

NIA

NORTHERN ILLINOIS AREA, LTD.

DELEGATE AREA 20

**NIA Guidelines
For Districts Hosting
Area Assemblies**

Approved in 1993

Revised with Assembly approval 7/14/98, 12/3/05, 12/2/06

INTRODUCTION

“Any meeting of the area GSRs and the area committee is an assembly. The area assembly is the mainspring of the Conference structure - the democratic voice of the movement expressing itself.” (AA Service Manual 2005-06 p. S32)

The intent and purpose of this document is to provide written guidelines for a District sponsoring an Area Assembly and its Hosting Committee. The content of this document represents the experience of Districts that have hosted Area Assemblies.

Each quarter of the year, the Area is to conduct an Area Assembly. At the annual Fall Area Committee Meeting (NIA Service Structure Guidelines, adopted at the March 2, 1991 Area Assembly), all Districts that have not hosted an Area Assembly in the preceding two (2) years are eligible to “bid” on one of the four (4) Assemblies that will be held the following year.

Copies of this document are available by request through the NIA Secretary Committee. This document is also available on the NIA Website www.aa-nia.org.

CONTENTS

Organization	Page 3
Location and Facility	Page 5
Special Needs	Page 6
Financial Summary	Page 6
 <u>Attachments</u>	
Checklist	Page 7
Financial Summary Format	Page 8

Organization

This is the suggested District Host Committee structure for conducting an Area Assembly and the suggested duties and responsibilities for the Host Committee. A suggested Checklist of activities is located at Page 7 below for the Host Committee's consideration.

1. Chairperson for the District Host Committee is the DCM or a designated Trusted Servant.
 - a. The District Host Committee Chair should be in contact with the NIA Alternate Chair and confirm that the meeting facility meets the suggestions in this document.
 - b. The District Host Committee Chair should be responsible for the financial aspects of conducting an Area Assembly. The District Host Committee Chair should submit to the NIA Alternate Chair and NIA Alternate Treasurer a proposed budget in the format provided on page 8 of this document 45 days in advance of the date of the Assembly. The District Host Committee and the Chair shall make the very best effort to insure the Assembly is self-supporting in line with AA Traditions.
 - c. The District Host Committee Chair should be responsible for obtaining any monies needed prior to the Area Assembly from the Host District Treasurer. All receipts should be kept and turned in for reimbursement. The Host District Treasurer should obtain the Tax Exempt Letter for any purchases from the NIA Alternate Chair or the NIA Treasurer.
 - d. The District Host Committee Chair should be responsible for overseeing preparation of an Area Assembly announcement flyer that needs to be made available to the preceding Area Assembly. The details of this Area Assembly flyer will include facility name, address, date, times of registration, and cost of the lunch being provided, and other points of concern. A map and directions with major travel routes to the meeting facility will be included. A minimum of 500 flyers should be printed for this event. An electronic file copy should be forwarded to the NIA Chair, the NIA Alternate Delegate, the NIA Alternate Chair, the NIA Webmaster and the Concepts Editor.
 - e. The District Host Committee Chair should schedule at least three (3) planning meetings prior to the scheduled event to ensure all functions are handled.
 - f. The District Host Committee Chair should be responsible for letters of thanks to the facility manager or its main contact person on behalf of the Area Committee and the District Host Committee.
2. The District Host Committee should be comprised of the following committees, with a chair for each, with their related duties and responsibilities included under each committee description. Each Chair for the committees listed below is responsible to staff their own committee with volunteers.
 - a. The Registration Committee should be responsible for providing logistical support for the NIA Secretary Committee by manning the Registration table at the main entrance of the Area Assembly facility. The Registration table will need to be supported by three (3) or more volunteers at any time the Registration Table is open. The Registration Committee should be responsible for selling of the lunches.

The NIA Secretary will provide the registration forms. All completed registration forms will be turned into the NIA Secretary Committee by the conclusion of the Area Assembly. The District Host Committee will supply nametags, markers and/or pens, and lunch tickets and/or stickers.

