AFG Area 9 – Florida North Guidelines
Area Convention

Introduction

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. There are four sections:

I. Legal/Policy
II. Area/District Guidelines
III. Host District/Notebook
IV. Convention Committee Chair Responsibilities

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

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 Florida North, we adhere to the principles of the program and are financially accountable. Only authorized Officers and members of the Board of Directors of NFA AFG, Inc. shall make contracts and guaranties or incur liabilities or other obligations on behalf of the Area. Therefore, we conduct our affairs keeping in mind State and Federal laws as well as Al-Anon's Twelve Traditions and Twelve Concepts of Service.

A. Contracts

1. Due to risks and liabilities associated with hotel/venue contracts and attrition clauses, AFG Area 9 works with professional meeting planners 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 Letter of Determination and the Florida Department of Revenue Consumer's Certificate of Exemption 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 on our official Corporate Documents is available on the Area website.

B. Financing the Convention

1. At the request of the Convention Committee, Area 9 will provide money as budgeted for the Convention. Per the current Area Conscience, this money will be included in the Convention's total profit for the event.

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. The bulk of the proceeds should be transferred to Area before December 31 of the Convention year.

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 should be 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 Co-Chair. We recommend this not be a current member of the Panel (District Representative or District Information Services Liaison), as the Convention Chairperson serves on the Area World Service Committee 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.). The Convention Chairperson also serves on the Board of Directors of NFA AFG, Inc. as an At-Large Director for the duration of his or her term as Convention Chairperson (see Articles of Incorporation and Bylaws of NFA AFG, Inc. on the website).

C. Responsibilities of the Convention Chairperson

1. Attend AWSC World Service Committee Meetings (AWSC) and Assemblies once the prior Convention has concluded 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. Attend meetings and participate in the activities of the Board of Directors of NFA AFG, Inc. as scheduled by the Board Chairperson at Area expense.
3. Stay in communication with the Board of Directors of NFA AFG Inc. regarding funding, expenses, etc. to decide on issues that may affect the budget (e.g. comping rooms) and work with the Board to resolve issues that arise.
4. Act as a service sponsor to future Conventions as past Convention Chairpersons act as service sponsors to the current Convention Chair.
5. Past and if possible future Convention Chairs should be included with the present Chair in completing hotel negotiations.

D. Responsibilities of the Area Secretary

1. The Area Secretary will maintain a succession record of Convention Chairpersons, locations, room nights, and attendance at both the Convention and banquet.

E. Convention Expenses

1. At the request of the Convention Committee, Area 9 will provide money as budgeted for the Convention. For additional money necessary prior to receipt of registrations, the Committee may have fundraisers, such as special raffles, garage sales, etc. Groups and Districts may contribute directly to the Convention Committee.
2. The Area will pay for one Chairperson to attend the AWSC meetings and Assembly. If there is a need for a Growth Enhancement Member (GEM), the

Convention Committee has the autonomy to approve. (See Host District Section of this Guideline and also Area Website for Panel Participation Guidelines).

III. Host District/Notebook

A. Convention Committee Duties as a Group:

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

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 Committee meetings be opened? (Suggestions below)
   a) START meetings promptly on time
   b) OPEN meetings as determined by the Convention Committee
   c) READ Anonymity Statement – in keeping with Tradition Eleven, no video cameras or audio tape recordings will be permitted
   d) Welcome and Announcements (i.e. badges must be worn, etc.)
   e) Introduce speakers and present gifts to speakers after talks
   f) CLOSE as decided by the Convention Committee
   g) Announce the 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 longtime members, ice cream social or pool party?

B. Convention Committee Notebook

1. Each Convention Committee will establish and maintain a Convention Notebook (either digital or hard copy) which, at a minimum, will include:
   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
   e) A program
2. This notebook will be passed to the next two Convention Committees and then given to the Area Archives.

IV. Convention Committee Chair Responsibilities

Responsibilities are listed starting with the Chair, Co-Chair, then listed alphabetically by sub-committee.

