

## HOW TO PLAN A CONVENTION AND ASSEMBLY 2023 REVISED 4/12/24

These are suggested Guidelines that have worked for our past assemblies/conventions.

**NOTE:** The Spring Convention/Assembly and Fall Assembly are financially self-supporting – the seed money must be returned to NYN treasury along with extra money raised over costs as a fundraiser for NYN. This is covered under treasurer's duties. **Since 2020, these events can also be held in Hybrid form as in-person and on Zoom. You may also find help and suggestions for planning and running your Convention/Assembly using WSO AI-Anon Guideline G-20 - AI-Anon/Alateen Area Conventions.**

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

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

**Meet with 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 each hotel's 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 AI-Anon program for the rest of the participants.

### **ROOMS:**

Panels – Held at the Spring convention/assembly may invite AA **and Alateen** to participate. Panels are held on Saturday and are led and attended by non-voting AI-Anon/Alateen members. There are no panels during the Fall Assembly, ***Except on Friday Evenings and the Sunday Spiritual Panel***

Check with Presentation Committee to see if breakout rooms are needed.

New GR Meeting will be held on Saturday mornings, led by the Immediate Past Delegate. This is held at both Spring Convention/Assembly and Fall Assembly.

### **Friday**

1. Registration/Raffles/Literature
2. Hospitality
3. (Spring) 8 PM AWSC meeting – need microphone (**and setup for Hybrid/Zoom meeting if needed**)
4. Room for Ice Breaker / Open AI-Anon/Alateen meeting
5. (Spring) **One Room each for AA, AI-Anon, and Alateen panels and meetings**

### **Saturday**

1. Registration/Raffles/Literature
2. Hospitality
3. (Fall) 8 AM AWSC meeting – need microphone (**and setup for Hybrid/Zoom meeting if needed**)
4. (Spring & Fall) 8AM New GR meeting (**and setup for Hybrid/Zoom meeting if needed**)
5. (Spring) AI-Anon/Alateen Panels – 2 morning workshops, 2 afternoon workshops
6. (Spring) AA meeting room - plans own program

7. (Spring & Fall) Assembly 9:15 am – **4:00 pm (Lunch at Noon) (and setup for Hybrid/Zoom meeting if needed)**

- a. Need head table/podium/microphone
- b. Seating for Delegate, Alternate Delegate, Immediate Past Delegate, Chairperson, Secretary and Treasurer
- c. Should have adequate seating for Assembly members, coordinators DR's and GR's.
- d. Try to have two microphones on the floor.
- e. Need place to set up projector/screen.
- f. Need tables for displays and other information. (4 tables: AWSC material, presentations, literature, forum, **Archives** and Public Outreach.

\*\*Check to see if presentation committee will need breakout rooms during Assembly presentation.

\*\*Check with NYN Area Chairperson for any special needs for AWSC and Assembly meetings.

8. Banquet room (same as assembly room or different room)
9. Room for entertainment after banquet speaker

**NOTE: Since Covid 19, many hotels no longer have banquet staff and banquet facilities and have had to contract out for our meals to outside caterer's and contractors. We are also no longer able to bring any non-prepackaged foods and beverages into our assemblies. Some hotels may still be able to provide coffee and tea for an additional charge.**

## **Sunday**

1. Room for Alateen interest meeting
2. Spiritual panel (**These both can be held in the same room**)

**Banquet Room** – Can they provide microphones and podiums if needed? Make sure seating is adequate per room. Watch for room dividers as they can be deceiving, as far as space available.

**Audio-Visual Equipment:** NYN has a system stored in Syracuse AIS if needed. You may only need Microphones, cords and stands. Also check with local community college to see if they loan out audiovisual equipment. Identify ahead of time someone who can help if something goes wrong. If you need to borrow AV equipment you should be able to use it. We also have a projector available for PowerPoint presentations.

