

Florida South (Area 10)

CONVENTION EXECUTIVE COMMITTEE GUIDELINES

This Guideline requires adherence to state and local laws
and the AFG Florida South (Area 10) Alateen Safety and Behavioral Requirements Policy.

PURPOSE AND GUIDING PRINCIPLES

The intent of the following guidelines is to provide direction and guidance throughout the planning and execution of Florida South (Area 10) Conventions. Guidelines are just that – guidance. As trusted servants, each Convention officer and sub-committee chairperson is expected to make all decisions in the context of Al-Anon’s Twelve Traditions and Twelve Concepts.

Conventions are linked to Al-Anon Family Groups Florida South (Area 10), Inc., a Florida Not-For-Profit Corporation with legal responsibilities. The Convention Executive Committee ensures adherence to the principles of the program and is financially accountable to Al-Anon Family Groups Florida South (Area 10), Inc. Only the President of Al-Anon Family Groups Florida South (Area 10), Inc. Board of Directors shall sign contracts and guaranties or incur liabilities or other obligations on behalf of the Corporation. Note: The Convention Chair is empowered to negotiate and sign for approval by the Corporation President the hotel contract, as well as vendor contracts within the scope of Convention planning and operation. The Convention Executive Committee must follow State and Federal laws.

THE EXECUTIVE COMMITTEE WILL :

1. Be responsible for all aspects of the Convention and oversee activities during the convention.
2. Attend all Convention Committee Meetings and give oral and written progress reports.
3. Become thoroughly knowledgeable of all convention-related resources, including:
 - 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) Area 10 Alateen Safety and Behavioral Guidelines (ASBR)
 - g) Relevant WSO guidelines including G-20 (Conventions) and G-34 (Alateen Safety) and G-3 (Cooperation between Al-Anon and A.A.)

4. Consult previous years' convention information – Executive and Sub-Committee wrap-up reports. Important data includes final financial reports, number of registered attendees by program, room nights used, and contract specifications including food and beverage minimums, compared to actual food and beverage income.
5. Create an early “Kick-off “and regular registration form. If electronic registration is available for early registration, coordinate with current committee Chairperson and Area Treasurer. (Note: If feasible, the LOGO from the “Kick Off” Registration Form may be utilized for Boutique resale item(s), or the Printing and Publicity Sub-Committee may prefer to create their own LOGO.)
6. Send registration form (English and Spanish) to Area Web Coordinator to prepare for online registration.
7. All Committees have a budget, which is determined by the Executive Committee. All Sub-Committee Chairpersons are required to operate within budget and to consult with Convention Treasurer and receive approval from the Executive Committee prior to spending over budget. Keep itemized receipts for reimbursement – do not co-mingle Al-Anon money with personal money or with Group or District monies.
8. Visit the hotel to become familiar with size and attributes of the convention area --this will assist with placement of workshops and committees. Determine Committee Room/Area assignments for AMIAS Information Session, Archives display, Boutique, Entertainment, Literature, Hospitality, Raffle, Registration, and Program Workshops (Al-Anon/Alateen/ Spanish/A.A).
9. Items for Discussion and Approval:
 - Work with Convention Treasurer on and approve the proposed Convention Budget. The proposed Convention Budget is presented to the Executive Committee for input prior to the January Convention Meeting. Treasurer to present proposed Budget at the January Convention Committee Meeting for approval by the entire Convention Committee.
 - Set food allowance amount for speakers.
 - Whether Steps, Traditions and Concepts will be read in multiple languages.
 - Whether Entertainment or Convention Chair introduces all Committee members.
 - Which audio-visual/recording (taping) company will be used and which of their expenses will be covered in the Convention Budget, including the provider's hotel room, convention registration and banquet. The provider often provides critical AV services, thus reducing the amount of AV expenses the hotel charges to the Convention account. In either case, Convention Co-Chair will make the hotel room reservation on the master account.
 - Plan for taking all interested Speakers out to dinner on Friday night with Executive Committee. Speaker guests are responsible for their own expenses if they attend the Friday night dinner with the Executive Committee. If the dinner is in the Convention hotel, Convention Co-Chair should ensure the total amount billed is applied to the Food and Beverage contracted minimum, if possible.
 - Follow separate Area guidelines for selecting District LDC selling CAL or Area Literature Display. If no district LDC participates, arrange for an Area Literature Display.