- b. The Set-up and Clean-up Committee should be responsible for the organization of the Main Meeting Room, the Breakout Session rooms and the Registration Table area. Signs (available from the NIA Alternate Chair) should be posted at the Breakout Session Rooms. This committee should be responsible for the breakdown and cleaning of the same described areas.
- c. The Greeters Committee should be responsible for setting up the outside NIA Directional Signs provided by the NIA Alternate Chair. The Greeters Committee should be familiar with the Meeting Facility layout to provide help in directing all attendees to the Area Assembly Main Meeting Room, the restroom facilities and the Breakout Session Rooms when the time is appropriate. The Greeters Committee should be responsible for knowing the location of all Emergency Exits throughout the facility. An announcement by the District Host Committee Chair should be made to the Area Assembly attendees concerning the Emergency Exit locations prior to the commencement of the Area Assembly activities.
- d. The Doughnut & Sweet Roll Committee should be responsible for providing the appropriate number of doughnuts, sweet rolls, bagels, cream cheese and the plates and/or napkins to go with these food items. This Committee should be responsible for the set-up and clean up of these items. The estimated amount of doughnuts, sweet rolls, and bagels is twelve (12) dozen total. An assortment of fresh fruit has been purchased and provided at past Area Assemblies. Donation cans, clearly labeled, should be made available in close proximity to the doughnut and sweet roll stations to help defray the cost of the purchase of these items.
- e. The Coffee & Refreshment Committee should be responsible for the purchase of the coffee and all related supplies necessary for the day's event, including the coffee cups, creamer, sugar, artificial sweeteners and stirrers. This Committee should be responsible for the purchase of regular soda, diet soda and bottled water for the lunch break and intermissions. This committee should be responsible for providing the necessary coolers and ice products. It is suggested that ten (10) cases total of soda, regular and diet, and two (2) cases of bottled water be available. Donation cans, clearly labeled, should be made available in close proximity to the coffee and soda stations to help defray the costs of the purchase of these items.
- f. The Lunch Committee should be responsible for acquiring and serving a lunch for approximately 120-140 Area Assembly attendees. It is suggested that two (2) bids from caterers be secured to obtain the lunch at the lowest possible cost. Because attendance at an Assembly may fluctuate significantly based on time of year and location, specific consideration should be given to selecting a caterer who is willing to agree in writing or verbally to accept a firm number of lunches by 10:00 AM on the day of the event. If possible, donations of available dessert items by the Host District Groups should be encouraged.

Location and Facility

1. The selected location may be anywhere within the Hosting District's boundaries. Suggested facilities include community colleges, high schools, private or parochial schools, or community halls with adjoining meeting rooms for breakout sessions. If possible, the facility should be one in which AA's activities are known and with which AA has had prior contact.
 - a. The suggested hours that the selected facility is available for the Area Assembly, including set-up and cleanup, are 7:00 AM to 6:00 PM.
 - b. The suggested rent for the use of the selected facility should be financially prudent to the Area Assembly.
 - c. Ample parking for those who are attending the Area Assembly is necessary. To ensure adequate parking is available, coordination with the local police department may be required.
2. Insurance requirements for use of the facility are now covered under the NIA Insurance Liability Policy. The NIA Alternate Chair shall be notified when a facility is selected to secure a Certificate of Insurance for the event. The NIA Treasurer is responsible for securing the Certificate of Insurance.
3. The selected facility's main meeting room should be large enough, with tables and chairs, to seat 200 people. A head table, located in the front of the room, should be set up for the Area Officer's Committee. Those to be seated at the head table are
 - a. Delegate and Alternate Delegate
 - b. Chair and Alternate Chair
 - c. Treasurer
 - d. Secretary and Alternate Secretary

The Area Secretary Committee will require space (with access to a 110V AC outlet) at or near the head table to accommodate the Cassette Recorder and Public Address System.

4. The selected facility should have enough breakout rooms available to hold separate meetings. The following NIA Service Committees will be meeting at the Area Assembly:

GSRs (Main Meeting Room)	DCMs	Secretaries
Treasurers	Answering Service	Archives
<u>Concepts</u>	Cooperation with the Professional Community	Literature
Correctional Facilities	Grapevine	Treatment Facilities
Public Information	Special Needs	

5. The NIA Committee understands that not all facilities can accommodate this number of rooms. It may be necessary to combine some Service Committees into one room. Contact the NIA Alternate Chairman concerning room accommodations. Here are some suggested combinations of Service Committees in one meeting space:

Correctional Facilities & Treatment Facilities	Answering Service & Public Information
Grapevine & Literature	Archives & Concepts

