



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

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

The Host Committee Chairperson can sign these negotiated set up work sheets with the Facility, however, contracts for Facility and Audio Visual are to be signed by the Delegate or a member of the Executive designated by the Delegate Liaise with the Technology Coordinator as needed for AV Equipment.

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, and other volunteers where needed.
6. Ensure that meeting rooms are set up as planned, including the PA system. Liaise with the Technology Coordinator as needed.
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 and invite the Ontario South Chairperson.

10. Ensure the Alateen Safety Guidelines are followed. See Section 11:E #3
11. Liaise with the Area Treasurer for payment of any expenses and provide any relevant documentation such as receipts and Expense Claims Forms

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.

Contact each group in the District(s) requesting volunteers (early Sept).

May (at AWSC)

Request from outgoing/past Host 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. Invite Ontario South Chairperson to planning meetings.

July/August

With the various sub-committee chairpersons, set a tentative agenda for the Volunteers using Assembly Agenda as a guideline. Schedule a walk through of facility with an Executive member to review room set up and Assembly needs. Purchase General Liability Insurance.

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.

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. Liaise with the Technology Coordinator as needed

October

As necessary. Finalize any last-minute details.

Assembly Weekend

Friday as soon as Facility allows access to rooms.

Check the set-up for the main room, 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. Display pictures of Lois W and Anne B.

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 (if Applicable).

Saturday Morning

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

Saturday Afternoon

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

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

Advise Ontario South Chairperson of the final count.

Sunday Morning

Retrieve assembly supplies from outgoing Host Committee (totes, suitcases, signs etc)

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 facility. 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. Check supplies passed on from previous Assembly.
4. Coordinate volunteers for the handling of registrations Friday and Saturday. Registration times depend on the facility 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.
5. Receive a list of pre-registered attendees, receipt books and a float from the Ontario South Treasurer.
6. Agree with the Ontario South Treasurer when and how the monies received at registration will be secured.
7. Keep an accurate record of on-site registrations, adding on-site registrant's names to the list with their position and District.
8. Give each registrant a nametag. 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.
9. Ask registrants if they are an Area Coordinator or DR etc, and stroke off each name with a pen and ruler. Consider having some extra copies of the Agenda available.
10. Provide Host Committee Chairperson with the final number of registrants (including on site).
11. Provide Host Committee Chairperson with the final number of registrants including on site registrations.
12. Provide Host Committee Chairperson with the final number of facility registrants.
13. Request ahead of time from our AAPP a current list of Ontario South AMIASs. List to be at Registration table for verification of members self-identifying as an AMIAS. Have available some extra Alateen Form A and Form B in case the accompanying adult is unaware or doesn't have them

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 facility 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. Organize two volunteers per shift to sell literature.
5. The LDC Office Manager handles all funds during the weekend.
6. The LDC Office Manager will open the literature table prior to meeting times, during all breaks, and Friday and Saturday evening or as determined by the LDC Manager.
7. 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. (Consider contact information for local hospital and pharmacies.)

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

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- Alternate Delegate
 - Secretary
 - Treasurer

Wall Signs (over/on tables)

- Delegate
- Alateen/ OSAAC
- Archives
- Website
- Group Records
- AAPP
- Forum
- Technology (will sit at front/side of the room near the executive)
- 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.