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- If a District LDC will be selling CAL at Convention, decide whether District LDC receives free registration. LDC Representative is responsible for hotel room charges, however, Convention Co-Chair can make hotel room reservation on master account.
 - Having entertainment on Saturday as a General Session;
 - If Speaker names will be listed in the Convention Program Book;
 - Set policy/process for reserved seating at General Sessions and Banquet.
 - The recommendation and approval of the number of Convention Program Books to be printed.
10. Work with Boutique on item(s) (type and quantities) to purchase for resale. Executive Committee approval is required.
 11. Work with Entertainment Sub-Committee Chair and all Convention Committee members to prepare for the Opening Ceremony, as requested by the Entertainment Sub-Committee.
 12. Executive Committee approval is needed for any ideas, needs or proposed Alateen activities presented to the Convention Committee.
 13. Work with Sub-Committees to ensure only consumable products are purchased. (Consumable examples include food, coffee, paper products, water.) Caution should be taken when considering bulk purchases. No equipment is to be purchased without approval of the Area Assembly.
 14. Final wrap up reports and other documents will be provided by the Convention Chair to Archives and the incoming Convention Chair in paper form and on USB flash drives. A follow-up electronic meeting is suggested. Each report is to include what went well, what didn't go well, and any recommendations for future Convention Committees. These reports are then sent to the Convention Executive Committee Secretary for compilation. Once compiled, the Secretary includes them in the Convention notebooks and USB flash drives. Notebooks and USB flash drives are given to the Convention Chair to forward with any other Convention documentation.

CONVENTION CHAIR GUIDELINE

Immediately After the Fall Assembly at Which the Chairperson is Elected the New Chairperson does the following:

Each Chairperson's year begins at the Fall Assembly the year before convention and ends at the Fall Assembly after the convention.

1. Selection of a service sponsor for the Convention Chair is recommended. Members with prior experience as a Convention Chair or as an officer may be beneficial to the Convention Chair as he/she plans.
2. Select an Executive Committee.
3. Attend Current Year's Convention Committee Meetings as Next Year's Convention Chair to observe and gain experience. (non-voting member)
4. Review the documents detailing Al-Anon Convention (listed in Executive Committee Section) including Next Year's Chair Guideline and Timeline, Current Year's Timeline Information, and prior years' Convention Information / Wrap-Up reports.
5. Establish due dates for each Convention action and furnish Executive Committee with copies of all relevant documents as noted in the Executive Committee section above.
6. Work with Executive Committee and choose the convention theme, LOGO and theme song, if applicable.
7. Work with convention Co-Chair and visit several hotels that can accommodate the Al-Anon Convention.
8. Select convention hotel. Include the Co-Chair, if possible. Consider using experience, strength and hope of other members experienced in hotel contracting. In addition, the use of a professional event planner is allowed.
9. Conventions can be on either coast. There is no requirement to alternate locations on a predetermined schedule.
10. Coordinate with Area 10 Chair to communicate Convention dates with Florida North Area Chairperson.
11. Review hotel contract with Co-Chair and President, Al-Anon Family Groups, Florida South (Area 10), Inc. to ensure it is in accordance with our Al-Anon Area structure. In development of the contract, ensure service charges for items such as moving portable walls, outside food requirements, and other specific concessions such as use of electrical outlets by the AV company, wi-fi charges, loading dock charges, are included in writing. The President is to approve and sign the hotel contract.
12. Based on a final contract signed by the President, Al-Anon Family Groups, (Area 10), Inc, work with the Executive Committee to approve a preliminary budget.

