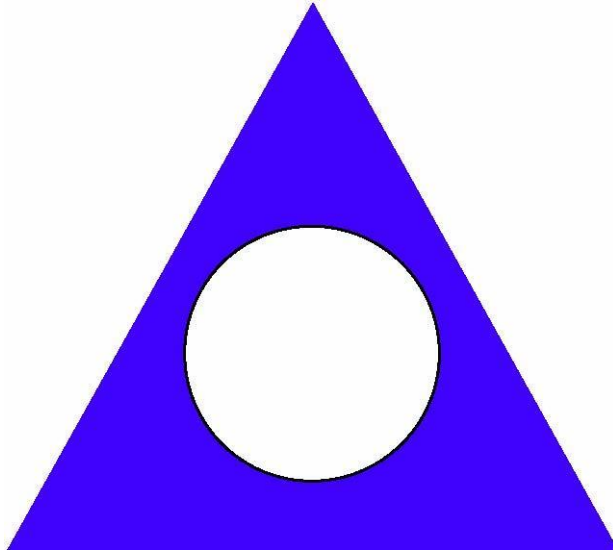


**EAST TEXAS AREA AL-ANON/ALATEEN  
ASSEMBLY (ETAAA)**



**GUIDELINES FOR AREA HOST DISTRICT  
COMMITTEE AND  
SUPPORT DISTRICT COMMITTEE**

Approved by ETAAA Area World Service Committee (AWSC)  
November 12, 2021

**EAST TEXAS AREA AL-ANON/ALATEEN ASSEMBLY (ETAAA) GUIDELINES FOR AREA  
HOST DISTRICT COMMITTEE AND SUPPORT DISTRICT COMMITTEE**

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# **EAST TEXAS AREA AL-ANON/ALATEEN ASSEMBLY (ETAAA) GUIDELINES FOR AREA HOST DISTRICT COMMITTEE AND SUPPORT DISTRICT COMMITTEE**

## **I. INTRODUCTION**

- A. The purpose of the East Texas Area Al-Anon/Alateen Assembly, (the ETAAA), is to allow Al-Anon/Alateen Group Representatives to elect a World Service Conference Delegate and assure adequate interchange of information and ideas about service activities, not only in the immediate area, but where worldwide Al-Anon is concerned. The ETAAA members will have the opportunity to share their experience, strength and hope.
- B. To fulfill this designated purpose, the ETAAA will hold two assemblies each year, held in spring and fall. The following guidelines are compiled from the collective experience of members of the ETAAA. Their purpose is to act as a guide in the planning and preparation of the Assemblies.

## **II. ASSEMBLIES**

- A. The two assemblies are generally held on Friday, Saturday and Sunday and will be a combination of service, business, fun, and fellowship.
- B. Two districts will be responsible for hosting and supporting the assembly on a rotating basis (*Attachment I, ETAAA Rotation List*). The guidelines that follow first are for the Host District Committee, with a separate section of guidelines for the Support District Committee. (*See Section XVIII - Support District Guidelines.*)

## **III. ASSEMBLY OVERSIGHT**

- A. The Area World Service Committee provides feedback to the Host District about the dates of the Assembly. For the Spring Assembly, the Delegate is consulted so that the Delegate has time to prepare their report after attending the World Service Conference. The AWSC is responsible for the business meetings at the Assembly. The ETAAA Chair (Area Chair) sets the time for the business meetings and provides to the Host District Committee.
- B. The Area Assembly Mentor is available to provide guidance and experience to the District Host Committee and keeps a copy of the report prepared by the District Host Committee. The Assembly Mentor stays in regular contact with the District Host Committee Chairperson and the Area Chair.
- C. The Host District Committee determines the logistics (time, place, activities) of the portion of the Assembly outside the Assembly business meeting in communication with the AWSC through the Area Chair.
- D. The Texas East Al-Anon groups, through their Group Representatives, have the final authority concerning the Assembly (*Concepts One and Three*) but have delegated authority to the Host District Committee and the AWSC, thus entrusting the HDC and the AWSC to make decisions about the Assembly. However, when the decision effects the Assembly Members as a whole, it is important to consider GR input in the planning process whenever possible, especially in the event of emergencies that require major changes, i.e., virtual vs. in-person or cancellation, as Group Representatives are the first link in the Links of Service chain, serve as a liaison between the group and the Assembly, and hold the responsibility to vote during the Assembly.

## **IV. AREA HOST DISTRICT COMMITTEE (HDC)**

- A. The District Representative (DR) serves as the Chairperson of the Host District Committee (HDC) or may appoint a Chairperson in their stead. The Chairperson selects a Co-

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- Chairperson and begins the process of selecting a location for the assembly. The Assembly Mentor may be contacted at this time to run through the Guidelines with the HDC.
- B. The Host District Committee Chairperson will work with the AWSC through the Area Chair and Area Delegate to establish mutually agreeable options for Assembly dates.
- C. Assembly location considerations:
1. Name of the facility and location.
  2. Description and size of the large meeting room - seating for minimum 200. (*See Section IX ETAAA Business Meeting for additional requirements*).
  3. Tables, if possible, will be inside the large meeting room for Literature Sales, Archives, the Area Newsletter, and the designated audio recording service.
  4. The availability of breakout rooms to seat a minimum of 30 up to 50 people for meetings shown below. Flexibility in use of the rooms for multi-purpose meetings throughout the weekend is preferred due to costs, actual need, and availability.

### Required:

- a. Area World Service Committee (AWSC) meeting. Seating for 30 to 50 people; confirm number based on recent AWSC meeting attendance (*See Section VIII - Area World Service Agenda Meeting*).

