

## Host Committee Positions and Sub-Committees

The purpose of this document is to help the Host Committee or its Chairperson to fill the various Committee and Sub-Committee positions that are typically needed to conduct a successful Area Assembly. The Host Committee Chairperson and Treasurer are chosen or elected by the time your ***Proposal to Host an Assembly*** document is submitted to the Area Chairperson for consideration of the award of an Area Assembly. It is highly desirable that the Host Committee Chairperson have participated in the Proposal to Host and Bid process.

Host Districts should convene immediately following bid acceptance to form a Host Assembly Planning Committee (also possibly referred to as “Host Committee,” “Planning Committee” or “Assembly Committee”). One of the first tasks will be to select an Assembly Co-Chair, Registration Chair and the other leadership positions necessary to create an effective Host Committee.

The Host Committee Chair and Treasurer have already been named in the ***Proposal to an Assembly*** document that was submitted to the Area Chairperson and are part of the Assembly Bid award process. Together with the Host Committee Registration Chair, these servants form the key leadership group for your Assembly Host Committee.

Some Host District DCMs appoint the Assembly Chair and Treasurer. The Assembly Chair or Co-Chair may or may not be the Host DCM or Alternate DCM. The Assembly Treasurer may or may not be the Host District Treasurer.

Some Districts elect the Chair and Co-Chair by substantial unanimity and then direct those individuals to select the sub-committee chairpersons. Some Districts hold elections for all positions. Some Host DCMs appoint the Assembly Chair and Treasurer and the remaining committee positions are elected by the GSRs or the Host Committee. Each District is free to decide these issues, as well as the method by which those individuals are selected.

Whatever method is used, **careful consideration should be given to the amount of time each individual has to serve, their qualifications for the position and their past experience as a trusted servant in the District. This is particularly true of the Assembly Treasurer because of the amount of money involved.**

Below is a list of possible Host Committee positions and sub-committees, followed by a general description of the duties performed by the individuals / Committees. Assembly Planning Committees are not limited to these positions or descriptions, nor do the descriptions list all duties that may need to be performed. This document is offered as a guideline only.

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COMMITTEE POSITIONS:

- CHAIRPERSON
- CO-CHAIR
- TREASURER
- REGISTRATION
- SECRETARY
- FACILITY LIAISON
- FUNDRAISING CHAIR
- VOLUNTEER CHAIR
- ARCHIVIST
- PRAYER CHAIR

SUB-COMMITTEES:

- ACCESSIBILITY
- DANCE / ENTERTAINMENT
- GREETERS
- CHAIR HOSPITALITY
- MARATHON AA MEETINGS
- PUBLICITY
- SPEAKERS
- THEME & DECORATIONS

**I. COMMITTEE POSITIONS**

**CHAIRPERSON:**

- ❖ Negotiates with hosting facility for terms needed to prepare the **Proposal to Host an Assembly** document, and works closely with the Area Chairperson to accomplish this task.
- ❖ Becomes well-informed about the contents of all Area Assembly Planning documents and guidance.
- ❖ Serves as the Assembly Agenda liaison to the Area Alternate Chairperson.
- ❖ May select Committee positions and Chairpersons for Sub-Committees.
- ❖ Chairs monthly Host Committee meetings.
- ❖ Oversees Sub-Committee Chairpersons to ensure that all is proceeding smoothly.
- ❖ Is available to Committee Chairs for problem solving.
- ❖ Reports progress of assembly planning to Oregon Area at all Assemblies following bid acceptance through the end of the Assembly after the one being hosted (written and oral reports are given).
- ❖ Ensures that all financial obligations (to host facility and other vendors) are covered.
- ❖ Ensures that seed money and any monies in excess of Assembly expenses are returned to the Area Treasurer within 30 days following the Assembly (an accounting is required).
- ❖ Ensures that **Assembly Recap Form** information and **Host Committee Experience Form** Reports are submitted to the Area Alternate Chair within 30 days following the Assembly

**Co-CHAIR:**

- ❖ Back-up position to the Chairperson.
- ❖ Steps in when Chair is unable to attend meetings and lends a hand when necessary.
- ❖ Could serve other roles also.

**TREASURER:**

- ❖ Opens checking account with Area seed money. **Host Committees are not allowed to use the Oregon Area's Tax ID number for the purpose of establishing this account.**
- ❖ Sets up account requiring dual signature on all checks (**strongly recommended**).
- ❖ Rents a post office box with 2 keys.
- ❖ Deposits all income, pays all expenses.
- ❖ Prepares preliminary budget, using the Bid Proposal accepted by the Area Chairperson as the basis for this budget.
- ❖ Maintains spreadsheet of income and expenses and adjusts preliminary budget accordingly.
- ❖ Gives report at monthly host committee meetings, and forwards these financial status reports to the Area Alternate Chairperson.
- ❖ Works closely with Host Registration Chair and Registration committee.
- ❖ During Assembly, must be able to inform Host Committee Chair and Area Alternate Chairperson at any time where the committee stands in meeting its obligations to the facility.
- ❖ Submits final accounting and all Assembly proceeds money to the Oregon Area Treasurer within 30 days of the Assembly.
- ❖ Closes checking account after all Assembly expenses have been paid.

