AFG Convention Guidelines
(Al-Anon Family Groups)
Approved: March 14, 2026

INTRODUCTION
The first Southern California Al-Anon Family Groups Convention, Inc. (AFG Convention) was held in April 1977. This is a 501(c)3 Non-Profit Corporation whose only purpose is to put on a convention every year.

These guidelines were approved and developed for Al-Anon members who are planning the annual AFG Convention.

Any changes hereto must be submitted to the AFG Convention Chair in writing 30 days prior to the convention. The assembly at the AFG Convention business meeting will vote upon all proposed changes to the guidelines. Appendix IV of these guidelines provide the historical dates regarding the approved changes.

AFG Convention is to be hosted by Al-Anon, with program participation from the Southern California Al-Anon membership only. The AFG Convention will be held yearly in the proximity of April first and is open to all. The location will not be rotated within Southern California but will locate centrally wherever accommodations are available.

The wise counsel of all our Traditions is the guiding spiritual force for effective communications among ourselves. Tradition One clearly shows that unity provides the right climate in which to work. Tradition Two reminds us that there is a force beyond ourselves guiding our decisions and actions. Tradition Twelve gives another powerful tool as it illustrates the need to "place principles above personalities."

ELECTION PROCEDURE

1. Elections are scheduled at the business meeting at the convention.
2. The Chair-Elect shall be elected by the Al-Anon membership present at the AFG Convention business meeting.
3. Only Al-Anon members shall vote for the Chair-Elect.
4. Nominations for Chair-Elect will be received from the floor at the election portion of the business meeting. Nominees shall be Al-Anon members only (may not hold dual membership in Alcoholics Anonymous) and shall have served a full term on the AFG convention committee as an officer or standing committee chair.
5. When more than two people have accepted the nomination:
    a. On the first ballot, the two with the most votes will have a run-off for Chair-Elect.
    b. On the second ballot, the one with most votes; even if it is by one vote more; is elected Chair-Elect.

OFFICERS

Convention Chair	Secretary/Historian	Treasurer
Chair-Elect	Site and Housing	

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COMMITTEE CHAIRS

AA Marathon	Host/Hostess	Signs & Graphics
Alateen	Literature	Spanish
Archives	Long Timer's Meeting	Speaker Host
Boutique	Marathon	Tickets
Carry the Message	Program	Ways & Means
Decorations	Publicity	Website
Entertainment	Raffles	
Hospitality	Registration	

Any committee may be added by the Convention Chair to effectively carry on the functions of the AFG Convention.

Al-Anon members may serve only once as the AFG Convention Chair. Al-Anon members may serve on any committee but may chair each committee only once.

Each Committee Chair or Co-chair will be responsible to attend all convention committee planning meetings.

Each Committee Chair will prepare and submit a turnover report for the turnover meeting the following year.

If the Chair or Chair-Elect is unable to complete the tenure, the AFG Convention, Inc. (AFG) Officers shall call a Special Election Meeting of no less than five (5) AFG Past Chairs to fill the vacated position(s).

If the Site and Housing Chair is unable to complete the tenure, the Convention Chair shall select a Site and Housing Chair from Past Chairs of the AFG.

If any elected Officer of AFG displays any of the following behaviors: insubordination, inappropriate or disrespectful behavior, they may be asked to step down by a committee of no less than five (5) Past Chairs.

In the event of removal or resignation of an AFG Officer or Committee Member, all materials belonging to the AFG Convention must be returned immediately. This includes, but is not limited to, files, reports, equipment, software, banking materials and any other digital assets.

DUTIES OF THE OFFICERS

I. ***AFG Convention Committee Chair*** shall:

a. Select members who are interested in becoming a part of the AFG Convention Committee, who are entrusted with the responsibility of handling all the duties of a committee to which they have been assigned.
b. Have a sound understanding of the Traditions and Concepts.
c. Select all committee Chairs and Officers from Southern California Al-Anon membership.
d. Schedule and chair all AFG committee and planning meetings.
e. Have committee chairs present at the first committee meeting read the "Guidelines" section of their respective committee.
f. Be available to assist committee Chairs and coordinate all activities.
g. Coordinate voting by the committee to choose current year's theme and logo for convention
    i. 2nd meeting to choose theme.
    ii. 3rd meeting to choose a logo that corresponds with the theme.
h. Establish cut-off dates for: Program printing, Registration and Tickets.
i. Meet with the convention venue personnel, Site and Housing Chair and the Chair-Elect to discuss all details of convention requirements.
j. Sign contracts and be the approval signature on all checks.
k. Lead the luncheon meeting. Select luncheon speakers: one Al-Anon and one Alateen from the membership at large from Southern California only.
l. Chair the business meeting at the convention.
m. Appoint a steering committee of past chairs to review proposed changes to the "Guidelines" before presentation to the assembly at the AFG Convention business meeting.
n. Request bids from taping companies to record selected meetings.
o. Serve as advisor and site & housing chair the following year.
p. Be responsible for making sure the Al-Anon logo is not defaced or altered.
q. Be responsible for making sure all Alateen AMIAS Sponsors are selected and compliant with the SCWS Safety and Behavior Requirements (ASBRs). See Appendix IV.
Assure all Alateen **AMIAS** Sponsors serving and involved with the AFG Convention are certified and in compliance with the Area's Alateen Safety and Behavioral Requirements approved by the Southern California World Service Assembly.
r. Serve as a member of the Southern California Area World Service Committee (AWSC), representing the AFG Convention with voice and vote at the AWSC and at the Southern California World Service Assembly with voice only. The AFG Convention Chair shall notify the AWSC Area Chair and attend the AWSC meeting in February and August and the Assembly in May and November.
s. Plan and lead the turnover meeting in July of the following year.
t. Prepare and submit a turnover report at the turnover meeting the following year.

