

NORTHERN ILLINOIS PLANNING PROCEDURES

AREA 20

Procedures for Districts Hosting Area Meetings

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PROCEDURES FOR DISTRICTS HOSTING AREA MEETINGS

Introduction

The purpose of this document is to provide written procedures for a Committee hosting an Area Meeting. This document should be used in conjunction with the NIA Reference Documents for Hosting Area Meetings.

Northern Illinois Area (NIA) holds nine (9) Area meetings throughout the year:

- Four (4) quarterly Area Committee Meetings
- Four (4) quarterly Area Assemblies
- Annual Pre-General Service Conference Workshop ("PGSCW") prior to the annual A.A. General Service Conference.

The Committee Meetings are held at a central location. Area Assemblies and the PGSCW may be held at various facilities throughout the NIA geographic region. All Area meetings are hybrid, and must facilitate both in person and online participation.

At the Winter Assembly, in conjunction with approval of the NIA Calendar, all Districts that have not hosted an Area Meeting in the preceding two (2) years are eligible to "bid" on one of the Area meetings that will be held the following year.

Organization

The following are the suggested structure, duties, and responsibilities for the Host Committee of an Area Meeting.

- Host Committee Chair
 - A Host Committee Chairperson may be the DCM from the hosting District, a Service Chair from a volunteer Service Committee, or a designated Trusted Servant.
 - The Host Committee Chair is the primary point of contact with the NIA Alternate Chair and is responsible for confirming that the meeting facility meets the suggestions in this document and is handicapped accessible.
- Financial Aspects of Hosting
 - The Host Committee Chair is responsible for overseeing the financial aspects of conducting an Area Meeting. The Host Committee Chair submits to the NIA Alternate Chair and NIA Treasurer a proposed budget in the format provided (see Reference Document). The Committee and the Chair ~~shall~~ will make the very best effort to insure prudent spending for the Area meeting is self-supporting in line with AA Traditions and NIA spending guidelines.
 - The Host Committee Chair is responsible for obtaining any monies needed prior to the Area Meeting from the NIA Treasurer. All receipts should be kept and turned in for reimbursement. The Host Committee Chair should obtain the Tax Exempt Letter for any purchases from the NIA Alternate Chair or the NIA Treasurer.
- Flyers
 - The Host Committee Chair is responsible for preparation of an announcement flyer. A digital (PDF) copy of the file is to be provided to the NIA Chair, Alternate Chair, Area Delegate, Alternate Delegate, Web Administrator, and the Concepts Editor.
 - Flyer is to be completed and available prior to the Area Meeting preceding the hosted meeting.

- For each NIA Assembly, at least 75 flyers should be printed and provided at the preceding Area Assembly.
- For each NIA Committee Meeting, at least 50 flyers should be printed and provided at the preceding NIA Committee Meeting.
- The flyer must include at a minimum:
 - Facility name and address
 - Date of the meeting
 - Times of registration
 - Cost of lunch or other meals being provided, (along with what is being served) and points of interest or concern.
- Supplies & Electronic Equipment
 - The Host Committee Chair coordinates with the NIA Alternate Chair to arrange for transportation of any NIA non-technology supplies to and from the meeting facility, including: coolers, coffee pots, general supplies, NIA directional signs, and the posters of Bill and Bob.
 - The Technology Committee coordinates the transportation of audio/visual, electronic, and other technology equipment required to run the meeting. (Note: Due to space constraints, it is not the responsibility of the Technology Committee to transport, or arrange for the transport, of any other supplies or equipment that are the responsibility of the Host Committee Chair and NIA Alternate Chair.)
- The Host Committee Chair is responsible for scheduling sufficient planning meetings prior to the scheduled event to ensure all functions are handled (see Reference Document).
- The Host Committee Chair coordinates with the NIA Alternate Chair to arrange for a Spanish interpreter to be present at each Area meeting. (The Technology Committee is responsible for providing the related translation equipment.
- Spring Assembly when held in conjunction with the Spring Assembly Conference
 - For AA members solely attending the Spring Assembly and corresponding committee breakout sessions Saturday, the Conference registration fee is not required.
 - AA members that wish to attend any non-business portion of the Conference are required to pay the registration fee.
- Host Committee
 - The Host Committee should be comprised of the following members; these members are responsible to obtain needed volunteers.
 - Technology Liaison - Responsible for coordinating the meeting's technology needs by acting as the primary point of contact between the Host Committee and the Area Technology Committee. This individual must supply the Technology Committee with key venue information, including a diagram of the main room, the location of any breakout rooms, and the facility's Wi-Fi password. Furthermore, the Liaison should try to secure permission to use the facility's private Wi-Fi network rather than a public "guest" network if both are available, ensuring the technical setup is as reliable as possible. It is important to note that this role does not require technical knowledge; the Liaison is simply in place to ensure that the technical aspects of the event are effectively coordinated, and the position may be filled by a separate individual or the Host Committee Chair.
 - Registration - Responsible for providing support to the NIA Registrar by manning the Registration Table at the main entrance of the Area Meeting facility. The Registration Table will need to be supported by three (3) or more