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13. Create all Convention Registration forms in English and Spanish. Work with Area Spanish Coordinator to ensure translation of Spanish registration form is not delayed.
14. Work with the Executive Committee to plan and execute the early registration process “kick-off” which occurs at the closing of the prior year convention. In the past it was suggested to have 200 copies of registration form for kick-off.
15. Immediately after the closing of the prior year’s event, collect all unsold items and all supplies from Current Year’s Convention Executive and Sub-Committees after the Closing General Session. Collect, transport, and store all materials; give materials to each Sub-Committee Chair at monthly Convention Meetings.
16. At Fall Assembly distribute/assign Convention Sub-Committees. Give copy of the Sub-Committee Chair Guidelines to DRs at the Fall Assembly so the DRs can inform volunteers of the scope of each convention position.
17. At Fall Assembly, distribute registration forms. It was suggested in the past that 500 copies of registration forms were needed at Fall Assembly. (25 copies to each DR, one (1) copy to each GR, (1) copy to each Officer and Coordinator, and 50 for Registrations at Assembly). (With online registration options, these numbers may be outdated.)
18. The Area Treasurer coordinates the meeting at the Bank, so all signatories are there: Corporate Treasurer, Corporate President, Convention Chair, Convention Treasurer. Note: This meeting may be planned for the Friday before the Fall Assembly, since most of the signatories are usually in attendance at Assembly. The meeting purpose to complete paperwork for the Convention Checking Account to become signatories on the Convention Checking Account with the Convention Treasurer. Only one signature is required on each check); however, Area 10 policy requires two (2) signatures on all Convention checks written for any amounts over \$1,000.00).

In the Calendar Year of the Convention:

1. Prepare Agenda and chair all the Convention Committee Meetings, which are on the third Saturday of each month. If the hotel does not provide a monthly meeting room, secure a meeting space.
2. At the January Convention Committee Meeting, furnish Sub-Committee Chairs and Co-Chairs copies of:
 - a) Al-Anon Convention Policy
 - b) All Al-Anon Convention Committee Guidelines
 - c) WSO Guidelines for conventions
 - d) Other documents to consider in sharing with the committee include Al-Anon Convention - Current Year’s – Timeline Information, Al-Anon Convention Guideline for District LDC
 - e) Wrap-Up Reports from prior years’ committees for ESH
3. Attend Area World Service Committee (AWSC) Meetings as a non-voting member. Act as liaison with the AWSC and give oral and written reports at AWSC and Assembly Meetings during the year as Convention Chair stating number of registrations, number of banquets, and Sub-Committee

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information. Note: Year begins at the Fall Assembly the year before convention and ends at the Fall Assembly after the convention. (See Area 10 Reimbursement Procedures.)

4. Review and provisionally sign all vendor contracts on behalf of the Al-Anon Convention, and within the Convention Budget, such as Boutique resale item(s) and Entertainment contract(s).
5. Distribute all unsold items and supplies from Previous Year's Convention to all Committee members.
6. Coordinate Registration process and the selling of "resale" boutique items at Area Service Events, AWSC and Assembly Meetings, and other Area Al-Anon events. Responsible for selling Registrations, if desired. An inventory of resale items is kept, and money is forwarded to the Convention Treasurer.
7. Coordinates or delegates communication between the convention committee and the Area Web Coordinator to ensure that Convention Registration and Hotel Reservations can be completed via the Area Website.
8. Use both electronic means and distribution of paper copies to ensure all District Representatives, Coordinators and officers have access to registration forms/methods. The goal is to ensure each member is aware of the event and can register easily.
9. Work with Convention Co-Chair to proofread and approve food tickets created by Printing & Publicity Sub-Committee Chair.
10. Proofread and approve all Registration Forms ~~and~~ all flyers, letters, and documentation (Convention Workshop Guidelines, Evaluation Form, *What is a Convention* brochure) prior to being printed or distributed; these include Boutique flyers asking for hand-crafted items; Raffle flyers asking for raffle items/baskets; Hospitality flyers asking for food donations, etc. Work with Printing & Publicity Sub-Committee Chair to complete these.
11. Specific Florida South, Area 10 approved guidelines cannot be changed; however, should unforeseen circumstances arise, the Executive Committee could add additional information as required to meet the specific circumstances.
12. Boutique resale items sold at Area Service Event, AWSC and Assembly Meetings and/or any other Area Al-Anon event are coordinated by the Convention Chair. An inventory of resale items is kept, and money is forwarded to the Convention Treasurer
13. Guide and Approve "Hours of Operation, "Name," and "Blurb" from Boutique, Hospitality, Information & Security, Raffle, ~~and~~ Registration, Alateen and A.A. Sub-Committee Chairs Give information to Printing & Publicity Sub-Committee Chair so it can be inserted into the Program Book for review by the Convention Committee during monthly meetings.
14. If a District LDC will be selling literature, coordinate the location, Hours of Operation, "Name" and "Blurb" with the District LDC and provide this information to the Printing & Publicity Sub-Committee Chair so it can be inserted into the Program Book for review at the Convention Committee Meeting. (Note: If literature is not being sold, select a location for the Area Literature Coordinator to provide a literature display. LDC is not required to attend the monthly meeting, but they are welcome to attend. Only CAL is sold in the Literature room. Any A.A. literature must be housed and sold from the A.A. program room.