A. Convention Chairperson

1. Attends and participates in Area World Service Conference Meeting from the first meeting after the prior Convention until the first Area meeting after his or her Convention (See Guidelines: AWSC Panel Members on the Area website - this includes being on Task Forces, etc.)
2. Attends and participates in meetings of the Board of Directors of NFA AFG, Inc. as requested by the Chairperson of the Board of Directors
3. Arranges and chairs meetings of Area 9 Convention Committee
4. Works with the Host District to decide on Convention dates, keeping in mind sensitive religious dates
5. Works with his or her District to decide on the theme and name
6. Works with Meeting Planner, Co-Chair and Hotel Liaison to select the Convention meeting facility; Meeting Planner assists the Committee with the Contract negotiations then turns over on-site management to the Hotel Liaison
7. Coordinates Convention Committee attendance at a turnover meeting with the previous Convention
8. Provides estimated budgets to the Convention Treasurer and keeps financial records per the Convention Treasurer's request
9. Works with all Convention Sub-Committee Chairpersons to ensure smooth scheduling of events, meetings, and activities; ensures Chairs are reporting back to Convention Committee on progress
10. Once organized as a Committee and after the prior Convention, leads outreach to Districts:
    a) Sends different Committee members to District meetings, Gratitude Dinners, etc. to promote the Convention and solicit volunteers
    b) Works with the District Representatives to fit into the Districts' agendas and calendars
11. Maintains contact with Hotel Liaison and helps with troubleshooting during the Convention
12. Acts as "Master of Ceremonies" along with Co-Chairperson, or chooses a Voice/Master of Ceremonies, and introduces the Chairpersons at Opening ceremonies (Opens up opportunities for attendees to identify with Chairs and perhaps ask questions)
13. Directs activities and solves any problems during the Convention

14. Arranges Convention Chairperson's breakfast for Sunday Morning during the Convention (current Convention absorbs this expense), includes all past Convention Chairs
    a) Current year's Convention Chair is responsible for inviting all prior Chairpersons and the two upcoming Chairpersons (Area Secretary maintains succession record)
    b) There are no guests
    c) Time established at the discretion of the current Chair, in cooperation with Hotel Liaison and Program Chairperson
15. Arranges wrap-up meeting and receives final written reports from all Chairpersons after the Convention, and ensures these reports are given to the Convention Secretary to be added to the Convention notebook
16. Arranges and chairs a turnover meeting with next Convention Committee within 30 to 45 days following the Convention at a location in the current Host District
    a) The current Convention Committee covers this expense
    b) Experience has shown that the Turnover Meeting is vital
17. Prepares a final/closing report to pass along helpful information to the next Convention Committee, which 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)
18. Invites past Chairs, most recent and future Chairs to the current Convention meetings for informational purposes
19. Works 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)
20. Together with Co-Chairperson, works jointly with Hotel Liaison, Treasurer and Secretary to provide oversight and support (Concept 10)

B. Convention Co-Chairperson/Speaker Chair

Works closely with the Chairperson. In the event that the Chairperson is unable to complete his or her term, the co-Chairperson will complete the term as Chairperson. Speaker Chair Responsibilities are as follows:

1. Establishes a committee to listen to speaker tapes and visit speaker meetings to facilitate the selection of speakers
2. Turns over any tapes submitted for consideration to raffle once reviewed as Tapers often donate tapes
3. Requests an equal number of tapes from each taper bidding the Convention to avoid a conflict when reviewing bids, if necessary

4. Selects taper (takes bids, selects tapers, and submits to Area Chair for signature); Taper will be offered one of the following choices:
    a) Sell tapes from the current Convention speakers and have expenses paid for a sleeping room, registration and secured room for equipment
    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. Works with Hotel Liaison regarding where tapers set up and taper's audio equipment during speaker sessions.
6. Selects all Speakers (Al-Anon, AA, [work with AA Liaison] and Alateen) and makes 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. Reviews past speaker lists and does 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 12 months prior to selection, and, if possible, select speakers from multiple areas
8. Contacts speakers by phone, stating all information known regarding the Convention and obtains a commitment from them as soon as possible
9. Follows up phone conversations with a letter, giving them the Speaker Chair's name, address, email and telephone number
10. Informs speakers that the Convention Committee 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
    a) For the Alateen speaker, meals and registration expense of a sponsor of the same sex or a parent will be covered.
11. Informs speakers of arrangements and the procedures for reimbursement of expenses (Convention pays for coach only, not first class airfare); asks for group conscience to determine whether or not the Convention Committee will pay expenses for each speaker to bring a guest
12. Works with AA Liaison regarding General Session with AA Speaker and develops a folder with an outline and other information which the Meeting Chairperson might need to know
13. Provides Program Chair and Secretary a list of Speakers and their addresses, telephone numbers and email addresses
14. Gives names of Speakers and their guest(s) to the Registration Chairperson for pre-registration
15. Ensures Speakers and their guests' needs are met during their visit here (e.g., only eat alone if they insist, transportation from the airport, etc.)

