

Area 56 Convention Guidelines

Appendix to WSO G20

Purpose: The purpose of this document is to define areas of concern that are specific to the Area 56 Convention Guidelines. This document appends the WSO G20 Convention Guidelines approved by the Area 56 Fall Assembly 2017. Communication, collaboration, and transparency are important to the success of the relationship between the Convention and the Assembly and the Area (56) World Service Committee.

1) Frequency of the Convention:

Our Convention would best keep its energy and momentum if it is held annually.

2) Election of Convention Chairperson:

- The Chairperson is elected at the Assembly (Spring or Fall at the latest) for the convention being held the following year. The Convention Chair has voice and vote on the AWSC.
- Critical positions that need to be filled by Fall Assembly are Chairperson, Co-Chairperson (combined with role of Secretary for communication), Treasurer and Registrar.
- The best practice seems to be the Co-Chairperson will always be a position that shadows the Chair and is mentored to stand as Chair the following year.
- The Co-Chair will be elected every year; the Treasurer and Registrar are part of the Convention Committee and are not elected positions.
- Each Al-Anon and Alateen group encourages a member to attend convention planning meetings and a committee is formed from among these members.

3) Go/No Go Resolution:

- If by the Fall Assembly prior to the Convention a Chair and Co-Chair are not in place, the Assembly agrees there will be no convention in the up-coming year.
- Work should begin right away on electing a Chair and Co-Chair for the year following the “no convention” year.

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4) Determination of Convention Location:

- Determining the location of the convention is the task of the Convention Chairperson as a trusted servant. The venue will be booked about one year in advance (mid-July through mid-August).
- A facilities liaison person or the co-chair may be appointed to assist the chair with this work.

5) Financial:

- The Convention checking account will remain open (to avoid the difficulty of opening and closing and changing accounts). This will also provide continuity for budgeting purposes.
- There will always be two signers on the account i.e. Convention Treasurer and Convention Chair.
- Seed money of \$3,000 is suggested (reviewed and adjusted as needed).
- After expenses, any proceeds beyond seed money are to be distributed within the fellowship at the discretion of the Convention Committee trusted servants.
- Symbolically, seed money will be listed on the income and expense side of the Area budget, though funds are held in the separate Convention account.
- In an effort to demonstrate collaboration and transparency, the Area Treasurer will review the bank statement monthly and bring forward questions.
- The Chair/Co-Chair reports regularly to the AWSC (Area) with updates and financial information.
- Between Assemblies, the AWSC (Area) advocates for Convention success and may be consulted for help and guidance.

Note: A separate document will define AWSC/Assembly responsibilities in the relationship.