

## FALL 2014 ELECTION ASSEMBLY PRESENTATION

### Responsibility /Communication/Expenses and Rooming Procedures

A few things have changed over the past year as far as procedures go. We wanted to clarify for those planning on standing for an Area position why some changes have occurred and what responsibilities are between the Area and Officers / Coordinators.

- First too consider is the **simple resume**. Anyone standing will be expected to fill one out and read it to the Assembly, **even if you are presently holding that position**. If you had already sent one to the Area Chairperson, it will be returned to you at the time of the Election. No resumes will be posted anywhere. This is a personal tool to help you decide if you are ready to step up to an Area service position. It is helpful to review the updated job descriptions found on the [nynafg.com](http://nynafg.com) website. There are table copies of the resume you can look at. If you need a resume form...speak to the Chairperson. **Come to the Election portion of this Assembly prepared to read your completed resume.**
- At all levels of service, we are self-supporting. GRs, DRs, AIS Reps, Officers and Coordinators should be compensated for their expenses...travel (gas and tolls), room and meals. There is a table copy of the **guidelines for NYN Area Assembly expenses**. These are valuable guidelines that can be used at each level...group, district, and area. There is also a suggested financial reminder for groups to use in planning how to disperse the monies that are contributed to the group. These will be on the [nynafg.com](http://nynafg.com) website to download. If a hard copy is needed, please contact the NYN Area Treasurer.
- Last year, it was decided to have the NYN Convention Coordinator **book rooms for the Area Officers and Coordinators**. These rooms are tax exempt and are booked in a block. A form letter has been created for each Area Officer and Coordinator to fill out concerning his/her rooming needs. As always, we try to share rooms with others to keep the cost down for the Area, but the Convention Coordinator needs to know how many rooms we will need. In service, we need to use first and last names. In order for hotels to meet our needs, we cannot wait for the deadline to make our needs known.

**\*\*\*\*\*Promptness and communication help all move through the process smoothly.\*\*\*\*\***

**As an Officer or Coordinator, PLEASE take responsibility in filling out the form and sending it to the Convention Coordinator. Your room will be booked and paid for by the NYN Area Treasurer.**

1. **Get your roommates (first /last name) and include any special needs those in your room may have. This form will be returned to the Area Convention Coordinator. (This information could be sent by email to the NYN Area Convention Coordinator)**
  2. **Get money from roommates prior to Assembly. THIS IS SENT TO THE NYN AREA TREASURER AT THE NYN AREA ASSEMBLY ADDRESS.**
  3. **Checks are made payable to: NYN AREA ASSEMBLY**
- a) ***Roommates' names, amount paid by each and who the officer or coordinator is in that room should be enclosed with payment.*** This is important for the Treasurer when costs are deducted from the Officer or Coordinator's budgets.
- b) If concerns arise over payment for a room (roommates), please contact the Area Treasurer. We will work with you if payment will be late. Information on Assemblies is sent out early enough for all to plan ahead.

If there are any questions, talk to each other and reason it out. The Convention Coordinator and the Area Treasurer and are here to assist you in making the next three years a positive experience. Help them to carry out their duties in an efficient and timely manner.