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15. Provide Archives Display location, Hours of Operation, and “Blurb” and give this information to Printing & Publicity for the Program Book for review. Coordinate with Area Archives Coordinator.
16. Coordinate details of the Alateen Information Session with the Area Alateen Coordinator. Determine location and Hours of Operation and give this information to Printing & Publicity for the Program Book for review.
17. Ensure Printing & Publicity will present revised program for review by the Convention Committee. Proofread and approve information for the Program Book to ensure time for printing.
18. Ensures a communication system which allows all Executive and Sub-Committee members to communicate effectively with each other during the Convention.
19. Printing & Publicity Sub-Committee Chair submits a calendar event to WSO (www.al-anon.org) 90 days prior to the Convention.
20. Get Steps, Traditions, and Concepts Banners, and the Florida South Map, from Area Secretary (at Summer AWSC Meeting). Note: Banners are returned to the Area Secretary by the Fall Assembly.)
21. Work with Co-Chair to prepare Agenda for General Sessions -- Announcements, Lost and Found, etc. and decide who says what.
22. Select members to read Steps, Traditions, and Concepts and General Warranties at the Opening General Session.
23. Introduce and/or acknowledge all Convention Committee members (Executive Committee and Sub-Committee Chairs and Co-Chairs) at Convention (generally done at the Opening Ceremony).
24. Acknowledge and thank ALL Convention Committee members AND all Speakers at the Closing General Session.
25. Ensure all leftover items have been packed prior to Closing General Session and are ready for pick up by Next Year’s Convention Chair. Note: to maintain anonymity, any documents or materials containing Al-Anon information are not discarded at the hotel.

After Convention and not later than Fall Assembly:

1. Distribute two (2) completed books of Convention reports, flyers, program, etc. and two USB flash drives at the Fall Assembly. The Area Archives Coordinator and Next Year’s Convention Chair receive a notebook and a USB flash drive.
2. Give all Treasurer’s documentation (provided by Convention Treasurer) to the Area Treasurer. Documentation will include checkbook, bank statements, petty cash records (if applicable), Expense/Reimbursement Forms, receipts and Treasurer’s Reports, including the Final Treasurer’s Report, etc.).
3. Provide ALL attendees with a copy of Final Treasurer’s Report at the Fall Assembly (175 copies). (See Area 10 Reimbursement Procedures.)

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CONVENTION CO-CHAIR GUIDELINE

