

**AFG AREA 9 CONVENTION GUIDELINES**  
Florida North Task Force Working Document

**INTRODUCTION**

This Guideline was created by a Task Force assigned during Panel 55. It was presented for approval at the Spring AWSC in 2017. It is broken down into three sections:

- I. Legal/Policy Section
- II. Area/District Guidelines Section
- III. Host District/Notebook Section

The Guidelines that follow clearly define the responsibilities for the planning and execution of an AFG Area 9 Florida North Convention and should be helpful at all stages of implementation. That is the purpose of these Guidelines.

Each Host District is autonomous in all phases except the Legal/Policy Section for which the Host District needs to follow the requirements set forth in Section I.

The most important thing when planning a convention is to have fun and fellowship and to enjoy every minute of the run up to the convention itself. It's all about fellowship and recovery for those planning the convention and those attending. The convention takes on a life of its own and it is a very exciting opportunity for service to Al-Anon and fun just to be a part of it all. Go for it!

**I. LEGAL/POLICY SECTION**

AFG Area 9 conventions are linked to NFA AFG, Inc., a Florida Not For Profit Corporation with legal responsibilities. For the purpose of conducting Al-Anon conventions in North Florida we adhere to the principles of the program and are financially accountable. Only authorized Officers shall make contracts and guaranties or incur liabilities or other obligations and therefore we conduct our affairs keeping in mind State and Federal laws and in keeping with our Twelve Traditions and Twelve Concepts of Service.

**A. Contracts**

1. Due to risks and liabilities associated with hotel/venue contracts and attrition clauses the AFG Area 9 works with professional meeting planners in order to negotiate hotel contracts and ensure all hotel/venue requirements are met. Meeting planners may also help with the hotel selection.

2. Hotel/Venue contracts must be signed by an authorized Officer of NFA AFG, Inc. Prior to submitting contracts to Area for signature ensure they comply with the Hotel/Venue requirements.

3. The Area Secretary/Treasurer will open the convention checking account at a mutually acceptable bank. The names on the account will include the Convention Chair and/or Convention Treasurer. Responsibility for the account is then turned over to the Convention Committee.

4. The IRS Determination Letter and Florida Department of Revenue Tax Free Certificate are to be used in conjunction with convention contracts and items paid directly from convention funds.

5. The official address for convention contracts is listed at [www.sunbiz.org](http://www.sunbiz.org).

**B. Financing the convention**

1. At the request of the Convention Committee, Area will provide money as budgeted for the convention.

**C. Proceeds**

1. Post-convention, once all monies are collected and accounted for, convention bills paid, and checks have cleared, the accounting information is turned over to the Area Treasurer who will close the checking account.

## II. AREA/DISTRICT GUIDELINES SECTION

### A. Deciding to Stand for Hosting:

1. If members of your District are interested in hosting an Area Convention, open up discussion and gain support prior to standing.
2. Each District may go about this differently, but using the spiritual principles of the program try to make sure that this is a District-wide decision with lots of participation (Concept 4: Participation is the key to harmony.)

### B. Responsibilities of the Host District:

1. Our primary purpose is fun, fellowship and sharing, so please be creative, follow the guidelines and invite lots of participation in your District (and beyond).
2. Once you have created a theme, and found a location, don't discuss any details beyond your District. It is perfectly acceptable to get input from members of your District - just request they not share the information outside the Convention Committee. This is to maintain good boundaries and courtesy, allowing the focus to remain on the current convention. (Tradition 4: Each group is autonomous except in matters affecting another group or Al-Anon or AA as a whole).
3. It is up to the District to decide how to choose a Chair and a Co-Chair. We recommend this not be a current member of the Panel (DR or AISL), as the Convention Chairperson serves on the Area World Service Conference panel from the first meeting after the prior convention until the first Area meeting after their convention. (See guidelines for Panel Participation on the website - this includes being on Task Forces, etc.).

