

**NFAC AREA ASSEMBLY
HOST DISTRICT RESPONSIBILITIES SUMMARY
(Review the full descriptions on the following pages)**

Host District Responsibilities can be done by one, two or more districts.

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

REGISTRATION DESK HOST (2-5 people):

- Registration opens Friday evening at 6:00 p.m. to 8:00 p.m., Saturday 8:00 a.m. to 4:30 p.m. and 7:00 p.m. to 7:45 p.m. and Sunday morning 8:00 a.m. to 8:45 a.m.
- All supplies provided by Alternate-Chair (see last page).
- Provide total counts of all attendees to the Alternate-Chair on Sunday at 9am business meeting.

GRAPEVINE ROOM HOST (2-4 people):

- Staff the Grapevine Room on Friday from 4:00 p.m. to 8:00 p.m. and Saturday from 8:00 a.m. to 4:00 p.m.
- The Grapevine Service Coordinator will provide more information for the additional responsibilities within the Grapevine Room.

FRIDAY NIGHT DISCUSSION MEETING HOST (2-4 people):

- Please arrive 7:30 p.m. to set-up for 8:00 p.m. to 9:00 p.m. meeting.
- The Host District will select a chairperson, a service-related topic, readers & pass Seventh Tradition baskets.

SATURDAY AFTERNOON TRADITIONS/CONCEPTS WORKSHOP (1-2 people):

- District Host selects the Chairperson 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 that is hosting the current weekend.
- Chairperson needs to be identified and communicated to Alternate Chairperson 30 days prior to the Workshop to be included in the Agenda.

SATURDAY NIGHT SPEAKER MEETING HOST (2-5 people):

- Please arrive 7:30 p.m. to set-up for 8:00 p.m. to 9:00 p.m. meeting.
- The Hosting District will select a chairperson, readers & pass Seventh Tradition baskets.
- Provide speaker for the Saturday night meeting, except when NFAC will provide speakers in January/September/October.

SUNDAY BUSINESS MEETING HOST (4-6 people):

- Please arrive by 8:45 a.m. to pick-up the Seventh Tradition Baskets.
- Pass the Seventh Tradition Baskets at the Business Meeting.

VOTING ASSEMBLIES (8-10 people):

- At the even year October voting Assemblies, please have eight (**8**) **non-voting** people to help distribute and pick up the votes and assist in the process. The Past Delegate for the weekend conducts the election and will coordinate the process.

**NFAC AREA ASSEMBLY
HOST DISTRICT RESPONSIBILITY DESCRIPTIONS**

REGISTRATION DESK HOST:

- Registration opens at 6:00 p.m. to 8:00 p.m. on Friday evening, Saturday from 8:00 a.m. to 4:30 p.m. (if possible during lunch, too) and Sunday morning 8:00 a.m. to 8:45 a.m.
- Hotel will provide tables and a designated area during the above hours.
- Please plan to have two people at desk at all times, two (2) hour slots are suggested.
- Obtain necessary supplies from Alternate-Chair (supply list on last page).
- Badges & Sign In Sheets:
 - a. Set out names badges from previous assembly.
 - b. Set out clear plastic holders & necessary supplies (pens & markers).
 - c. Badge colors: White for all returning DCM, GSR and alternates, Orange for anyone new to their position at current assembly and Green for all visitors.
 - d. Four (4) legal/letter size pads are used for sign in sheets, one for each as follows:
 1. DCM's & Alt DCM's
 2. GSR's & Alt GSR's
 3. GUEST
 4. Officers/Service Coordinators
 - e. Please write across the top of each of the four pads: Name, Title, District# and Home Group Name
- Service Manuals are sold at Registration. Collect the money in an envelope provided by Treasurer or Alternate-Chair then given to Alternate-Chair with your name, time and amount collected for each day.

Friday Night Registration:

- Please plan to arrive 5:00 p.m. to have desk set-up for 6:00 p.m. through closing at 8:00pm.
- Agendas & Supplies will be provided by Alternate-Chair & can be handed out as our members register.
- Badges and Sign-In Sheets are prepared as noted above and used throughout the Assembly.

