

## ***GENERIC SPRING CONVENTION AND ASSEMBLY TIMELINE***

### **(YEAR) NEW YORK NORTH AREA SPRING CONVENTION AND ASSEMBLY**

***"Dates"***

***"Theme"***

Normally, the Host Districts for each Spring Convention and Assembly are selected two years prior to the event in order to give the Host Committee time to be established and to begin the search for a hotel with a conference center where the forthcoming Spring Convention can be held and to have time to negotiate any required contracts. For example, normally, the Host Districts for the 2024 NYN Spring Convention and Assembly would be selected at the 2022 NYN Spring Convention and Assembly.

### **NOTES FROM THE NYN SPRING CONVENTION AND FALL ASSEMBLY GUIDELINES**

#### **HOST COMMITTEE CHAIRPERSON AND CO-CHAIRPERSON:**

***Within the first 3 months of your position:***

Meet with the NYN Convention Coordinator prior to convention/assembly to go over any questions and meet immediately after convention/assembly to review pros, cons and any concerns that came up during the event. This will help the next district when planning their convention. Take and send to convention coordinator notes on what is done for a final report.

Arrange for date and location of Convention/Assembly. Make appointment with (hotel) management to see their facilities and discuss expenses. The Spring Assembly and Convention should be held the third weekend of May, if possible. As long as there are at least 2 weeks in between the World Service Conference and the Spring Assembly and Convention. The Fall Assembly should be scheduled to avoid Sept/Oct Jewish Holidays, if possible. If possible, prior to signing contract with hotel, have NYN Convention Coordinator review the contract and visit the hotel with you.

The purpose of the Spring Assembly and Convention is to provide a forum to help Group Representatives fulfill their responsibility to hear the Delegate's report, and to conduct area business at the Assembly meeting, and to provide an Al-Anon program for the rest of the participants.

Hold your first committee meeting shortly after you have confirmed the date and location of the assembly. Then every 3 months of the last 12 months before the Convention/Assembly. If necessary, one meeting within the last two weeks. If possible, invite people who have had past experience working with convention committees, people with food experience, recordkeeping, artistic ability, etc. Those who have been active and those eager to help make good chair people and co-chairs. From there each chairperson forms her/his committee. (Send ALL minutes of meetings to the NYN Convention Coordinator in a timely manner). Have all chair people make suggestions to help decide what your theme is.

#### **ONE YEAR PRIOR TO THE CONVENTION/ASSEMBLY:**

Have a special meeting including all your chair people. Always have a co-chair for each committee. Discuss their responsibilities and how to begin their work. Provide copies of these responsibilities to all host committee chair people.

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**January prior to Convention Year (or earlier)–** Begin search for a hotel where we can hold the Spring Convention and Assembly

**March prior to Convention Year –** First Meeting - Assemble Committee –Chair, Co-Chair, Treasurer, Secretary, Hospitality, Registration, etc. and select theme

**May prior to Convention Year–** Second Meeting - Need to fill any open positions. Discuss Program ideas.

**June prior to Convention Year**– Third Meeting Decide on Fri & Sat night programs and select meals and come up with a Help Wanted Flyer to send out to groups

**July Prior to Convention Year** - Draft Registration Form, open bank account with online access if possible.

**August prior to Convention Year** - - Registration forms finalized & printed. Open the P.O. Box (6 months) & Print Registration Forms and bring some to the AWSC Meeting

**September prior to Convention Year** - NYN Fall Assembly – Bring Registration Forms, & Pick up any leftover Hospitality, Registration, and Raffle supplies from the prior year's Fall Assembly Host Committee

**January of Convention Year** – Registration Form & Help Flyer in the Northern Hi Lights. Determine our AV Needs for hotel

**February of Convention Year** - Registration Form & Help Flyer. Registrations start to come in. Registration Form & Help Flyer in Northern Hi Lights

**March of Convention Year** – AWSC Meeting – Bring Registration Forms & Help Flyer & collect registrations, plus shop for Hospitality Room needs. Registration Form & Help Flyer in Northern Hi Lights

**April of Convention Year** –Registration Form & Help Flyer in Northern Hi Lights

**May of Convention Year** – NYN Spring Convention and Assembly

**July of Convention Year** – Wrap up Meeting, Final Reports, & close P.O. Box and Bank Account. Send Final Report to NYN Convention Coordinator.

***THANK YOU TO EVERYONE FOR A JOB WELL DONE!!!***