

***District 13 Niagara South  
Annual Spring Roundup Committee***

***Structure and Operating Procedures***

PRESENTED AND APPROVED SEPTEMBER 12, 2005

AMENDED AND APPROVED SEPTEMBER 12, 2011

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## ***Structure and Operating Procedures***

The purpose of these Structure and Operating Procedures is to provide the continuing successful operations of the Niagara South Annual Spring Roundup. The suggestions set out in these guidelines were agreed upon by an Ad Hoc Committee composing of former Niagara South District Committee members, past Roundup Chairpersons and past Roundup Committee members. These guidelines were presented in August 2005 to the Members of Alcoholics Anonymous in District 13, Niagara South and were approved September 12, 2005.

These Structure and Operating Procedures are constructed within the confines of the Twelve Steps, the Twelve Traditions and the Twelve Concepts.

### **Section 1 Organization**

#### **Section 1.1 The Name**

The Committee shall be known as the “District 13 Niagara South Annual Spring Roundup Committee”

#### **Section 1.2 Structure**

The Committee shall be composed of the following elected “Trusted Servants”

1. District 13 Niagara South District Committee Member (D.C.M.)
2. Roundup Chairperson
3. Roundup Co-Chairperson
4. Roundup Treasurer
5. Roundup Co-Treasurer
6. Roundup Secretary
7. Roundup Program Chairperson
8. Roundup Kitchen Chairperson
9. Roundup Canteen Chairperson
10. Roundup Publicity Chairperson
11. Roundup Greeter Chairperson
12. Roundup Cleanup Chairperson
13. Al-Anon Chairperson
14. Roundup Co-Secretary

15. Roundup Program Co-Chairperson
16. Roundup Kitchen Co-Chairperson
17. Roundup Canteen Co-Chairperson
18. Roundup Publicity Co-Chairperson
19. Roundup Greeter Co-Chairperson
20. Roundup Cleanup Co-Chairperson

## Section 2 **Qualifications and Responsibilities**

### Section 2.1 **Suggested Qualifications Required for Nomination**

#### Chairperson

1. At least three (3) years of continuous sobriety
2. Two (2) years serving on the Spring Roundup Committee
3. One (1) year service experience at the Intergroup or General Service level
4. Should have held at least one of the following positions in the past—Roundup Co-Chairperson, Treasurer, Program Chairperson or Kitchen Chairperson
5. A working knowledge of the Twelve Traditions

#### Co-Chairperson

1. At least three (3) years of continuous sobriety
2. Two (2) years serving on the Spring Roundup Committee
3. One (1) year service experience at the Intergroup or General Service level
4. Should have held at least one of the following positions in the past—Treasurer, Program Chairperson or Kitchen Chairperson
5. Be prepared to step into the Chairperson position should the need arise
6. A working knowledge of the Twelve Traditions

#### Treasurer

1. At least three (3) years of continuous sobriety
2. Two (2) years serving on the Spring Roundup Committee
3. One (1) year service experience at the Intergroup or General Service level
4. A working knowledge of the Twelve Traditions

### Co-Treasurer

1. At least three (3) years of continuous sobriety
2. Two (2) years serving on the Spring Roundup Committee
3. One (1) year service experience at the Intergroup or General Service level
4. Be prepared to step into the Treasurer's position should the need arise
5. A working knowledge of the Twelve Traditions

### Secretary

1. At least one (1) year of continuous sobriety
2. A working knowledge of the Twelve Traditions

### Program Chairperson

1. At least two (2) years of continuous sobriety
2. One (1) year serving on the Spring Roundup Committee
3. A working knowledge of the Twelve Traditions

### Kitchen Chairperson

1. At least two (2) years of continuous sobriety
2. One (1) year serving on the Spring Roundup Committee
3. A working knowledge of the Twelve Traditions

### Canteen Chairperson

1. At least two (2) years of continuous sobriety
2. One (1) year serving on the Spring Roundup Committee
3. A working knowledge of the Twelve Traditions

