

Idaho Area 13 Al-Anon

Assembly Guidelines

These guidelines were prepared by the Idaho Area 13 World Service Committee to assist members in planning Al-Anon assemblies; it represents the shared experience of Al-Anon members.

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Introduction

History

Idaho Al-Anon, designated as Area 13 by the World Service Office, held its first Area elections in November 1972 and has conducted business at Area Assemblies since March 1973. Then and now, “the Area Assembly is the business meeting where the groups send their representatives to express a voice and vote on behalf of the group” (*Al-Anon/Alateen Service Manual*). A vote of GRs at the Fall 2009 Assembly changed the manner in which assemblies are held from an AA assembly with Al-Anon participation to a separate Al-Anon assembly. Area 13 held its first Al-Anon Area Assembly in the spring of 2011. In the spring of 2015, the Area World Service Committee and Area Assembly were held together for a two-year trial basis and were not successful. In 2017 the AWSC meeting started having their meetings separate from Assembly. This document has been developed in response to the needs of Al-Anon members in planning and conducting assemblies.

Process for amending this document

These guidelines have been developed through a process of discussion and vote. The Area World Service Committee (AWSC) drafted the guidelines with input from the membership and the full assembly body (GRs) voted to approve them. Changes to these guidelines will also need a vote of the assembly GRs. AWSC will vote to approve, and the GRs must affirm the vote for it to be passed. See the *Idaho Area 13 Al-Anon/Alateen Policy/Procedure Manual* for instructions on how to bring an idea or change forward to the assembly.

Statement of Purpose

The purpose of these guidelines is to provide assistance and guidance to members involved in planning an Al-Anon assembly. The Al-Anon Traditions must be adhered to at all times. These guidelines are to promote unity within the fellowship by encouraging participation, avoiding double-headed management, and defining service authority in keeping with the Concepts of Service.

How to use the Assembly Guidelines

From the first, Al-Anon Assembly members saw a need to define roles and responsibilities so that Idaho could hold assemblies with maximum harmony and participation while minimizing confusion and frustration. These guidelines have been written from the perspective of *who needs to do what to make a successful assembly?*

If you are on a committee that is hosting an assembly, then go to Section IV, Assembly Host Committee Roles and Duties. The subheadings in Section IV.. detail things that the committee needs to do for the assembly. See Appendix 1 for a handy checklist. If something isn't listed under Section IV and you are unsure about it, check Section III to see if it is being done by someone on the Area committee.

Where to go for more information

The following are additional sources of information and help:

- *Al-Anon/Alateen Service Manual*, available online at www.al-anon.org in the members section under publications.
- *Idaho Area 13 Al-Anon/Alateen Policy/Procedure Manual*, available online at www.al-anon-idaho.org in the Area/Members section under “Reports”
- Al-Anon guideline G20, *Al-Anon/Alateen Area Conventions*, available online at www.al-anon.org

anon.org in the members section under Group Services.

- Abundant local resources including your service sponsor, DR, current and past Area committee members, minutes and newsletters on the Area website, and the Area Archives Coordinator who has Area records going back to Day One.

Assembly Dates and Location

Assembly Dates

There are two assemblies each year. Beginning in Spring 2025, Area 13 will begin a 2-year trial. The Spring Assembly will be via Zoom only, and the Fall in-person only. Assemblies will be held the 3rd weekend in May and the 3rd weekend in September. AWSC can make the recommendation to change the date, and GRs must have a majority vote to approve.

Assembly Location

The AWSC has set the rotation of assemblies by district, considering finances and district concerns.

District 1 (Coeur d'Alene)

- District 4 (Twin Falls)
- District 7 (Ontario)
- District 6 (Idaho Falls)
- District 2 (Lewiston)
- District 5 (Pocatello)
- District 3 (Boise)
- NOTE: A district must commit to hosting the assembly by the Spring Assembly or it will pass to the next district in rotation.

Area World Service Committee (AWSC) Roles and Duties

This section contains items directly related to assemblies for which the AWSC or one of its members is responsible.

Area World Service Committee members

- Meet between assemblies in March and July, to plan the agenda for the Assembly and make recommendations to the Assembly (Refer to service manual for further details.)
- May make decisions that cannot wait until the next Assembly. Refer to service manual for further details.