Saturday Registration:

- Please arrive 7:45 a.m. to set-up and cover all day until 4:30 p.m. (please have coverage during lunch if possible).
- Put out Badges, Sign in Sheets and supplies.
- Agendas will be provided by Alternate-Chair & to be handed out as our members register; if you run out please ask our Alternate-Chair for more.

Sunday Morning Registration:

- Please arrive at 7:30 a.m. to set-up and cover Registration Desk until 8:45 a.m.
- Place numbered table tents at District Tables by 8:15 a.m. Table numbers are stored with Registration Supplies.
 - a. Please keep Districts together i.e. 18 A & B should be next to each other; Service Coordinators and Administrative Committees are at the front of room and Past Delegates are in the back.
- Give total number of all in attendance (from the sign-in sheets) DCM's & GSR's (including Alternates), Service Coordinators, Administrative Committee Members, Past Delegates and Visitors to Alternate-Chair no later than 8:45am before Business Meeting begins.
- A reminder will be made asking everyone to leave their badge at the registration table. Please return to registration table after the business meeting to clean up table, collect badges & supplies for the Alternate-Chair.

GRAPEVINE ROOM HOST:

- Staff the Grapevine Room on Friday 4:00 p.m. to 8:00 p.m. and Saturday from 8:00 a.m. to 4:00 p.m. We request two-four people at all times. This could be one or two hour shifts throughout the entire day.
- Check with the Grapevine Service Coordinator for the additional responsibility within the Grapeview Room.

FRIDAY NIGHT DISCUSSION MEETING HOST:

- Please arrive 7:45 p.m. to set-up for 8:00 p.m. to 9:00 p.m. meeting
- The Hosting District will select a chairperson, (with topic), readers & pass Seventh Tradition baskets. The funds collected are given to the Area Treasurer or Alternate-Chair.
- Topics are suggested to be service related or an activity that is service related, alternate topics will at the discretion of the Host District.

SATURDAY AFTERNOON TRADITIONS/CONCEPTS WORKSHOP (1-2 people):

- District Host selects the Chairperson 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 that is hosting the current weekend.
- Chairperson needs to be identified and communicated to Alternate Chairperson 30 days prior to the Workshop to be included in the Agenda.

SATURDAY NIGHT SPEAKER MEETING HOST:

- Provide speaker for the Saturday night meeting *Except* when NFAC will provide speakers as follows (Host District will be notified of any changes):
 - January even year will be a GSO Speaker.
 - October even year will be South Florida Area 15 Delegate.
 - January odd year will be the Southeast Regional Trustee.
 - October odd year will be our Business Meeting, elections will be held on Sunday morning.
- Pass Seventh Tradition buckets at the Saturday evening and Sunday morning Business Meeting. Please be sure buckets get to all tables, including the front dais where Officers sit. Funds collected are given to Treasurer.
- 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 that is hosting the current weekend.

SUNDAY BUSINESS MEETING HOST:

- Please arrive by 8:45 a.m. to get seventh tradition Baskets.
- Pass the Seventh Tradition Baskets at the Business Meeting and deliver to Treasurer.

VOTING ASSEMBLIES:

- Voting Assembly carries additional responsibilities. A separate table is set-up at registration with a list provided by our Registrar to verify voting eligibility. A colored sticker is put on badges to signify eligibility requirement has been checked. All Officers, Service Coordinators, DCM's & GSR's are voting members (Alternates are eligible to vote only when primary is not in attendance).
- At the Even Year October voting Assemblies, please have eight (8) non-voting people to help distribute and pick up the votes and assist in the process. Coordination of this is usually done with the Past Delegate for the weekend, who conducts the actual election process.

Please see our Alternate Chair with any questions, problems or suggestions.

Thank you for your service to the NFAC!

REGISTRATION DESK SUPPLY LIST:

1. Name Badge Holders: Clear plastic that allow for badge inserts (400 per Assembly)
2. White name badge inserts 250
3. Orange name badge inserts 150
4. Green name badge inserts 150
5. Legal or letter size lined pads 4
6. Seventh Tradition buckets 6
7. Pens, pencils and markers
8. Service Manuals
9. District Table Numbers

Check materials left from the last Assembly and with the Alternate-Chair for supplies already on hand (if any additional are needed).

Revised: 10/08/06, 12/20/11, 03/22/13, 07/06/14, 07/14/18 and 4/3/20 by the Alternate Chair.