



SOUTHEAST TEXAS AREA (SETA) CONVENTION GUIDELINES & SUGGESTIONS

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Purpose and Responsibilities

PURPOSE

Each year the Southeast Texas Area Assembly hosts a Convention. These guidelines have been developed to assist the Area and the Convention Committee to understand their responsibilities as it pertains to the “SETA Convention”. Remember: These are “SUGGESTIONS” not rules or procedures, which have been developed through years of experience, strength, and hope; The Convention Chair has full responsibility and latitude, except where noted, to use all or part of these guidelines.

RESPONSIBILITIES

The document is arranged by Roles and Responsibilities. It includes, but is not limited to the financial and reporting responsibility of each member of the SETA Convention Committee, as well as the SETA Assembly (procedure). Remember: These activities and tasks are “SUGGESTIONS”; the Committee Chair can change responsibilities within the Committee, except where noted.

SOUTHEAST TEXAS AREA ASSEMBLY

The Southeast Texas Area Assembly may host and support financially a Convention annually, rotating locations each year among (in order) Beaumont, Galveston, and Houston.

The Convention should be held annually in January, no later than the third weekend.

Election for a Convention Chairperson should be two years in advance of the SETA Convention, at the October Annual Assembly but no later than January Annual Assembly. (Example: The Chairperson for the 2006 Convention should be elected at the October 2003 Assembly and no later than the January 2004 Assembly.) It is recommended that this person have four years sobriety and two years of service in the Southeast Texas Area. Any person meeting the recommended requirements may advise the Area Chairperson of their willingness to serve. The Area Chair may nominate a qualified candidate should no one stand for the position. The Area Assembly will then vote for the volunteers and/or nominees.

The Southeast Texas Area Treasurer shall advance the Convention Committee \$3000.00 for preliminary expenses, such sum to be repaid to the Area Treasury by April Quarterly immediately following the completed convention.

Disposition of any surplus money from the Convention to be recommended by the Area Finance Committee and voted on by the Area Assembly.

Any loss incurred by a SETA Convention to be made up by the Area Treasury.

Convention Chairperson

Responsibilities prior to convention:

Secure a contract with the hotel or venue (convention site). This is the reason why the chairperson is selected at least 2 years in advance. Securing a convention site should begin immediately after the chairperson is elected to allow our options and negotiations to remain open. The proposed site contract must be submitted to the SETA Finance Committee for review and approval prior to signing.

Submit a projected budget of projected income and expense to SETA Finance Committee for review and approval prior to the release of funds from SETA Treasury. The budget will vary depending on Host City.

Select all necessary Convention Committee Officers and Sub-Committee Chairpersons as listed below to ensure a successful convention. It is advised to consider candidates from the whole Area, not just from the local districts.

Convention Officers

Chairperson

Co-Chairperson

Treasurer

Sub-Committees

Al-Anon / Alateen Archives Audio/Visual Entertainment First Timers / Newcomers

Grapevine Hospitality Host/Hostess and Transportation/ Literature

Mailing/printing/graphics/ Marathon meetings/ Program/ Registration/ Security/

Multilingual/ Special needs/Scholarships/ Correctional Facilities/ Voice of the Convention

Advisors - Convention Chairperson of each of the four preceding conventions &

Convention Treasurer of each of the four preceding conventions

Chair all Convention Planning Meetings, those held at the Quarterly Business Meetings as well as any other time and place designated by the Chair. Experience has shown it helpful to have monthly meetings starting one-year prior to the Convention.

Convention Package (includes but not limited to program, fees, volunteers, equipment, records, finances, etc.) is both the honor and responsibility of the Convention Chairperson. If it goes well, give the Committees the credit; if it goes badly, take the fall.

Has final decision on choice of speakers; may delegate all or part of this responsibility.

Plan and coordinate a final walk-thru with the hotel management and the Convention Committee. Invite Southwest Regional Trustee (paid by Treasury, treated like a speaker).

May procure flower arrangements or decorations for meeting tables, coordinating with Chairperson.