**Contact the NYN Chairperson for further information.**

Does the hotel provide **complimentary** accommodations for convention/assembly chair people and/or hospitality chairperson? **If they do**, try to have these rooms extended off the hospitality room. **Hotels sometimes provided a room or two free of charge based upon a certain number of sleeping rooms booked.**

## **AL-ANON HOSPITALITY ROOM:**

Can finger foods, etc. be brought into the hospitality room? (**Post COVID, probably not**)

Can we use the hotel's coffee pots, or may we supply our own? (**We have several pots**)

Are drop cloths required? **These are used in the hospitality room to protect the floors. (if hotel requests them)**

What are the expenses of **contracting with the hotel to have** coffee in the panel rooms, if you desire? Or, is it possible for you to bring your own coffee to the panel rooms, same as hospitality room?

Compare room rates and food expenses. Pick up banquet menu and prices. Request a breakdown of all **expenses – meeting rooms, sleeping rooms, AV equipment, food, etc.** (Meet with Hotel's Banquet chairperson).

Are there other eating facilities at the venue **such as a hotel restaurant**, and if so, what are the prices? Are there other restaurants near-by? Can a map be provided along with a list of local restaurants, nearest drug/grocery stores, and attractions?

#### **OTHER CONSIDERATIONS:**

Where will your registration table and chairs be? Decide where to have tables for raffles, literature, Public Outreach, Forum, **Archives Display**, and sales. These tables may be placed in panel room or hospitality room where they are available and always attended, but, open areas have been used in the past, ex: lobby, etc.

Look for **hotel** attractions, such as a swimming pool, game rooms and maps. Toll-free number, for hotel registrations.

**Remember, our members may not always let the hotel know which convention they are attending when they reserve a room. AFG Convention can be used to identify. Recent Fall Assemblies have used "NY North Area Assembly".**

A correct count of **sleeping** rooms used is necessary. Keep records of our people staying there through your registration table (Not every committee does this). Ask the hotel to keep a count of rooms reserved under NYN. **This information may also be found on the Master bill.** You will need a count for Friday, Saturday and a combined count and any extra nights. Please keep each day separate and then combined totals. This will help future committees in planning.

Do you want entertainment for Friday icebreakers and Saturday following the banquet? This should be up to the convention committee and what they can afford. What is available? Is there a stage **available or in the room if needed?** Is it large enough? Is there a dance floor? Etc. Please remember that this is a weekend of fellowships. Allow time for members to network outside of the meetings.

**Remember:** We do not affiliate, so we do not use hotel/motel mailing cards or stationery. They do not use our name, Al-Anon because of the anonymity. Use **AFG** on **ALL** signs. (Al-Anon Family Groups) Do not use Al-Anon.

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. Some of these positions may be combined.

1. Convention Chairperson and Co-Chairperson
2. Program Chairperson and Co-Chairperson
3. Attraction Chairperson and Co-Chairperson
4. Registration Chairperson and Co-Chairperson
5. Hospitality Chairperson and Co-Chairperson
6. Raffle and 50/50 Chairperson and Co-Chairperson
7. Literature Public Outreach Chairperson and Co-Chairperson

8. Banquet Chairperson and Co-Chairperson
9. Signs Chairperson and Co-Chairperson
10. Greeters Chairperson and Co-Chairperson
11. Decorations Chairperson and Co-Chairperson

All chair people are to make reports and give same to the Convention/Assembly chairperson, including the finalized report at the end of the convention/assembly. It normally works out well to have these meetings held one hour before a regular AI-Anon meeting.

## **THE FOLLOWING ARE A FEW SUGGESTED GUIDELINES FOR CHAIR PEOPLE**

Chairpersons select co-chairs and committee members, makes and gives reports back to Convention Chairperson at each meeting and a finalized report at the end of the Convention/Assembly.

### **PROGRAM:**

1. Contact the NYN Assembly Chairperson for business agenda.
2. Set up time slots for round tables, workshops, business agenda and Sunday agenda.
3. If an election assembly, get agenda for that.
4. Get a moderator for AI-Anon panels (if any)
5. Get a speaker for banquet. (You can draw from WSO for speakers) be mindful of the cost. Please try to avoid circuit speakers. The main speaker for the banquet should have all costs covered (meals, room if needed, registration and travel expenses). That would also include if you are asking someone from WSO to speak. It is strongly suggested that we do not use circuit speakers. We have many wonderful members to share their experience, strength and hope.
6. Find a printer for flyers, programs, etc. Decide on design for program.
7. If desired, small tokens and/or gifts may be given to panelists or speakers. Allow room for assembly members to get to the microphones.
8. Make sure rooms are set up, podium and microphones in place.
9. The Convention or Assembly Chairperson or Co-Chairperson acts as host/hostess for main speaker. Make sure the speaker has host contact information prior to the convention.