### C. Responsibilities of the Convention Chairperson

1. Attend AWSC World Service Committee Meetings (AWSC) and Assemblies from the time elected or appointed at Area expense. Make verbal and written reports to the Area, beginning with the first AWSC or Assembly following the prior convention and ending with the following Spring Assembly.
2. Act as a service sponsor to future conventions as past convention chairpersons act as service sponsors to the current convention chair.
3. Past, and if possible future convention chairs should be included with the present chair in completing hotel negotiations.

### D. Responsibilities of the Area Convention Liaison

1. The Area Secretary shall serve as the Convention Liaison providing a point of contact between the Convention and the Area. The Area Secretary will:
  - a. Maintain a succession record of Convention Chairpersons, locations, room nights, and attendance at both the convention and banquet.
  - b. Stay in communication with Area Officers regarding funding, expenses, etc. to decide on issues that may affect the budget (comping rooms, etc.) and work with the Convention Committee to resolve issues that arise.

## **E. Convention Expenses**

1. At the request of the Convention Committee, Area 9 will provide money as budgeted for convention. For additional money necessary prior to receipt of registrations, the Committee may have fundraisers, such as special raffles, garage sales, etc. Group and District may contribute directly to the Convention Committee.

2. The Area will pay for one Chairperson at AWSC and Assembly. If there is a need for a GIP, the Convention Committee has the autonomy to approve. (See Host District Section of guideline and also Area Website for Panel Participation Guidelines).

### III. HOST DISTRICT/NOTEBOOK SECTION

#### A. Convention Committee Duties as a Group:

Together the Convention Committee Chairs will decide by group conscience regarding the following:

1. Will the Convention Committee pay expenses for each Speaker to bring a guest?
2. What committee chair expenses will be covered by the committee (i.e., Banquet ticket, Hotel room)?
3. How will meetings be opened? (Suggestions below)
  - START meetings promptly on time
  - OPEN meetings as determined by the Convention Committee
  - READ Anonymity Statement . . . In keeping with Tradition Eleven, no video cameras or audio tape recordings will be permitted
  - Welcome and Announcements (i.e. badges must be worn, etc.)
  - Introduction of Speakers - Present Gifts to Speakers after talks
  - CLOSE as decided by the Convention Committee
  - Announcement of time of next meeting/activity
4. Entertainment: In addition to the Saturday night entertainment which will be decided by the Entertainment Committee, do we want other social activities? Such as a Friday night skit, Tea Time with Long-Time Members, Ice Cream social or pool party?

#### B. Convention Committee Notebook

1. Each Convention Committee will establish and maintain a Convention Notebook which will include at a minimum the following:
  - a. Meeting minutes for the Convention Committee and all sub-committees
  - b. Hotel and entertainment contracts
  - c. A record of budgeted and actual expenditures
  - d. A complete list of all speakers, and a program
2. This notebook will be passed to the next two Convention Committees and then given to the Area Archives.

**C. Convention Committee Chair Responsibilities** (Chair, Co-Chair, then listed alphabetically by sub-committee):

**CONVENTION CHAIRPERSON**

1. Attend and participate in Area World Service Conference from the first meeting after the prior convention until the first Area meeting after their convention. (See guidelines for Panel Participation on the website - this includes being on Task Forces, etc.).
2. Arrange and chair meetings of Area 9 Convention Committee.
3. Work with the host district to decide on convention dates, keeping in mind sensitive religious dates.
4. Work with district to decide on theme and name.
5. Work with Meeting Planner, Co-Chair and Hotel Liaison to select the convention meeting facility. Meeting Planner would walk with the Committee through the Contract negotiations, then turns over on-site management to the Hotel Liaison.
6. Coordinate Convention Committee attendance at turnover of prior convention.
7. Provide estimated budgets to the Convention Treasurer and keep financial records per the Convention Treasurer's request.
8. Work with all Convention Sub-Committee Chairpersons to ensure smooth scheduling of events, meetings and activities. Ensure chairs are reporting back to Convention Committee and reporting progress.
9. Once organized as a Committee, the Chairperson will send different committee members to District meetings, Gratitude Dinners, etc. to promote the convention and solicit volunteers. Work with the District Representatives to fit into the Districts' agenda and calendar. After the prior convention, may attend or send committee members to district meetings to promote the convention and solicit volunteers at the discretion of the District Representative by requesting time on the district agenda.
10. Maintains contact with Hotel Liaison and helps with troubleshooting during the Convention.
11. Act as "Master of Ceremonies" along with Co-Chairperson, or choose a Voice/Master of Ceremonies. Introduce the Chairpersons at Opening ceremonies. Note: This opens up opportunities for attendees to identify with chairs and perhaps ask questions.
12. Directs activities and solves any problems during convention.
13. Arranges Convention Chairperson's breakfast for Sunday Morning during the convention (current convention absorbs this expense), includes all past convention chairs. Current year's Convention Chair is responsible for inviting all prior chairpersons and the two upcoming chairpersons. (Area Secretary maintains succession record). There are no guests. Time established at the discretion of the current chair, in cooperation with Hotel Liaison and Program Chairperson.