16. Enlists volunteers to Host the Speakers and develops a list of host responsibilities and ensures they understand them (e.g., sending thank you notes, welcome fruit baskets)
17. Decides on thank you gifts for the speakers

C. AA Liaison

1. Responsible for all phases of AA's participation in the Convention
2. Determines workshop topics for AA meetings and name workshops in keeping with the theme
3. Gets Chairpersons for workshop meetings.
4. Chairs or obtains 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. Works closely with other Chairpersons such as Program, Speaker, Hospitality, Registration, etc. to coordinate AA's participation
6. Helps to get the word out to ensure maximum possible AA attendance and participation

D. Spanish Liaison

1. Responsible for all phases of the Spanish Speaking Members' participation in the Convention
2. Determines workshop topics for the Spanish Speaking Member's meetings and name workshops in keeping with the theme
3. Gets chairpersons for workshop meetings
4. Responsible for input to the Convention Website in Spanish, (i.e., registration forms, etc.)
5. Works closely with other Chairpersons such as Program, Hospitality, Registration, etc. to coordinate Spanish Member participation
6. Helps to get the word out to Spanish Groups and Spanish Speaking members

E. Alateen

1. Responsible for all phases of the Alateen participation in the Convention
2. Must be an Area 9 Certified AL-Anon Member Involved In Alateen Service (AMIAS)
3. Ensures 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.
4. Determines the Alateen program and special events

5. Dispenses proper documents, guidelines, permission slips, etc., necessary for Alateens to attend
6. Works closely with other Chairpersons such as Registration, Speaker, Hotel Liaison and Program to coordinate Alateen activities with those of other Al-Anons

F. Banquet

1. Works with Hotel Liaison and the hotel to determine banquet menu, remembering special dietary needs; works as needed with other food service orders (depending on Committee organization with hotel and hotel liaison)
2. Determines seating arrangements
3. Works with Registration and Program Chairpersons to coordinate activities and information
4. Works with Registration Chairperson to coordinate color coding each entrée as to what entrée each guest will be eating
5. Arranges for “head table” seating for speaker and others
6. Responsible for banquet tickets and works with Registration Chairperson to distribute same
7. Supervises selling of additional tickets at the Convention if the facility can accommodate
8. Works with Entertainment Chair regarding Saturday night entertainment after the banquet

G. Boutique

1. Solicits handmade items from the Area Membership as Boutique/Raffle items are Area-wide participation
2. Collects and stores Boutique items until the Convention
   a) Items should not be purchased for direct resale in the Boutique, however, members may donate within the parameters. (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.)
   b) It is recommended to avoid name-brand affiliation or endorsement
3. Prices items and arrange in an attractive layout
4. Provides membership and with guidelines as to what are and what are not acceptable items in keeping with the guidelines under Selling Products/Chances provided in the Al-Anon/Alateen Service Manual (P-24/27)
5. Prepares to operate Boutique during the Convention by providing cash box, change, record book, calculator, sacks and/or other packing materials
6. Provides an adequate number of people to support Boutique
7. Keeps financial records

H. Decorations/Signage

1. May be a one- or two-person position
2. Works with Hotel Liaison
3. Decides on and sets up centerpieces for banquet tables
4. Ensures signage is adequate and appropriate to direct participants to workshops, boutique, raffle, etc.
5. Assists both Registration and Boutiques with decorations if requested from those Chairpersons

I. Entertainment

1. Works with Hotel Liaison and Banquet Chair
2. Works with Registration Chairperson and Program Chairperson to coordinate activities and information
3. Arranges for Saturday night entertainment coordinating subcontractor through the Hotel Liaison (Hotel Liaison coordinates contracts with any subcontractors and ensures they comply with the Hotel requirements)

J. Hospitality

1. Plans types and amounts of food and beverages to be offered
2. Solicits donations from Groups and Districts or requests that Convention Committee consider a budgeted line item for hospitality
3. Purchases, prepares, and presents food and beverages
4. Becomes familiar with hotel rules regarding food/beverage in hospitality with information from Hotel Liaison (most hotels do not allow groups to supply food and beverages in common areas).
5. Recruits enough volunteers to support the Hospitality Room
6. Selects greeters to give hugs in the hotel lobby on Friday afternoon/Saturday morning, welcoming attendees and directing them to registration and the hospitality room
    a) Some Host Districts have a separate Chairperson called Volunteers that handle Hugs and Greetings. This is up to the Host District.
7. Arranges for clean-up during and after the Convention

K. Hotel Liaison

1. Along with the Area Representative, Meeting Planner, Convention Chairperson, selects the Convention meeting facility; before a selection is made, to assist in planning, the Chairperson should consult with prior Convention Chairpersons and/or Hotel Liaison for information regarding negotiations, meeting rooms

(including Alateen room and pool party requirements), hospitality room and costs, number of rooms used an average attendance of three (3) previous Conventions
2. Along with the Meeting Planner, Convention Chairperson, Area Liaison or Representative, secures 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, public address system, and 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 the 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 a 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

