

# ***DARE TO CARE BRUNCH SUB-COMMITTEE GUIDELINES***

(APRIL 2018 EVENT)

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## **PURPOSE**

To plan the annual Dare to Care Sponsor-Sponsee Brunch

## **WORKING CAPITAL**

The committee shall hold a beginning working capital budget of \$3,500.00 for the coming year event.

## **OFFICERS AND ELECTIONS**

- (A) To become a voting member of the brunch sub-committee, a person must attend two consecutive brunch sub-committee meetings. A member becomes inactive after missing two consecutive meetings without notifying a member of the committee Executive Board (Chair, Vice-Chair, or Secretary).
- (B) Officers for the brunch sub-committee (Chairperson, Vice-Chairperson, Treasurer, Vice-Treasurer, Secretary, Ticketmaster, Vice-Ticketmaster, Raffle Coordinator, Speaker Coordinator, Vendor Coordinator, Program Coordinator and Design Coordinator) shall be elected in the “guideline review meeting” by July meeting of each year. The newly elected officers will assume their duties upon election.

## **QUALIFICATIONS**

- (A) The Chairperson shall have at least four years of consecutive clean time, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service and a willingness to serve.
- (B) The Vice-Chairperson shall have at least three years of consecutive clean time, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service and a willingness to serve, and shall be willing to step up to Chairperson position after one year of service as Vice-Chairperson.
- (C) The Secretary shall have at least one year of consecutive clean time, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service and a willingness to serve.
- (D) The Treasurer shall have at least two years of consecutive clean time, a verifiable form of income and must disclose any wage garnishments or liens against them, working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service and a willingness to serve.
- (E) The Vice-Treasurer shall have at least two years of consecutive clean time, a verifiable form of income and must disclose any wage garnishments or liens against

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them, working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service and a willingness to serve, and be willing to step up to the Treasurer position after one year of service as Vice-Treasurer.

- (F) Ticketmaster shall have at least two years of consecutive clean time, a verifiable form of income and must disclose any wage garnishments or liens against them, a reliable form of transportation, and a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service and a willingness to serve.
- (G) The Vice-Ticketmaster shall have at least one year of consecutive clean time, a recognizable form of income, a reliable form of transportation, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service, and a willingness to serve. The Vice-Ticketmaster shall be willing to step up to Ticketmaster after one year of service.
- (H) The Raffle Coordinator shall have at least one year of consecutive clean time, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service and a willingness to serve.
- (I) The Speaker Coordinator shall have at least one year of consecutive clean time, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service and a willingness to serve.
- (J) The Vendor Coordinator shall have at least 18 months of consecutive clean time, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service and a willingness to serve.
- (K) The Program Coordinator shall have at least one year of consecutive clean time, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service and a willingness to serve.
- (L) The Design Coordinator shall have at least one year of consecutive clean time, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service and a willingness to serve.

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## **DUTIES OF THE OFFICERS**

- (A) The Chairperson shall:
1. Attend and preside at all brunch sub-committee meetings.
  2. Provide a written agenda for each DTC sub-committee meetings.
  3. Oversee and coordinate the function.
  4. Attend, as a voting member of the ASC committee meeting and submit a written copy of the DTC subcommittee report to the ASC secretary.
- (B) The Vice-Chairperson shall:
1. Perform the duties of the Chairperson in their absence.
  2. Assist the Chairperson in overseeing and coordinating the function.
  3. Attend all brunch sub-committee meetings.
  4. Must attend three Area Meetings.
- (C) The Secretary shall:
1. Take minutes of all brunch sub-committee meetings.
  2. Provide previous month's minutes to all committee members 72 hours prior to current meeting.
  3. Assist the Chairperson and Vice-Chairperson in overseeing the function.
  4. Attend all brunch sub-committee meetings.
  5. Archive subcommittee meeting documents and pass down documents to the new secretary.
  6. Maintain accurate membership roster
- (D) The Treasurer shall:
1. Maintain sub-committee checking account, and reconcile the bank account monthly.
  2. Be responsible for all income.
  3. Pay all expenses in a timely manner.
  4. Supply sub-committee with monthly printed financial report at sub-committee meetings.
  5. Attend all brunch sub-committee meetings.
  6. Attend the ASC meeting only in the event that money is being exchanged between the ASC and sub-committee or vice versa.
  7. Prior to the Regional meeting in October purchase insurance from Region through the area's Regional Activity Representative.
- (E) The Vice-Treasurer shall:
1. Attend all brunch sub-committee meetings.