14. Post-convention, arranges wrap-up meeting and receives final written reports from all Chairpersons. Ensures these reports are given to the Convention Secretary and included in the convention notebook.

15. Arranges and chairs turnover meeting with next Convention Committee within 30 – 45 days following the convention at a location in the current host district. The current convention covers this expense. “Experience has shown that the Turnover Meeting is vital.”

16. Write-up a final/closing report to pass along helpful information to the next Convention Committee. Final or closing reports will be submitted to the Convention Secretary within two weeks of the convention with a copy kept and given to counterpart at the turnover. See Section II, Convention Committee Notebook.

17. Invite past chairs, most recent and future chairs to the current convention meetings for informational purposes.

18. Chairperson will work closely with Boutique, Raffle, Literature, Decorations, Entertainment, Program, Information/First Aid, Hospitality, Treasurer, and Sergeant-at-Arms. (Concept 10: Service responsibility is balanced by carefully defined service authority and double headed management is avoided).

19. Chairperson and Co-Chairperson will jointly work with Hotel Liaison, Treasurer and Secretary to provide oversight and support. (Concept 10)

### **CONVENTION CO-CHAIRPERSON/SPEAKER CHAIR**

A. Work closely with the Chairperson. In the event the chairperson is unable to complete his/her term, the co-chairperson will complete the term as chairperson.

B. Speaker Chair Responsibilities:

1. Establish a committee to listen to speaker tapes and visit speaker meetings to facilitate selection of speakers

2. Tapers often donate tapes for this purpose. These tapes can then be used as raffle items.

3. It may be deemed prudent to request an equal number of tapes from each taper bidding the convention in order to avoid a conflict when reviewing bids.

4. Select taper (takes bids, selects tapers, and submits to Area Chair for signature). The taper will be offered one of the following choices:

a. Sell tapes from the current convention speakers and have expenses paid for sleeping room, registration and secured room for equipment; or

b. Sell their library tapes of AA, Al-Anon and Alateen Speaker tapes/discs in addition to current convention speakers with no expenses paid by the convention.

5. Work with Hotel Liaison regarding where tapers set up and taper’s audio equipment during speaker sessions.

6. Select all Speakers (Al-Anon, AA, [work with AA Liaison] and Alateen). Make all arrangements for Speakers to attend the convention (i.e. transportation, etc.) Guidelines for selecting Speakers:

a. All speakers should be active Al-Anon, AA or Alateen members.

b. Attention should be paid to variety in speakers' age, sex, status (e.g. parent, spouse, divorce, child, etc.).

7. Review past speaker lists and do not repeat speakers who have spoken in the last five years at our convention. Speakers should not have spoken at other meetings, roundups, etc. in Area 9 within the past twelve months prior to selection. If possible, select speakers from multiple areas.

8. Contact speakers by phone, stating all information known regarding the convention and obtaining a commitment from them as soon as possible.

9. Follow up phone conversations with a letter, giving them the Speaker Chair's name address, email and telephone number.

10. Inform speakers that the convention will pay for their travel (airplane or if driving to the convention, mileage at the current IRS rate not to exceed the cost of an airplane ticket), hotel room, meals and registration.

11. For the Alateen speaker, meals and registration expense of a sponsor of the same sex or a parent will be covered.

12. Inform speakers of arrangements and the procedures for reimbursement of expenses. (NOTE: Convention pays for coach only, not first class.) Ask for group conscience to determine whether or not the Convention Committee will pay expenses for each speaker to bring a guest.

