

# **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 Group Representatives (GR's). 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 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 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 within 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 of the Assemblies rotates among the currently active districts within the Hawaii Area.
  - (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 and 1 December. The 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. The Alternate Delegate works closely with the hosting District to :
  - (1) Provide Archival Assembly Book, information and guidance to the hosting District.
  - (2) Do a site inspection as early as possible to insure that our requirements are available.

- (3) Review and sign the contract for the selected site one year (1) in advance.
  - (4) Prepare the flyer, or if it is to be prepared by the hosting District, reviews the information for appearance, accuracy and completeness.
  - (5) Coordinate communications between Districts.
  - (6) Coordinate assembly activities with the Chairperson: arrange for Coordinator displays, workshop speakers, oral reports, area sound system, technical and visual equipment, etc.
  - (7) Arrange Concept Workshop with the next Hosting District.
  - (8) Plan and provide assembly orientation for first time GR's.
- C. The Hosting District is to:**
- (1) Prepare budget for the Assembly.
  - (2) Request deposit of seed money, which is a loan, from Area Treasurer.
  - (3) Select and reserve a site 1 year in advance of assigned assembly rotation that provides;
    1. ample parking
    2. enough space for 75 people-with tables and chairs
    3. meals service
    4. ample housing
    5. ADA accessible
  - (4) 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.
  - (5) Work closely with the Alternate Delegate to complete the arrangements.
  - (6) Obtain written contracts for signature from the site for the Alternate Delegate to review and sign.
  - (7) Select the Assembly theme. The Spring Assembly theme will always be the same as the World Service Conference theme for the year.
  - (8) Prepare draft of flyer for Alternate Delegate to review and approve.
  - (9) Select the Assembly speakers from the Area Committee including Area Coordinators.
  - (10) Form Subcommittees for:
    1. readers
    2. transportation from and to airport
    3. hospitality-provide breakfast for early arrivals on Sat.
    4. registration
    5. meals- Sat. lunch,dinner- Sun. breakfast, lunch.
  - (11) Make final payments to the site for meals and services if any.
  - (12) Provide an accounting of funds to the Alternate Delegate within 30 days after the Assembly.
  - (13) Return seed money and all profits or losses (if any) to the Area Treasurer within 30 days. Area receives any profits and is responsible for any losses.
  - (14) Complete the Pass Down book and return it to the Alternate Delegate within 30 days following the Assembly.