

**SUGGESTED GUIDELINES
FUNCTIONS/RESPONSIBILITIES FOR
HOST DISTRICT
AT
SETA QUARTERLY ONE DAY ASSEMBLY**

GENERAL

It is suggested that the volunteer Host Districts each select a representative (leader) responsible for organizing the necessary workforce to carry out the duties and responsibilities for the day. These representatives should coordinate activities with the Alternate Area Chairperson.

REGISTRATION

1. **Area Registrar** will need approximately 2 -3 volunteers to assist with the registration process Saturday morning. If the District has any bi-lingual members (Spanish & English) that are available to volunteer it is very helpful, or Spanish speaking volunteers would be helpful.
2. Registration crew should arrive when the doors open (approximately 8:00am) on Saturday to help the Area Registrar set up the registration area. The facility staff usually provides 2 tables that are set up in advance according to arrangements scheduled by the Alternate Area Chairperson.
3. Hours of registration will be: **Saturday**: 8:00am before the meeting begins until 4:00 pm or as designated by the Registrar.
4. The **Registrar** will provide all needed materials and will orient the volunteers on activities such as the sign-in books, name badges and new GSR and Group forms.
5. Registration volunteers are **responsible** for helping the Area Registrar with the following:
 - A. **Staffing**: Make sure the tables are staffed for the entire time of operation with 2-3 people at peak hours and 1-2 persons otherwise. Work shifts should be arranged to allow workers to participate in SETA functions as much as possible.
 - B. **Badges**: Everyone should have a badge containing their name, function, and/or home groups. Distinguish new GSR's by placing a colored star on their badge.
 - C. **Voting/Non-Voting Member Sign-In Sheets**: All assembly members sign into one book.
6. **Return Badge Holders**: Get as many badge holders as possible returned at the end of the one-day meeting. These will be reused at the next Quarterly Assembly.

HOSPITALITY ROOM

1. The Host District and Spanish Group Districts Representatives of each assembly will maintain the Hospitality Area/Room in the facility for the purpose of providing a gathering place for Coffee and Fellowship. The DCM will obtain the hospitality materials from the Alternate Chairperson or the previous host committee (usually at the previous Assembly) and ensure that adequate supplies are available. The coffee tag stickers purchased by attendees at the time of registration will clearly designate those members that have paid for coffee.
2. The Host District will be responsible for hospitality costs other than coffee.

3. It is suggested a Hospitality Room leader be designated to head up the activity and the volunteer workers be scheduled to continually monitor the hospitality area/room. Host district experience suggests gathering the leader and volunteers in the month prior to assembly from district meeting and home groups. Then, work shifts should be arranged to allow workers to participate in SETA functions as much as possible.
4. The Host District will provide one coffee maker for the hospitality room. Currently the Area has one coffee pot. Prior to the assembly, the Alternate Area Chairperson and the Host District should review the coffee inventory on hand to determine if additional items are needed to provide coffee for the attendees. If additional coffee supplies such as, coffee, sugar, artificial sweetener, creamer, stir sticks and 10 oz. or 12 oz. coffee cups are needed, the Host District should purchase them. The Host District leader should keep track of coffee use (gallons) and coffee expense and provide this along with any coffee receipts to the Alternate Area Chairperson at the end of each assembly.
5. There should be one coffee station set up and maintained in the hospitality room.
6. Coffee hours will be: Saturday: 8:00 a.m. until 4:00 p.m. The coffee should be available during all events for the day.

NEW GSR WORKSHOPS

The Host District should provide a **chairperson and zoom operator for the hybrid meeting** for the New GSR English Orientation workshop. The Spanish New GSR Orientation workshops get their own people. A workshop attendance count for each one are to be given to the Alternate Area Chairperson.

EXPENSES

The Host Districts will occasionally incur expenses in replenishing the coffee, supplies, etc. Such expenses should be cleared with the Alternate Area Chairperson in advance, and will be reimbursed by the Area Treasurer. The Host Districts will be responsible for any costs other than coffee expenses.