II. ***Chair-Elect*** shall:

a. Serve as Co-Chair for one year, become Chair the following year, serve as advisor to the committee the third year and concurrently, serve as Site and Housing Chair.
b. Select a treasurer-in-training who acts as treasurer the following year.

c. Be understudy to the Chair to become knowledgeable of duties in preparation for Chair position the following year.
d. Chair the Saturday night event. Select one AA member and one Al-Anon member (not necessarily husband and wife) as the event speakers from the membership of Southern California only.
e. Serve as member of the site search committee (as required).
f. Be a signature on bank signature card and checks.
g. Be responsible for collecting the AFG Convention Banner and County flags on Sunday before noon, and for storage of banners and flags.
h. Be responsible for obtaining ribbon counts from the various committees and order ribbons as needed.
i. Coordinate, decorate and lead committee breakfast on Friday morning of the convention.
j. Pass an envelope to collect voluntary donations from the committee members to buy the AFG Chairman gift that is to be presented at the committee breakfast.
k. Prepare and submit a turnover report at the turnover meeting the following year.

III. ***Secretary*** shall:
a. Prepare minutes of all meetings and maintain a log of all minutes.
b. Maintain an updated committee roster.
c. Maintain a historical review of the convention and forward same to incoming secretary.
d. Bring copies of proposed "Guidelines" revisions (if any) and make them available to AFG membership during the convention in the registration area, in the literature display area and at the business meeting.
e. Bring paper ballots and pencils for voting at the business meeting.
f. Prepare and submit a turnover report at the turnover meeting the following year.

IV. ***Site and Housing Chair*** shall:
a. Be the primary contact with convention site personnel.
b. Be responsible for complimentary rooms received per AFG Convention policy as follows:
    i. Three (3) nights for Convention Chair, Chair-Elect, Program Chair, Treasurer, Hospitality Chair and Site and Housing Chair.
    ii. Two (2) nights for Al-Anon luncheon speaker, AA and Al-Anon Saturday night event speakers, Spanish meeting main speaker, Friday night opening speaker, Saturday morning speaker and Sunday morning closing speakers.
    iii. (1) night for Alateen luncheon speaker & parent/legal guardian (In order to provide complimentary hotel accommodations to the Alateen luncheon speaker, the Alateen must be accompanied by a parent and/or legal guardian. This applies even if the Alateen speaker is 18 years of age per the SCWS ASBR, page 1).
c. Be responsible for locating convention site two years in advance - to be held annually in the proximity of April first of each year. The AFG Chair and Site and Housing Chair shall sign the venue contract.
d. Coordinate and confirm dates and convention site for the following year.
e. Perform further duties as detailed under Appendix I.

f. Prepare and submit a turnover report at the turnover meeting the following year.

