

## Tips on Hosting an Area Assembly or Area Committee Meeting

DCM's are responsible for overseeing and facilitating the process of hosting Area Assemblies and Area Committee Meetings.

### Trust in God, volunteer to host an Area Assembly / Area Committee Meeting

- All the DCM's that have hosted an Area Assembly or Area Committee Meeting reported that they had no idea how they were going to pull it off when they raised their hand and volunteered their district as host. Somehow, all the assemblies and committee meetings have come together.

### What's the difference between hosting Area Assemblies and Area Committee Meetings?

- An Area Assembly is an assembly of every GSR and DCM in Hawai'i Area; Area Officers (Chair, Alt. Chair, Secretary, Treasurer, Registrar, Alt. Delegate and Delegate); Area Standing Committee Chairs; Intergroup Chairs and anyone who is interested. However, non-representatives do not have a vote at an Area Assembly. Generally at an Assembly we have between 100-130 people. This is held over a two day period, Saturday and Sunday.
- There are four Assemblies per year (generally):
  - **January Assembly** – Orientation for new GSR's and DCM's in odd year, and Inventory in even years.
  - **April Assembly** – Inform The Delegate (*Not on Big Island due to Merrie Monarch*)
  - **August Assembly** – Budget
  - **November Assembly** – Election in even year, and *optional* Service in odd year.

These are typical, but are in no way written in stone, especially the months.

- Area Committee Meetings are attended by Area Officers; DCMs; Area Standing Committee Chairs and Intergroup Chairs. GSRs and anyone else who is interested may attend, but they do not have a vote at this meeting. Generally about 30-50 people attend. These are held over one day, Saturday.
- Committee Meetings (CM) are held typically four times per year, and the purpose is to set the agenda for the upcoming Assembly.
  - **February CM** – To set the agenda and plan the Inform the Delegate Assembly.
  - **May or June CM** – Delegate Report Back and set the agenda and plan the Budget Assembly.
  - **October CM** - set the agenda and plan the Elections / Service (optional) Assembly.
  - **December CM** – set the agenda and plan the Orientation / Inventory Assembly *\*Note: in the past several years we haven't held this CM\**

### Steps for planning an Area Assembly or Area Committee Meeting

- Secure a location
  - Assemblies must be able to hold 100 plus people (hopefully in chairs!), have a place to facilitate meals (refrigerator) and restrooms. Parking is a plus, but street parking will do if need be.
  - Committee meetings are same but less people (30-50).
  - Please have a smoking area downwind from the meeting place, as smoke bothers many of those attending. Don't forget butt cans.

- Organize your GSRs to head up committees as coordinators:
  - **Food:** there are two ways to go, hire a caterer or get home groups to be responsible for the preparing and serving of a meal. There will be 5 meals: Saturday breakfast, lunch and dinner and Sunday breakfast and lunch.
  - **Coffee / Drinks:** lots of coffee, tea, juice is nice but not necessary. You can sell soda, juice and water between meals. It's better to have too much water than to run out of water.
  - **Transportation:** Coordinator from District will get volunteers from the groups in the districts, as well as people at the Assembly for the return trip. Extra volunteers for the return trip to the airport are advisable, as there will be more of a need. Have them at the meeting early in case we adjourn early. A list for rides needed to the airport on Sunday is good, and announcements at the Assembly.
  - **Homestay:** Coordinator from District locates volunteers who are willing to let people from off-island stay at their house over night. Typically this is for Saturday night, although many people like to come in on Friday. As a courtesy, usually the district home stay coordinator will accommodate, but this is not mandatory.
  - **Set-Up / Clean-Up**
  
- The flier:
  - Name of meeting, and Assembly or Committee meeting
  - Date and time
  - Location with street address, including driving instructions from the airport
  - Hosting District
  - Name and phone numbers of contact people: Transportation and Homestay chairs; name and number of overall contact and a number people can call the day of meeting
  - Cost of Assemblies (Committee Meetings are paid for by Area). Please try to keep it to \$25.00.
  - Name of district / individual to make checks out to, and mailing address. No last names please.
  - Registration form they can tear off and mail in, including:
    1. Name and Service Position
    2. District and Home Group
    3. Contact phone number
    4. Homestay request
    5. Transportation request: include arrival airline, flight number and time and departure airline, flight number and time
    6. Food request: any special dietary needs, including vegetarian

**Important Note:** It will need to be reviewed by the Alternate Area Chair before being distributing. Please have your flier ready at the previous Assembly or Committee Meeting. You will also be responsible for taking home the speaker and light systems at the Assembly or Committee Meeting immediately preceding your hosted event.

**Additional Experience:**

- Have two tables for registration (one for the District and one for the Registrar).
- Have surge strips for the secretary's laptop. Have 2 lines for meals
- RELAX, GOD IS IN CHARGE

\*NOTE: This was originally put together by former members in Hawai'i Area. It was retyped and briefly edited on 4/9/08 by Elizabeth M., Alternate Area Chair for Panel 57.