Have members open panels with Moment of Silence, Serenity Prayer, Anonymity statement, 12 Steps and 12 Traditions. You could also use the booklet, "Groups at Work", (P-24 -\$1.00) in all panel rooms.

10. Decorations/flowers for speaker table if wanted. **Check with hotel, they may have decorations that you can use for FREE.** You may add to them if necessary.
11. In the Spring the AWSC is on Friday evening and in the Fall, it is on Saturday morning.

**IT IS WISE TO ALLOW YOURSELF EXTRA TIME. For anything else that might need to be done. Don't wait until the last minute. Always have a plan "B". "Murphy's Law".**

### **ATTRACTON: FLYERS**

1. Use a "Save the Date flyer pre-notice of Convention/Assembly. Include Date and Location.
2. Include the AI-Anon Logo (found in the service manual) on all flyers and "AFG" not AI-Anon – **PLEASE – NO ALTERATIONS TO THE LOGO!!!**
3. Use AFG Logo from AI-Anon/Alateen Service Manual on all flyers. P.103 – 2014-17 service manual
4. Later a complete and informative flyer with map and/or directions.
5. Use newsletter, AI-Anon/Alateen, **and have a digital copy placed on the NYN webpage.**
6. Carry the message to those groups that have no GR.
7. Give all reports back to chairperson.
8. Use website [www.nynafg.com](http://www.nynafg.com)
9. **Send the Northern Hi-Lights Editor a digital copy of the registration form.**
10. Encourage Alateen **members** to be involved in creating signs/decorations

11. Put information into NHL. **Place also in** AIS or District newsletters.
12. Have the registration and flyers put up on NYN website and local AIS websites, district newsletters.
13. Perhaps it would help a great deal to use more AFG on any flyers, registration forms, etc. connected to Convention/Assembly to impress on us the need to use it. Don't forget to use correct AI-Anon LOGO from 2014-17 Service Manual. Page 103 Make sure AI-Anon and Alateen are spelled correctly.

## REGISTRATION:

1. Set up filing system and/or book to keep records. Keep a count of registrations returned, number of people attending (each program). Keep a correct count of rooms used and a count of those attending banquet. **This can all be done using a spread sheet or word processing program.**
2. It is good to send a confirmation **to the registrants** when **their** registration is received.
3. Keep a count of pre registrations and walk in registrations, separate AI-Anon, Alateen, and AA. Then a combined count.
4. Get name tags and logos for AI-Anon and Alateen. **Logos are available from your local LDC.**

Note: If your area has a convention bureau, they will normally supply these name tags. Be sure their name does not show on card by turning them over, blotting out, etc.

5. Your registration table will be busier Friday evening and early Saturday. You will need extra help at that time.
6. Try to form separate lines for prepaid and unpaid. It will move the lines faster. You may want a separate table for meal tickets to be sold.
7. You will need people to work file boxes, record book and name tags. Ex.: 2 people to work index file to locate returned registrations, prepaid and unpaid. Use last names, file in alphabetical order from A to Z. One book to record AI-Anon, Alateen, and rooms used by each.
8. Can make **special** banners or badges for officers of convention/assembly.
9. Can make **special** banners or badges for chair people of convention/assembly.
10. Check P.O. Box daily for two months prior to event for pre-registrations.
11. Any special needs on returned registrations need to be reported to Convention/Assembly Chairperson **who can address them with the hotel.**
12. Alateen's and AI-Anon members under 18 must have notarized Permission and Medical Form along with their registration. They must be accompanied by a parent, legal guardian or **AMIAS/Alateen Group Sponsor**. All Alateen paperwork must be shredded as soon as possible after completion of convention/assembly.
13. As registrations come in put all information into a data base, make a copy of the check (in the event there are questions regarding payment sent in) and staple to registration form. File alphabetically. When convention is finished, shred all registration forms and copies of checks.
14. Somewhere on registration form have a place for monetary donations for hospitality.