13. Work with AA Liaison regarding General Session with AA Speaker. Also, develop folder with outline and other information which the Meeting Chairperson might need to know.

14. Provide the Program Chair and Secretary a list of Speakers and their addresses, telephone numbers and e-mail addresses.

15. Give names of Speakers and their guest(s) to the Registration Chairperson to pre-register them.

16. Ensure Speakers and their guest's needs are met during their visit here (i.e. only eat alone if they insist), transportation from airport, etc.

17. Enlist volunteers to Host the Speakers and develop list of host responsibilities and ensure they understand the (e.g. sends thank you notes, welcome fruit baskets).

18. Decide on thank you gifts for the speakers.

## **AA LIAISON**

1. Responsible for all phases of AA's participation in the convention.
2. Determine workshop topics for AA meetings and name workshops in keeping with the theme.
3. Responsible for getting chairpersons for workshop meetings.
4. Responsible for chairing or obtaining a chairperson for the AA Speaker Meeting at the General Session usually held on Saturday afternoon. (Coordinate with Speaker Chair in connection with selection.)
5. Work closely with other chairpersons such as Program, Speaker, Hospitality, Registration, etc. to coordinate AA's participation.
6. Help to get word out to ensure maximum possible AA attendance and participation.

## **ALATEEN**

1. The Alateen Chairperson must be a Certified AL-ANON MEMBER INVOLVED IN ALATEEN SERVICE ("AMIAS").
2. Ensure that the Alateen program as well as all teens and sponsors comply with the Area 9 Florida North Minimum Alateen Safety and Behavioral Requirements for Alateen participation in accordance with the minimum requirements of the Al-Anon Family Group Headquarters, Inc.
3. Responsible for all phases of the Alateen participation in the convention.
4. Determine Alateen program and special events.
5. Responsible for dispensing proper documents, guidelines, permission slips, etc., necessary for Alateens to attend.
6. Work closely with other chairpersons such as Registration, Speaker, Hotel Liaison and Program to coordinate Alateen activities with those of other Al-Anons.

## **BANQUET**

1. Work with Hotel Liaison and the hotel to determine banquet menu, remembering special dietary needs.
2. Determine seating arrangements.
3. Work with Registration and Program Chairpersons to coordinate activities and information.
4. Work with Registration Chairperson to coordinate color coding each entrée as to what entrée each guest will be eating.

5. Arrange for “head table” seating for speaker and others
6. Responsible for banquet tickets and works with Registration Chairperson to distribute same.
7. Supervise selling of additional tickets at convention if the facility can accommodate.
8. Work with Entertainment Chair regarding Saturday night entertainment after the Banquet.

### **BOUTIQUE**

1. Boutique/Raffle items are Area wide participation.
2. Solicit hand-made items from the Area Membership.
3. Collect and store Boutique items until convention. Items should not be purchased for sale in the Boutique. (Tradition 6: Our Family Groups ought never endorse, finance or lend our name to any outside enterprise; lest problems of money, property or prestige divert us from our primary spiritual aim, etc.)
4. Price items and arrange in an attractive layout.
5. Provides membership and with guidelines as to what are acceptable items and what are not in keeping with the Guidelines provided in the 2014-2017 Service Manual, pages 97 and 98.
6. Prepare to operate Boutique during convention by providing cash box, change, record book, calculator, sacks and/or other packing materials.
7. Provide adequate number of people to man Boutique.
8. Keep financial records.

### **DECORATIONS/SIGNAGE** This may be a one or two person position.

1. Work with Hotel Liaison.
2. Decide on and set up centerpieces for banquet tables.
3. Ensure signage is adequate and appropriate to direct participants to workshops, boutique, raffle, etc.
4. May assist both Registration and Boutiques with decorations if requested from those chairpersons.

### **ENTERTAINMENT**

1. Work with our Hotel Liaison and the Banquet Chair.

2. Work with Registration Chairperson and Program Chairperson to coordinate activities and information.
3. Arrange for Saturday night entertainment coordinating subcontractor through the Hotel Liaison\*.
4. \*Hotel Liaison coordinates contracts with any subcontractors and ensures they comply with the Hotel requirements.