V. ***Treasurer*** shall:

a. Maintain the convention bank account(s). AFG Convention, Inc. is a 501(c)3 Nonprofit Corporation in the State of California. The entity's Employer Identification Number (EIN) should be used on the bank account(s); the same account(s) may be kept from year to year. It is required to obtain change of signature cards for the new officers each year. A copy of the last business meeting minutes is required for new signatures. A 'Statement of Information' from the State of California may be required as well.
b. Implement check-signing policy. Checks will be signed by Convention Chair and co-signed by one of the following: Treasurer, Co-Treasurer or Chair-Elect.
c. Be responsible for all convention money including fund raisers. Use the provided cash receipt envelopes to record money received from various Chairs prior to and at the convention.
d. Treasurer shall be responsible for collection times during the convention for Ways & Means, Boutique, Registration, Raffles and Hospitality.
e. All money received is counted, recorded and confirmed by Treasurer, Assistant Treasurer and respective Committee Chair and deposited with the venue. Collected funds shall be applied against the convention master bill.
f. Treasurer shall be responsible for reconciling collected amounts and prepare report prior to Sunday meeting with the venue after the convention.
g. Chair the budget-planning meeting and prepare a budget to be approved by the convention planning committee to be used as a guideline for convention expenditures. The budget planning meeting should be attended by the Treasurer, Co-Treasurer, Treasurer-in-Training, Chair, Chair-Elect and Site and Housing Chair.
h. Maintain an ongoing, yearly financial ledger using Quick-Books Accounting Program provided in the Treasurer's computer.
i. Submit current financial statement at each committee and planning meeting.
j. Maintain separately an ample reserve fund in the amount of $7,000, which is the minimum necessary to conduct the business of AFG convention. This amount shall be handed down each successive year.
k. Submit a final financial statement to the incoming Treasurer prior to the first committee meeting. The accounting period for the AFG Convention is from July to June of each year: all balance sheet accounts shall be reconciled, and the financials finalized by June 30th of each year.
l. After the convention expenses have been paid, the required ample reserve and start-up funds have been set aside, the current Officers shall determine the contribution amount distributed equally to all Area Information Service Centers (AIS/Intergroup), Literature Distribution Centers (LDCs), Southern California World Service and World Service Office (SCWS and WSO).
m. Ensure financial records will be maintained for 7 years to meet the IRS Guidelines for Tax Exempt Organizations.

n. Coordinate with the tax preparer (American Tax Center _ La Quint) to maintain and file Form 990 (Federal) and Franchise Tax Board Form 199 (State) no later than five months after the end of the accounting cycle. Mailing address to remain as Cathy Satter's home address.
o. The Treasurer shall keep a confidential record of login and passwords.
p. Ensure corporate documents and records include convention's Articles of Incorporation, By-Laws and current Statement of Information (State).
q. Oversee expenses for maintenance of convention computer hardware and updating software as required.
r. Prepare and submit a turnover report at the turnover meeting the following year.

DUTIES OF THE COMMITTEE CHAIRS

VI. ***AA Marathon Chair*** shall:

a. Attend all convention committee planning meetings (Co-chair to attend in Chair's absence).
b. Establish meetings and provide schedules to the Program Chair.
c. Ensure marathon meetings follow the AA format according to their Traditions.
d. Obtain leaders and topics for marathon meetings.
e. Schedule meetings not to conflict with any of the major Al-Anon events.
f. Be responsible for meetings to start and close on time.
g. Be responsible for clean up in the AA marathon room during the convention.
h. Prepare and submit a turnover report at the turnover meeting the following year.

VII. ***Alateen Chair*** shall**:**

a. Communicate and coordinate with at least two certified AMIAS serving on the AFG Planning Committee as the AFG AMIAS Sponsors/Event Sponsors. The AMIAS will be selected according to the SCWS Area Behavior and Safety Requirements (ASBRs).
b. Each Alateen member attending the AFG Convention is required to provide an Event Permission/Medical Consent form signed by their parent or guardian. In addition, an SCWS Travel & Treatment Authorization form is always required when transporting an Alateen, including to AFG Committee Meetings.
c. Any Alateen member asked to participate as a representative of Alateen must be accompanied by a parent, guardian.
d. Alateen Chair or Co-chair will be responsible to attend all convention committee planning meetings.
e. Coordinate with the AMIAS Sponsor to submit the Program to the Program Chair.
f. Attend all Al-Anon committee meetings and cooperate with and/or assist the Al-Anon Chair and committee.
g. Be responsible for the cleanup of the Alateen meeting room during the convention.
h. Prepare and submit a turnover report at the turnover meeting the following year.

VIII. ***Archives Chair*** shall:

a. Archives Chair or Co-chair will be responsible to attend all convention committee planning meetings.
b. Obtain archive displays from the previous Archives Chair at the turnover meeting.
c. Be responsible for storage of AFG Archives Displays during the term.
d. Be responsible for setting up archives on Friday and dismantling displays in designated area at the convention before noon on Sunday.
e. In addition, invite the SCWS Archives Coordinator to bring the Archives display to be exhibited.
f. Advise Site and Housing Chair of equipment needed (i.e. tables and chairs, etc.).
g. Be responsible for volunteer sign-up and staffing at Archives Display during the hours established.
h. Have archival documents available at the Archives Display tables for display and review.
i. Prepare and submit a turnover report at the turnover meeting the following year.