Area Chair

The Area Chair performs the following assembly duties:

- Signs all contracts for assemblies, including hotel contracts;
- Prepares the agenda for the business meeting with input from the AWSC – this must be sent out no later than 2 weeks before the event.

Area Treasurer

The Area Treasurer is the treasurer for all assemblies. There is no separate assembly treasurer. The treasury report must be sent out no later than 2 weeks before the event.

Registration

The AWSC will handle registration for assemblies. The registration deadline is set at 2 weeks prior to

each assembly. Zoom links will be sent no later than 2 weeks before the event, link is listed below:

Registration Chair

The Area Treasurer will also act as the Registration Chair. The Area Treasurer/Registration Chair collects all registrations for assemblies, and all other duties are delegated to the hosting district, for example:

- 1) keeps a record of registrations received – Area Treasurer/Registration Chair
- 2) provide a final list of registrants to the Hosting District for check-in
- 3) Check-in table (done by Hosting District)
- 4) Create name tags (done by Hosting District)

Assembly Theme

The theme for each Spring Assembly will be the same as the World Service Conference theme for that year. The theme for each Fall Assembly will be set at the Spring AWSC planning meeting.

Literature Coordinator

The Literature Coordinator will bring two FORUM subscriptions at each assembly. There will be a recovery countdown at each in-person assembly, and The Literature Coordinator will sign up the two newest members for a subscription to the FORUM for a year.

District Representative (DR)

The DR will serve as the AWSC member of the Assembly host committee.

Archives Coordinator

The Area Archives Coordinator will provide a selection of archive materials for display at each assembly.

Other Area Coordinators

Other coordinators may bring items for display. Coordinators need to request the extra table space.

Area Donation

In keeping with the Service Manual (see Raffles), Area doesn't hold raffles, rather, there is a donation basket available for individuals, groups or districts that would like to make an additional donation to Area. This is available at Assemblies and those monies are for the Area.

Assembly Host Committee Roles and Duties

This section contains items related to planning/holding assemblies for which the host committee, as defined below, is responsible.

Assembly Host Committee

The Assembly host committee is a committee made up of the host district DR and volunteer

members from the host district.

Communications between the Host District DR and the AWSC

The Host District's DR keeps the AWSC apprised of assembly plans, brings voting items forward from the host committee to the AWSC, and reports results back to the host committee. The AWSC would only need to approve items that exceed the stated budget and will approve the assembly agenda. The Hosting District will decide on panels, break-out sessions, etc. The Hosting District selects the lunch menu, decorations (if any), Speaker, and Friday night meeting format/topic.

Host Committee Budget

Budget Item	Maximum Amount	Details
Speaker	\$1,000	Maximum that Area will pay for an out-of-town luncheon speaker at the assembly. This includes airfare/transportation, hotel, and meals.
Speaker gift	\$50	Thank-you gift for the main speaker. See the Speaker section on page 8.
Decorations	\$50	For table decorations if the host committee wants to decorate.
Luncheon	\$30	See the Luncheon section on page 8.

The host committee should check with the AWSC before spending on anything that is not listed in this budget. The host committee is responsible for additional costs that exceed the budgeted amount. See Appendix 4 for an assembly budget history.

Reimbursements are handled through the Area Treasurer. Submit requests for reimbursement for authorized expenses on an expense form (see attached at the end of this document. Submit receipts with each request and indicate for which assembly the expense was incurred.

Do the host committee members need to register for the assembly? Yes. If a member is attending solely in his or her capacity on the host committee, then he or she needs to fill out a registration form and pay the registration fee. Members are not required to purchase lunch.

Do members need to pay a registration fee if they are only attending the luncheon and speaker? No. Members who want to attend only the luncheon/speaker and not participate in the rest of the assembly may purchase just the luncheon. They still need to send in a registration form in advance so the treasurer has a headcount for the luncheon. If only attending the speaker portion (no luncheon), a \$5 donation is suggested.

Location/Venue

The host committee will seek out locations to hold the assembly. The host committee will submit up to two choices of facilities to the AWSC at least 3 months in advance of the assembly including the Hosting Districts recommendation.