### Publicity Chairperson

1. At least one (1) year of continuous sobriety
2. A working knowledge of the Twelve Traditions

### Greeter Chairperson

1. At least one (1) year of continuous sobriety
2. A working knowledge of the Twelve Traditions

### Cleanup Chairperson

1. At least one (1) year of continuous sobriety
2. A working knowledge of the Twelve Traditions

### All Co-Chairpersons (excluding Co-Chairperson of the Committee and Co-Treasurer)

1. At least one (1) year of continuous sobriety
2. Be prepared to step into the Chairperson position should the need arise
3. A working knowledge of the Twelve Traditions

**\*\*\*All Committee members must be willing and available for setup or remain until the end of the evening to assist with teardown (see job description)**

**If you are unable to make this commitment, please do not run for a position \*\*\***

## Section 2.2 **Duties and Responsibilities**

### District Committee Member (D.C.M.)

1. Make arrangements to hold the first Roundup Committee meeting (Currently this is held on the first Monday of October at 7:00 pm) and ensure that Al-Anon has been invited to the meeting via official channels (Al-Anon Answering service – 905-328-1677 or email - district12osa@gmail.com)
2. Be in attendance at all Committee meetings
3. The D.C.M. is responsible for everything pertaining to the rental of the banquet hall (setting the following year's date, signing the contract and ensure the deposit is made)
4. Ensure that we have access to the hall Friday evening before the Roundup to drop off supplies
5. The D.C.M. is responsible for the keys, swipe cards, contract and payment pertaining to the storage unit for the Spring Roundup (Currently stored at Bronco Mini Storage)

6. Invite the Delegate to attend and give an Area Report
7. Invite the Intergroup Literature Chairperson, Al-Anon Literature, all District Subcommittee Chairpersons and Archives to be in attendance on the day of the Roundup at least two (2) months prior to the event
8. Arrange to have signatures changed at the bank (Authorized signatories are: D.C.M., Roundup Chairperson & Roundup Treasurer)
9. The D.C.M. is responsible to set up the access to the storage unit for the D.C.M., Roundup Chairperson and the Kitchen Chairperson
10. Be available for setup or teardown

#### Roundup Committee Chairperson

1. Be in attendance at all Committee meetings
2. Chair Roundup Committee meetings
3. Follow up with other Chairpersons on the Committee in reference to their responsibilities
4. Chair closing meeting after the banquet
5. General help in all areas of the program
6. Arrange for recording of the speakers
7. The Chairperson is responsible for the duties and responsibilities of any vacant positions
8. Responsible for arranging the return of all Roundup materials to storage facility
9. Acts as liaison between the Roundup committee and District 13 and is expected to provide a monthly report at the District Committee meeting
10. Be available for teardown

#### Roundup Committee Co-Chairperson

1. Be in attendance at all Committee meetings
2. Chair Roundup meetings when Chairperson is unavailable
3. Work with the Chairperson
4. Acquire the DJ and sound system
5. Make arrangements to rent linens and be responsible for pickup of linens on Friday and deliver them to the Hall and make arrangements to return them on Monday

6. Be available to open hall in the morning and have volunteers available to help with setup
7. Substitute for any duties left open on the day of the Roundup
8. Chair the opening of the Roundup. Select opening volunteers to read Preamble, How it Works, and Traditions
9. Pick up road signs from the Roundup Chairperson and ensure that they be put out on the morning of the Roundup and that they are collected and returned to the Chairperson after the banquet
10. Be available for setup

### Treasurer

1. Accurate receiving and disbursements of funds with receipts. All expenses prior to the Roundup are to be voted on and approved by the Committee
2. Be in attendance at all Committee meetings to give financial report
3. On the day of the Roundup the Treasurer will handle all money transactions for planned expenses in exchange for receipts
4. Distribute Roundup tickets to Committee members, G.S.R.'s and other ticket sellers for sale with all monies and unsold tickets returned to the Treasurer
5. Give final financial report to Niagara South General Service Committee meeting after the Roundup
6. Financial statements and records to be turned over to the D.C.M. after the financial report at the District Committee meeting
7. Setup the registration table for the day of the Roundup (Preparation for the registration setup includes taking an inventory to ensure sufficient materials such as: name tags, Sharpies, committee & greeter badges, raffle tickets, signs for meetings, etc...)
8. Make arrangements to have the proper floats ready for the day of the event (50/50, lunch, registration table and canteen)
9. Make arrangements for hotel reservations for Delegate and main speaker (if necessary)
10. Pay mileage for Delegate, main speaker and Al-Anon speaker (if necessary)
11. Be available for setup