Workshop - See A.A. Guidelines on Conferences and Conventions MG-4. May delegate all or part of this responsibility.

Responsibilities during the convention:

Presence will be required at the Convention all day Friday through the close of the Convention on Sunday.

Ensure Traditions are followed, such as the anonymity statement (marques, and other displays should only say "SETA" not "AA".)

Responsibilities after the convention:

The final settlement with the convention site should be completed as soon as possible.

Will serve as an Advisor upon completion of this position when asked.

The SETA Convention Chairperson is required to compile and submit a detailed final convention treasurer's report to the SETA Assembly in April following the convention to include the number of hotel rooms booked and total registration numbers. Copies of the report are to be given to the SETA Finance Committee and the next year convention chairperson.

Records are very important for the incoming Chairperson; therefore, all Convention records, notes, and minutes should be turned over to the next Convention Chairperson and SETA Archives. Access should be made available to any elected Convention Chairs for future Conventions.

Treasurer

Experience in financial matters and record keeping is helpful.

Open and maintain Convention Bank account and a PO Box. Any checks written from this account must have at least two signatures. Authorized signatures should be Area Treasurer, Convention Treasurer, Convention Chairperson, and Co-Chairperson.

Record and handle income and disbursements in a responsible, timely manner so as to maintain the integrity of the Area and Alcoholics Anonymous as a whole.

Process and record all pre-registrations and deposit all monies into the Convention bank account and forward forms to the Registration Chair in a timely manner.

Will be responsible for receiving monies from and making change for Registration.

Coordinate with Security and Registration Chairs for money transfers. Experience advises to secure a safety deposit box with key at the hotel.

Prepare and submit a monthly financial report to the Convention Chairperson and Committee, showing all income and expenses of the Convention. All financial records are to be given to the Area Treasurer by the April Quarterly following the completed convention.

Presence will be required at the Convention all day Friday through close of the Convention on Sunday.

Complete financial report will be presented to the Convention Chairperson within a month following the completed Convention. Convention funds will be made available by the April SETA Quarterly Assembly following the completed Convention.

Al-Anon / Alateen Chairperson

Al-Anon/Alateen shall be invited to participate (in cooperation but not affiliation) in the convention; their program to be the responsibility of the Al-Anon Sub-Committee Chairperson, and expenses to be paid by the SETA Convention Treasury.

Provide the full Alanon/Alateen program (hosts, gifts, transportation, volunteers, etc.). Ultimate responsibility for Alateen program resides with the Alanon Family Group.

Coordinate with the SETA Convention Chair as to the needs of space, time, and finances. Meetings or events may not be scheduled as to conflict with any other Speaker meetings.

Final report to be submitted to Convention's Chair and financial report to be submitted to the Treasurer.

Archives Chairperson

The SETA Archives Chair is automatically the Convention Archives Chair.

Coordinate with Convention Chair for a separate secured room adequate to display and secure the SETA Archives.

Arrange for volunteers. Room to be available for viewing throughout the Convention except during all speaker meetings.

Audio/Visual Chairperson

Procure equipment and personnel needed to record and display all the Speaker meetings. When allowed, coordinating with IT Committee to use SETA Equipment.

Coordinate with the Chairperson and other Committee Chairs.

Coordinate the recording of the speaker meetings.

Provide a secured area to purchase recordings by attendees, which will be available away from the meeting rooms so as not to imply affiliation nor to interfere with flow of traffic.

Coordinate with recorders that they are not allowed to sale merchandise other than previous recordings.

Final report to be submitted to Convention's Chair and financial report to be submitted to the Treasurer so that the final report can be provided to the Assembly in April.

Entertainment

May provide activities for fellowship Friday and/or Saturday evening after all Speaker meetings (dance, ice cream socials, or other entertainment) and procuring necessary supplies and volunteers.

Non-registered participating fee advised if cost incurred and non-A.A. fellowship.

All fees/registrations collected are to be accountable to Convention Treasurer; security deposit box may be required.

Coordinate with Convention Officers and related Sub-Committee Chairs as to needs.