IX. ***Boutique Chair*** shall:

a. Boutique Chair or Co-chair will be responsible to attend all convention committee planning meetings.
b. Be responsible for setting up boutique on Friday and dismantling in designated area at the convention before noon on Sunday.
c. Hold craft workshops to make items to be sold at the convention and/or request donated craft items. Prepare announcements and/or sign-up sheets requesting volunteers.
d. Arrange collecting of donated items to be brought to convention planning meetings or convention.
e. Price donated items appropriately at the discretion of the Boutique Chair.
f. Prepare and send out a schedule for volunteers and notify them of their hours of service.
g. Leftover items may be donated or passed on to the new Boutique Chair.
h. Request tables, tablecloths, and chairs from Site and Housing Chair.
i. Order signs and easels for posted hours and door sign from Signs and Graphics Chair.
j. Coordinate with the Treasurer, who will periodically collect money throughout the convention.
k. Arrange for discounted pricing on the last day of the convention.
l. Prepare and submit a turnover report at the turnover meeting in the following year.

X. ***Carry the Message Chair*** shall:

a. Carry the Message Chair or Co-chair will be responsible to attend all convention committee planning meetings.
b. Coordinate with Publicity Chair regarding distribution of registration forms and sign-up sheets.
c. Select a committee to be made up of Al-Anon members representing all of the SCWS districts.
d. Have committee members distribute AFG registration forms and flyers at meetings throughout their respective districts.

e. Coordinate committee members to attend as many meetings as possible to ensure all areas are informed.
f. Prepare and submit a turnover report at the turnover meeting the following year.

XI. ***Decorations Chair*** shall:
a. Decorations Chair or Co-chair will be responsible to attend all convention committee planning meetings.
b. Be responsible for all table and dais (head table) decorations and favors (optional) at all meal events (Friday Committee breakfast meeting excluded).
c. Obtain from Convention Chair and Tickets Committee the number of table decorations to be made.
d. Select a committee to assist with decorations.
e. Assure Site and Housing Chair secures storage space for decorations at time of convention.
f. Be responsible for arranging centerpiece decorations on tables before each event.
g. Develop a system for giving away centerpiece decorations at each table.
h. Prepare and submit a turnover report at the turnover meeting the following year.

XII. ***Entertainment Chair*** shall:
a. Entertainment Chair or Co-chair will be responsible to attend all convention committee planning meetings.
b. Coordinate opening meeting flag ceremony with Program Chair.
c. Coordinate entertainment:
    i. Following the opening meeting
    ii. Following the Saturday night event
d. Obtain approval of expenditure for entertainment from the Convention Chair, preferably from Al-Anon membership at large; Saturday entertainment may be professional.
e. Confirm with Site and Housing Chair for necessary equipment for entertainment at the venue.
f. Prepare and submit a turnover report at the turnover meeting the following year.

XIII. ***Hospitality Chair*** shall:
a. Hospitality Chair or Co-chair will be responsible to attend all convention committee planning meetings.
b. Be responsible for set-up, volunteer sign-up and staffing of the Hospitality room during the hours established.
c. Notify volunteers two weeks prior to convention with a confirmation and hours they will serve.
d. Purchase guest registration book which is to be given to the Convention Chair at the close of the convention.
e. Be responsible for the Hospitality room decorations.
f. Provide a donation basket for contributions.
g. Request food and beverage donations from Al-Anon members.
h. Assure monetary donations received are turned over to the treasurer during the convention.

i. Provide liquid hand soap, paper towels and large trash bags throughout the weekend in the Hospitality Suite.
j. Assure that coffee, tea and supplies are available throughout the weekend (not to be furnished by the hotel).
k. Prepare and submit a turnover report at the turnover meeting the following year.

XIV. ***Host Chair*** shall:

a. Host Chair or Co-chair will be responsible to attend all convention committee planning meetings.
b. Assign Host volunteers to:
    i. be stationed at the hotel lobby, marathon room, meeting rooms, ticketed events, business meeting, and in locations requested by Committee Chairs.
    ii. provide door monitoring, greeting, directions and program scheduling information.
c. Be responsible for set-up, volunteer sign-up and staffing of the Host areas during the hours established. Confirm schedule with volunteers two weeks prior to convention.
d. Obtain Host ribbons and any other items of recognition (i.e., hats, blazers, etc.).
e. Maintain a sign-in table for Host/Hostess check-in and assignments.
f. Prepare and submit a turnover report at the turnover meeting the following year.

XV. ***Literature Chair*** shall:

a. Literature Chair or Co-chair will be responsible to attend all convention committee planning meetings.
b. Obtain contacts and information of the Al-Anon Information Service Offices (AIS/Intergroups/LDC) from Southern California World Service.
c. Invite an Al-Anon Information Service Office (AIS/Intergroups/LDC) in Southern California (that wishes to participate) to sell literature on a rotating basis.
d. Keep an ongoing list of the (AIS/Intergroups/LDC) that have sold literature, to ensure area rotation occurs each year.
e. Prepare and submit a turnover report at the turnover meeting the following year.