L. Information/First Aid/Security Chairperson

1. Selects people to help him/her throughout the Convention
2. Sets up Message Centers and Lost and Found Center and keeps 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 the general layout of the hotel, our meeting rooms, hospitality rooms, restrooms
5. Is prepared to dispense general information about the area and current events; should know the locations of hospitals, restaurants, etc. and prepares a list of

eating establishments in the immediate vicinity with direction for inclusion in the registration packets

6. Works with Registration Chair and coordinates with Hospitality Chair regarding other events in town at the time of the Convention, informing our members 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 (reviews the Americans with Disabilities Act)

M. Literature Chairperson

1. Ensures there is adequate Conference Approved Literature (CAL) for display and to sell.
2. Displays 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. Coordinates with the Convention Committee and Host District on how to stock the Convention literature

N. 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. Arranges 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

11. 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

O. Publicity

1. Ensures high visibility for all aspects of the Convention (e.g., skits at Assemblies and AWSC meetings after prior Convention has been held)
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 mails or emails registration forms to previous attendees
4. Sends dates, location and a contact name to Area Website and/or newspaper, forum (at least four months in advance of publication.)
5. Encourages 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. Convention Website:
   a) May be a sub-committee of publicity or one person
   b) Ability to register online and pay online
   c) Works with Area Technology Coordinator
   d) Provides information for the Area and Districts to link
   e) Includes hotel specifications (i.e., room nights, cost, parking, directions).

P. Raffle

1. Raffle baskets, like Boutique items, are donated by Groups within Area 9
2. Solicits, collects and stores baskets for raffle
3. Provides membership with guidelines as to what are acceptable items and what are not in keeping with the “Selling Products/Chances” section in the Al-Anon/Alateen Service Manual (P24-27), and Florida Statutes.
4. Purchases raffle tickets in several colors
5. Provides an adequate number of people to sell tickets during the Convention
6. “Costumed” ticket sellers to be highly visible
7. Provides sellers with all necessary equipment to conduct ticket sales
8. Works closely with Banquet, Literature Chairs as well as Treasurer
9. Keeps financial records

Q. Registration

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. Sets up the ability to register and pay online (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. Gets a phone number in case of problems later when accepting personal checks

R. Secretary

1. Takes minutes at Committee meetings and provides copies of same to Committee members
2. Sends notices of the meetings as required
3. Keeps archive notebook containing all information pertinent to the Convention
4. Collects archives from all Committee members
5. Handles 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
8. Each Convention Committee will establish and maintain a Convention Notebook which will be passed to the next two Convention Committees and then give to the Area Archives. It will include as a minimum:
    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
    e) A program

S. Serenity Chair

1. Selects people to help him/her throughout the Convention
2. Gathers information from the hotel and local area regarding walking trails, exercise room, yoga classes
3. Works 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. Works with Hospitality to welcome attendees on Friday afternoon and direct them to registration, the Hospitality room, and the Serenity room

T. 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, (e.g.: 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

U. Treasurer

The Area Treasurer or an authorized member of the Board of Directors of NFA AFG, Inc. will set up a. bank account in cooperation with the Convention Treasurer in a bank of the Host District's choice. Will be given copies of the IRS Letter of Determination confirming the Corporation's status as a 501(c)(3) and the Florida Department of Revenue Consumer's Certificate of Exemption confirming our status as a non-profit organization in the State of Florida.

1. Maintains and balances the checking account every month and gives 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 including receipts, donations, ticket sales for banquets, registration fees, etc.
3. Rents Post Office Box and gives the second key to Convention Chair or registration Chairperson
4. Maintains the checkbook requiring two signatures, debit cards, and secures a cash box for receipts
5. Orders deposit stamp with the 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 and submits reports at all Convention Committee meetings regularly
8. Assists in making a proposed budget for all Committee expenses if desired
9. Requests assistance from Security/Sergeant at Arms as needed
10. At the end of the Convention, turns over all money and/or proceeds to the Area 9 Florida North Treasurer no later than December 31 following the Convention; the Area Treasurer or another authorized member of the Board of Directors of NFA AFG, Inc. will close the checking account (See Legal Section of the Guideline)

V. Voice/Master Of Ceremonies

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 the podium be ready and waiting near the podium prior to their introduction
3. Prepares a script for Opening, General Sessions and Closing. For example:
   a) Opening Ceremonies
      (1) Introduce Chairpersons at Opening Ceremonies (Note this opens up opportunities for attendees to identify with Chairs and perhaps ask questions)
      (2) Welcome Newcomers
      (3) Welcome the Public, Professional Community, Media, if any
   b) Opening or Closing Session May
      (1) Introduce Area Officers
      (2) Introduce Delegate and Past Delegates
      (3) Introduce Convention Chairs
   c) Housekeeping Announcements At General Sessions
      (1) Lost and Found
      (2) Raffle details
      (3) Checkout time