**\*\*\*the registration form should include:**

**The Dates and Theme of the Convention/Assembly and a simple program with times**  
**Location of the hotel including zip code (for GPS) – room rate including any tax/night. (Example: \$109.00 per night + \$17.44 tax = \$126.44.)**

**If there are extra nights available at the same rate – before or after convention**

**Which Program(s) the Convention/Assembly is associated with: AI-Anon, Alateen, or AA**

**The cutoff dates for room reservations and for Meal Reservations**

**Travel directions if space is available on the form.**

**Contact info for someone on the committee who can answer questions.**

**Advise registrants that when making reservations use AFG convention for room rate**

**Use Hotel Toll free phone number if possible.**

**Will you be attending the convention or just the assembly meeting? (Spring Only)**

The registration form **should** be sent to the Newsletter [newsletter@nynafg.com](mailto:newsletter@nynafg.com) and to the NYN website [web@nynafg.com](http://web@nynafg.com) and placed upon the events page at [www.nynafg.com](http://www.nynafg.com)

Copies of the registration **can be emailed to all the AWSC Members, DRs, GR's and Registered Group Contacts and also placed on the New York North Area webpage under events. DR's should reach out to their groups with no GR. The Area can reach out to any Districts that do not have a DR.**

Requests for help, raffle and hospitality donations can be posted in the newsletter **and on the NYN Webpage.**

#### **HOSPITALITY:**

**NOTE: Since Covid 19, many hotels no longer have banquet staff and banquet facilities and have had to contract out for our meals to outside caterer's and contractors. We are also no longer able to bring any non-prepackaged foods and beverages into our assemblies. Some hotels may still be able to provide coffee and tea for an additional charge.**

1. Ask each GR to go back to their group and ask members to bring pre-packaged finger foods, but nothing homemade since Covid 19. The Hospitality Committee should pass a sign-up sheet with a list of time slots for members to place name and what they will bring and when. Put an article in Northern Hi Lights, **as well as a notice on the NYN Area Webpage**, asking for donation to the hospitality room either in supplies, food or **donations of money.**

**Friday PM - Snacks**

**Saturday Morning - Donuts, etc.**

**Saturday Noon - Small sandwiches**

**Saturday Afternoon - Snacks, table**

**Sunday AM - Donuts, etc.**

**NOTE:** A catered breakfast and lunch may be a part of Convention/Assembly contracted package depending on committee's decision.

2. Make time slots for people to work, getting as many different people involved as possible.
3. Get all necessary supplies, such as coffee, sugar, cream, stirring sticks, cups, napkins, small plates, drop cloth if needed, table covers if needed, coolers, thermos, coffee pots, etc. Make arrangements for someone to transport nonperishable supplies left over to the next convention. After the Fall Assembly, if any perishable or time sensitive supplies remain, they should be given to NYNAC, **which is normally the next Area convention following the Fall Assembly.**
4. If desired, donation container can be made and placed on coffee table.
5. Sign for "Open" and "Closed" hours. It may be closed during the panel time slots if desired, and during Assembly meetings, round tables, etc. Or it may be open at all times.
6. Maintain a message board in hospitality room.
7. Place an area on registration form for monetary donations to hospitality

#### **SIGNS:**

1. Decide on which signs are needed.
2. How many do you need for each panel room, assembly meeting, AWSC meeting, Sales Table, Raffle & 50/50 Table, Banquet, Hospitality Room, Registration Table, Literature and Public Outreach Table.
3. Maybe you know someone artistic. **(Alateen members are really good at this)**
4. Remember to use AFG and **NOT** AI-Anon on signs.

#### **GREETERS:**

1. Decide how many **you will need.**

2. Busy times **will be** Friday evening and Saturday morning.
3. Can wear something relative to theme in order to **help members** spot greeters. Ex: a Hat, shirt, or flower (you decide). **This is so that helpers can be easily spotted.**

#### **BANQUET:**

1. The outgoing delegate is the speaker at the election assembly banquet.
2. Chairperson maybe moderator. This is usually the chair or co-chair on planning committee or it can be anyone committee chooses.
3. Make or get tickets.
4. Arrange seating for head table (if one is to be set up). Not mandatory
5. Gift for guest speaker.
6. If desired, provide entertainment.
7. Microphones and podiums (if not provided by management) – need one for podium and two for floor during convention/assembly – need just podium for banquet.
8. Arrange for **non-denominal** prayer before dinner and who will say it – remember we are a spiritual program.
9. Banquet Tables may be decorated. Use hotel decorations if available. **THEY MAY BE FREE.** Select the colors for the table linens.
- 10. The Main Assembly Meeting room normally needs to be vacated by 4 or 5 PM so that the hotel staff can set up for the banquet.**

