



**1. Responsibilities of Chairperson (tasks may be delegated) are to:**

1. Work with the Ontario South Chairperson to determine OSA requirements of the Hotel for set up details such as:
  - Tables;
  - Chairs;
  - Flipcharts;
  - AV equipment, including PA systems, and possibly projection equipment.

The Host Committee Chairperson can sign these negotiated set up work sheets with the Hotel, however, contracts for Hotel and Audio Visual are to be signed by the Delegate or a member of the Executive designated by the Delegate

2. Arrange for the Host Committee members to tour facility. This is a good time to determine the set up of the registration area, where greeters may be needed, and other requirements for set up of the rooms and areas to be used.
3. Act as liaison between the Executive and the Host Committee.
4. Chair regular meetings of Host Committee, coordinate committee reports and fill in where necessary.
5. Raise sub-committees for Registration, Hospitality (optional), Information, Art (Signage), Secretary, Literature, Greeters, Entertainment, Country Store (when applicable) and other volunteers where needed.
6. Ensure that meeting rooms are set up as planned, including the PA system.
7. Ensure that all groups in the host district(s) have been asked to submit names of volunteers. Volunteers are required to register if they wish to attend meetings and workshops before or after their volunteer duties are met. If they are just coming to volunteer and then leave, they do not need to register. Volunteers could go to the registration area to check in and get their nametags, before beginning their shifts.
8. Prepare an Assembly Report - To help next year's Host Committee. Submit a report, within 60 days of the Assembly, to the Ontario South Chairperson adding your own comments or helpful hints. Offer suggestions to improve the usefulness of this document.
9. Schedule Host Committee meetings.
10. Ensure the Alateen Safety Guidelines are followed. See Section 1:E #3

## **2. Suggested Meeting Schedule:**

### **January/February**

Call the first meeting - Invites DRs, GRs, and interested members to discuss ideas for the set up of the Host Committee.

Form sub-committees for Registration, Hospitality (optional), Information, Art (Signage), Secretary, Literature, Greeters, Entertainment and Country Store (when applicable).

Mail out letters to each group in the District(s) requesting volunteers (early Sept).

### **May (at AWSC)**

Check with the Ontario South Chairperson at AWSC for any supplies available that have been left over from the previous Assembly.

Discuss with Ontario South Chairperson any details such as space available for tables needed, Fundraising (if any), Entertainment and the Executive's expectations.

### **July/August**

With the various sub-committee chairpersons, set a tentative agenda for the Volunteers using Assembly Agenda as a guideline.

### **September**

Follow up on letters sent to District(s) requesting volunteers.

Confirm with the various sub-committee chairpersons that sufficient volunteers have been found to cover time slots.

Entertainment Committee could meet to plan and rehearse for the entertainment.

Meet with Host Committee members to prepare nametags. This could be the last meeting for the Host Committee before Assembly.

Finalize details with the Ontario South Chairperson and all sub-committee chairpersons.

Ensure the Registration package has been received and that arrangements have been made with the Registration Chairperson to stuff the envelopes.

Meet with the Hotel Liaison to show them the Agenda and go over details concerning the sound system and set-up of the meeting rooms.

### **Assembly Weekend**

#### **Friday as soon as Hotel allows access to rooms.**

Check the set-up for the Ballroom, orders more tables if needed. Room set up should have been already established, be aware that asking for extra services at this time may result in extra costs. Ensure registration area is set up and signage is in place.

#### **Friday Afternoon**

If members of the Executive arrive and request any changes - attend to that first. Care must be taken, as changes at this point may result in added charges.

Check with committee members on set up of the Literature Sales Table, Hospitality Room and Country Store (when applicable).

#### **Saturday Morning**

Check Literature, Registration, Country Store and set up of break out rooms for workshops.

#### **Saturday Afternoon**

Workshops are arranged by the Executive. Rooms are allocated according to the numbers signed up. Room numbers and directions may be posted in the hall. If not rooms will be announced.

#### **Sunday Morning**

Check with Registration volunteer for a final count of the number of attendees.

Advise Ontario South Chairperson of the final count.

### **3. Registration Person:**

Registration is of key importance to the success of the Assembly. It is imperative that it be carefully arranged. The duties of the Registration Person are to:

1. Arrange for volunteers to staff registration tables (about 12 on a rotation basis).
2. Check registration area in the hotel. Depending on space available, 2-4 registration tables. Registration may be divided into three tables; pre-registered A to L, pre-registered M to Z, and on-site registrations.
3. Receive the Registration package from the Area Secretary to be photocopied for distribution at registration. This package will be forwarded approximately one month before Assembly.
4. Check supplies passed on from previous Assembly.

5. Coordinate volunteers for the handling of registrations Friday and Saturday. Registration times depend on the Hotel arrangements. The Host Committee Chairperson and the Ontario South Chairperson will discuss and confirm prior to the assembly agenda being finalized. Registration times will be shown on the agenda.
6. Receive a list of pre-registered attendees, receipt books and a float from the Ontario South Treasurer.
7. Agree with the Ontario South Treasurer when and how the monies received at registration will be secured.
8. Keep an accurate record of on-site registrations, adding on-site registrant's names to the list with their position and District.
9. Give each registrant a nametag. (Approximately 400 nametags are required.) Leave the inserts out of the plastic holder for people to sign. If possible, provide another area for members to fill out the inserts to avoid congestion.
10. Ask registrants if they are an Area Coordinator or DR etc, and stroke off each name with a pen and ruler. Give each registrant an Assembly package. (There may be different packages for the Executive, Coordinators, DRs and Advisors. All are labelled as to the recipient)
11. Provide Host Committee Chairperson with the final number of registrants.
12. Provide Host Committee Chairperson with the final number of Hotel registrants.
13. Request ahead of time from our AAPP a current list of Ontario South SAMs. List to be at Registration table for verification of members self-identifying as SAMs.