### Suggested:

- b. Workshops or other meetings.
  - c. Breakout room for Alateen meetings.
  - d. Hospitality room (Based on availability).
  - e. Breakout room for Spanish meetings
  - f. Breakout room for AA Meetings.
5. The cost of meeting room space. The Host District Committee should attempt to arrange the use of the facilities free of charge.
  6. Explore discounts offered by the facility based on room occupancy and/or an eating event.
  7. The cost of sleeping rooms. Block out a minimum of 50 rooms (25 for each of two nights). Check with prior year's Assembly records or Host District Committee Chairperson to get better picture of number of rooms blocked and used. The Assembly Mentor may be contacted for past reports. Make sure to include this information in the Assembly report for the next HDC.
  8. If meetings are held in a facility other than a hotel, the sleeping rooms will still need to be blocked with nearby hotels.
  9. The cost of any banquet or eating function that is held.
  10. The accessibility of local airports and transportation to and from lodging

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11. The availability and cost of water, tea, and coffee in the meeting rooms for the length of the assembly.
- D. Reserving the entire meeting area of the facility for the assembly would be preferred.
- E. A signed proposal should be obtained from the facility confirming the dates being held for ETAAA use, and including any other conditions being offered. A deposit or credit card may be required. The Assembly Mentor may be asked to help review the proposal.

### **V. ORGANIZING THE HOST DISTRICT COMMITTEE**

- A. A good meeting or assembly takes planning and preparation to create a smooth, seemingly effortless event. (*Concept Four: Participation is the key to harmony.*)
- B. The HDC Chairperson should include the necessary people to prepare for the assembly. The HDC can be organized in this manner and consists of the HDC Chairperson, HDC Co-Chairperson, HDC Secretary, HDC Treasurer, HDC Chairpersons of the various committees, AA Liaison, and any other committees as deemed necessary. Consider the use of a Technology Chair.

### **VI. HOST DISTRICT COMMITTEE MEMBERS**

#### **A. Chairperson:**

1. Notifies the facility of proposal acceptance and begins working closely with the facility and Area Chair to finalize all the needs of the Assembly. A written/signed contract must be completed with the facility as soon as possible. The Assembly Mentor may be asked to review the contract prior to signing it.
2. The Host District Committee Chairperson will work closely with the Committee to establish a budget for the Assembly. The budget will determine the registration fee and overall cost of the assembly. Once the budget is determined, if the cost exceeds expectations, review the budget with the Area Chair. (*ETAAA Motion 2, 5/5/2007*).
3. Establish a theme for the assembly. If possible, the Spring Assembly theme should reflect the theme of the World Service Conference. Contact the Area Delegate for assistance.
4. Be prepared to give verbal progress reports to the AWSC and to the ETAAA. A final report should be given to the AWSC within ninety days and to the ETAAA at the following Assembly.
5. Schedule meetings for the Host District Committee. May include the Assembly Mentor.
6. Keep in contact with all members of the Host District Committee.
7. Coordinate activities with the AA Liaison when there is AA participation.
8. Introduce Host District Committee members at the Saturday night meeting of the ETAAA Assembly.
9. Submit all final written reports to the Area Chair, the Area Secretary and the Assembly Mentor within ninety days of completion of the assembly.

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### **B. Co-Chairperson:**

1. Work very closely with the HDC Chairperson in all matters pertaining to the Assembly.
2. May assume other duties on the Host District Committee such as Secretary, Treasurer, Speaker Host Chairperson, etc.
3. Submit a final written report to the HDC Chairperson before the ninety-day deadline.

### **C. Secretary:**

1. Keep minutes of all Host District Committee meetings.
2. Send notices of all Host District Committee meetings to committee members.
3. Send thank-you notes to all speakers and other participants.
4. Submit a final written report to the Host District Committee Chairperson before the ninety-day deadline.

### **D. Treasurer:**

1. Establish a mailing address for the Assembly that is not a home address, a PO Box is preferred.
2. Contact the Area Treasurer to secure the “seed” money advance for the Assembly start-up.
3. Have a bank account available and be responsible for all the monies received by the Host District Committee. (*See, pages 57-58 of the Al-Anon/Alateen Service Manual 2021 Version 2 “Group Bank Accounts”*) A new account may be opened at a bank or credit union. A debit card associated with the account may be required by the hotel or facility and for online purchases. If an online payment account is created, set it up in the district or event name rather than an individual member’s name.
4. Keep the checkbook and pay all bills with submitted receipts of the Host District Committee. All checks will have two signatures. To ensure the availability of cosigners, a minimum of three people should be designated on the checking account. Note: most hotels will only take a business check or a credit card.
5. Pay all bills of the Host District Committee in a timely fashion.
6. Keep permanent records of all receipts and withdrawals and submit report to the Host District Committee on a regular basis.
7. Assist in the budget making process.
8. Prepare the final financial report for the ETAAA Assembly and submit it to the HDC Chairperson before the ninety-day deadline.
9. Determine a procedure for receipt of monies at the event (registration, raffle, etc.)

### **E. Speaker Chairperson:**

1. Speaker meetings are a vital part of every assembly. Care should be taken when selecting speakers to be invited. The personal touch, the sharing of experience, and the sincerity of the speakers are factors to be considered.