#### **RAFFLE & 50/50:**

1. Get tickets, decide what kind of raffle (white elephant or theme baskets or regular).
2. Get as many people as possible involved and working at raffle table and selling tickets. Make time slots for each.
3. Announce the message of help needed to supply raffle needs, crafts, etc.
4. Some members may want to get together and work on making items.
5. You will need a cash box or bag for money.
6. Have a 50/50 if you wish. This is a good money maker.
7. Record profits and sales and report to be given to chairperson or Treasurer.
8. May give the Treasurer large amounts of money to be kept in the hotel safe
9. Have treasurer provide some startup money for making change.
10. Keep raffle, basket and any other monies collected separate. You will need this for your report.
11. Keep accurate records for all sales.
- 12. Raffle room is normally closed after 3:00 pm Saturday so that volunteers can pull the winning tickets for each basket or item and then post them on a posterboard.**

#### **SALES TABLE: IS PART OF RAFFLE:**

1. Announce the message of needs, crafts, etc. and keep a list of same. Work through GRs and members.
2. May order items for sales table. Remember, we do not affiliate.
3. Again, some members may enjoy working together making items.
4. Get people involved in helping and work out time slots for each.
5. You may call on **your local AI-Anon Literature Depot.** If your area does not have one, call on nearest one to you, if possible or contact NYN Literature Coordinator.

**“Raffling various articles at meetings or other gatherings is a matter of autonomy but to avoid commercialism in the fellowship, it is suggested that these items relate in some way to our spiritual principles. Items such as AI-Anon or Alateen books, subscriptions to the Forum, or the donated products of the creative efforts of individual members are suggested.” 2014-17 AI-Anon/Alateen Service manual pg. 98.**

## REPORTS:

Convention/Assembly host committee is to send reports of their meetings and what the committee people have decided to have or do for their convention/assembly back to the NYN Convention Coordinator. Return finalized reports of convention/assembly and financial report for Coordinator. This will enable the coordinator to keep records and give reports at AWSC meetings, Spring Assembly and Conventions and Fall Assemblies.

The NYN Convention Coordinator may be able to provide you with copies of past assembly committee reports and notes, as well as copies of past registration forms and programs for reference.

## STATEMENT OF ANONYMITY:

In the spring it should be read at the opening of each panel and at Banquet/spiritual panel. Suggest reading the Anonymity Statement from AI-Anon and Alateen Service Manual.

### *Anonymity Statement at Open Meetings and AI-Anon/Alateen Events*

**There may be some who are not familiar with our Tradition of personal anonymity in any form of press, radio, films, TV, Internet, and other electronic media.**

**If so, we respectfully ask that no AI-Anon, Alateen or A.A. speaker or member be identified by full name or picture in published, broadcast, or Web-posted reports of our meeting.**

**The assurance of anonymity is essential to our efforts to help other families of alcoholics, and our Tradition of anonymity reminds us to place AI-Anon and Alateen principles above personalities.**

It is good to read this at the opening of the Convention/Assembly and Opening of Banquet. Refer to page 93 Anonymity in the 2014-2017 service manual.

## COPYRIGHTS:

AI-Anon/Alateen Conference Approved Literature (CAL), The Forum, and most service materials/tools are copyrighted. The WSO does not grant permission for substantial reprints of CAL in Area, district, or other service arm newsletters, or to outside publications, in the U.S. and Canada. It is not necessary for AI-Anon/Alateen service arms to obtain permission to excerpt items of interest from Area Highlights, Alateen Talk, the "Inside AI-Anon" section of The Forum, or from service tools.

Whenever a violation of a copyright comes to the attention of the Board of Trustees, it is the responsibility of the Board, through its duly appointed representatives, to notify the violator. This is necessary in order to avoid invalidation of the copyright.