1. Attend Current Year's Convention Committee Meetings, if desired, to observe and gain experience.
2. Fill in for Convention Chair, if the Chair is unavailable or steps down from the position.
3. Work with Convention Chairperson to choose a Convention location/hotel and provide input to Chairperson in drafting the hotel contract, as requested.
4. Serves as liaison with the Hotel for ALL convention needs (examples include wall movement, banquet set up, linen color, A/C, meeting rooms, guest sleeping rooms, and problems, microphone, easels, tables, chairs, signage, etc.). Functions as the sole link to the hotel for all planning and coordination. Other committee members do not contact the hotel directly.
5. Because of the critical liaison responsibilities, the Co-chair is encouraged to begin communication as soon as possible with the hotel event coordinator and maintain ongoing communication and exploration of options and programs the hotel may have available. (Example: access to the hotel venue layout computer program, real-time registration reports, etc.)
6. Work with Decorations and clarify any hotel restrictions.
7. Work with Hotel staff if accommodation is needed to store items for Boutique, Decorations, Entertainment, Hospitality, Information & Security, Literature, Raffle and Registration the night before convention begins and after the convention so future Convention Chairperson can pick up all items.
8. Work with hotel staff to ensure rooms are secured during any time they are not open according to the program schedule. (For example, Boutique, Raffle, Literature.)
9. Responsible for finalizing all Sub-Committee hotel requirements, i.e., layout and table and chair requirements including General Session Room, stage, podium, and dance floor placement.
10. Work with Speaker/Advisor and determine recording provider's needs regarding display/sales table and recording locations (Hall and in the General Session Room) and the number of tables and chairs required. Determine the amount of time the recording provider needs to set up.
11. Work with Chair to prepare Agenda for General Sessions -- Announcements, Lost and Found, etc. and decide who will deliver each message.
12. Work with Convention Chair to proofread and approve food tickets created by Printing & Publicity.
13. Make hotel room reservations for Convention Committee members and ALL Speakers and put them on the Master Account with the hotel. Confirm with recording provider and District LDC (if applicable) and make hotel room reservation(s): Recording provider may provide AV services and the Executive Committee will determine if expenses will be paid by the Convention. Past events

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have included hotel rooms, especially when the AV services provided by the recording provider will reduce hotel AV expenses.

14. Notify hotel of the number for the banquet and any other food functions on tickets sold in accordance with the contract terms.
15. Reserve adequate number of tables to seat Convention Committee, Speakers, and Guests in front of the stage for all General Sessions and the Banquet, if desired. (Ribbon or reserved signage is placed on reserved chairs.) Ensure Committee Chairs know they may be seated in reserved section if they desire to do so.
16. On Thursday or prior to Convention start,
 - a. Ensure stage, podium, and dance floor placement is as requested.
 - b. Ensure General Session and wall movement schedules are understood.
 - c. Secure meeting rooms to ensure rooms are set up as requested by Sub-Committees with tables, chairs, etc.
 - d. Confirm agreed upon set-up of banquet tables and advise Banquet Manager which tables receive food first (Speakers, Committee and their Guests).
 - e. Coordinate time for Decorations to place banquet centerpieces on tables. Work with Decorations and set up a plan for drawing of the centerpieces, if applicable. Announce the plan for centerpiece winners.
17. Prior to Banquet, select a member to give nondenominational prayer before the meal.
18. At Convention, if banquet and Keynote Speaker are scheduled for the same room, work with hotel staff to make sure tables are cleared, and extra chairs are set up before AI-Anon Keynote Speaker is introduced.

CONVENTION SECRETARY GUIDELINE

1. Take Minutes at Executive Committee and monthly Convention Committee meetings.
2. Quorum is established – 60% of eligible voting members: One (1) vote for each Executive Committee member and one vote for each Sub-Committee (Chair/Co-Chair/ Representative); Next Year’s Convention Chair is not a voting member; Current Convention Chair only votes in a tie.
3. Prepare all letters for Chair and Co-Chair, as requested.
4. Keep an updated list of names, addresses, phone, and email of all committee members and provide copies to all Convention Committee members both in hard/printed copy and via email.
5. Send Committee members minutes and information by e-mail, whenever possible.
6. Read minutes of the past Convention Committee meeting, as requested.
7. Prepare two (2) complete books of Convention reports, flyers, program, etc. and two USB flash drives prior to Fall Assembly. Give these to the Convention Chairperson for distribution. The Area Archives Coordinator and Next Year’s Convention Chair each receive one notebook and a USB flash drive-

