

**ONTARIO SOUTH ASSEMBLY (AREA 86)**

AL-ANON/ALATEEN FAMILY GROUPS

SECTION 3B: HANDOVER MEETING

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Revision date: 2024 05

**Background:**

The Handover Meeting is a gathering of invited OSA members. This is an opportunity for Outgoing and Incoming Executive and Coordinators to meet and exchange information regarding their specific roles

**2. Timing:**

The Handover Meeting is usually held on a weekend in January following the fall Assembly elections.

Usually, the Outgoing Executive Meeting is in the morning and the Incoming Executive meet in the afternoon.

Coordinators are also invited to come on the Saturday to handover information and supplies from the Outgoing Coordinator to the Incoming Coordinator.

**3. Location:**

The location will be chosen by the Outgoing Executive.

**4. Accommodation:**

The OSA Area Treasurer will book rooms. Accommodation is two to a room. (AWSC motion 2004). Rooms will be assigned by the Treasurer. (If a member requests single accommodation the member will be required to cover the additional cost.)

**5. Meals:**

Lunch could be provided for the Executives and Coordinators on the

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Saturday.

**6. Costs:**

Meals and Transportation will be covered by Ontario South Assembly.

Consideration may be given prior to the event to approve alternate methods of travel.

i.e. When travel by car is not possible other methods of travel may be used. This must be discussed with the Outgoing Executive prior to the event to be attended.

**7. Planning:**

The Outgoing and Incoming Chairpersons will set the agenda for their respective Executive Meetings allowing time for information to be distributed.