## **HOSPITALITY**

1. Plan types and amounts of food and beverages to be offered.
2. Solicit donations from groups and districts or request that Convention Committee consider a budgeted line item for hospitality.
3. Purchase, prepare and present food and beverages.
4. Responsible for getting enough volunteers to man the Hospitality Room.
5. Friday afternoon/Saturday morning select greeters to give hugs in hotel lobby, welcoming attendees and directing them to registration and the hospitality room\*.
6. Arrange for clean-up during and after the convention.

NOTE: Most hotels do not allow groups to supply food and beverages in common areas. Become familiar with hotel rules regarding food/beverage in hospitality. (See Hotel Liaison)

\*Some Host Districts have a separate Chairperson called Volunteers that handle Hugs and Greetings. This is a Host District Convention Committee decision.

## **HOTEL LIAISON**

1. Along with the Area Representative, Meeting Planner, Convention Chairperson, select the convention meeting facility. Before selection is made, to assist in planning, the chairperson should consult with prior Convention Chairpersons and/or Convention Liaison for information regarding negotiations, meeting rooms (including Alateen room and pool party requirements), hospitality room and costs, number of rooms used and average attendance of three (3) previous conventions.
2. Along with the Meeting Planner, Convention Chairperson, Area Liaison or Representative, secure a letter of confirmation from the meeting facility being considered, quoting dates, agreements reached for meeting rooms, hospitality room, guest rooms, banquet, prices for coffee, parking, etc.
3. Serves as the designated contact on the ground with the facility until the convention closes.
4. Appoints members of the Hotel Liaison committee to assist with all duties.
5. Works out conditions of the contract with the hotel.

6. Acquaints himself/herself with hotel rules and regulations.
7. Arranges for speaker's podium or platform, if desired, tables and chairs for speaker's platform, and public address system. Arranges for microphone to be used throughout the convention.
8. Is available to the convention committee during the convention to assist in any way.
9. Coordinates all contact with the hotel both before and during the convention including banquet (work with Banquet Chair) and audio visual contracts, working with Sergeant at Arms/Security Chairperson during the convention.
10. Works with Information/First Aid and Program chairs regarding accommodating members with Special Needs.
11. Works with Information/First Aid regarding list of contacts for Police, Hospital, Hotel Management, Hotel Security, and Hotel Engineer.
12. Works with Convention Chair and Treasurer to ensure correct billing, etc.
13. Coordinates contracts with any subcontractors and ensure they comply with hotel requirements.
14. Sends thank you notes to hotel staff after the convention is over.

#### **INFORMATION/FIRST AID/SECURITY CHAIRPERSON**

1. Selects people to help him/her throughout the convention.
2. Is responsible for establishing Message Centers and Lost and Found Center and keeping information up to date during the convention.
3. Obtains information from meeting facility management representative regarding medical service, first aid room, first aid kits, list of doctors and dentists, use of wheelchairs, etc..
4. Is prepared to inform those attending convention about general layout of hotel, our meeting rooms, hospitality rooms, restrooms.
5. Is prepared to dispense general information about the area and current events. Should know locations of hospitals, restaurants, etc. Prepares a list of eating establishments in the immediate vicinity with direction for inclusion in the registrations packets.
6. Work with Registration Chair and coordinate with Hospitality Chair regarding other events in town at the time of our Convention making our members aware if they would choose or not choose to attend.
7. Has general knowledge of special needs that may be met by the hotel such as wheelchairs, etc.

8. Works with Hotel Liaison, Information/First Aid and Program Chairs regarding accommodating members with Special Needs. (Become familiar with Americans with Disabilities Act.)

### **LITERATURE CHAIRPERSON**

1. Ensure there is adequate Conference Approved Literature (“CAL”) for display and to sell.
2. Display CAL and arranges for the sale of books and pamphlets including manning the literature sales table.
3. Prepares for and executes any CAL raffles where tickets are separate from the general raffle.
4. The Literature Chairperson coordinates with the Convention Committee and host district how to stock the convention literature.

