

Kentucky Al-Anon Convention Resource Person Policy & Procedures
Kentucky Area Position Guideline

The Area Convention Resource Person is appointed by the Area Chairperson and the Area Delegate, who have had experience serving on past Convention Host Committees.

Convention Liaison Procedures:

1. Maintains:
 - * Succession record of Convention Chairpersons and Co-Chairpersons
 - * Record of the attendance and banquet tickets (If there is a banquet)
 - * List of previous convention speakers
 - * List of [past previous](#) Convention themes
2. The Area Convention Resource Person, according to rotation, should notify the last convention Chairperson or Co-Chairperson of that hosting location two years out and remind them to call a meeting of Al-Anon members by announcing the day, time and place, for the purpose of establishing a Host Committee.
3. The Convention Resource Person continues to keep in touch with the Host Committee through the committee chairpersons.
4. The Convention Resource Person assists both the current Convention Host Committee and the Convention Host Committee for the following year in planning their convention.
5. The Convention Resource Person receives a copy of minutes, budget, planning schedules, contract communications with the convention facility and is apprised of any problems that may arise and decisions made by the Host Committee.
6. The Convention Resource Person may attend Host Committee meetings. Expenses incurred by the Convention Resource Person are to be paid by the Area.
- [7. The Convention Resource Person compiles logistics and recommendations from Host Committee reports to pass along to future Host Committees.](#)

Revised 6/13/2022

Note: See "Kentucky Area Al-Anon Convention Host Committee Guidelines"

Approved by Area Assembly 3/5/2022.

[For Review by AWSC & Assembly October 2026](#)

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