



Northern California World Service Area Facilities Coordinator Guideline

HISTORY: For many years, the Chairperson performed the duties as are currently performed by the Facilities Coordinator. The Districts would submit bids for the Assembly, Committee Meetings and Conventions. Selection was done by the NCWSC. Then the Chair did the final negotiations, knowing that if one facility wasn't suitable, the Chair could pick another. The position slowly evolved by adding audio/visual (AV) functions. As of this writing the AV functions have been assigned to the newly created Technical Coordinator.

PURPOSE:

- To facilitate and/or support all functions associated with NCWSA In-Person, Hybrid or Electronic Functions.
- To encourage participation areawide in hosting NCWSA functions.
- To support the Districts who submit or request proposals for meeting locations (Assemblies, Conventions, Committee Meetings and Special Events) the NCWSA may require.
- When a District is not available to host an Assembly or Committee Meeting the Facilities Coordinator will proceed by following the Assembly or Committee Guideline with the assistance of the NCWSA Chairperson. Committee Members would be needed to have a successful event.
- To coordinate with Officers, Technical Coordinator, and other Coordinators to verify their needs for each Committee Meeting, Meeting, Assembly or Convention to support their event in-line with the Guidelines.
- Maintain AV and translation equipment for use by members of NCWSA.

AUTHORITY: (To make decisions, if applicable)

- During an event; all facility contact for requests and changes will be authorized by the Facilities Coordinator to alleviate any miscommunications between the event site and the final bill.
- Reviews final bill and approves for payment by the Area Treasurer.
- Coordinate with Alternate Facilities Coordinator to maintain and inventory the NCWSA AV and translation equipment.
- Coordinate with Alternate Facilities Coordinator to keep a procedure for checkout and check-in of AV and translation equipment. This includes proper packaging and storage for both long- and short-term.

PREREQUISITES, REQUIRMENTS, SKILLS or TALENTS NEEDED:

- Good Communication skills: We are the face of Al-Anon as a whole in how we do business. We do business with hotels, restaurants just to name a few
- Ability to manage timelines: While the events are always a success, behind the scenes can become pretty exciting when forward planning lacks.
- The ability to recruit volunteers is very important.



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- A larger vehicle is a benefit as Facilities Coordinator will frequently work with the Tech Coordinator transporting equipment. Assistance can be requested of other members of the Area can help as well.

DUTIES:

The following Duties are shared between Facilities Coordinator along with the Alternate Facilities Coordinator. The Facilities Coordinator will perform these duties when an Alternate Facilities Coordinator is not available.

- Support and assist the hosting District for Committee, Assembly, Meetings or Conventions with facility issues, preplanning, and training volunteers.
- Assist the hosting District as needed in creating fliers and announcements of their event.
- Review and approve with the Chair all fliers and announcements of upcoming events
- Maintain and store Area signage and transport to the event.
- Maintain the storage facility in an organized manner.
- Alternate Facilities is to Maintain AV and Translation equipment inventory.
- Alternate Facilities is to Maintain checkout and check-in of AV and Translation equipment.
- Alternate Facilities is to Maintain procedures for correct storage of all AV and Translation equipment.
- When an Alternate Facilities Coordinator is not available the Facilities Coordinator will perform all duties.

RESPONSIBILITIES:

- Review and become familiar with NCWSC Guidelines, with a focus on Section VI “Meetings of the NCWSC Committee.”
- Read and become familiar with the Assembly Guidelines (B-22), and Convention Guidelines (B-23).
- Encourage and assist Districts in presenting bids to host NCWSC meetings, NCWSA Assemblies, Special Events and Conventions. Bids should be presented to NCWSC or NCWSA for discussion and group conscience.
- Prepare a report for NCWSA Committee meetings and Assemblies. Submit to Area Secretary and all Committee members for distribution.
- Attend NCWSA Committee Meetings, approximately 1.5 days 3 times a year.
- Attend Assemblies, approximately 9 hours in May or June, and 2.5 days in late September or early October.
- Attend Annual Conventions (2.5 days) and all Convention planning meetings monthly, whether by conference call or face to face meetings once a month for approximately 3 to 4 hours.
- Attend Officers/Delegate call once a quarter when requested, approximately 1 hour per quarter.
- Attend LRPC meeting when requested, approximately 1 hour per quarter.
- Review all sites to verify all needs can and will be met.
- Be the liaison between the Committee Meetings, Assemblies, Special Events, and Conventions, and the meeting site, whether a Hotel, School, Convention Center, or Church to verify all needs can and will be met.
- Review all contracts with the support of the NCWSA Chairperson and event Committee and submit to NCWSA Chairperson for final signature.



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- Supply the Convention Manual of Duties to all Convention Committee Chairs and Co-Chairs.
- Approve all expense reports pertaining to Convention Committee.
- Provides Budget input regarding facilities expenses to the NCWSA Budget Committee.
- Update Guidelines as needed forwarding any revisions of guidelines to the NCWSA Bylaws Coordinator and Chairperson for approval and posting to the NCWSA website.

Suggested TIME-LINE:

- 3 months prior to Assembly have the JotForm registration prepared.
- 3 months prior to Assembly have the hotel link. (This needs to be fully tested)
- 3 months prior to Assembly/Convention provide hotel link information to the 12-Stepper
- 3 months prior to Assembly/Convention provide hotel link information to the Website Coordinator.
- 1 year prior to each event the facility contract should be in place.
- The hotel will provide timelines for hotel rooms, food calculations etc. We need to meet these timelines for the hotel.

AMOUNT OF TIME PER MONTH, YEAR or TERM REQUIRED:

- The first event or two can be a bit time consuming familiarizing oneself with the process.
- Up to 10 hours 2 months prior to an event
- Setup is approximately 2-3 hours prior to the event. Tear down is approximately 1 hour to see that items are properly inventoried in for storage.
- Travel to return equipment to storage.

EXPENSES:

Expense reports for travel and office expenses are submitted to the Treasurer in a timely manner and kept within the Budget submitted and approved by the NCWSC.

- Travel to and from Committee Meetings, Assembly, Convention and Special Events.
- Travel to and from Convention Planning meetings.
- Travel to and from event for Event Walkthrough.
- Room and Food expenses while at Committee Meetings, Assembly, Convention and Special Events for NCWSA.
- Supplies required in performing all duties such as office supplies, paper products for special events.
- Phone costs required for performance of the position.

RESOURCES: (Tools and Equipment Needed):

- Al-Anon/Alateen Service Manual
- Associated Guidelines for the current event
- Sponsor and Service Sponsor



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FORMS USED:

- A4 Expense Reimbursement form
- A15 Outside Vendor Payment Request