6. The Area Service Committees will need 7-8 display tables set up in the Main Meeting Room for Service handouts and displays as follows:

Answering Service (1/2)	Archives (1)	CPC (1/2)
Correctional Facilities (1/2)	Grapevine (1)	Literature (1)
NIA Secretary (1)	Special Needs (1/2)	Public Information (1)
		Treatment Facilities (1/2)

7. If smoking is permitted on the selected facility grounds, a designated area should be marked and appropriate disposal cans should be provided. This area should be cleaned at the conclusion of the Area Assembly.
8. The Seventh Tradition Basket will be passed around the room just prior to the lunch hour.
9. The annual NIA Spring Assembly is conducted in combination with the General Service Conference Pre-Conference Workshop. The Operating Procedures for the Pre-Conference Workshop will be utilized for this event.
10. The NIA Summer Assembly schedules at least a 45-minute session for the Delegate's Report on the General Service Conference.
11. The bi-annual NIA Fall Assembly is conducted in combination with the NIA Committee Service Rotation Elections. The elections are held in the odd-numbered years (i.e., 2007, 2009, 2011). The elections will be conducted at the conclusion of all Assembly Old and New Business.

SPECIAL NEEDS

The Special Needs guidelines for an Area Assembly are as follows:

1. The selected facility hosting the Area Assembly and the Main Meeting Room should be Handicapped Accessible.
2. The Area Assembly Flyer should include the Handicapped icon.
3. The Area Assembly Flyer should include the Hearing Impaired icon above the following statement:

"Call the NIA Special Needs Coordinator no later than two (2) weeks before the Area Assembly if an interpreter is needed."

Add contact information listed below:

Special Needs Coordinator

Name, Telephone, TTY#, e-mail address

(Note: The icons are available from the NIA Special Needs Coordinator or at www.qaq.org/resources/das.php.)

FINANCIAL STATEMENT

A Financial Summary Statement should be prepared and submitted to the NIA Alternate Chairman and NIA Alternate Treasurer no later than thirty (30) days after the Area Assembly has concluded. The suggested format for this Financial Summary is found at Page 8. This Statement will be available for preparing future Districts hosting Area Assemblies.

CHECKLIST

Committee Meeting 45 Days Prior to Assembly

- Committee Chair has confirmed with NIA Alternate Chair that the selected facility meets Guideline suggestions.
- Committee chairs are in place.
- Flyer has been prepared and in circulation at time of preceding NIA Assembly and electronic file version of the flyer has been sent to the Area Chair, Alternate Delegate, Alternate Chair, Webmaster and Concepts Editor.
- Potential lunch caterers have been contacted.

Committee Meeting 30 Days Prior to Assembly

- Committee Chair has provided the proposed budget to the NIA Alternate Chair and Alternate Treasurer.
- Committee chairs have selected their committees
- Caterer bids have been received.

Committee Meeting 15 Days Prior to Assembly

- Committee Chair has secured necessary funding from the Host District Treasurer.
- Lunch caterer has been selected.
- Doughnut & Sweet Roll and Coffee & Refreshment Committees have outlined their purchases.
- Greeter Committee has secured the NIA signage from the Area.

FINANCIAL SUMMARY FORMAT

Any monies received in excess of expenses are to be turned over to the NIA Treasurer. In the event that the District and its Host Committee experience a financial loss, the NIA is responsible to reimburse the documented loss.

	Budget	Actual
Expenses	(\$)	(\$)
Facility Rent/Donation		
Assembly Flyers		
Registration Supplies		
Doughnut & Sweet Roll Comm. (incl. doughnuts, sweet rolls, bagels and cream cheese, fresh fruit, juice and paper products)		(Total dozens of doughnuts, sweet rolls and bagels _____)
Coffee & Refreshments Comm. (incl. reg. and decaf coffee, cups, creamer, sugar, artif. sweetener, stirrers, reg. and diet soda, water and ice)		(Total cases soda/water _____)
Lunch (incl. cost per person)		
Paper products and utensils		
Totals		
		Attendance (sign-in head count): _____
Income		
Donation cans		
Seventh Tradition		
Lunch Sales	_____ @ \$ _____ =	_____ @ \$ _____ =
Totals		
Net Income or Loss		

Respectfully submitted _____

Date _____