### Co-Treasurer

1. Be in attendance at all Committee meetings
2. Be available to give financial report at Committee meeting if the Treasurer is not available
3. Purchase gifts for the door prizes and spot dances and arrange for the thank you gifts for the speakers including a gift basket for the main speaker's hotel room
4. Work with the Treasurer
5. Be available for teardown

### Secretary

1. Be in attendance at the Committee meetings to take minutes
2. Type a copy of the minutes for each of the Committee members and archive the reports with the aaniagara.org website
3. Prepare a list of all elected Chairpersons with contact information and distribute a copy to each Committee member. This should be available for the second meeting of the Committee
4. All pertinent information to be turned over to the D.C.M. at the wrap-up committee meeting after the Roundup
5. Be available to assist the Committee on the day of the Roundup
6. Be available for setup or teardown

### Program Chairperson

1. Be in attendance at all Committee meetings
2. The Program Chairperson chooses the main speaker from a list provided by the committee. This speaker will be then voted upon by the committee. The Program Chairperson will invite the chosen speaker. The speaker will be female in the odd years and male in the even years
3. Select speakers and themes for each panel
4. Select chairpersons for each panel
5. Work with Publicity Chairperson to have the program available for the day of the Roundup
6. Make sure program runs smoothly
7. Pick someone to do the A.A. Sobriety Countdown and consult with the Al-Anon Chair on their selection. Purchase gifts for the Sobriety Countdown
8. Be available for setup

### Kitchen Chairperson

1. Be in attendance at all Committee meetings
2. Prepares suggested menu and presents budget to be approved by the Committee
3. Works with Treasurer to contact all Niagara South Groups and Meetings for supper donations
4. Plan and arrange for the lunch menu
5. Select volunteers to help prepare food and serve lunch and supper
6. Select volunteers to help clean up kitchen area
7. Keep record of food and supplies
8. Check inventory left over from previous year
9. Arrange for the buying of supplies needed
10. The Treasurer & Kitchen Chairperson will work together in order to purchase supplies for the banquet while trying to keep within the approved budget. Copies of all receipts should be provided to the Treasurer at each meeting for bookkeeping purposes
11. Counts and packs the aprons for returning
12. Supplies a final inventory list and summary report to the D.C.M., this is to be submitted at the final Roundup meeting
13. Be available for kitchen setup and kitchen teardown

### Canteen Chairperson

1. Be in attendance at all Committee meetings
2. Purchase canteen supplies
3. Arrange for volunteers to staff the canteen throughout the day
4. Supply coffee throughout the day and ensure that the coffee stations are stocked with milk, cream & sugar
5. Submit financial report at the final Roundup meeting
6. Sell off all extra supplies at the end of the Roundup
7. The Treasurer & Canteen Chairperson will work together in order to purchase supplies for the banquet while trying to keep within the approved budget. Copies of all receipts should be provided to the Treasurer at each meeting for bookkeeping purposes
8. Be available for canteen setup and canteen teardown

### Publicity Chairperson

1. Be in attendance at all Committee meetings
2. Design two (2) flyers (see #3 below), program and tickets with Committee approval
3. Prepare one generic flyer that has no names or phone numbers and only the Roundup email address for posting on a website. The second flyer with contact names and phone numbers is to be ready to give to the D.C.M. to take to the January Area Committee meeting
4. Distribution of flyers, manage Spring Roundup email accounts and contact websites and Box 459
5. The Publicity Chairperson shall provide the D.C.M. with all pertinent information such as security questions and passwords for the Spring Roundup email address. This should be given anytime there is a change with the email information and should be kept up to date
6. Ordering and printing of tickets; should be ready by December
7. Work with Program Chairperson to have program ready for day of Roundup
8. Be available to setup or teardown

### Greeter Chairperson

1. Be in attendance at all Committee meetings
2. Select volunteers for the door and ensure that someone is at the door at all times
3. Keep greeter and registration area quiet when meetings are in progress
4. Be available for setup