## **EAST TEXAS AREA AL-ANON/ALATEEN ASSEMBLY (ETAAA) GUIDELINES FOR AREA HOST DISTRICT COMMITTEE AND SUPPORT DISTRICT COMMITTEE**

2. Form a committee to select speakers for the ETAAA. Once these speakers are approved by the Area Chair, plan for their transportation, lodging, meals, *etc.* Ideas for speakers may be obtained from the Audio Recorder.
3. One of the speakers for the Spring Assembly should be from the World Service Office, cost permitting. (*ETAAA Suggestion*)
4. For the Fall Assembly, select speaker or speakers from within the East Texas Area. Invite Regional Trustee to the Fall Assembly, cost permitting. (*ETAAA motion, 6/03/95*).
5. Select the person who will introduce the speakers and select a chairperson for each speaker meeting.
6. Submit a final written report to the Host District Committee Chairperson before the ninety-day deadline.

### **F. Alateen Chairperson:**

1. Must be a current certified AMIAS. If needed, someone from another district may serve. Certification must be verified by the Area Alateen Process Person.
2. Coordinate with HDC Registration Chairperson to insure the required Alateen procedures are in place and completed. (*See Attachment III and Section V.G.3*)
3. Help with the selection of Alateen speakers for the Assembly.
4. Coordinate all Alateen activities with the Host District Committee to ensure all information is available for Assembly flyers and programs. No separate Alateen meetings may be scheduled during workshops or business meetings.
5. Submit a final written report to the Host District Committee Chairperson before the ninety-day deadline.

### **G. Registration Chairperson:**

1. Prepare registration procedures and provide the necessary volunteers and materials (such as nametags or registration packets) to register attendees.
2. Supervise printing and distribution of tickets for all planned meals.
3. Handle pre-registration and on-site registration for the Assembly, including coordination with the HDC Alateen Chairperson. (*See Attachment III and Section V.F.1*)
4. Establish a means for people to leave messages at the registration table.
5. Taper's registration is to be completed, but the fee is waived. (*See XIV. B. 7*)
6. Work closely with the HDC Treasurer to bring in all monies collected.
7. Keep complete records of all registration and ticket receipts, including preregistrations and registrations at the door, see Attachment II for information requested on the Assembly Follow up Report. Pass the registration records on to the next Host District Committee (Spring Assembly to Spring Assembly and Fall Assembly to Fall Assembly).
8. Submit a final written report to the Host District Committee Chairperson prior to the ninety-day deadline for reporting to AWSC members. Include information to facilitate



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completion of the Assembly Follow-Up Report by Host District Committee, see Attachment II.

### H. Public Outreach Chairperson:

1. Oversee the preparation, printing and distribution of the flyers for the Assembly.
2. Flyers will contain complete information about dates, location, facilities and lodging, speakers, meeting times, meal options (e.g., vegetarian), *etc.* Flyers should not be distributed until all information is complete. Prior to that, a “Save the Date” notice can be used.
3. Have Area Chair review both the assembly flyer and program prior to printing. The Assembly Mentor may also be consulted (*see Section VII*). Once approved by the Area Chair forward the flyer to the Area Spanish Coordinator for translation.
4. Is responsible for the distribution of all flyers and information concerning the Assembly. and forwarding the English and Spanish flyers to the website and *The Beacon*.
5. The flyers and related material should be available at the Assembly prior to the Assembly you are hosting.
6. Six weeks before assembly date, distribute final flyers to East Texas Area groups and District Representatives. Distribution can be through the Beacon, electronic media and/or postal service.
7. Send the dates, location, and mailing address for the Assembly to the Texas Al-Anon/Alateen Website Coordinator, Al-Anon World Service Office Calendar (Add Calendar Event | Al-Anon Family Groups), *Alateen Talk*, and the ETAAA *Beacon*. These notices must be sent to arrive before the first of the month, six months before the announcement is to appear.
8. Have the Assembly flyer and any related information posted on the Texas East/West Al-Anon website as soon as available.
9. The local Chamber of Commerce or Convention Bureau may be contacted to provide information on lodging, facilities, restaurants, recreation, shopping, and local attractions.
10. Submit a final written report to the Host District Committee Chairperson before the ninety-day deadline.

### I. Speaker Host Chairperson:

1. Recruit and sign up volunteers to carry out the duties of the Speaker Host Committee.
2. Host District Committee pays all the expenses of the invited speakers. This includes travel, meals during travel, room cost, registration, and meal ticket to Assembly group meal.
3. Assign an individual host for each speaker. The host is responsible to:
  - a. Contact the speaker in advance and arrange to meet him/her at a designated location. Work with the HDC Speaker Chairperson.

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- b. Hand out badges and identification ribbons to the speaker when they arrive.
  - c. The comfort and wellbeing of the speaker is particularly important. This would include making certain that the speaker does not have to eat alone and that transportation is available when and if he/she wishes to go somewhere.
4. Submit a final written report to the Host District Committee Chairperson before the ninety-day deadline.

### **J. Literature Chairperson:**

1. Contacts the nearest Literature Distribution Center (LDC) to inquire if they would be interested in selling their literature at the Assembly. If not, another LDC may be willing.
2. The Literature Distribution Center Coordinator will supply the literature and be responsible for all their literature and money. Suggest that the LDC Coordinator work with Host District Committee for volunteers to work the booth or table for the sale of the literature.
3. Literature and other items are not to be sold during any of the meetings.
4. Coordinates with the LDC to submit a final written report to the Host District Committee Chairperson before the ninety-day deadline. This will be a useful guideline for the LDC selling literature at the next Assembly.