**REGISTRATION CHAIR:**

- ❖ Shares responsibility with Treasurer of collecting mail from post office box.
- ❖ Obtains list of accommodations around facility, including camp sites and RV parking, if any.
- ❖ Works with Publicity and Area Alternate Chair in designing registration forms so all required information is included.
- ❖ Prepares name badges and ribbons (obtains recycled badges and ribbons from host committee of prior Assembly and orders additional supplies as needed).
- ❖ Recruits and trains volunteers for pre-registration and on-site registration.
- ❖ Works closely with Treasurer.
- ❖ Maintains spreadsheet of all registration data to be shared and balanced against Treasurer's budget and expense spreadsheet.
- ❖ During Assembly, provides accurate and up-to-the-minute accounting of meal tickets and other items sold and income received.
- ❖ Checks with facility liaison for all matters relating to meals, space and other on-site needs.
- ❖ Communicates with Host Committee Chair and Treasurer to insure that meal quantities are capped when necessary to avoid financial losses.
- ❖ Preserves and has available during the Assembly all written Registrations to insure proper Assembly functioning in case of electronic record failure at the Assembly.

**SECRETARY:**

- ❖ Attends monthly host committee meetings and takes minutes.
- ❖ Types up minutes and mails (or e-mails?) to host committee chairs, the Oregon Area Archivist, and the Oregon Area Alternate Chairperson.
- ❖ Mails (or e-mails?) copies of flyers & final agenda to Oregon Area Officers, Committees, DCMs, Intergroups and past Delegates according to an established schedule.

- ❖ May also act as host committee Archivist to ensure preserving of copies of all pertinent committee documents.

#### **FACILITY LIAISON:**

- ❖ Communicates with host facility regarding meeting space, meal & room guarantees, needed equipment and supplies, coffee service and other services needed based on the approved Bid Proposal.
- ❖ Works with all committees in arranging for meeting space, equipment, room set up, etc.
- ❖ Is the exclusive contact with facility personnel (ALL contacts with the facility are made through the liaison - NO EXCEPTIONS!).
- ❖ Contacts the Area Alternate Chairperson to schedule a walk-through of the facility for host committee chairs immediately after bid acceptance and again one to two months prior to the Assembly. Also make sure that a facility representative is also in attendance at the Final walk-through.

#### **FUNDRAISING CHAIR:**

- ❖ Contributes ideas to full Host Committee for meeting the fundraising goals set forth in the approved Bid Proposal. Some ideas include raffles, silent auctions, T- shirt and/or mug sales, special events, etc.
- ❖ Once committee decides which to use, sets up sub-committees for each.
- ❖ Works closely with Treasurer to report income and be reimbursed for expenses.
- ❖ Collects all funds and promptly turns them over to Treasurer.
- ❖ Schedules progress expectations for each fundraising event with Assembly Chairperson.
- ❖ Reports to host committee the progress of each event.

#### **VOLUNTEER CHAIR:**

- ❖ Works closely with all sub-committee chairpersons
- ❖ Gathers information from each sub-committee as to the number of volunteers needed
- ❖ Gathers names and phone numbers of person willing to help at the Assembly. Will need to visit as many of the groups in the District (s) to make announcements and gather names.
- ❖ Assigns volunteers to various committees 2 weeks to a month before Assembly.
- ❖ Calls volunteers, gives them committee assignment, and gets a commitment to attend.
- ❖ Has 'extras' waiting for last-minute assignments and/or recruits more volunteers during the Assembly for unexpected needs
- ❖ Calls volunteers after Assembly and thanks them for their service.

#### **ARCHIVIST:**

- ❖ Gathers and preserves the original (when possible) of each pertinent document pertaining to committee activities.
- ❖ Organizes and arranges documents in a notebook or some other format for eventual transfer to the Oregon Area Archivist.
- ❖ Maintains a copy for the District Archives.

**PRAYER CHAIR:**

- ❖ Remembers to invite God into the Host Committee meetings.
- ❖ Opens and closes the Host Committee meeting with prayer of choice.
- ❖ Speaks up if discussion gets heated, asks for a moment of silence followed by the prayer of choice.

**II. SUB-COMMITTEES****ACCESSIBILITY:**

- ❖ Works closely with Oregon Area Accessibility Committee Chair.
- ❖ Works closely with Registration to gather information about special needs requests.
- ❖ Works with facility liaison for any special needs accommodations (seating, wheelchair access, other assistance).
- ❖ Greets people with special needs.
- ❖ Greets and orients Interpreters where appropriate.

