Outgoing Convention Chair) that contains monthly Convention and Wrap-Up-Reports and Final Treasurer's Report. (for Fall Assembly)
  14. Work with the Area Treasurer and your Convention Treasurer to complete Convention Checking Account paperwork to be an authorized signatory (with only one (1) signature required on each check); however, two (2) signatures are required for an amount over \$1,000.00). (@ Fall Assembly)
  15. Obtain Convention checkbook from the Area Treasurer and give it to your Convention Treasurer. (@ Fall Assembly)