### **K. Decorations Chairperson:**

1. Provide table centerpieces for the banquet, program signs for meeting information, and decorations for the stage, foyer, and hospitality room (if used). The amount and intensity depend on the funds allotted for the task by the Host District Committee budget.
2. Provide District number signs for tables for the business meeting keeping in mind that some Districts are more populated and may need more than one table. Area Chair or Registration Chair may be consulted.
3. Order flowers, gifts, fruit baskets, etc. for the speakers, as determined by the Host District Committee budget.
4. Submit a final written report to the Host District Committee Chairperson before the ninety-day deadline.

### **L. Hospitality Chairperson:**

1. Arrange for a location for the Assembly hospitality room. Some hotels may not allow a hospitality room. If a hospitality room is not available, this should be communicated to the AWSC.
2. Secure volunteers from the district and/or nearby districts to serve as hosts in the Hospitality Room. This is an area where the Support Host District can be asked to serve.
3. The Hospitality Room will be closed during all meetings.
4. Is responsible for acquiring all the food and drinks to be served in the Hospitality Room. Be sensitive to the possibility of dietary and financial limitations of attendees.
5. Provide for a donation "kitty" if desired.

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6. Submit a final written report to the Host District Committee Chairperson before the ninety-day deadline.

### **M. Entertainment Chairperson:**

1. Will make all the arrangements for the entertainment at the Assembly. Examples of entertainment are night owl meetings, skits, musical groups, soloists, etc. If a third party group is used, anonymity of the Assembly members should be considered and promotion of the third party's outside events is not allowed.
2. Work in cooperation with the Host District Committee Chairperson for scheduling activities. May seek help from the Support District Committee.
3. Submit a final written report to the Host District Committee Chairperson before the ninety-day deadline.

### **N. Alcoholics Anonymous (A.A.) Liaison:**

1. In the spirit of cooperation, A.A. members are asked to participate in the ETAAA. Having an A.A. Liaison on the Host District Committee can prove helpful. It is recommended that an A.A. member be asked to serve in this position.
2. Room space should be provided for A.A. members to hold meetings during the weekend. The A.A. Liaison may coordinate these meetings and choose other A.A. members as volunteers to be available as chairpersons, greeters, etc.
3. Provide current schedule of A.A. meetings for any A.A. member wishing to attend a local meeting over the weekend. Lists of meetings may be provided at the registration table.
4. If an A.A. speaker is desired, work with the Host District Committee Speaker Chairperson to choose and schedule an A.A. speaker for the weekend.
5. Work with all Committee members on any A.A. related matter.

## **VII. ASSEMBLY EXPENSES:**

- A. All East Texas Al-Anon/Alateen Assemblies are to be fully self-supporting.
- B. The registration fees are set to defer costs of putting on the Assembly. Fundraisers within the fellowship may be used to help cover expenses. (*See Al-Anon Alateen Service Manual under Fundraisers*).
- C. See XV. Guidelines for Securing Audio Recording Service for Room (B.6) and Registration (B.8) expenses for audio recorder.
- D. The ETAAA advances seed money for each of the Spring and Fall Assemblies for use to cover expenses incurred in starting preparations. (*See, XIII. Motions for amount*).
- E. Seed money is to be returned to the Area Treasurer as soon as possible after the Assembly.
- F. All money over and above expenses for the Assembly are to be forwarded to the Area Treasurer with the Host District Committee's final report within ninety days.

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### **VIII. ASSEMBLY PROGRAMS:**

- A. The program for the Assembly will cover Friday, Saturday, and Sunday.
- B. The Area Chair sets the schedule for the business meeting and provides the agenda to the Host District Committee Chairperson for coordinating the Assembly program. The Area Chair will advise if other meetings and activities are needed for the weekend.
- C. The program may include all or part of the following meetings and activities if time in the agenda allows:
  - 1. Area World Service Committee Agenda Meeting.
  - 2. ETAAA Business Meeting.
  - 3. ETAAA /Workshops and/or breakout sessions, e.g., GR/DR/Coordinator sharing sessions (*Motion 5/17/1986*).
  - 4. Al-Anon Meetings, Alateen Meetings and A.A. meetings. All Al-Anons and Alateens are encouraged to attend workshops and business meetings when possible. Al-Anon and Alateen Group Representatives must attend ETAAA business meetings.
  - 5. Al-Anon, Alateen, and A.A. Speakers.
  - 6. Panels with audience participation.
  - 7. An open forum meeting where the members could present to the current and past Area World Service Committee questions about Al-Anon.
  - 8. Other meetings as time and necessity will allow.
  - 9. If time allows, Host District Committee may include early and night owl meetings, ice cream socials, dances, skits, ice breakers and many other activities coordinated by the HDC Entertainment Chairperson.
- D. The Host District Committee Chairperson is responsible for coordinating the preparation and printing of the Assembly program to be made available at registration. Consider publishing the program in the *Beacon* newsletter and on the website ahead of time when it is available.

### **IX. AREA WORLD SERVICE COMMITTEE AGENDA MEETING:**

- A. The Area Chair sets the time for the agenda meeting and provides to Host District Committee Chair for inclusion in the program.
- B. The Area Chair is responsible for publishing the Assembly Agenda in the *Beacon*.
- C. The agenda for the ETAAA Business Meeting will be set and approved at the Agenda Meeting
- D. Special needs for the Agenda Meeting:
  - 1. Breakout room large enough to accommodate chairs set up for a minimum of 30 up to 50 people. A U-shaped set-up is preferred.
  - 2. Additional seating for any visitors who wish to attend. Provide extra chairs around the perimeter of the room.

