

NFAC
HOST DISTRICT RESPONSIBILITIES FOR AREA ASSEMBLY

REGISTRATION

HOST DISTRICT _____ **DCM NAME** _____

Friday

Registration should begin at 6 PM and remain staffed until 8 PM that evening. It is suggested that someone from your District be there at approximately 5 PM to get set-up and be ready to go at 6 PM. The Alternate Area Chair will provide Assembly Agendas. If you run out of agendas please see the Alt Chair. It is best to keep the Assembly Agendas behind the registration desk/area and hand them to people as they register. At least two people should be there at all times during the entire assembly. We suggest you alternate in 2 hours shifts.

Supplies Needed

1. Before purchasing supplies, check materials left from last Assembly and with the Alternate Chair for supplies already on hand if any are needed
2. Name Badges: Clear plastic that allow slip in inserts – 400
3. White name badge inserts – returning GSRs, DCMs, etc. – 250
4. Orange name badge inserts – new GSRs, DCMs, etc. – 150
5. Green name badge inserts – guests - 150
6. Legal or letter size lined pads – 4
7. Seventh Tradition buckets – 6
8. Pens, pencils and markers – various
9. Service Manuals

Setup

- The hotel will provide the registration tables or an area for use during registration hours
- Set out the existing name badges.
- Next set out the white and green badge inserts and badge holders. Replace the orange badges with white and place on table. It is suggested to only set out a few at a time or to hand them to each person as they register.
- Set out the 4 pads and put on the top of them – Officers/Service Coordinators – DCMs – GSRs – Guests.
- Have pens and markers available for attendees to fill out their name badge. It is suggested for them to put their Name, Trusted Servant Title, District/Home Group name on their badge
- Collect the donated funds from the service manuals, put into envelope provided by the Treasurer or Alternate Chair, with time/amount collected/name of person who collected funds. The Treasurer will come by at various times to collect all funds. Do this on Friday evening, all day on Saturday and on Sunday morning after the business meeting.
- Set-up flyers on table provided next to Registration.

Saturday

- Continue to staff the registration table from 8:00 AM until 4:30 PM
- If possible, please have someone staff the registration table during lunch. However, if this is not possible, it is appropriate to close the registration desk but re-open immediately after lunch.
- Registration can be closed during the dinner hour(s)

Sunday

- Continue to staff the registration table from 8:00 AM – 8:45 AM.
- Have all of the **District table tent numbers out on the tables by 8:15 am** and keep Districts together, i.e. District 18 A and B should be at adjoining tables. Place the Service Coordinators sign at a table near the front and the Past Delegates sign at a table near the back.
- District's 9, 13, 14 and 1 should be placed next to the EXIT door(s).
- Please complete total numbers of DCMs/Alt DCMs; GSRs/Alt GSRs; Officers/Service Coordinators/Administrative Committee Members; and Visitors and **give to Alternate Chairperson promptly at 8:45am before the start of the Business Meeting.**
- At the close of the Business Meeting, please collect all of the name badges left on the tables in the meeting room and save them for use at future Assemblies
- Clean up the registration table/area including boxing up of all supplies (name badges, pads, room signs, etc.) and make sure they get to the Alternate Chairperson for the next Assembly.

Voting Assembly

As members register, verify their voting eligibility by the lists provided from the Registrar and put a color coded sticker on their badge. Eligible to vote are all Officers, Service Coordinators, GSRs, and DCMs. Alternates are eligible to vote only if their Service Coordinator, GSR or DCM will not be attending the Assembly.

FRIDAY NIGHT MEETING

HOST DISTRICT _____ **DCM NAME** _____

- Payment for coffee for Friday night is entirely the responsibility of the Host Districts. A set number of gallons of coffee are put out for Friday evening – 2 gallons of regular and 1 gallons of decaf approximately \$54.00.
- The Host District will pass the Seventh Tradition buckets during the discussion meeting that night. This is generally done by the Registration Host District. The funds collected from the Seventh Tradition donations will go towards the purchase of the coffee. The coffee cost, at our current rate of \$18 per gallon, is \$54. The Friday Host District can keep any additional funds that are collected above the actual cost of the coffee. Coordinate with the Registration Host District for the weekend in the collection and tracking of the funds collected to ensure they are accounted for and given to the Treasurer. (Each Assembly has an average collection between \$100-\$120)
- The Host District is responsible for selecting a chairperson and readers for the Friday night meeting 8:00 PM – 9:00 PM and the topic may be AA Service related alternate topics will be at the discretion of the Chairperson.

GRAPEVINE ROOM

HOST DISTRICT _____ **DCM NAME** _____

- Staff the Grapevine Room from 10:00 AM – 6:00 PM. We suggest at least 2 people at all times and alternate in 2-hour shifts.
- Please see the attached guidelines on staffing the Grapevine Room provided by the Grapevine Service Coordinator for exact responsibilities in the Grapevine Room.

MEETINGS

HOST DISTRICT _____ DCM NAME _____

- Provide someone to chair the Traditions/Concepts Workshop. This chair should be someone who is very familiar with the NFAC as well as the Traditions/Concepts. Current and Past Trustees, Delegates, Past Delegates, Area Officers and DCMs are good choices. (Do not choose the same Past Delegate hosting that current weekend) The format for these meetings is to go over the Traditions/Concepts: January Assembly 1,2,3 – April Assembly 4,5,6 – July Assembly 7,8,9 – and October Assembly 10,11,12
- Provide a contact person for any disabled members to assist them.
- Provide speaker for the Saturday night meeting.
- NFAC will provide the following speakers – January even numbered years will be a GSO speaker, January odd numbered years will be the Southeast Regional Trustee, each April the Assembly will have a business meeting on Saturday evening (Preparing for Delegate going to GSO) and on even numbered years the October meeting will be a business meeting (Election Year). The Host Committee will be notified if there is a special guest invited by NFAC and no speaker is needed.
- Pass the Seventh Tradition buckets at the Saturday evening meeting and the Sunday morning Business Meeting. Be sure that the buckets get to all tables, including the front dais where the Officers are sitting. All funds should be counted and turned in to the Treasurer.
- Check with the Committee Chairs and Service Coordinators to see if they need a note taker for their meeting/workshop. If needed, provide a note taker.
- Assist the Officers, Standing Committee Chairs or Service Coordinators in passing out any information.
- At the October voting assemblies, have 8 non-voting people to distribute and pick up the votes of the Assembly and assist in the process. Coordination of this is usually done with the Past Delegate for the weekend who conducts the actual election process. This is only on the October Assembly of even numbered years.

Expenses

Expenses incurred to replenish supplies will be reimbursed. Remember we are tax exempt and do not pay sales tax. Please obtain an expense reimbursement form and sales tax exemption certificate from the Alt. Chair or Treasurer.

Hosting an Assembly is meant to be a rewarding experience for the Districts. Try to encourage as many volunteers as necessary even if they can't stay for the entire Assembly. Hosting an Assembly is a great way to meet other members of our fellowship and to encourage support and participation in service work.

Please see the Alternate Area Chair with any questions, problems or suggestions. Thank you for your service to NFAC.

Revised 10/8/06 by Alt. Chair

Revised 12/20/11 by Alt. Chair

Revised 3/22/13 by Alt. Chair

Revised 7/6/2014 by Alt. Chair