#### **4. Literature Person:**

The Literature Person coordinates literature sales with the LDC and arranges for volunteers to help the Office Manager at Assembly. The duties of Literature Person are to:

1. Contact the LDC Office Manager for direction.
2. Prepare to help when the literature arrives at the hotel from the LDC. The literature will be brought in boxes. The marked items tagged are always there and less time is spent adding price tags to literature as it is put out. If you have questions concerning this procedure, contact the LDC Office manager. Two volunteers are needed for bringing in and assisting to set up the room.
3. Discuss with the LDC Manager how to handle prepaid orders that have been placed with the LDC office before Assembly to be picked up at Assembly.
4. Collect a good supply of grocery bags ahead of time for people with large orders.
5. Organize two volunteers per shift to sell literature.

6. The LDC Office Manager handles all funds during the weekend.
7. Open the literature table prior to meeting times, during all breaks, and Friday and Saturday evening.
8. Be prepared for this to be a working weekend.

**5. Information Person:**

The main duties of the Information Person are to:

1. Contact the local Chamber of Commerce for maps, brochures, coupons, etc.
2. Compile a list of nearby restaurants (including price ranges) to be distributed at registration and a supply should be given to the greeters for early arrivals. It is important to notify nearby restaurants of increased business over the weekend.

(Note: This information may be put in the Registration package)

**6. Art Person:**

Signs and artwork are generally passed on from year to year. Check the supplies from previous years. The main duties of Art Person are to provide:

Name Tags - (Name tags with VOLUNTEER)

Stand-up signs for Executive Table (Names Optional)

Chairperson  
Delegate  
Alternate Delegate  
Secretary  
Treasurer

Wall Signs (over/on tables)

Delegate  
Alateen  
Archives  
Literature  
Public Outreach  
Open Lines  
Trillium  
Trillium Archives  
Motions (motion sheets provided by Area Secretary)  
Workshops (workshop sign-up sheets provided by Area Secretary)  
Ask-It-Basket (baskets and forms provided by Area Secretary)  
Literature Sales  
Registration for - Pre-Registered and On-Site Registration

**7. Secretary:**

Takes minutes at host committee meetings and distributes them to Host Committee members and the Ontario South Chairperson and Secretary.

## **8. Greeter Person:**

It is important to have greeters to welcome members to assembly. A warm greeting is a wonderful beginning to the weekend. The main duties of the Greeters Person are to:

1. Walk around the facility prior to the Assembly weekend, to establish where the most effective points to place volunteer greeters. For example: lobby entrance, Assembly registration area, elevators.
2. Coordinates volunteers to greet attendees and provide general information about Host City, facility, etc.
3. Give volunteers the list of nearby restaurants, which is provided by the Information Person. These should be handed out to early arrivals.
4. Set up a schedule for greeters for Friday evening and Saturday morning.
5. Check up on the greeters during shifts to see if they need anything, possibly a washroom break.

## **9. Country Store Person (Election years only):**

Assembly passed a motion in 2000 that a Country Store be held in election years. (2005 was an election year).

### **Before Assembly:**

1. Contact, and if possible, meet with former coordinators or volunteers to share experience.
2. Read minutes of previous Host Committee meetings.
3. Attend district committee meetings, to help inform the district of the needs of the store.
4. Attend facility tour to determine best arrangement of tables and physical layout of the room. Ask for an easel for the Country Store sign.
5. Prepare flyers early to distribute to all groups through "Open Lines" newsletter.
6. Print 200 copies of flyer to supply to your DR for distribution at AWSC in spring.
7. Print and distribute more flyers in fall to Host district and electronically to all OSA Districts.
8. Make an inventory of supplies you will need:
  - Price tags
  - Silent auction sheets
  - Markers
  - Pens
  - Cash box
  - Easel for sign
  - Putty for posting directional signs (tape not permitted)

- Lots and lots of bags and boxes. (Ask membership to bring some bags in the flyer.)
- 9. Arrange for float with Area Treasurer about \$250 in bills and coin. Lots of loonies and toonies.
- 11. Draw up a schedule of store hours based on Assembly agenda to request staffing, set up and take down volunteers. Send out to Host District electronically.

**During Assembly:**

1. Be prepared for this to be a working weekend.
2. Attend set up from 3:00 pm first day of assembly with 3 to 4 volunteers.
3. Post store hours and sign outside the room.
4. Ensure adequate volunteer level, about three people at all times.
5. Open store 10 minutes prior to the scheduled time, and close 10 minutes before Assembly business convenes.
6. Periodically count and remove excess bills from cash box. Store in a safe place.
7. Ask Host Committee Chairperson to announce to the assembly any changes or requirements.
8. Ask Host Committee Chairperson to announce names of winners of any draws or auctions on Saturday night.
9. Count revenue and ask Host Committee Chairperson to announce the total amount of money raised to the assembly Sunday morning.
10. Reduce prices to 50% during the last evening of assembly to reduce stock to zero.
11. Condense table space as stock sells out.
12. Sell off at further reductions anything left over Sunday morning of assembly.
13. Box up leftovers and arrange for someone to take and store for another event or next year.
14. Arrange for Country Store sign to be kept with other assembly signs.

**After Assembly:**

1. Do a final tally of revenue.
2. Gather receipts for supplies and materials.
3. Deduct expenses and float for a grand total.

4. Inform Treasurer of amount and arrange to transfer funds.
5. Attend wrap up meeting of Host Committee members.