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### **X. ETAAA BUSINESS MEETING SET UP:**

- A. The Business Meeting is the primary function that takes place during the Assembly. Special needs for the Business Meeting are:
1. A large room-to accommodate minimum of 200, set up theater style with a center aisle or lecture style with tables or a combination of the two styles. A head table with a podium and microphone to seat the Area Officers. Consider setting up the head table on a stage or platform to facilitate seeing/hearing throughout the room.
  2. All voting members will be seated together by district for the ETAAA Business Meeting.
  3. A minimum of two floor microphones and a screen for digital presentations is suggested for easy access. Arrangements may be made with the facility or other source for these items.
  4. A dry eraser board with markers, chalkboard or paper flip chart with easel.
  5. Provide tables outside the meeting room near the doors for sign-in of ETAAA Group Representatives. This registration will be the responsibility of the Support District. (*See Section XVIII- Support District Guidelines*)
- B. Check with the Area Chair and Area Delegate to see if there are any other special needs such as audio/visual equipment.

### **XI. AUDIO RECORDING OF THE ASSEMBLY:**

- A. *See Section XV Guidelines for Securing Audio Recording Service.*

### **XII. FUNDRAISERS:**

- A. Raffles, door drawings, or other fundraisers are a good way to bring in extra funds for the Assembly if desired. (*See Al-Anon Alateen Service Manual under Fundraisers*). Texas State Law currently allows non-profit organizations to have two raffles per year. (<https://statutes.capitol.texas.gov/Docs/OC/htm/OC.2002.htm>).

### **XIII. MAKING IT WORK:**

- A. Consult Assembly Mentor as needed throughout the planning process.
- B. The members of the ETAAA are a reservoir of knowledge and experience. Let them share their experience.
- C. Remember that there is more than one good way to do anything.
- D. Involve as many district members as you can.
- E. Always place principles above personalities and nourish the spirit of cooperation.
- F. Consult the facility staff for valuable information.
- G. Start early to organize the Assembly. The more you can get accomplished early, the less there is to do at the last minute.
- H. Do not make your event a well-kept secret. Get the message out to as many people as you can. Talk it up.

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## XIV. MOTIONS

### A. ETAAA Motions

1. Motion passed 11/1969 To have more than one Assembly each year.
2. Motion passed 11/10/1970 Convention be held after the Delegate's return from New York so that the report could be given at the Convention.
3. Motion passed 5/16/1980 No literature should be sold during Assembly Meeting. It should be sold before and after as this is too disturbing.
4. Motion passed 5/17/1986 To have sharing sessions at Assemblies for District Coordinators
5. Motion passed 5/16/1987 The Business Meeting to be held on Saturday afternoon and the Workshops to be held on Sunday morning.
6. Motion passed 11/19/1988: We present Workshops for GRs and DRs and all coordinators in the November Assembly for a trial period as a new format for the Assembly meetings.
7. Motion passed 5/18/1991: That workshops at the Fall Assembly are to be held for GRs and DRs, WSO oriented service subjects, and Coordinators. Assigned District to host or other appropriate persons to conduct workshops.
8. Motion passed 6/3/1995: To invite the regional trustee to the fall Assembly each year if funds are available.
9. Matter of Record 5/18/1996: New format for Area Assemblies was presented. It was agreed to try it on a trial basis. Feedback would be given in May 1997 Assembly. There will be 3 speakers one of which will be an AA speaker.
10. Motion passed 5/19/2000 The Assembly format that has been on a three year trial basis continue.
11. Motion passed 11/10/2000 ETAAA begin as of the year 2003 to use the rotation system to determine the two districts for the Fall and Spring Assemblies.
12. Motion passed 5/12/2001 That any special needs of Assembly attendees such as deafness, blindness, language assistance and childcare be addressed before registration.
13. 11/17/2001 To accept the rotation schedule under the heading of host/workshop as it is assigned.
14. Motion passed 5/5/2007: Motion to continue allowing the hosting committee to set the registration fee.
15. Motion passed 11/1/2014: That seed money for ETAAA be increased from \$2000 to \$3500.
16. Motion passed 5/15/2021: That the Assembly Mentor position be made permanent for

## **EAST TEXAS AREA AL-ANON/ALATEEN ASSEMBLY (ETAAA) GUIDELINES FOR AREA HOST DISTRICT COMMITTEE AND SUPPORT DISTRICT COMMITTEE**

all future Assemblies.

### **B. AWSC Motions**

1. Motion passed 1/8/2000 to include the expense of taper's room in the Assembly guidelines.

## **XV. GUIDELINES FOR SECURING AUDIO RECORDING SERVICE**

### **A. Background**

For many years, the East Texas Area Al-Anon/Alateen Assembly has been audio recorded and the audio recordings made available to the membership.

1. The Host District Committee is responsible for securing audio recording services for the assemblies and presenting the choice before the Area World Service Committee for approval.
2. The Host District Committee Chairperson should contact the audio recording service as soon as possible to insure availability.
3. The audio recording service should be furnished with name/location of facility, a complete program for the Assembly, and a copy of the Guidelines for Audio Recording Services as soon as it is possible.
4. The Host District Committee will contact the audio recording service to determine its needs at the facility where the meeting will be held and coordinate with the facility to meet those needs.

### **B. Record all meetings designated by the Host District Committee.**

1. The audio recording service will be responsible for recording during ETAAA meetings.
2. Check to see if the taper has a minimum sales requirement.
3. The required meetings include all speaker meetings, the AWSC meeting, the ETAAA Business Meeting in its entirety, and the Delegate's report when it is given. These meetings will be recorded, duplicated, and made available for those in attendance. The Area Secretary will be supplied with a complementary set of the business meeting to aid in the writing of the minutes. Speakers should be asked if they mind being recorded.
4. One workshop, if possible, will be recorded.
5. The audio recording service will coordinate activities with the facility personnel to assure that all systems are working properly before each meeting.
6. The audio recording service's hotel room is to be paid by the Assembly. (*AWSC 1-08-2000*)
7. The audio recording service is asked to bring Al-Anon Speaker and workshop audio recordings to sell during the Assembly. There are to be limited A.A. Speaker and workshop audio recordings also available for sale.
8. The audio recording service's registration is to be filled out, but the payment waived.

