

**NFAC
HOST DISTRICT RESPONSIBILITIES
FOR AREA ASSEMBLY**

A Responsibility can be done by 2 or more District together

Registration

Friday

Registration should begin at 6 PM and remain staffed until 8 PM that evening. It is suggested that someone from your District be there approximately 5 PM to get set-up and be ready to go at 6 PM. The Alternate Area Chair will provide Assembly Agendas. If you run out of agendas please ask the Alt. Chair. It is best to keep the Assembly Agendas behind the registration desk/area and hand them to people as they register. At least two people should be there at all times during the entire assembly. We suggest you alternate in 2 hour shifts.

Supplies Needed

1. Check materials left from the last Assembly and with the Alternate Chair for supplies already on hand if any are needed.
2. Name Badges: Clear plastic that allow slip inserts – 400
3. White name badge inserts – returning GSRs, DCMs, etc. – 250
4. Orange name badge inserts – new GSRs, DCMs, etc. – 150
5. Green name badge inserts – guests – 150
6. Legal or letter size lined pads – 4
7. Seventh Tradition buckets – 6
8. Pens, pencils and markers – various
9. Service Manuals to sell

Setup

- The hotel will provide the registration tables or an area for use during registration hours.
- Set out existing name badges left from previous assembly.
- Next set out the white and green badge inserts and badge holders. Replace the orange badges with white and place on table. It is suggested to only set out a few at a time or to hand them to each person as they register.
- Set out the 4 pads and put on the top of them – Officers/Service Coordinators – DCMs – GSRs – Guests.
- Have pens and markers available for attendees to fill out their name badge. It is suggested for them to put their Name – Trusted Servant Title, District/Home Group name on their badge.
- Collect the funds from the service manual, put into a envelope provided by the Treasurer or Alternate Chair, with time/amount collected/name of person who collected

**NFAC
HOST DISTRICT RESPONSIBILITIES
FOR AREA ASSEMBLY**

funds. The Treasurer will come by at various times to collect all funds. Do this on Friday evening, all day on Saturday and on Sunday morning after the business meeting.

- Set-up flyers on table provided next to Registration. Event Flyers should be checked by the Alternate Chair.

Saturday

- Continue to staff the registration table from 8:00 AM until 4:30 PM.
- If possible please have someone staff the registration table during lunch.

Sunday

- Continue to staff the registration table from 8:00 AM – 8:45 AM.
- Have all of the **District table tent numbers out on the tables by 8:15 AM** and keep Districts together, i.e. Districts 18A and B should be at adjoining tables. Place the Service Coordinators sign at a table near the front and the Past Delegates sign at a table near the back.
- Please complete total numbers of DCMs/Alt DCMs; GRSs/Alt GSRs: Officers/Service Coordinators/Administrative Committee Members; and Visitors and **give to Alternate Chairperson promptly at 8:45 AM before the start of the business Meeting.**
- At the close of the Business Meeting, please collect all of the name badges left on the registration table and save them for use at future Assemblies.
- Clean up the registration table/area including boxing up of all supplies (name badges, pads, room signs, ect.) and make sure they get to the Alternate Chairperson for the next Assembly.

Voting Assembly

A separate table will be setup to verify their voting eligibility by a list provided from the Registrar and put a color coded sticker on their badge. Eligible to vote are all Officers, Service Coordinators, GSRs and DCMs. Alternates are eligible to vote only if their Service Coordinator, GSR or DCM will not be attending the Assembly.

Hosting a Assembly is meant to be a rewarding experience for the District. Try to encourage as many volunteers as necessary even if they can't stay for the entire Assembly. Hosting an Assembly is a great way to meet other members of our fellowship and to encourage support and participation in service work.

NFAC
HOST DISTRICT RESPONSIBILITIES
FOR AREA ASSEMBLY

Friday Night Meeting

The Host District is responsible for selecting a chairperson and readers for the Friday night meeting 8:00 PM to 9:00 PM. It is suggested that the topic or activity be service related, alternate topics will be at the discretion of the District. Pass the Seventh Tradition baskets and give the funds collected to the Area Treasurer or Alt. Chair.

Hosting an Assembly is meant to be a rewarding experience for the Districts. Try to encourage as many volunteers as necessary even if they can't stay for the entire Assembly. Hosting an Assembly is a great way to meet other members of our fellowship and to encourage support and participation in service work.

Please see the Alternate Area Chair with any questions, problems or suggestions. Thank you for your service to the NFAC.

Grapevine Room

- Staff the Grapevine Room from 8:00 AM -4:00 PM. We suggest at least 2 people at all times and alternate in 2 – hour shifts.
- Check with the Grapevine Service Coordinator for the exact responsibilities in the Grapevine Room.

Hosting an Assembly is meant to be a rewarding experience for the Districts. Try to encourage as many volunteers as necessary even if they can't stay for the entire Assembly. Hosting an Assembly is a great way to meet other members of our fellowship and to encourage support and participation in service work.

Please see the Alternate Area Chair with any questions, problems or suggestions. Thank you for your service to the NFAC.

**NFAC
HOST DISTRICT RESPONSIBILITIES
FOR AREA ASSEMBLY**

Host

Saturday Meeting

- Provide speaker for the Saturday night meeting, except
- NFAC will provide the following speakers –

January even year will be a GSO Speaker

October odd year will be South Florida Area 15 Delegate

January even year will be the Southeast Regional Trustee

October odd year will be the business meeting (election Sunday morning)

The Host District will be notified if there is a special guest invited by NFAC at any other time and no speaker is needed.

- Pass the Seventh Tradition Buckets at the Saturday evening meeting and the Sunday morning Business Meeting. Be sure that the buckets get to all tables, including the front dais where the Officers are sitting. All funds should be counted and turned in to the Treasurer.
- At the October voting assemblies, have 8 non-voting people to distribute and pick up the votes of the Assembly and assist in the process. Coordination of this is usually done with the Past Delegate for the weekend, who conducts the actual election process.
- Provide someone to chair the Traditions/Concepts Workshop. This chair should be someone who is very familiar with the NFAC as well as the Traditions/Concepts. Current and Past Trustees, Past Delegates, Area Officers and DCMs are good choices. Do not choose the same Past Delegate hosting the current weekend)

Hosting an Assembly is meant to be a rewarding experience for the Districts. Try to encourage as many volunteers as necessary even if they can't stay for the entire Assembly. Hosting an Assembly is a great way to meet other members of our fellowship and to encourage support and participation in service work.

Please see the Alternate Area Chair with any questions, problems or suggestions. Thank you for your service to the NFAC.

Revised 10/8/06, 12/20/11, 3/22/13,7/6/14, 07,14,18 by Alt. Chair