### Cleanup Chairperson

1. Be in attendance at all Committee meetings
2. Select a committee to assist with duties
3. Keep tables clean of litter throughout the day and evening
4. Keep garbage cans clean and empty when necessary
5. Obtain volunteers to stay late to assist with teardown at the end of the evening
6. Be available for teardown

### Co-Secretary

1. Be in attendance at all Committee meetings
2. Be available to take Committee meeting minutes if Secretary is not available
3. Work with the Secretary in preparing the minutes
4. Be available to assist the Committee on the day of the Roundup
5. Be available for setup or teardown

### Program Co-Chairperson

1. Be in attendance at all Committee meetings
2. Assist Program Chairperson in all duties as outlined in the Duties and Responsibilities of that position
3. Be available for setup or teardown

### Kitchen Co-Chairperson

1. Be in attendance at all Committee meetings
2. Assist Kitchen Chairperson in all duties as outlined in the Duties and Responsibilities of that position
3. Be available for kitchen cleanup

### Canteen Co-Chairperson

1. Be in attendance at all Committee meetings
2. Assist Canteen Chairperson in all duties as outlined in the Duties and Responsibilities of that position
3. Be available for canteen setup or teardown

### Publicity Co-Chairperson

1. Be in attendance at all Committee meetings
2. Assist Publicity Chairperson in all duties as outlined in the Duties and Responsibilities of that position
3. Be available for setup or teardown

### Greeter Co-Chairperson

1. Be in attendance at all Committee meetings
2. Assist Greeter Chairperson in all duties as outlined in the Duties and Responsibilities of that position
3. Be available for setup or teardown

### Cleanup Co-Chairperson

1. Be in attendance at all Committee meetings
2. Assist Cleanup Chairperson in all duties as outlined in the Duties and Responsibilities of that position
3. Be available for teardown

## **Section 3 Elections**

### **Section 3.1 Election Procedures**

1. Elections are to be held at the first meeting of the Roundup
2. Elections for Chairperson shall be chaired by the D.C.M.
3. The remaining elections shall be chaired by the elected Chairperson with the assistance of the D.C.M.
4. Elections shall be done with nominations, with seconder and by simple majority vote
5. Any positions not filled shall be carried over to the next meeting
6. In the event of a tie, after one vote, go to the hat
7. D.C.M. will provide scrutineers to assist with the elections

### **Section 3.2 Order of Positions for Roundup Election**

1. Chairperson
2. Co-Chairperson
3. Treasurer
4. Co-Treasurer
5. Secretary
6. Program Chairperson
7. Kitchen Chairperson
8. Canteen Chairperson
9. Publicity Chairperson
10. Greeter Chairperson
11. Cleanup Chairperson

12. Co-Secretary
13. Program Co-Chairperson
14. Kitchen Co-Chairperson
15. Canteen Co-Chairperson
16. Publicity Co-Chairperson
17. Greeter Co-Chairperson
18. Cleanup Co-Chairperson

## Section 4 **General Guidelines**

1. Should a Chairperson need to resign from the Committee during the term, the Co-Chairperson will automatically move into the Chairperson position
2. An election shall then be held for a new Co-Chairperson from outside the present Committee Chairpersons
3. Co-Chairpersons must be prepared to step into the Chairperson position should the need arise
4. A Spirit of Rotation is suggested
5. Cheque signing authority will go to the D.C.M., the Chairperson of the Committee and the Committee Treasurer (two (2) of three (3) signatures required)
6. If unable to attend the election meeting and one wishes to stand for a position, a letter of intent with a brief service history is to be sent to the Roundup Committee
7. It is suggested that the Spring Roundup be held in late March or early April of each year
8. All final reports, secretary's minutes, kitchen supplies, canteen supplies, treasurer's supplies must be handed over to the D.C.M. at the wrap-up meeting
9. The present bank account is to be left open with a start-up fund of \$2,500 (Passed by the District Committee June 10, 2013)
10. Outgoing Chairperson and D.C.M. should be responsible to see all supplies are stored
11. Any Committee Chairperson missing three (3) meetings shall be automatically resigned with the exception of excused absences
12. The process of choosing a theme should be the first order of business after the elections have been done (the decision should be made the following month)