**XVI. SUGGESTED HDC TREASURER'S REPORT FOR ETAAA**

**INCOME:**

Seed money \_\_\_\_\_  
 Registrations: \_\_\_\_\_  
                   \_\_\_\_\_ Al-Anon @ \$ \_\_\_\_\_  
                   \_\_\_\_\_ A.A. @ \$ \_\_\_\_\_  
                   \_\_\_\_\_ Alateen @ \$ \_\_\_\_\_  
 Hospitality Donations \_\_\_\_\_  
 Coffee Donations \_\_\_\_\_  
 Banquet Tickets \_\_\_\_\_ @ \$ \_\_\_\_\_  
 Fund Raisers:  
     District \_\_\_\_\_  
     Assembly (Raffle etc.) \_\_\_\_\_  
     Other Revenue \_\_\_\_\_

**Total Income** \_\_\_\_\_

**EXPENSES:**

Bank Charges \_\_\_\_\_  
 Banner \_\_\_\_\_  
 Banquet \_\_\_\_\_  
 Coffee \_\_\_\_\_  
 Decorations \_\_\_\_\_  
 Entertainment \_\_\_\_\_  
 Facility Costs (deposit, food, rental, etc.) \_\_\_\_\_  
 Flyers (number printed\_\_\_\_) \_\_\_\_\_  
 Fundraisers \_\_\_\_\_  
 Hospitality Room \_\_\_\_\_  
 Host District Committee Expenses: \_\_\_\_\_  
     Position: \_\_\_\_\_ Amount: \_\_\_\_\_  
                   \_\_\_\_\_ \_\_\_\_\_  
                   \_\_\_\_\_ \_\_\_\_\_  
                   \_\_\_\_\_ \_\_\_\_\_  
 Postage \_\_\_\_\_  
 Programs etc. (number printed\_\_\_\_) \_\_\_\_\_  
 Refund of Seed Money \_\_\_\_\_  
 Speaker Expenses (rooms, meals, reg. etc.) \_\_\_\_\_  
 Speaker Travel Expense \_\_\_\_\_  
 Taper's Hotel Room, Registration \_\_\_\_\_  
 Other Expenses \_\_\_\_\_ :

**Total Expenses** (\$ \_\_\_\_\_)

**Amount Sent to ETAAA Treasurer** \$ \_\_\_\_\_

Respectfully Submitted,

\_\_\_\_\_  
 Host District Committee Treasurer



## EAST TEXAS AREA AL-ANON/ALATEEN ASSEMBLY (ETAAA) GUIDELINES FOR AREA HOST DISTRICT COMMITTEE AND SUPPORT DISTRICT COMMITTEE

### XVII. SUGGESTED ASSEMBLY CHECKLIST FOR HDC

#### Pre Assembly

- A. Solicit facility bids.
- B. Secure signed contract with facility to cover what each party is responsible for:
  - 1. Large Meeting Room to accommodate a minimum of 200. Check with last year's Assembly records to give better picture of number of people the room needs to accommodate. The Assembly Mentor may be contacted.
  - 2. Breakout Room for Area World Service Committee to seat a minimum of 30 up to 50 (*See Section VIII*)
  - 3. Breakout Room for Alateen, Spanish Al-Anon and AA meetings, if needed and based on availability.
  - 4. Hospitality room, based on availability.
  - 5. Breakout Room for Spanish meeting
  - 6. Breakout Room for A.A. meetings
  - 7. Block a minimum of 25 sleeping rooms per night (Total 50 per weekend). Consider contacting other hotels in the area to block additional rooms, if needed. Check with last year's Assembly records or Host District Committee Chairperson to give better picture of number of rooms blocked and used.
  - 8. Banquet arrangements, if scheduled.
- C. Prepare Host District Committee budget.
- D. Assess any special needs of attendees before registration and consider adding to the registration form. (*Motion 5/12/2001*)
- E. Prepare flyer and review with Area Chair-before initial distribution to Area World Service Committee, District Representatives, Assembly, and the *Beacon*.
- F. Area Chair prepares Agenda for Assembly and provides to Host District Committee Chairperson. Host District Committee will then prepare Assembly programs. (moved here from former L.)
- G. Select fundraisers, as desired.
- H. Select speakers.
- I. Select audio recording service for Assembly.
- J. Provide written Spanish translation services. Area Spanish Coordinator may be consulted.
- K. Final walk through with facility one to two weeks before assembly to assure everything as agreed in signed contract is in place.
- L. Have a GREAT ASSEMBLY!!

## EAST TEXAS AREA AL-ANON/ALATEEN ASSEMBLY (ETAAA) GUIDELINES FOR AREA HOST DISTRICT COMMITTEE AND SUPPORT DISTRICT COMMITTEE

### Post Assembly

- M. After a sigh of relief and moment of gratitude, have follow-up Host District Committee meeting for final wrap-up.
- N. Prepare final report for Area World Service Committee with details for Area Chair, Area Secretary, Area Treasurer and Assembly Mentor within 90 days after assembly. This report contains all chair reports.
- O. After all expenses have cleared, send remaining funds, including seed money, to Area Treasurer and Area Chair with copy of final Treasurer's Report.
- P. Prepare report as described in attached "Assembly Report" (*See Attachment II*), including committee responsibilities, helpful ideas and suggestions, to the hosting committee *e.g.*, Fall Assembly to Fall Assembly and Spring Assembly to Spring Assembly. This report is a summary per Attachment II's format where item XV.O is the full detailed report. The purpose of sharing reports one year in follow is that our experience that the Fall Assemblies tend to have less attendance than the Spring Assemblies.