See p. 107, 2014-2017 AI-Anon/Alateen service manual for more information: Authorization to Publish and Reprint and Requests to Reprint.

## ELECTION ASSEMBLY (EVERY 3 YEARS)

Format for Election Assembly differs on Saturday only.

AWSC meeting is held Saturday morning at all Fall Assemblies.

We do not have any panels Saturday during the Fall Assemblies, **but an Ice Breaker event or meeting (or two) on Friday evening is normally held.**

**Area Task Forces and Committees may also hold their meetings on Friday night and need space.**

The outgoing Delegate is the guest speaker at the election assembly banquet

**During the Assembly meeting**, a brief description of each office and its duties will be given. This will be followed by nominations, and then by the election.



Following lunch, we finish up the election. Any reports that need to be given will be at this time. We will finish up with any old or new business that needs discussion. All items listed on the agenda for consideration by the NYN Assembly for vote are dealt with. **The Main Assembly Meeting room normally needs to be vacated by 4 or 5 PM so that the hotel staff can set up for the banquet.**

The remaining scheduled format for Saturday evening and Sunday follows the regular suggested guidelines found under program and under other considerations. **See page 4 of this document for more info.**

#### **FINANCIAL MATTERS:**

1. All Convention/Assembly checking accounts should require two signatures (Chairperson/Co-Chairperson: Chairperson/Treasurer) whatever works as a safeguard and as a protection to Al-Anon and to the person in charge of the monies.
2. Our Federal Tax number EIN, necessary for opening a bank account is available through the NYN Area Treasurer.
3. State Tax Exempt Certificate for sales tax exemption is also available through Area Treasurer. This number is to be used **ONLY** for NYN purchases.
4. Contact NYN Area Treasurer for seed money (**\$1500 for the Fall and \$1500 for the Spring**) to be used for securing the hotel first, then other expenses and guidelines for set-up and operation of checking account.

Account is set up as NYN \_\_\_\_ (year) Spring Convention or Fall Assembly. The address used is NYN Area Assembly and (Current NYN Treasurer). Bank statements are sent to NYN Treasurer who makes a copy for NYN records and then forwards the original and canceled checks to the Convention/Assembly Treasurer. All seed money will be issued 15 months before the Convention/Assembly and deposited in the account

5. Most banks will require documentation to authorize opening the bank account, especially to use NYN's tax-exempt status. Check with the financial institution on what documentation is required to open an account. You may need to have on hand a **printed** copy of the following:

- AWSC minutes where the decision was made to authorize the **Host** District's to do the planning and handle the funds.
- Minutes of the Assembly Planning Committee giving the first and last names of the officers, especially the treasurer and whoever the co-signers are decided to be.
- A letter from the Area Treasurer indicating that bank statements are to be sent to the NYN Area Assembly address even though the contact and signatures are local people. All you need is listed in #2 above. And some money to open the account with.

6. Suggestion: Each table receiving cash funds be given envelopes. Two people count the cash and place into envelopes with amount marked on outside. Then have someone collect these and return to chairperson. The Co-Chair may want to do this. For instance, registration table: every hour for every \$200 or \$300 over amount of cash on hand. Each cash-receiving table will need a starting amount and should have change on hand.

#### **CONVENTION/ASSEMBLY TREASURER'S DUTIES:**

##### **1. KEEP ACCURATE RECORDS.**

2. Responsible for all money, receipts, donations, ticket sales for banquets, registration fees, State Sales tax exempt certificates, etc.
3. Opens bank account, holds checkbook, secures a cash box for receipts.
4. Makes out all checks, signs with a designated co-signer.
5. Pre-authorizes ALL purchases (Group conscience – the committee may set an amount above which would require committee vote.)

6. Pay the bills for all committees.
7. Advise chairperson of available balances, receipts and expenses.
8. Keep permanent records of entries and withdrawals, submit reports regularly to Convention committee.
9. Assist in making a proposed budget for all committee expenses.
10. Daily, during convention/assembly, place monies in safe-deposit box at hotel.
11. Reimbursement requests **MUST** be accompanied by detailed receipts and submitted to convention treasurer **ASAP** after purchase.
12. Return all profits to NYN Treasurer within 3 months; seed money can be returned within 1 month.
13. All Checks must be deposited within 1 week of receipt.