XVI. ***Long Timer's Meeting Chair*** shall:

a. Long Timer's Chair or Co-chair will be responsible to attend all convention committee planning meetings.
b. Coordinate and arrange Long Timer's Meeting.
c. Obtain names, phone numbers and e-mail addresses of all long timers attending the meeting (25 years or over) from Registration Committee.
d. Determine meeting format to be used.
e. Provide Long Timer's Meeting schedule to the Program Chair (meeting open to all members).
f. Request tables, tablecloths, chairs and microphones from Site and Housing Chair (including additional chairs for general seating).
g. Prepare and submit a turnover report at the turnover meeting the following year (including list of participants).

XVII. ***Marathon Chair*** shall:

a. Marathon Chair or Co-chair will be responsible to attend all convention committee planning meetings.
b. Submit meeting schedules to the Program Chair.
c. Be responsible for organizing all marathon meetings.
d. Officially opens the first marathon meeting and closes the last marathon meeting. (Detailed under Appendix II.)
e. Have a written format for each meeting available at the podium.
f. Be responsible for meetings to start and close on time.
g. Be responsible for clean-up in marathon room during the convention (contact Site & Housing Chair).
h. Prepare and submit a turnover report at the turnover meeting the following year.

XVIII. ***Program Chair*** shall:

a. Program Chair or Co-chair will be responsible to attend all convention committee planning meetings.
b. Submit tentative program schedule for convention committee approval containing:
    i. Type of meetings (including Friday 'Early-Bird' Participation Meeting)
    ii. Hours of meetings
    iii. Meeting titles
    iv. Number of meetings
    v. Marathon meetings (including Spanish Program schedule)
    vi. Coordinate opening meeting flag ceremony with Entertainment Chair
    vii. Program Co-Chair leads the Opening Meeting Friday night
    viii. Program Chair leads the Closing Meeting on Sunday
c. Select suggested format to be used at convention meetings (detailed under Appendix III).
d. Request program participants to report to the Program Chair upon arrival at the convention.
e. Submit typed program to the Convention Chair for final approval prior to printing.
f. Print sufficient program booklets to be distributed to registrants of the convention. Outside program cover to remain the same color and design.
g. Coordinate thank-you gifts to be presented to speakers after speaker meetings.
h. Be responsible for all meetings to start and close on time.
i. Only provide complimentary meal tickets, registrations and hotel accommodations (which includes one parking permit for two nights) for Friday and Saturday night for speakers and guest as identified below:
    i. Friday opening meeting speaker & guest
    ii. Saturday morning meeting speaker & guest
    iii. Al-Anon luncheon speaker & guest
    iv. Alateen luncheon speaker & parent/legal guardian (In order to provide complimentary hotel accommodations to the Alateen luncheon speaker, the Alateen must be accompanied by a parent and/or legal guardian. This applies even if the Alateen speaker is 18 years of age per the SCWS ASBR, page 1).

v. Saturday night speakers (an AA and an Al-Anon speaker)
vi. Spanish main speaker & guest
vii. Sunday closing meeting & guest (If more than one speaker is a part of a family (husband/wife, mother/daughter, brother/sister, father/son, etc.,) then they shall be considered each other's guest.

j. Provide registration forms for all speakers to: Registration committee, Speaker Host/Hostess committee and Site & Housing.
k. Assure the sentence, "All persons attending ticketed events must be registered" be included in the program.
l. Prepare and submit a turnover report at the turnover meeting the following year.

XIX. ***Publicity Chair*** shall:

a. Publicity Chair or Co-chair will be responsible to attend all convention committee planning meetings.
b. Be responsible for inventory and distribution of registration forms and all flyers related to the convention. Prepare packets of stated items for initial distribution at the Southern California World Service Assembly in November.
c. Coordinate subsequent distribution of information packets with Carry the Message Chair.
d. Be responsible for inventory and distribution of registration forms and all flyers related to the convention to established Area Information Service Center (AIS/Intergroup), Literature Distribution Centers (LDCs), including area newsletters, intergroup meetings, and local events.
e. Prepare and submit a turnover report at the turnover meeting the following year.

XX. ***Raffles Chair*** shall:

a. Raffles Chair or Co-chair will be responsible to attend all convention committee planning meetings.
b. Assist in the fund-raising efforts for the convention.
c. Select committee to assist with sale of raffle tickets prior to and during the convention, including at the luncheon.
d. Determine staffing and hours of operation for the Raffles table during convention hours.
e. Obtain gift baskets to be raffled at the convention.
f. Baskets may be obtained by donations from Southern California Al-Anon membership at large.
g. Arrange for the printing, distribution and sale of raffle tickets for initial distribution at the Southern California World Service Assembly in November and all area events including convention planning meetings.
h. Conduct drawings for gift baskets and $500 cash prize to be held at the luncheon.
i. Request tables, tablecloths, and chairs and 'raffle ticket drum' from Site and Housing Chair.
j. Baskets shall be displayed in the luncheon room prior to the beginning of the luncheon.
k. Conduct drawing for the following year convention weekend giveaway at the Sunday closing meeting. The weekend giveaway includes winner and one guest for two meal

tickets each and one hotel room only. In addition, one parking permit for two nights is included in this package.

l. Coordinate with the Treasurer, who will periodically collect money throughout the Convention.
m. Prepare and submit a turnover report at the turnover meeting the following year.