## **EAST TEXAS AREA AL-ANON/ALATEEN ASSEMBLY (ETAAA) GUIDELINES FOR AREA HOST DISTRICT COMMITTEE AND SUPPORT DISTRICT COMMITTEE**

### **XVIII. SUPPORT DISTRICT COMMITTEE GUIDELINES**

- A. Purpose: To help the Host District put on an ETAAA Assembly
- B. District Representative or another appointed person is Supporting District Committee Chair
- C. The support district is responsible for:
  - 1. Group Representatives sign-in for roll call at the Assembly business meeting.
  - 2. Conduct a workshop, skit, or other activity as scheduled by the Host District Committee.
- D. GR sign-in
  - 1. Have individual sign-in sheets for each district, which can be obtained from the Area Secretary.
  - 2. Provide volunteers to set up and attend to GR sign-in beginning on Friday afternoon through Saturday morning.
  - 3. Distribute GR packets if Alternate Delegate is not doing this task.
  - 4. After GR sign-in is complete, turn completed sheets over to the District Representatives.
- E. Other possible responsibilities
  - 1. Can help supply food and drinks for Hospitality Room and volunteers to help serve and clean up.
  - 2. Donate items for fundraiser.

**EAST TEXAS AREA AL-ANON/ALATEEN ASSEMBLY (ETAAA) GUIDELINES FOR AREA  
HOST DISTRICT COMMITTEE AND SUPPORT DISTRICT COMMITTEE**

**ATTACHMENT I. ETAAA ROTATION LIST**

1. The rotation schedule was approved in 2001 to establish a rotation between hosting and support districts to let each district host one time, then support the next time.
2. The Area Chair will provide the rotation schedule at the beginning of each Panel and the AWSC will approve the rotation schedule. Refer to the actual Rotation Schedule approved by the current Panel.
3. In the Table District 11 is inactive making District 12 an “odd” numbered district and District 13 an “even” numbered district.

**ETAAA Rotation Schedule for 6 years (2 Panels) (EXAMPLE ONLY)**

<b>YEAR</b>	<b>Assembly Host District</b>	<b>Assembly Support District</b>
<b>Panel X, Year 1</b>		
Spring Assembly	<b>1</b>	<b>2</b>
Fall Assembly	<b>3</b>	<b>4</b>
<b>Panel X, Year 2</b>		
Spring Assembly	<b>5</b>	<b>6</b>
Fall Assembly	<b>7</b>	<b>8</b>
<b>Panel X, Year 3</b>		
Spring Assembly	<b>9</b>	<b>10</b>
Fall Assembly (elections)	<b>12</b>	<b>13</b>
<b>Panel Y, Year 1</b>		
Spring Assembly	<b>2</b>	<b>3</b>
Fall Assembly	<b>4</b>	<b>5</b>
<b>Panel Y, Year 2</b>		
Spring Assembly	<b>6</b>	<b>7</b>
Fall Assembly	<b>8</b>	<b>9</b>
<b>Panel Y, Year 3</b>		
Spring Assembly	<b>10</b>	<b>9</b>
Fall Assembly (elections)	<b>13</b>	<b>12</b>

**EAST TEXAS AREA AL-ANON/ALATEEN ASSEMBLY (ETAAA) GUIDELINES FOR AREA  
HOST DISTRICT COMMITTEE AND SUPPORT DISTRICT COMMITTEE**

**ATTACHMENT II. ASSEMBLY FOLLOW-UP REPORT BY HOST DISTRICT  
COMMITTEE**

**Date:** \_\_\_\_\_ **Assembly: Fall / Spring Year:** \_\_\_\_\_

Number in attendance: Total \_\_\_\_\_  
Al-Anon \_\_\_\_\_ Alateen \_\_\_\_\_ A.A. \_\_\_\_\_

Number of GR's: Total \_\_\_\_\_  
Al-Anon \_\_\_\_\_ Alateen \_\_\_\_\_

Cost of Registration \_\_\_\_\_

Number of sleeping rooms: Blocked \_\_\_\_\_ Used \_\_\_\_\_

Number of breakout rooms \_\_\_\_\_

Number for banquet \_\_\_\_\_

Cost of banquet \_\_\_\_\_

Cost of meeting room space \_\_\_\_\_

Cost of sleeping rooms \_\_\_\_\_

Helpful Ideas, Suggestions, etc. \_\_\_\_\_

## **EAST TEXAS AREA AL-ANON/ALATEEN ASSEMBLY (ETAAA) GUIDELINES FOR AREA HOST DISTRICT COMMITTEE AND SUPPORT DISTRICT COMMITTEE**

### **ATTACHMENT III. ASSEMBLY/CONVENTION COMMITTEE GUIDELINES CONCERNING ALATEENS EAST TEXAS AREA AL-ANON/ALATEEN ASSEMBLY (ETAAA)**