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2. Perform the duties of the Treasurer in their absence.
  3. Handle raffle sales on day of the event.
  4. Assist Treasurer as needed.
  5. Responsible for second verification of all cash transactions.
- (F) The Ticketmaster shall:
1. Attend all brunch sub-committee meetings.
  2. Maintain Ticket Log and track all Tickets issued. Including all sales.
  3. Be responsible for all income from ticket sales.
  4. Pay all ticket collection money to Treasurer at subsequent subcommittee meeting.
  5. Shall issue receipts for all money received from ticket sales.
- (G) The Vice-Ticketmaster shall:
1. Attend all brunch sub-committee meetings.
  2. Perform the duties of the Ticketmaster in their absence.
  3. Assist Ticketmaster as needed.
- (H) The Raffle Coordinator shall:
1. Attend all brunch sub-committee meetings.
  2. Organize all raffle prize collection and distribution at the event.
  3. Provide monthly progress reports to the sub-committee.
  4. Store prizes if necessary and transport prizes to the event.
- (I) The Speaker Coordinator shall:
1. Attend all brunch sub-committee meetings.
  2. Assemble a Speaker review group of 4-6 people.
  3. Prepare a flyer requesting speaker CDs.
  4. Receive all speaker CD submissions.
  5. Schedule and facilitate all speaker review meetings with CD review group.
  6. Review all speaker CDs and present qualifying CDs to committee (final speaker selection must be determined by a committee vote).
  7. Provide monthly progress reports to the sub-committee.
- (J) The Vendor Coordinator shall:
1. Attend all brunch sub-committee meetings.
  2. Prepare a flyer requesting vendor bids.
  3. Receive all bids for vendor participation.
  4. Present all bids to the sub-committee (all vendor selections must be determined by a committee vote).

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5. Negotiate all vendor contracts and present signed contracts to sub-committee
6. Provide monthly progress reports to the sub-committee.

(K) The Program Coordinator shall:

1. Attend all brunch sub-committee meetings.
2. Assemble a programming group.
3. Design/choose event program and table center pieces.
4. Liaison with event photographer to coordinate photo booth.
5. Schedule and facilitate all programming group meetings.
6. Provide monthly progress reports to the sub-committee (final programming submissions must be determined by a committee vote).

(L) The Design/Promotion Coordinator shall:

1. Attend all brunch sub-committee meetings.
2. Prepare event flyers requesting artwork and donation of raffle baskets.
3. Prepare main event flyer.
4. Receive all artwork submissions and present qualifying artwork to sub-committee (final artwork must be determined by a committee vote).
5. Liaison with printer for production of event flyers, tickets and t-shirts.
6. Have all flyers approved by the ASC, printed and distributed to GSRs and Regional Activities Committee.
7. Provide monthly progress reports to the sub-committee.

### **OPERATIONAL GUIDELINES**

- (A) The brunch sub-committee shall meet on the third Monday of each month. In the event of holiday, the meeting will be held on an alternate date. As the event nears, more frequent meetings may be required by the committee.
- (B) Committee officers shall serve for a term of one year. All committee officers may succeed themselves in office, but none may serve more than two consecutive terms in the same office. With the exception that a third year may be added with a majority vote of members present.
- (C) Any brunch sub-committee officer may be removed from office by a majority vote of members present for any of the following reasons:
1. Repeated, absence (two or more meetings )
  2. Inability or failure to carry out the responsibilities and duties of their position.

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3. Relapse.
  4. Misappropriation of NA funds is an automatic forfeiture of any elected service position.
- (D) Any transaction involving the use of funds shall be approved by a majority vote of members present.
  - (E) All monies must be accounted for at the end of the event. Three officers of the sub-committee must be present during the accounting (two being the Treasurer and the vice treasurer).
  - (F) Only individuals authorized by the members of the brunch sub-committee may handle money on the day of the event.
  - (G) Transfers of funds to the Treasurer shall take place at the subcommittee meetings only.
  - (H) Any NA member may participate in brunch sub-committee regardless of clean time.
  - (I) An appointed brunch sub-committee member shall notify speakers, leaders and readers.
  - (J) The brunch sub-committee may select volunteers to create artwork for the event. All artwork must adhere to Regional guidelines:
  - (K) These sub-committee guidelines may be amended by group conscience of the brunch sub-committee.
  - (L) All artwork must be submitted to ASO five months prior to the event.

It is important to understand that these guidelines are not stern rules; they are created to help the brunch sub-committee operate smoothly. A group conscience may waive portions of these guidelines. The basic tenets from Robert's Rules of Order shall be followed at all subcommittee meetings.