volunteers at any time registration is open. Registration is responsible for collecting money for lunches and any meals provided. The NIA ~~Secretary~~ Registrar will provide the registration forms. All completed registration forms will be turned in to the NIA Registrar by the conclusion of the Area meeting.

- Set-up and Clean-up - Responsible for the organization of the Meeting Rooms and the Registration Table area. They are also responsible for the breakdown and cleaning of these areas.
- Greeters - Responsible for setting up the NIA Directional Signs (provided by the NIA Alternate Chair) outside the meeting facility. Greeters should be familiar with the Meeting Facility layout and able to provide help in directing all attendees to the Main Meeting Room, the restroom facilities and any Breakout Session Rooms when the time is appropriate. Greeters are responsible for knowing the location of all Emergency Exits and washrooms throughout the facility. An announcement by the Host Committee Chair should be made to the Area Meeting attendees concerning the Emergency Exit locations and washrooms prior to the commencement of the Area Meetings activities.
- Refreshments - Responsible for providing the appropriate food and beverages as suggested in the Reference Document. This group is responsible for the set-up and clean up of these items. Contribution cans, clearly labeled, should be made available in close proximity to the refreshment stations to help defray the cost of the purchase of these items. The Committee is responsible for acquiring and serving lunch as suggested by Reference Document. It is suggested that two (2) bids from caterers be secured to obtain lunch at the lowest possible cost. Because attendance at an Area Meeting may fluctuate significantly based on time of year and location, specific consideration should be given to selecting a caterer who is willing to agree to accept a firm number of lunches by 10:00 AM on the day of the event.

Financial Statement

A Financial Summary Statement should be prepared and submitted to the NIA Alternate Chair and NIA Treasurer no later than thirty (30) days after the Area Meeting has concluded. The suggested format for this Financial Summary is in the Reference Document. This Statement will be available for preparing future Hosting Committee's Area Meetings.

Any monies received in excess of expenses are to be turned over to the NIA Treasurer. Should the Host Committee experience a financial loss, as a result of hosting the Area event, documentation of the loss must be provided to the NIA Treasurer who will arrange for NIA to provide reimbursement for the documented loss.

Location and Facility

- The selected location may be anywhere within the Area boundaries. Suggested facilities include community colleges, high schools, private or parochial schools, or community halls with adjoining meeting rooms for breakout sessions.
 - The suggested hours that the selected facility is available for the Area Assembly, including set-up and cleanup, are 7:00 AM to 6:00 PM.
 - The suggested rent for the use of the selected facility should be financially prudent to the Area Assembly.