### **PROGRAM CHAIRPERSON**

1. Plans all Al-Anon Meetings and workshops
2. Works with Convention Chairperson and Hotel Liaison from the initial stages to ensure smooth scheduling for events and meetings.
3. Works with Convention Chairperson and Hotel Liaison assigning rooms for all meetings and workshops.
4. Works closely with Alateen and AA Chairperson to coordinate meeting schedules.
5. Arranges times and topics for workshops, panels and speakers.
6. Arrange printing of the convention program.
7. Arranges to delegate workshop topics to various districts through the District Representatives and follow up to see that the workshops are being covered.
8. At convention, provides opening, closing and other required information to workshop facilitators. Consider including ribbon or another way to identify workshop facilitators.
9. Prepares a convention evaluation form for distribution towards end of convention.
10. Works with Speaker Chair and Voice/Master of Ceremonies.

Example of General Sessions:

Friday Evening

Opening with an Alateen Speaker

Saturday

General Session with an AA Speaker

Saturday night	Banquet with an Al-Anon Speaker
Saturday night	Entertainment after Banquet and Speaker
Sunday	Closing with an Al-Anon Spiritual Speaker

## **PUBLICITY**

1. Ensures high visibility for all aspects of the convention: (i.e.: skits at Assemblies after prior convention has been held and at AWSC meeting after that time also.
2. Prepares fliers, bookmarks, etc. to distribute at every available opportunity (i.e.: Assemblies, AWSC, District Meeting at the discretion of the District Representative) to encourage maximum participation/attendance.
3. May obtain mailing/registration lists from previous convention committee and mail or email registration forms to previous attendees.
4. Sends dates, location and contact name to Area Website and/or newspaper, forum (at least four months in advance of publication.)
5. Encourage early registration through any means he/she can come up with.
6. Cooperates with Public Outreach Coordinator to get information to hospitals, treatment centers, etc.
7. WEBSITE:
  - a. May be a sub-committee;
  - b. Ability to register online and pay online;
  - c. Suggest separate website, i.e.: [www.afgarea9convention2XXX.com](http://www.afgarea9convention2XXX.com);
  - d. Provide information for the area and districts to link;
  - e. Include hotel specifications (i.e., room nights, cost, parking, directions).

## **RAFFLE**

Raffle baskets like Boutique items are donated by Area groups.

1. Responsible for soliciting, collecting and storing baskets for raffle.
2. Provides membership with guidelines as to what are acceptable items and what are not in keeping with the guidelines provided in the 2014-2017 Service Manual, pages 97 – 98, Florida Statutes.
3. Purchase raffle tickets in several colors.
4. Provide adequate number of people to sell tickets during the convention.
5. “Costumed” ticket sellers to be highly visible.
6. Provide sellers with all necessary equipment to conduct ticket sales.

7. Works closely with Banquet, Literature Chairs as well as Treasurer.
8. Keep financial records.

## **REGISTRATION**

NOTE: The Theme and the location will not be announced until Sunday morning of the current convention's close and no registrations will be held prior to that time.

1. Coordinates with Publicity Chairperson for designing registration forms.
2. Coordinates with Publicity Chairperson to ensure maximum distribution of forms and participation.
3. Works with Treasurer regarding Post Office Box after the prior convention.
4. Set up ability to register and pay on line (Done by Webmaster).
5. Encourages early registration and covers a registration table at Assemblies, AWSCs prior to convention.
6. Works with Banquet Chairperson to coordinate color coding each entrée as to what entrée each guest will be eating.
7. Pre-registers speakers and their guests.
8. Keeps records of registration receipts for convention and banquet.
9. Prepares registration procedure and material in prepackaged packets.
10. Provides name badges.
11. Responsible for manning registration desks at convention.
12. Works closely with Banquet, Hotel, Alateen and AA Chairperson as well as Treasurer and Secretary.
13. When accepting personal checks, makes sure to get phone number in case of problems later in the process.

## **SECRETARY**

1. Take minutes at committee meetings and provide copies of same to other committee members.
2. Send notices of meeting as required.
3. Keeps archive notebook containing all information pertinent to the convention.
4. Is responsible for collecting archives from all committee members.
5. Handle other correspondence as circumstances warrant.