CONVENTION TREASURER GUIDELINE

1. Treasurer is responsible for all monies (income and expenses).
2. Establish the address to which registrations will be mailed. (P.O. Box or home address).
3. If an emergency prevents attendance at a Convention Committee meeting, Treasurer is responsible for getting financial report (Treasurer's Report) and Convention checkbook to Convention Chair prior to meeting.
4. Prepares proposed budget with Executive Committee input. At the January Convention Committee meeting, present the preliminary draft budget, for review and final approval. (See sample Budget and Treasurer's Report.)
5. After Fall Assembly work with Area Treasurer to complete paperwork for the Convention Checking Account to become a signatory on the Convention Checking Account with the Convention Chairperson. Only one signature is required on each check; however, two (2) signatures are required for any amount over \$1,000.00).
6. Treasurer works with the Area Treasurer and the credit card processing company to ensure credit card payments are accepted without processing issues and in accordance with accepted protocols.
7. Receive Convention checkbook and four (4) cash boxes from Convention Chair after the Fall Assembly.
8. Obtain agreement with Registration Chair as to what information needs to be captured and the best way to share spreadsheet.
9. Record registration information a spreadsheet (Name, District, Program, Banquet, etc.) noting amount paid and payment method (cash, check, credit card). Share spreadsheet monthly with Registration Sub-Committee Chair to avoid duplication of effort.
10. Give original Registration Form to the Registration Sub-Committee Chair; scan or make copy of Registration Form and check for records, if desired.
11. Deposit cash and checks into the Convention Checking Account.
12. Coordinate best way to share spreadsheet with Registration and conduct data reconciliation after the registration cut-off date.
13. Process all Registration Forms received at either P.O. Box or at home address or at an Al-Anon event.
14. Prepare and present Treasurer's Report monthly.
15. Responsible for all monies (income and expenses) and keeping all expense receipts, including any Petty Cash account monies if a Petty Cash account is established.

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16. Provide Sub-Committee Chairs and Co-Chairs with Expense Reimbursement form and explain expenses covered and expenses not covered. (Note: Itemized receipts for ALL expenses, except gas & tolls, are mandatory and should be attached to the Reimbursement form.
17. Only one person per Sub-Committee is reimbursed for gas and tolls to attend the monthly committee meetings. The person incurring the travel expense is reimbursed (Sub-committee Chair, Co-Chair or the person representing that sub-committee.)
18. Record income and expenses and reconcile income and expenses monthly to the bank statement and the Treasurer's report.
19. Receive money from Convention Chair for Registration and Boutique resale items sold at Area Al-Anon events.
20. Advise Boutique Chairperson that sales tax is calculated and paid when resale items are initially purchased for the Convention. Sales tax is a cost of the Convention. Sales tax is not additionally charged on member purchases of resale items.
21. Process Registration Forms received from Speaker/Advisor for all speakers. (Note: All Speakers are provided with free registration, food allowance and food event tickets, and hotel room.) Receipts are needed to process expenses for airline, luggage, and parking; no receipts are needed for gas and tolls. (Note: Spouses/Guests pay their own way.)
22. Coordinate credit and debit card purchases with Sub-Committees for applicable payments.
23. Executive Committee and Sub-Committee Chairs are reimbursed for ½ hotel room for 3 nights, free registration, and banquet ticket at the Convention. Co-chairs are not reimbursed by the convention; it is hoped districts will assume these expenses, but their hotel rooms are added to the master account.
24. Provide cash for Sub-Committees beginning "banks" (Boutique, Raffle, Registration, Hospitality) and Speaker food allowances. Withdraw money from the bank for Sub-Committee banks and ask for bill and coin wrappers.
25. Work with Co-Chair for a safe either in Treasurer's hotel room or the hotel's safe to contain money collected. All monies from Boutique, Raffle, and Registration Sub-Committees at the Convention are deposited in the Convention Checking Account. Arrangements to be worked out before Convention; Information & Security Sub-Committee may be asked to accompany him/her when collecting money, if desired.
26. Works with Raffle Chair to write the check presented to the winner of the 50/50 raffle.
27. Provide cash boxes Sub-Committees needing them at Convention (Boutique, Raffle, and Registration).
28. Arrange money pick-ups for Boutique, Raffle and Registration and keep track of money picked up by each Committee.

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29. Suggestions: 1) Keep logs and obtain initials or signatures when money is picked up. 2) Treasurer's name badge should not identify the member as the Treasurer (a safety consideration.)