- Ample parking for those who are attending the Area Assembly is necessary. To ensure adequate parking is available, coordination with the local police department may be required.
- Insurance requirements for use of the facility are now covered under the NIA Insurance Liability Policy. The NIA Treasurer is responsible for securing the Certificate of Insurance and providing it to Host Committee Chair.
- The selected facility's main meeting room should be large enough, with tables and chairs, to seat a minimum of 200 people. Two head tables, located in the front of the room, should be set up for the Area Officer's. Those to be seated at the head table are:
 - Delegate and Alternate Delegate
 - Chair and Alternate Chair
 - Treasurer
 - Secretary and Alternate Secretary
- The space will require access to multiple 110v AC outlets.
- The head table must be positioned to accommodate two (2) PA speakers, one on either side of the table. Each PA speaker requires access to a 110v AC outlet.
- One standard (6 foot) long folding table with three chairs for the Technology Committee will be positioned with a clear view of the head table. The table must have easy access to at least two (2) 110v AC outlets.
- The Spanish interpreter will require two small tables near the Technology Committee.
- The Area Service Chairs will need 7-8 display tables set up in the Main Meeting Room for Service handouts and displays as follows: 2 Tables for Handouts and 5 for displays
- If smoking is permitted on the selected facility grounds, please follow Illinois State Laws, provide butt kits if necessary, and clean those up at the end of the event.
- The Seventh Tradition Basket will be passed around the room just prior to the lunch hour.

Location and Facility (Assembly's ONLY)

- The selected facility should have enough breakout rooms available to hold separate meetings.
- The following NIA Service Committees will be meeting at the Area Assembly:
 - GSRs (Main Meeting Room)
 - DCMs (seating for up to 30 people)
 - Secretaries
 - Treasurers
 - Accessibilities
 - Answering Service
 - Archives
 - Bridging the Gap
 - Concepts
 - Cooperation with the Professional Community
 - Correctional Facilities
 - Grapevine
 - Literature
 - Public Information
 - Treatment Facilities

- The NIA Area understands that not all facilities can accommodate this number of rooms. It may be necessary to combine some service committees into one room. Rooms cannot accommodate multiple hybrid session, so a minimum of 9 breakout rooms are needed.
- A room breakout list/map must be provided to the Technology Committee in advance, so laptops can be set up to accommodate hybrid participation.

Section Revisions

Revision Guidelines

Revisions to this section are approved by a substantially unanimous vote of the Area Committee. All approved revisions must be reported to the Assembly when it next meets, discussed if necessary, and accepted or rejected by a “sense of the Assembly.”

Revision History

- Previous documents
 - Procedures for Hosting Area Committee Meetings Prepared by Jerry P., 12/27/2003
 - Amended by John C., 3/23/2004
 - Adopted by NIA committee, 5/1/2004
 - Amended by John C. and Dan M., 1/2/2006
 - Amended by Dan M., 2/9/2006
 - Amended by Mike F., 1/1/2008
 - Retitled to “Procedures for...,” reformatted to standardized document style, and added standardized Section Revisions section. Text changes only as needed to support style. Report and Charter Committee, 5/17/2009, 6/13/2009, 9/27/2009, 10/3/2009, 10/11/2009
 - Approved by Assembly, 12/12/2009
 - Procedures for Hosting Area Assemblies Approved by assembly, 1993
 - Revised with assembly approval, 7/14/98
 - Revised with assembly approval, 12/3/05
 - Revised with assembly approval, 12/2/06
 - Retitled to “Procedures for...,” reformatted to standardized document style, added standardized Section Revisions section. Text changes only as needed to support style. Report and Charter Committee, 5/17/2009, 6/13/2009, 9/27/2009, 10/3/2009, 10/11/2009
 - Approved by Assembly, 12/12/2009
- Current document
 - Approved 6/19/2010
 - Revised with assembly approval, 12/10/2011
 - Removed from the unabridged version of the Northern Illinois Area 20 Service Handbook. Approved by Assembly, December 9, 2017
 - Updated to address accessibilities in font size and style, 10/2024
 - Revised with assembly approval, 12/13/2025