**DANCE / ENTERTAINMENT:**

- ❖ Previews and brings to the committee names of 2 or 3 bands.
- ❖ Checks into possibility of having a DJ instead (final selection may rest with full Host committee or may be made by this committee).
- ❖ Reviews and signs contract (when approved by full host committee) and makes necessary arrangements.
- ❖ Works with facility liaison for band setup, refreshments, etc.
- ❖ Recruits volunteers.
- ❖ Purchases or makes dance decorations.
- ❖ If a dance is not planned, some other entertainment or social activity may be scheduled. Some ideas from past Assemblies include an AA-based skit, Big Book trivia, and professional entertainers. Check with Area Alternate Chairperson to insure appropriateness of entertainment for an Area Assembly, as well as Area practice concerning any merchandise display requests by professional entertainers.

**GREETERS:**

- ❖ Recruits newcomers to be greeters, approximately 30 -60 days prior to Assembly.
- ❖ Maintains volunteer contact list and contacts volunteers to assure participation.
- ❖ Plans the method for greeting attendees, hugs them and shakes their hands.
- ❖ Keeps up enthusiasm amongst host committee at Assembly (lots of "Atta boys/girls" and back slapping)
- ❖ Creates humor patrol armed with tasteful jokes.
- ❖ Is responsible for candy/sticker/doodad distribution during Assembly (whatever applies).
- ❖ Works with Accessibility Chair to greet and help facilitate people with special needs.

### **HOSPITALITY:**

- ❖ Recruits volunteers for Hospitality room approximately 30 -60 days prior to Assembly.
- ❖ Researches prices and submits budget request to Treasurer for coffee, tea, condiments, cups and other needed supplies (if provided).
- ❖ Researches possibility of selling some food items (if allowed by facility). Presents ideas to host committee for final decision.
- ❖ Solicits groups to donate the use of large coffee urns, coffee, tea, etc. if appropriate (and allowed by facility)
- ❖ Assigns shift schedules to volunteers (have backups).
- ❖ Assigns a clean up crew for the hospitality room on Sunday.

### **MARATHON AA MEETINGS:**

- ❖ Sets schedule for weekend marathon meetings.
- ❖ Finds Chairpersons for meetings including backups approximately 30 -60 days prior to Assembly.
- ❖ Sets up a meeting format to be reviewed by host committee.
- ❖ Makes a list of topics for meetings (bear in mind theme).
- ❖ Makes sure all meetings go as planned.
- ❖ Obtains AA literature for meetings.
- ❖ Collects 7<sup>th</sup> Tradition from each meeting (if collected) and promptly turns it over to Treasurer.

### **PUBLICITY:**

- ❖ Designs and prints information flyer for distribution at Assemblies.
- ❖ Designs and prints Registration Flyer so it is ready to send out to Area Alternate Chairperson for review; and later sends approved Registration Flyer to DCMs, Intergroup & Oregon Area according to an established schedule. Refer to the ***Assembly Host Committee Checklist*** document.

### **SPEAKERS:**

- ❖ Makes recommendations for selection of AA speakers for Saturday luncheon, Saturday evening banquet and Sunday spiritual breakfast (whichever apply). Careful consideration should be given to financial aspects of speaker involvement and adherence to any possible budgetary constraints. **Careful consideration should be given to the speaker's quality of sobriety and a story that focuses on alcoholism and service in AA. Newcomers and 'circuit speakers' without a service-related message should be avoided.**
- ❖ If the Saturday luncheon is hosted by Al-Anon, works closely with Al-Anon in selecting a speaker with a service-related message.
- ❖ Chooses and makes all necessary arrangements for speakers (including transportation if necessary).
- ❖ Ensures that speakers are reimbursed for expenses.
- ❖ Selects a gifts for speakers, if appropriate (Host Committee decision).
- ❖ Greets and escorts speakers to assembly events they attend.
- ❖ Provides speaker names, city and speaking times to Area Alternate Chairperson.

**THEME & DECORATIONS:**

- ❖ Recruits volunteers.
- ❖ If desired by host committee, conducts a contest with home groups to select a theme for the Assembly (decision on final theme may rest with full host committee)
- ❖ Creates simple decorations around theme for luncheon, banquet, hospitality and registration areas (whichever apply).
- ❖ May assist with dance decorations.
- ❖ If desired, creates theme banner for Assembly.
- ❖ Works closely with Treasurer to stay within budget.
- ❖ Creates signs for registration tables, hospitality room, Archives and Finance rooms (some signs may be passed on from prior Assembly).
- ❖ Makes signs for all events/meetings (some signs may be passed on from prior Assembly)