30. After the Convention:

- Work closely with Co-Chair to reconcile any incorrect hotel charges and ensure billing is correct.
- Following the Convention and after reconciliation of the hotel bill and any other expenses, prepare a FINAL Treasurer's Report, to be given to the Convention Chair prior to the Fall Assembly.
- Before the fall Assembly, compile and provide to the Convention Chairperson all Treasurer's documentation (checkbook, bank statements, petty cash records, Expense/Reimbursement Forms, receipts, and Treasurer's Reports.)
- Work collaboratively with Registration and Alateen Sub-Committee Chairs to ensure any document containing personally identifiable information is shredded.

CONVENTION SPEAKER/ADVISOR GUIDELINE

1. As Advisor, provide experience, strength and hope and knowledge of Traditions and Concepts to Convention Chair and the entire Committee.
2. The Speaker Advisor should begin the search for speakers as soon as possible since circuit speakers usually book well in advance. Ask recording company for sample speaker recordings to review. Search online media outlets for Al-Anon speaker recordings.
3. ALL Speakers (Al-Anon, Alateen, Spanish and A.A.) expenses are budgeted separately by the Convention Treasurer. (See Sample-- Treasurer's Report and Budget.)
4. Discuss availability of Spanish translation options with Area Spanish Coordinator. Advise Executive Committee of options and cost.
5. Plan with the recording company to record ALL six (6) speakers (Al-Anon, Alateen, Spanish and A.A.).
6. Complete and submit Registration Form to Convention Treasurer for the recording provider and assistants. (Note: The recording provider receives hotel room, registration and banquet ticket at the approval of the Executive Committee. The provider's hotel room is expensed, particularly when the provider provides AV services that reduce the AV expenses otherwise charged by the hotel to the convention. In any case, the hotel room is sometimes coordinated through Convention Co-Chair and is put on the Master Account.
7. Select three (3) Al-Anon Speakers (Opening, Keynote, and Spiritual).
8. Work with the Program Chairs (Alateen, Spanish and A.A.) to coordinate with the other Speakers.
9. Give approval and stay within budget for out-of-state speakers for Al-Anon, Alateen, Spanish, and A.A. Programs.
10. Complete and submit Registration Forms and Expense/Reimbursement Forms to Convention Treasurer for ALL Speakers regarding travel, registration, food and banquet tickets and hotel room. (Note: All Speakers are provided with free registration, food allowance and food event tickets, and hotel room.) Receipts are needed to process expenses for airline, luggage, and parking; no receipts needed for gas and tolls. (Note: Spouses/Guests pay their own way.)
11. Send letter to Al-Anon Speakers confirming the Convention date and informing Speakers of details related to the Convention and information about expenses. Include a Registration Form to be completed. If they are attending with a spouse or friend, include an extra registration form for their guest. Also send Letter to Alateen, Spanish and A.A. Program Chairs so they can send this to Speakers.
12. Provide an opportunity if speaker(s) are interested in chairing a workshop.
13. Work with Co-Chair for hotel reservations for ALL the Speakers.
14. Finalize plans with Executive Committee for Friday evening dinner with the Speakers.

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15. Coordinate arrival and departure for Al-Anon speakers. Pick-up, or assign a volunteer to pick-up the Al-Anon Speaker(s) at the airport, if applicable, and take them back for departure; ensure Alateen, Spanish and A.A. Program Chairs coordinate arrival and departure for their speakers.
16. Accompany, or have someone accompany, and/or see to the needs of each Speaker during the Convention.
17. Ask Speakers for any special requests and determine whether any have specific dietary needs or allergies.
18. Coordinate a “Welcome” in each Speaker’s hotel room. (A card, a mini-food tray are options.) Be aware of any delivery charges the hotel requires prior to asking hotel staff to deliver the welcome gifts to Speakers’ rooms.
19. Select and provide ALL speakers with a token gift, if desired. Note: Alateen, Spanish and A.A. may want to pick out their own gift; however, it must be within Speaker/Advisor’s budget and approval.
20. Prepare brief introductions of each speaker in anticipation of introducing each speaker in General Sessions.
21. Send thank-you notes to ALL Speakers and volunteers assisting speakers.