XXI. ***Registration Chair*** shall:

a. Registration Chair or Co-chair will be responsible to attend all convention committee planning meetings.
b. Assure registration forms have correct mailing address and contact information.
c. Assure the sentence, "All persons attending ticketed events must be registered" be included on the registration forms.
d. Coordinate with the Treasurer, who will periodically collect money throughout the convention.
e. Make periodic pre-registration and ticket deposits and forward copies of deposit slips to the Treasurer.
f. As registration forms are received, develop, and maintain lists of all registered participants, including name, address, event tickets and special needs for use by various committees.
g. Forward information applicable to tickets committee as soon as it is received.
h. Purchase and prepare name badges in advance of convention using current logo design.
i. Select committee to help with on-site registration.
j. Ensure that registration equipment is in working order.
k. Provide counts to Convention Chair and Site & Housing Chair.
l. Arrange for badges to be picked up at the venue; badges are not to be mailed.
m. Oversee maintenance of convention computer hardware and updating software as required.
n. Prepare and submit a turnover report at the turnover meeting the following year.

XXII. ***Signs and Graphics Chair*** shall:

a. Signs & Graphics Chair or Co-chair will be responsible to attend all convention committee planning meetings.
b. Be responsible for the design and printing of registration forms using approved theme and Logo voted on by the current committee.
    i. Have final draft of registration form approved by those designated by the Convention Chair prior to the final printing.
    ii. Obtain a camera-ready logo in sizes needed by committees.
    iii. Assure that Convention Chair and those designated members proofreads the registration form.
    iv. Coordinate with other Committees to acquire pertinent information in the registration form to include the following:
        1. Convention theme and log
        2. Convention dates
        3. Convention site and address

4. Designated mailing address for return of registration forms (assigned by Registration Chair)

c. Coordinate with other Committees to have registration forms printed and available prior to Southern California World Service Assembly (3rd Saturday in November).
d. Prepare and distribute a sign request form to Committees that require signs at the convention.
e. Create requested signs and assure that signs and easels are displayed at the designated locations at the convention.
f. Be responsible for collection and storage of AFG-owned easels.
g. AFG-owned easels are to be turned over to the new Signs & Graphics Chair.
h. Create place cards with names for Luncheon and Saturday Evening Event head table, if requested.
i. Prepare and submit a turnover report at the turnover meeting the following year.

XXIII. ***Spanish Marathon Chair*** shall:

a. Spanish Marathon Chair or Co-chair will be responsible to attend all convention committee planning meetings.
b. Be responsible for all Spanish marathon meetings, topics, and Spanish speaker.
c. Provide Spanish Program schedule to the Program Chair.
d. Officially open and close the Spanish marathon meetings (detailed under Appendix II).
e. Have a written format for each meeting available at the podium.
f. Be responsible for meetings to start and close on time.
g. Be responsible for clean-up in Spanish marathon room during the convention.
~~g.~~h. Seek Translator for Luncheon and Banquet. Find a member to serve as the English/Spanish Interpreter during convention Luncheon and Banquet.
~~h.~~i. Prepare and submit a turnover report at the turnover meeting the following year.

XXIV. ***Speaker Host Chair*** shall:

Speaker Host Chair or Co-chair will be responsible to attend all convention committee planning meetings.

a. Communicate with Chair, Chair-Elect and Program Committee regarding information on all speakers and their guests. Friday Night Speaker, Saturday morning Speakers(s), Al-Anon Luncheon Speaker, Alateen Luncheon Speaker, Saturday Evening Al-Anon and AA speakers, Spanish Main Speaker, Sunday Morning Speakers.
b. Put together a welcome basket for identified speakers listed in item 'B' to be placed in their rooms prior to their arrival.
c. Communicate with speakers prior to the convention; meet the speakers when they check into the hotel; arrange for them to obtain their registration badges and meal tickets.
d. Let speakers know they are welcome to attend the Friday Morning Committee Breakfast, at their own expense.
e. Prepare and submit a turnover report at the turnover meeting the following year.