Final report to be submitted to Convention's Chair and financial report to be submitted to the Treasurer.

First-timers/Newcomers Chairperson

Responsibility for formulation of first-timers participation sheets, printing, supplies, gifts, and volunteers.

Forms should be available near the on-site registration tables with adequate pencils for all participants.

Schedule information meetings during the Convention period, so as not to conflict with any Speaker meetings.

Collect and tally returned sheets for winner(s), one to three finalists. Final winner(s) to be presented gifts prior to the Sunday morning Speaker Meeting.

Final report to be submitted to Convention's Chair and financial report to be submitted to the Treasurer.

Grapevine Chairperson

Experience shows the SETA Grapevine Chairperson is well suited for this position.

Ensure SETA Convention is listed in the Grapevine, BOX 459, Houston Intergroup's The Link, and the Area's newsletter no later than July preceding scheduled convention, and notices are maintained through January issues of each.

Contact GSO's Grapevine staff to secure subscription blanks, posters, and other promotional material. Table ought to be available throughout the Convention except during all Speaker meetings.

Responsible for all materials, equipment, volunteers, and funds collected, ensuring proper distribution of funds and forms to the Grapevine Office. Unused material to be given to SETA Grapevine Chairperson.

Final report to be submitted to Convention's Chair and financial report to be submitted to the Treasurer.

Coffee/Hospitality Chairperson

Acquire coffee and related supplies, donations, and volunteers for the convention coffee bar, which is to be open from Friday 2 pm through Sunday 10 am. Should also keep convention in compliance with venues regulations.

Chairperson is responsible for cash contributions, correlating with Treasurer for deposit and record keeping.

Coordinate with convention site Liaison as to do's and don'ts. Also, maintain count of beverages acquired through site (if any) for both historical and financial records.

Final report to be submitted to Convention's Chair and financial report to be submitted to the Treasurer.

Could also coordinate with Area groups/districts and liaison to hotel to host hospitality rooms if needed.

Host/Hostess/Transportation

Recruit volunteers to "host" each speaker. Note: The "Host(ess)" volunteer usually chairs and introduces the speaker at the meeting.

Securing responsible volunteers with vehicles to transport speakers from and to the airport, with easy identification of and by the Speaker upon arrival.

Ensure adequate accommodations and coordinate off-site ventures.

Introduce them to others, and/or sit with them during meetings.

It is the responsibility of this sub-committee to ensure that each speaker is comfortable and a part of all the events without becoming overbearing.

Procure gift for each speaker and providing flowers or gift/fruit basket in their room is a nice touch.

If the committee decides to compensate for meals, determine an equitable policy for reimbursement. For example, a reasonable stipend for meals (without an exchange of receipts).

Prior to each Speaker meeting, ensure Gratitude gift is at podium, glass and water are on table, and the Big Book is available.

Responsible for materials and volunteers to man an information/message center. The local Chamber of Commerce or Visitors Council may be contacted for brochures of area's interest.

Layout of hotel and Meeting schedule should be available. Table should be manned from 3pm Friday through late Saturday afternoon, near the on-site registration area.

Final report to be submitted to Convention's Chair and financial report to be submitted to the Treasurer.

Literature Chairperson

Responsible for obtaining a selection of A.A. Conference Approved literature for display, distribution, and purchase by registrants. Books, catalog, order form, pamphlets, guidelines, etc. for the newcomer, uninformed, and enthusiasts should be available. Stock consignment available through local Intergroup offices.

Responsible for all materials and funds collected, ensuring proper distribution of funds and forms and unused materials to the Purchase source (GSO or Intergroup).

Responsible for tables, volunteers, supplies, etc. Table ought to be available throughout the Convention except during all Speaker meetings.

Final report to be submitted to Convention's Chair and financial report to be submitted to the Treasurer.

Mailing/Printing/Graphic Chairperson

Lists for distribution are obtained from the Area Records Chair and the State Convention Committee's Secretary, the latter for attendees and Central Office / Intergroup locations throughout Texas and Louisiana.