Assembly Venue Requirements & Suggestions

- Available dates for 3rd weekend in May and 3rd weekend in September
- Friday evening before assembly: meeting room for a spiritual meeting, activity, panel, speaker, Ask-it-Basket, etc. (should accommodate at least 60 people)
- Assembly Day: room for at least 60 people, plus costs
 - Suggest items for the room:
 - Round banquet tables with half-moon seating or classroom-style
 - 1-2 wireless microphones that could be placed on a stand
 - 1 standing microphone and podium in the front of the room 1 LCD projector
 - 2 tables in front on each side of the podium
 - 2 -5 tables in the back for displays – literature, archives, love gifts, etc.
 - 1 table set up outside or inside the room for registration Coffee, water, and tea in the meeting room
- Lunch: for 60 (separate room or same room; either way is ok. Be sure to check charges for a separate room)
 - Microphone and podium for speaker
 - Ask if there are minimum lunch or room sales to get a discounted meeting room
 - Things to consider:
 - Check for things like parking, how easy to find, location etc. Is there a continental breakfast? Is outside food allowed in the facility?
 - Minimum or maximum rooms blocked? Ideally 10
 - Necessary deposit to hold facility and by when?
 - Meeting space for the DRs meeting on Saturday morning for roughly 7 people for 45 minutes.

Luncheon

The host committee will select a luncheon item not to exceed a total cost to Area of \$30 per meal, including hotel service tax, sales tax, and gratuity.

The host committee must check the facility's policy on prices for meals and beverages. Some facilities' meal prices are subject to change even after a contract has been signed, and coffee/tea can sometimes be an additional charge.

Speaker

The speaker does not pay for registration or for the luncheon. The Hosting District committee will choose the speaker(s).

The host committee will do the following:

- Invite the speaker
- Host the speaker, including picking up from the airport if necessary
- Provide a thank-you gift
- Send a thank-you card
- Communicate with the treasurer about travel expenses/reimbursement for speakers.

Program

The AWSC sets the agenda for the business meeting. The host committee may decide to offer additional spiritual meetings on the Friday evening before the assembly or early/late on the day of the assembly. Separate GR & DR exchanges will occur one hour before in-person assemblies start.

Flyer

The host committee will prepare an assembly flyer for proofreading by the treasurer. Send the final flyer in PDF form to the web coordinator. Assembly flyers must be sent out at least 45 days before the

event.

See Appendix 2 for a list of information that needs to be included on all flyers.

Conference-approved Literature (CAL) Sales

The host committee will make arrangements to sell CAL at assemblies. Copies of the “Al-Anon/Alateen Service Manual” should be offered for sale along with other literature of the host committee’s choosing.

Literature may be obtained from the AAISC in Boise (208)344-1661, or a district’s own supply.

If using the Boise AAISC, check their guide to off-premise sales of literature, available online at www.al-anon-idaho.org in the Literature section (then click on Literature Center to get to the guide).

Registration Table

The host committee will staff the registration table during the assembly. They will check in each registrant using the registration list provided by the treasurer and hand out name tags.

Archives

The host committee will communicate with the Archives Coordinator regarding the number of tables available at the assembly so the Archives Coordinator can plan which archives to display. Two tables are suggested.

Decorations

Decorations are at the discretion of the host committee.

Facilities Liaison

The host committee will select a person to act as a facilities liaison during the assembly day. This person will communicate between the assembly members and the facility on issues. Please work with the hosting district to announce it at the beginning of the assembly.

Badges

The Hosting District creates badges (large font for names).

Appendix 1 – Suggested checklist/timeline for the host committee

Assembly Planning Checklist for the Host Committee

☐ Things to do... 3-6 months to the assembly you are hosting

	Location/venue – seek out up to 2 potential sites for the assembly that meet the minimum venue requirements listed in the guidelines. The DR will submit the choices to the AWSC
	Luncheon speaker Invite the speaker. Local speakers don't need to make travel arrangements and don't need this much lead time.
	Draft flyer – once the location has been selected and the contract signed by the Area Chair, then begin drafting the flyer to submit to the treasurer as follows: for a Spring Assembly, the draft is due by the previous Fall AWSC planning meeting; for a Fall Assembly, the draft is due by the previous Spring AWSC planning meeting. See Appendix 2.