XXV. ***Tickets Chair*** shall:

a. Tickets Chair or Co-chair will be responsible to attend all convention committee planning meetings.
b. (After prices for all meals are confirmed):
    i. Have input on registration form, including a contact person, phone number and e-mail address for questions.
    Have meal tickets printed in different colors designating specific event (i.e. luncheon, banquet, etc.,).
    ii. Obtain event table layout for assigned seating for each meal from Site and Housing Chair.
c. Issue table numbers and track orders for meal tickets (vegetarian, special needs) as received from registration committee.
d. Select a committee to assist coordination and selling of tickets.
e. Maintain a running count of tickets sold.
f. Reserve tables for committee members, Past Convention Chairs and ensure that convention speakers and their guests have preferred seating.
g. Ensure the Chair and Chair-Elect each have one preferred table each at Luncheon and Saturday night event.
h. Arrange for meal tickets to be picked up at the venue; tickets are not to be mailed.
i. Coordinate with the Treasurer, who will periodically collect money throughout the Convention.
j. Prepare and submit a turnover report at the turnover meeting the following year.

XXVI. ***Ways and Means Chair*** shall:

a. Ways & Means Chair or Co-chair will be responsible to attend all convention committee planning meetings.
b. Be responsible for ordering and sale of convention related merchandise to defer convention expenses (merchandise orders and reorders to be approved by Convention Chair).
c. Select committee to assist with the sale of merchandise at November World Service Assembly meeting and all area events including convention planning meetings.
d. Be responsible for inventory and create a spreadsheet indicating merchandise costs and sale prices.
e. Determine staffing and hours of the Ways & Means table during convention hours.
f. Assure Site and Housing Chair secures storage space for Ways & Means merchandise.
g. Order signs and easels for hours and pricing from Signs and Graphics Chair.
h. Coordinate with the Treasurer, who will periodically collect money throughout the Convention.
i. Prepare and submit a turnover report at the turnover meeting the following year.

XXVII. ***Website Chair*** **shall:**

a. Website Chair or Co-chair will be responsible to attend all convention committee planning meetings.
b. Set-up Website and include pertinent convention information, such as the following:
    i. Convention planning meetings with dates, times, and location.

ii. Contact information for the various convention committees.
iii. Al-Anon, AA, Spanish and Approved Alateen program information.
iv. Convention dates, time, location, theme, and logo.
v. Ways and Means merchandise and fundraising events.

c. Ensure e-commerce site is properly configured for purchase of registration, tickets for all events and Convention merchandise.
d. Prepare and submit a turnover report at the turnover meeting the following year.

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APPENDIX I - SITE AND HOUSING CHAIR

Site and Housing Chair shall:

A. When it is indicated that a change in venue is necessary, assemble a Task Force of Al-Anon members to research site locations centrally located within Southern California. The site is chosen two years in advance and is scheduled in the vicinity of April 1.

B. Schedule a walk-through of the venue for the current planning committee to be held early December. The meeting and tour will establish:
   1. Master billing account
      a. To record all charges during convention, to be paid in full at close of the convention.
      b. Only Site and Housing Chair and/or Convention Chair shall authorize charges to master account.
   2. Safety deposit box provided by the venue
      a. Registered under names of Convention Chair and Treasurer.
      b. Deposits are to be made by two (2) of the following: Treasurer, Co-Treasurer or Treasurer-in-Training.
   3. Meeting rooms
      a. General meetings
      b. Marathon meetings
      c. Luncheon, Saturday night and Sunday morning events
      d. Hospitality room
      e. AA meeting room
      f. Long Timers meeting
   4. Guest rooms
      a. Confirm cost of rooms
      b. Confirm hotel complimentary room policy
      c. Complimentary rooms reserved in accordance with AFG policy outlined in Section IV (b)
   5. Meeting room requirements
      a. Head table, stage or platform for all meeting as required
      b. Room set-up for all meetings & events
      c. Audio visual & taping requirements
      d. Long Timers Meeting microphones (3 required)
      e. Confirm hotel policy for signs, flags, posters and banners
      f. Confirm safety needs of the facility (fire department requirements, etc.)
   6. Convention Committee
      a. Furnish list of committee members to venue personnel
      b. Establish committee member contacts
         i. Site and Housing Chair
         ii. Convention Chair
         iii. Treasurer
   7. Facility personnel
      a. Hotel convention coordinator, catering director & property personnel
   8. Meals

   a. Establish cost of meals and coordinate menus with Chair & Chair-Elect.
   b. Confirm table configurations with venue for meals, color of linens, set-up and clean-up time before and after events.