1. *The Guidelines for East Texas Area 53 Al-Anon/Alateen (ETAAA)- November 2020 Certified Alateen Sponsor, Parent or Al-Anon Member Involved in Alateen Service* and *Alateen Guidelines November 2020 East Texas Area 53 Al-Anon/Alateen (ETAAA)* are to be sent with each Assembly/Convention/Conference/Event flyer and pre-registration form.
2. Each Alateen is to register with her/his group sponsor, parent or Al-Anon Member Involved in Alateen Service (AMIAS) also known as a driver/helper/chaperone, who agrees to be responsible for the Alateen during the conference.
3. Any person age 18 or older, who does not have an accompanying sponsor, may register as an Al-Anon member, but not as an Alateen.
4. Each Alateen registering for the conference is to have the four (4) page East Texas Area 53 Information and Permission Form and Medical Form signed by their parent or legal guardian. The Medical Form must be notarized. This form is kept by the sponsor at all times. An Alateen age 18 or older may sign her/his own permission form.
5. Copies of the signed *Alateen Guidelines November 2020 East Texas Area 53 Al-Anon/Alateen (ETAAA)* and *Guidelines for East Texas Area 53 Al-Anon/Alateen (ETAAA)- November 2020 Certified Alateen Sponsor, Parent or Al-Anon Member Involved in Alateen Service* are mailed with the conference registration forms or turned in at the registration table at the conference.
6. Blank copies of the *Alateen Guidelines May 2006 East Texas Area 53 Al-Anon/Alateen (ETAAA)* and *Guidelines for East Texas Area 53 Al-Anon/Alateen (ETAAA)- November 2020 Certified Alateen Sponsor, Parent or Al-Anon Member Involved in Alateen Service* should be available at the registration table for parents and Alateens to sign who did not have access to the forms.
7. All Alateens who register are to be given an identification badge that clearly distinguishes them as registered Alateens. The badge is to include the first name of the Alateen (no nickname), the name of the Alateen's group, the Alateen's hometown and the name of the responsible certified sponsor/chaperone/parent. The name of the sponsor should be on the badge even if it must be on the back.
8. Each sponsor/chaperone responsible for an Alateen must be registered for the conference as an Al-Anon. The identification badges of everyone who is responsible for Alateens are to indicate that they are either a certified sponsor or chaperone and are to include the Alateen group name.
9. At least two certified sponsors must be present at all conference Alateen meetings. The conference Alateen Committee selects the sponsors for each Alateen meeting.
10. Those organizing the conference may provide additional guidelines or more specific guidelines for Alateens attending the conference. Alateens are to be involved in creating such guidelines.

## **EAST TEXAS AREA AL-ANON/ALATEEN ASSEMBLY (ETAAA) GUIDELINES FOR AREA HOST DISTRICT COMMITTEE AND SUPPORT DISTRICT COMMITTEE**

11. At the first Alateen meeting of the conference, the *Alateen Guidelines November 2020 East Texas Area 53 Al-Anon/Alateen (ETAAA)* and *Guidelines for East Texas Area 53 Al-Anon/Alateen (ETAAA)- November 2020 Certified Alateen Sponsor, Parent or Al-Anon Member Involved in Alateen Service* are read and discussed. An Alateen committee made up of the Area Alateen Coordinator, Area Chairman, Area Alateen Liaison and two Alateens will be formed. The names of the committee will be given to the Area Chairman following the meeting.
12. Serious infractions of the *Alateen Guidelines November 2020 East Texas Area 53 Al-Anon/Alateen (ETAAA)* and *Guidelines for East Texas Area 53 Al-Anon/Alateen (ETAAA)- November 2020 Certified Alateen Sponsor, Parent or Al-Anon Member Involved in Alateen Service* are to be reported to the Area Alateen Coordinator or Area Chairman. The Alateen Committee will convene to review the situation. That committee may decide that the — “personal progress of the greatest number” requires a quick-trip-home.
13. It is suggested that an announcement be made and may be stated on conference flyers that “Alateen members attending the Assembly are participating as part of their own recovery program and are not to be babysitters of other children/youth. All children/youth should always have adequate adult supervision.”

**EAST TEXAS AREA AL-ANON/ALATEEN ASSEMBLY (ETAAA) GUIDELINES FOR AREA  
HOST DISTRICT COMMITTEE AND SUPPORT DISTRICT COMMITTEE**

**Attachment IV.      VERSION TABLE**

<b>Version No.</b>	<b>What Changed</b>	<b>Date Approved</b>
<b>1</b>	Original adapted from May and Spring Assembly Guideline documents	11/8/1993 by Assembly
<b>2</b>	Added Alateen Guidelines	11/18/1995 by Assembly
<b>3</b>	Added Taper's Room Expense	5/19/2000 by Assembly
<b>4</b>	Rotation Schedule of Hosting and Support Districts Added	11/17/2001
<b>5</b>	Updated HDC checklist; Support District checklist; Attachment II	11/10/2003
<b>6</b>	Rotation Table updated with new district numbers 5, 11 and 13	1/10/2004
<b>7</b>	Updated HDC checklist and Support District checklist	3/2005
<b>8</b>	Updated Attachment III	9/12/2009- approved by AWSC
<b>9</b>	Updated Attachment II and HDC checklist	9/12/2011
<b>10</b>	Updated to remove old terminology and create an editable copy; rotation table removed	9/19/2015 -approved by AWSC
<b>11</b>	Update document for consistency to align terminology, accurately cross reference sections, increase costing and attendance related volumes to align with current assembly attendance experience, example rotation table prepared, version table added.	9/8/2018 – approved by AWSC
<b>12</b>	Updated consistency and cross reference. Further defined Assembly oversight. Added Assembly Mentor role. Removed mailing requirements. Updated HDC and Support District duties. Researched and updated applicable motions.	11/12/2021 – approved by AWSC