Responsible for design, printing, and distribution of all fliers and all materials for the convention, which includes but not limited to: volunteer, programs, registrations, etc.

Responsible for design, printing, and displaying the Convention Banner (passed from convention to convention).

Recruiting volunteers GSRs to support distribution of fliers. 25 fliers and registration blanks should be sent to each Central Office/Intergroup. Fliers should be available at the Quarterly Business meetings in April, July & October preceding convention.

Coordinate with the Multilingual Chair for translation.

Final report to be submitted to Convention's Chair and Treasurer.

Marathon Meetings Chairperson

Schedule and coordinate volunteers for the Marathon Meetings and/or workshops.

During the Convention, post the schedule of meetings.

Coordinate with Committee Chair for space needed.

Provide each meeting room with materials necessary.

Final report to be submitted to Convention's Chair and Treasurer.

Program Chairperson

Assist the Convention Chair with speaker selections and programming suggestions.

Help select other volunteers for speaker selection.

Obtain tapes from sources.

Review tapes and help select speakers.

Will be the liaison between the speakers and Host/Hostess. Speaker letters requesting participation should be sent from the Program Chairperson.

Registration Chairperson

Responsibilities prior to convention:

Maintain an accurate count and cross check with the Treasurer's records in a timely manner and report to the Convention Committee during each meeting.

Obtain badges and ribbons. Ribbons should be available for: Speakers, Convention Committees Chairs, Delegates, Trustee, Convention Officers, and by request for sub-committee volunteers where necessary, such as "security".

Arranging and coordinating volunteers to man the Registration tables. You will need 6-8 during Peak Times and 3-4 during slow periods.

Responsibilities during the convention:

Hours to be determined by the Convention Chair, Registration Chair, and Treasurer.

Registration forms, name tags, pens should be made available. Volunteers will process the forms, receive the monies, and keep count of ALL Convention registrants; the count by (AA, Al-Anon, Alateen, Other) to be available at two (2) hour intervals for the Convention Chair and/or the Voice.

Coordinate with the Treasurer and Security for the transfer of funds to and from the Registration tables.

Pre-registration badges should be clearly marked and available near the on-site registration tables. Scholarships - see Financial Responsibility and Special Needs

Experience has shown that the Registration Chair, though not required to man the registration tables at all times, be available at regular intervals at the tables to handle above responsibilities and any problems that may arise.

Responsibilities after the convention:

Final report and all unused materials to be submitted to Convention Chair, with a copy of the final report submitted to Convention Treasurer so that final reports can be presented to the April Assembly.

The updated registration (preferably electronic format) will be given to the incoming Convention Chairperson and a copy to be kept with the SETA registrar.

Security Chairperson

Presence is required throughout the convention.

Responsible throughout the time and space of the Convention to make participation in the Convention a safe and enjoyable experience for all by securing volunteers, equipment, radios, supplies, needed.

Coordinate with the Convention Officers and Sub-Committee Chairs as to their needs for secured rooms, on-site deposit boxes with keys, escort for funds and/or volunteers and/or special needs registrants.

Coordinate with convention site Security, with one radio at hotel security dispatch at all times.

Final report to be submitted to Convention's Chair and financial report to be submitted to the Treasurer.

Multilingual Chairperson

Procure equipment and volunteers, coordinating with Convention officers and related Sub-Committee Chairs as to needs, for successful interpretation of all Speaker meetings and pre-convention fliers.

Final report to be submitted to Convention's Chair and Treasurer.

Special Needs/Scholarships Chairperson

Considerations are for financial and physical handicaps, i.e. parents with small children, smokers, and physically handicapped.

Coordinate with Convention Officers and Sub-Committee chairs as to possible needs of space, security, and finances.

Coordinate and obtain A.S.L. personnel through Schools of professional agencies.

Scholarships are arranged with advanced pre-registration.

Contact local hospitals and Shelters with cover letter and flier stating advance registration of attendees is required, asking how they may contribute to allow responsible participation, and reporting to Registration Chairperson at least 30 days prior to convention with list of pre-registered scholarships.