9. Program
   a. Furnish venue coordinator with convention program schedule.

10. Lobby and hall space
    a. Ways & Means
    b. Raffles
    c. Taper
    d. Host & Hostess
    e. Displays

11. Parking
    a. Establish parking arrangements with hotel for guests staying in hotel and commuters, possible.

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APPENDIX II - SUGGESTED FORMATS FOR MARATHON MEETINGS

OFFICIAL OPENING OF MARATHON MEETINGS:

- Opened by Marathon Chair
- Anonymity Clause
- Welcome to Convention
- Introduce the leader of the first marathon meeting

FIRST MARATHON MEETING WILL CONTINUE WITH:

- Serenity Prayer
- Program – Audience participation on given topic
- Closing Prayer

FORMAT FOR CONTINUING MARATHON MEETINGS WILL BE:

- Anonymity Clause
- Serenity Prayer
- Program – Audience participation on given topic
- Closing Prayer

OFFICIAL CLOSING OF MARATHON MEETINGS:

- Closed by Marathon Chair
- Leader of last marathon meeting introduces Chair, who gives a special
- "Thank You" to participants and attendees
- Closing Prayer

MARATHON MEETINGS ARE APPROXIMATELY ONE HOUR MEETINGS

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APPENDIX III - SUGGESTED FORMATS FOR AFG CONVENTION MEETINGS

REGULAR MEETINGS:

- Anonymity clause will be read before the opening of all meetings
- Serenity Prayer will be read before the opening of all meetings
- All Al-Anon and Alateen readings shall be from CAL (two CAL readings are suggested)
- All meetings will close with the Closing Prayer of your choice

LUNCHEON AND SATURDAY EVENING EVENT MEETINGS:

- Anonymity Clause (read before the official opening)
- Serenity Prayer
- Introduction of Committee Members (traditionally, individually at the luncheon and collectively at the banquet)
- All Al-Anon and Alateen readings shall be from CAL (two CAL readings are suggested)
- Introduction of speakers
- Closing Prayer of your choice

All above formats shall be applicable to Spanish program as well.

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APPENDIX IV – REQUIREMENTS FOR ALATEEN PARTICIPATION AT AFG CONVENTION

- The Southern California Area, in cooperation with the group conscience of Al-Anon, has established Area Safety and Behavior Requirements (ASBR) to create safe places where Alateen's gather for recovery from the family disease of alcoholism, in meetings, conferences, conventions and other events. All Alateen members, Al-Anon Members Involved in Alateen Service (AMIAS), and all meetings and events with Alateen participation must adhere to the Area's ASBRs. The ASBRs include minimum requirements for AMIAS, Alateen meetings, and Alateen participation in conferences, conventions, and other events. To use the Alateen name, the Area, all AMIAS, all Alateen members, and all meetings and events with Alateen participation must be in compliance with the ASBRs. https://www.scws-al-anon.org/wp-content/uploads/2020/09/CA-S-Area-ASBR-2020.pdf Please refer to pages 8, 9 and 12 of the ASBRs. In addition, sections of the WSO Guidelines: G-20 Al-Anon/Alateen Area Conventions and G-34 Alateen Safety Guidelines are useful and helpful in planning a Convention with Alateen participation.

  At least two certified AMIAS must serve on the AFG Committee as the Alateen Event Sponsors

- In order to receive approval to create the AFG Registration forms, flyers, begin fundraising, and announce Alateen events or Alateen participation at an event, the Area has created a two-phase process for the Event Plan. https://www.scws-al-anon.org/alateen/alateen-requirements-and-forms/ Please refer to the Two-Phase Alateen Event Plan Process located in the SCWS ASBR Page 9.

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APPENDIX V – LIST OF ACRONYMS

AA	**Alcoholics Anonymous**
AFG	**Al-Anon Family Groups**
AIS	**Area Information Service**
AMIAS	**Al-Anon Member Involved in Alateen Service**
ASBR	**Alateen Safety and Behavioral Requirements**
AWSC	**Area World Service Committee**
CAL	**Conference Approved Literature**
IRS	**Internal Revenue Service**
LDC	**Literature Distribution Center**
SCAC	**Southern California Alateen Conference**
SCWS	**Southern California World Service**
WSO	**World Service Office**

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APPENDIX VI - HISTORICAL/ARCHIVAL DATES

These guidelines were approved by the AFG Convention Assembly of Southern California (Al-Anon Family Groups Convention of Southern California) on March 18, 1978, and revised and approved on September 8, 1979, April 24, 1983, April 14, 1984, March 15, 1986, May 16, 1987, April 22, 1989, April 21, 1990, March 23, 1991, April 11, 1992, May 8, 1993, April 1, 1995, April 20, 1996, April 19, 1997, April 4, 1998, March 27, 1999, April 8, 2000, April 5, 2003, March 27, 2004, March 31, 2007, April 5, 2008, March 30, 2010, April 9, 2011, March 31, 2012, April 6, 2013, April 5, 2014, March 28, 2015, April 2, 2016, March 25,2023, April 27,2024, March 14, 2026.