☐ BY THE ASSEMBLY - prior to the assembly, you are hosting (due by May for the Fall Assembly and due by September for the Spring Assembly)

	Final flyer – send a copy of the final flyer to the treasurer for review, then to the website coordinator (PDF) for posting
	Luncheon meal – select a luncheon item (not to exceed \$30 each, including hotel service tax, sales tax, and gratuity); or if using a facility other than a hotel, select a caterer.
	Program – plan the spiritual meeting, event, etc. for Friday evening
	Hospitality – decide whether to have a hospitality room, subject to facility guidelines. There is no Area budget for a hospitality room or food/snacks.

☐ ONE-TWO MONTHS PRIOR to the assembly

	Literature (CAL) sales – plan to sell service manuals and a selection of literature.
	Hosting District Members – assemble a team of people to help with the assembly, including people to staff the registration and literature tables.
	Decorations – If desired

☐ ONE-TWO DAYS PRIOR to the assembly

	Main Speaker – purchase a thank-you gift and host the speaker. Area will not reimburse a thank-you gift above the amount allocated.
	Facility – participate in the final walk-through of the facility and confirm if we have a technology person to help us with the setup.
	Signage – Check hotel signs for the use of the Al-Anon: AFG Fall/Spring Assembly + room #

☐ DAY OF the assembly

	Registration – staff the registration table on Saturday
	Literature sales – staff the table and sell literature during the assembly
	Expenses – submit expense form with receipts to the Area Treasurer
	Equipment – test and set up equipment
	Speaker – Present the gift and thank-you card to the speaker. Communicate with the Treasurer to make sure the speaker's expenses were all settled.

Appendix 2 – Flyer Information

Include the image below and the following:

Registration: \$30_____	Mail payments to:	Digital payments to Zelle:
Lunch: \$30_____	Idaho Area AFG	afgarea13treasurer@gmail.com
Total: \$_____	POB 4521	
	Pocatello, ID 83205-4521	

Payment is due for all registrants no less than 2 weeks before the assembly date.

Name_____ Phone_____ Text? Y or N

Service Position_____ Group_____

District_____ Email_____

Address_____ City_____ State_____ Zip_____

Area Chair Assembly Contact: TBD

Treasurer/Registration Contact: Jeanne H, afgarea13treasurer@gmail.com

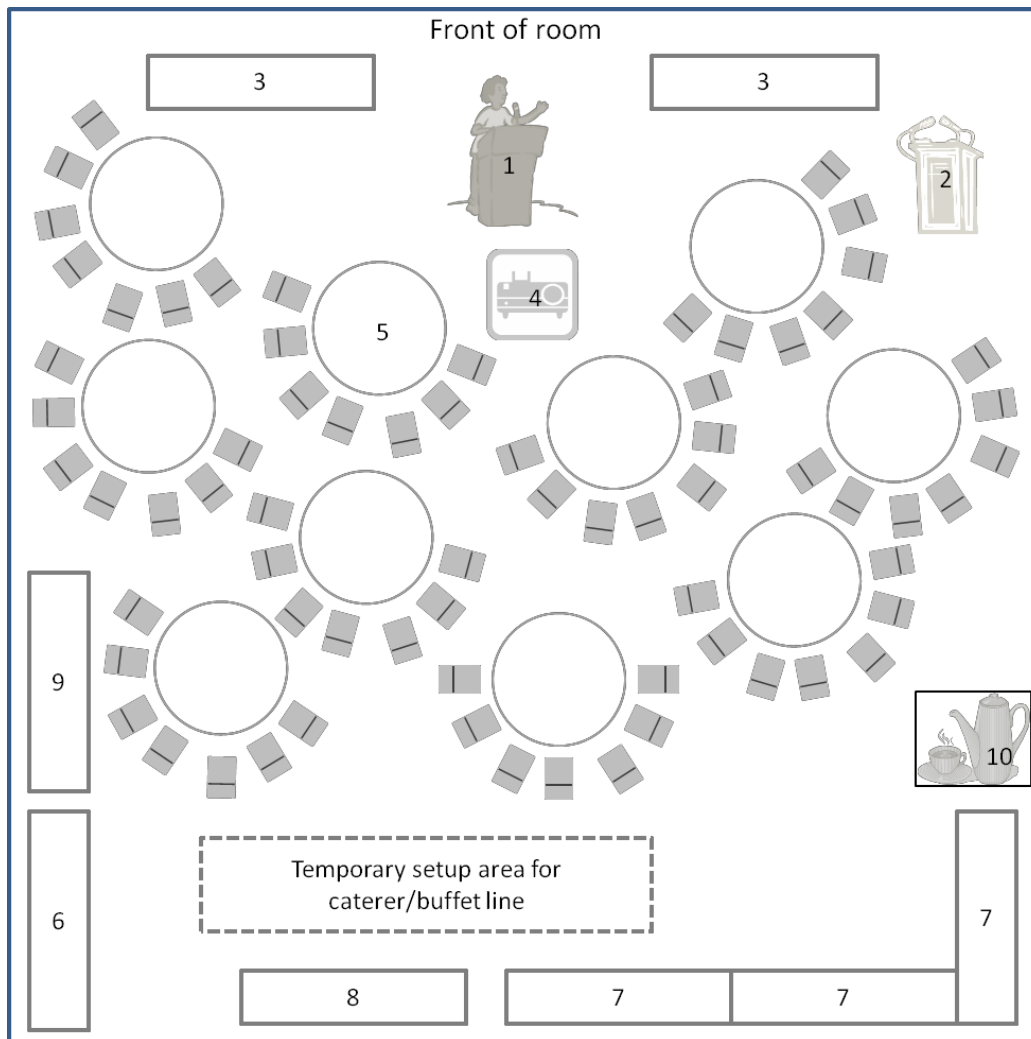
Location of Assembly: District, City, & Venue, including address. List hotels with discounted assembly rates, including local phone numbers and deadlines for getting the rates. Include written directions of location.