However, on-site scholarships may be awarded by Convention Officers, Registration Chair, or Special Needs Chair, in consideration of one's ability to contribute and participate.

Final report to be submitted to Convention's Chair, Registration Chair and Treasurer.

Correctional Facilities Chairperson

Experience shows Area CFC Chairperson is well suited for this position.

Contact CFC at least six months in advance and in writing for an Inmate speaker, and requirements, coordinating with the SETA Convention Officers and related Sub-Committee Chairs as to the needs.

Provide blue cans or baskets to be passed during this Speaker Meeting and volunteers for collection. Funds collected are earmarked for A.A. Conference approved literature to be distributed within TDCJ. Total of collection to be announced at end of meeting. If CFC speaker is permitted to stay make sure their room does not have access to Long Distance telephone service.

Convention Treasury will include accommodations, on-site meals for both Speaker and TDCJ escort, with other expenses considered according to CFC requirements for providing this special speaker.

Shall provide a 'host' for CFC Speaker and TDCJ escort; male for male and female for female, preferably someone active in Corrections.

Final report to be submitted to Convention's Chair and Treasurer.

Voice of the Convention Chairperson

Makes announcements and reads the Anonymity Statement at each meeting.

Introduces the Chair of the meeting.

At Podium: Big Book, Meeting Format, Anonymity Statement, Water pitcher and glass, speaker's gift.

Selected readings (Chapter 5, Promises, etc.) at discretion of Convention Chair or Voice.

SETA Convention Structure

Anonymity Statement to be read at beginning of ALL meetings to affirm the Eleventh and Twelfth Tradition. (Usually read by the Voice). At no time or place shall the anonymity of ANY A.A. member be jeopardized.

Audio and/or video may be piped into additional CLOSED rooms specified for Special Needs and/or Spanish Speaking.

Security at each entry door checking badges and welcoming guests.

Announcements are read, which include: smoking areas, marathon meeting schedules, hospitality rooms, cell phones and pager (off), exits, bathrooms, ASL, hearing disabled sections, other rooms, coming events.

Saturday night meeting, Convention Co-Chair does the Countdown.

Saturday night meeting, Convention Chair, introduces and thanks the Committee.

Sunday meeting, Newcomer/First Timer winners are announced and receive gifts.

Voice announces the reader.

Voice announces the Chairperson

Chairperson opens the meeting, announces the speaker

Speaker

Chairperson presents gifts and closes the meeting.

Who sits at the table: The voice, chairperson, reader, and the speaker.

Financial Responsibility

TRADITION SEVEN

Tradition Seven states that we are self-supporting through our own contributions. This applies to the individual, the Group, the District, and the Area. With the Traditions in mind, the following financial responsibilities are suggested.

HOTEL ACCOMMODATIONS

Hotel accommodations be provided for Friday and Saturday nights for the following Convention Committee Chairpersons.

- Convention Officers (Chairperson, Co-Chairperson and Treasurer)

- Registration Chairperson
- Security Chairperson

SCHOLARSHIPS

Scholarships are to be pre-arranged through the Special Needs Chair. However, scholarships may be awarded on-site by the Convention Officers, the Registration Chair, and/or Special Needs Chair, in consideration of one's ability to contribute and participate

INCOME

Income should be recorded as to one's affiliation and participation for financial history, responsibility and accountability.

- Affiliations: AA, Al-Anon, Alateen, Friends of A.A., Friends of Al-Anon, Friends of Alateen.
- Participations: Registration, dance, etc.

TDCJ BASKET

The basket should only be passed during the TDCJ Speaker Meeting with funds collected earmarked for A.A. Conference approved literature to be distributed within TDCJ.

SPEAKERS EXPENSES

Expenses for Speakers (and spouse if pre-arranged) and for the Southwest Regional Trustee are to be paid by the Convention Treasury. Expenses include Hotel accommodations for Friday and Saturday nights, transportation to and from the Convention site, on-site meals, and Gratitude gifts.

ADDITIONAL INCOME

Any additional income or expense should be asked - Is it through our own contributions and is it necessary for the whole?