6. Keeps a current mailing/phone/email list of committee members.
7. Ensures archives notebook is complete and turned over to the next convention chairperson at the turnover meeting.

CONVENTION NOTEBOOK: Each Convention Committee will establish and maintain a Convention Notebook which will include as a minimum: Meeting minutes for the Convention Committee and all sub-committees, hotel and entertainment contracts, a record of budgeted and actual expenditures, a complete list of all speakers, and a program. This notebook will be passed to the next two convention committees and then give to the Area Archives.

### **SERENITY CHAIR**

1. Selects people to help him/her throughout the convention.
2. Gather information from hotel and local area regarding walking trails, exercise room, yoga classes.
3. Work with Hotel Liaison and program chair regarding setting up a Serenity room where members can go to meditate. Room may also be used for spiritual workshops.
4. Friday afternoon work with Hospitality to welcome attendees and direct them to registration, Hospitality room and the Serenity room.

### **SERGEANT AT ARMS**

1. Is available to committee during the convention to assist in any way he/she can.
2. Works closely with Hotel Liaison.
3. Provides assistance to the Treasurer as required, i.e.: picking up money from Boutique, Raffle, Literature, etc.
4. Works with Hotel Liaison, Information/First Aid and Program chairs regarding accommodating members with Special Needs.

### **TREASURER**

1. The Area Secretary/Treasurer will set up a NFA AFG, Inc. bank account in cooperation with the Convention Treasurer in a bank of the Host District's choice. Will be given copies of the IRS and FL Dept. of Revenue Tax Certificates. Must maintain and balance the checking account every month and give a detailed monthly report to the Committee on the finances. Cannot hold another Treasurer position within the Area.
2. Responsible for all money collected or disbursed in conjunction with the convention. This includes receipts, donations, ticket sales for banquets, registration fees, etc.
3. Rents Post Office Box and give second key to Convention Chair or registration chairperson.

4. The Area Secretary opens the bank account and turns over to the Convention Treasurer (See Section I, Legal/Policy Section). The Convention Treasurer maintains the checkbook requiring two signatures, the debit cards, and secures a cash box for receipts.
5. Orders deposit stamp with account number to use on checks to be deposited.
6. Makes out all checks and has them signed; paying bills for all committees and reimbursing committee members. (Convention Treasurer follows the laws of the State of Florida regarding who uses the Tax Free certificate (how to reimburse members. Cooperate with the Area Treasurer for help and training).
7. Keeps permanent records, entries and withdrawals, submits reports at all Convention Committee meeting on a regular basis.
8. Assists in make a proposed budget for all committee expenses if desired.
9. Request assistance from Security/Sergeant at Arms as needed.
10. At the end of the convention all money and/or proceeds are turned over to the Area 9 Florida North Treasurer no later than December 31 following the convention. The Area Treasurer/Secretary will close the checking account (See Legal Section of the guideline).

### **VOICE/MASTER OF CEREMONIES**

NOTE: Someone other than the Chair or Co-Chair may act as Voice or Master of Ceremonies due to a particular skill an individual may have that can enhance the success of the convention.

1. Works with Chairperson, Program Chairperson.
2. Ensures a smooth transition and requests that all persons coming to podium be ready and waiting near podium prior to their introduction.
3. Prepares a script for Opening, General Sessions and Closing. For example:
  - a. OPENING CEREMONIES
    - (i) Introduce Chairpersons at Opening Ceremonies. Note: This opens up opportunities for attendees to identify with chairs and perhaps ask questions;
    - (ii) Welcome Newcomers;
    - (iii) Welcome the Public, Professional Community, Media, if any;
  - b. OPENING OR CLOSING SESSION MAY
    - (i) Introduce Area Officers;
    - (ii) Introduce Delegate and Past Delegates;
    - (iii) Introduce Convention Chairs;
  - c. HOUSEKEEPING ANNOUNCEMENTS AT GENERAL SESSIONS:
    - (i) Lost and Found;
    - (ii) Raffle details;
    - (iii) Check out time.