Theme: Spring Assembly Theme is the same as World Service Conference – Fall Assembly is selected at the previous Fall AWSC planning meeting.

Note for Hotel Reservations: When registering at the hotel, if Assembly is being held there, include “Tell them you are with Idaho Area AFG Spring/Fall Assembly” to get the room rate.

Menu if Known: For dietary restrictions, contact the hotel directly.

Appendix 3 – Sample room layout



Sample room layout for a business meeting – 60 people

- 1 Podium with microphone for the Area Chair
- 2 1-2 wireless microphones for members to use during discussions.
- 3 2 tables for Area Officers (chair, secretary, treasurer, delegate, alt delegate) or other presenters to use
- 4 LCD projector with screen – Confirm compatibility with laptops.
- 5 Round banquet tables or classroom-style seating
- 6 Registration table outside of the meeting room
- 7 3 tables for Archives. Coordinate with the Archives coordinator
- 8 Table for literature sales inside of meeting room
- 9 Extra table if there is room for the delegate's love gifts, flyers and handouts, and donation collection box
- 10 Table for coffee, tea, and water service
- 11 Check with the Area Chair for the possibility of another table

IDAHO AREA ASSEMBLY HOSTING EXPENSE FORM

DISTRICT # ____ DISTRICT REPRESENTATIVE _____
 DISTRICT ADDRESS _____ CITY _____
 ST ____ ZIP _____ PHONE _____ EMAIL _____
 EVENT _____ DATE(S) _____

Please provide copies of receipts for all costs or payment may be delayed.

COSTS:

DESCRIPTION	AMOUNT
CONVENTION ROOM COST	
CONVENTION ROOM COFFEE/TEA ETC COST	
LUNCHEON COST – NOT TO EXCEED \$30 PER ATTENDEE	
FLYER – NOT TO EXCEED \$30	
DECORATIONS – NOT TO EXCEED \$50	
COPIES	
OTHER-EXPLAIN _____	
OTHER-EXPLAIN _____	
OTHER-EXPLAIN _____	
SPEAKER – NOT TO EXCEED \$1,000 FOR OUT OF TOWNER	
TRAVEL – FUEL, TAXI, AIRLINE ETC	
SPEAKER GIFT – NOT TO EXCEED \$50	
HOTEL ROOM ONLY	
LUNCHEON	
MEALS – NOT TO EXCEED \$100 NO ALCOHOL OR TIPS	
REGISTRATION	
TOTAL	

Mail to: Idaho Area Treasurer or afgarea13treasurer@gmail.com P O Box
 4521
 Pocatello, ID 83205-4521

DATE PAID: _____ CHECK NUMBER: _____

UPDATED 12/2024