

DARE TO CARE BRUNCH SUBCOMMITTEE GUIDELINES

(2025 EVENT)

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PURPOSE

To plan the annual Dare to Care Sponsor-Sponsee Brunch

OFFICERS AND ELECTIONS

- (A) To become a voting member of the brunch subcommittee, a person must attend two consecutive brunch subcommittee meetings. A member becomes inactive after missing two consecutive meetings without notifying a member of the subcommittee Executive Board (Chair, Vice-Chair, or Secretary) or missing three consecutive meetings whether excused or unexcused. Chair only carries a vote in the event of a tie.
- (B) Officers for the brunch subcommittee (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” in June 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, have completed 1 year of service to this subcommittee, 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 or in the event the Chair cannot fulfill their commitment.
- (C) The Secretary shall have at least two years of consecutive clean time, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service and a willingness to serve. The Secretary must have a computer or access to a computer.
- (D) The Treasurer shall have at least four 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 three 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, and be willing to step up to the Treasurer position after one year of service as Vice-Treasurer or in the event the Treasurer cannot fulfill their commitment.

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- (F) Ticketmaster shall have at least four 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 three years of consecutive clean time, a verifiable 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 or in the event the Ticketmaster cannot fulfill their commitment.
- (H) The Raffle Coordinator shall have at least two years 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 two years 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.

DUTIES OF THE OFFICERS

- (A) The Chairperson shall:
 - 1. Attend and preside at all subcommittee meetings.
 - 2. Provide a written agenda for subcommittee meetings.
 - 3. Oversee and coordinate the event.
 - 4. Attend the ASC subcommittee meeting and submit a written copy of the subcommittee report to the ASC secretary.
 - 5. Six months prior to the annual event, the Chair shall coordinate the purchase of the required insurance from the Region.
 - 6. Provide a written, detailed contract from the chosen facility describing expectations of the facility and their expectations of our committee.
- (B) The Vice Chairperson shall:
 - 1. Perform the duties of the Chairperson in their absence.
 - 2. Assist the Chairperson in overseeing and coordinating the event.

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3. Attend all brunch subcommittee meetings.
 4. Must attend three area meetings and present subcommittee meeting report.
- (C) The Secretary shall:
1. Take minutes of all subcommittee meetings.
 2. Provide previous month's minutes to all subcommittee members via email at least 72-hours before next month's meeting.
 3. Assist the Chairperson and Vice-Chairperson in overseeing the event.
 4. Attend all subcommittee 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 subcommittee checking account and reconcile the bank account in a timely manner.
 2. Be responsible for all accounts receivable and payable.
 3. Pay all expenses in a timely manner.
 4. Supply monthly printed financial report at subcommittee meetings and email to ASO secretary.
 5. Attend all subcommittee meetings.
 6. Present all accounting documents to the Audit Subcommittee when required.
- (E) The Vice Treasurer shall:
1. Attend all subcommittee meetings.
 2. Perform the duties of the Treasurer in their absence.
 3. Assist Treasurer as needed.
 4. Responsible for second verification of all cash transactions.
- (F) The Ticketmaster shall:
1. Attend all subcommittee meetings.
 2. Maintain ticket log and track all tickets sold.
 3. Transfer all ticket collection money to Treasurer at subsequent subcommittee meeting.
 4. Shall issue receipts for all money received from ticket sales.
 5. Coordinate printing of event tickets.
 6. Hold all ticket sales until next subcommittee meeting for disbursement.
- (G) The Vice Ticketmaster shall:
1. Attend all brunch subcommittee meetings.
 2. Perform the duties of the Ticketmaster in their absence.
 3. Assist Ticketmaster as needed.
- (H) The Raffle Coordinator shall:
1. Attend all subcommittee meetings.

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2. Organize all raffle activities including prize collection and distribution at the event.
 3. Provide monthly progress reports to the subcommittee.
 4. Store prizes if necessary and transport prizes to the event.
- (I) The Speaker Coordinator shall:
1. Attend all subcommittee meetings.
 2. Assemble a speaker review group.
 3. Receive all speaker submissions.
 4. Schedule and facilitate all speaker review meetings with review group.
 5. Review all speakers and present qualifying submissions to subcommittee (final speaker selection must be determined by a subcommittee vote).
 6. Provide monthly progress reports to the subcommittee.
- (J) The Vendor Coordinator shall:
1. Attend all subcommittee meetings.
 2. Receive all bids for vendor participation.
 3. Present all vendor bids to subcommittee (all vendor selections must be determined by a subcommittee vote).
 4. Negotiate all vendor contracts and present signed contracts to subcommittee.
 5. Provide monthly progress reports to the subcommittee.
 6. Liaison with event photographer to coordinate photo booth.
- (K) The Program Coordinator shall:
1. Attend all subcommittee meetings.
 2. Design and present table centerpieces to committee for group approval.
 3. Schedule and facilitate all programming group meetings.
 4. Provide monthly progress reports to the subcommittee (final programming submissions must be determined by a subcommittee vote).
 5. Provide and coordinate mats for newcomers.
- (L) The Design Coordinator shall:
1. Attend all subcommittee meetings.
 2. Prepare event flyers requesting donation of raffle baskets, flyers requesting speaker submissions, and flyers requesting vendor bids.
 3. Receive all artwork submission and present qualifying artwork to subcommittee (final artwork must be determined by a subcommittee vote).
 4. Coordinate printing of event flyers.
 5. Coordinate production of event T-shirts.
 6. Have all flyers approved by the ASO and RSO if applicable.
 7. Provide monthly progress reports to the subcommittee.

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OPERATIONAL GUIDELINES

- (A) The subcommittee shall meet on the first Thursday of each month. In the event of a holiday, the meeting will be held on an alternate date. As the event nears, more frequent meetings are required.
- (B) Subcommittee officers shall serve for a term of one year. All subcommittee 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 subcommittee 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 unexcused absences).
 - 2. Inability or failure to carry out the responsibilities and duties of their position.
 - 3. In the event that the member relapses.
 - 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. The subcommittee shall hold a beginning budget of \$6,000.00 for the coming year event. (Replace majority with 2/3)
- (E) All monies must be accounted for at the end of the event. Three officers of the subcommittee must be present during the accounting (two being the Treasurer and the Vice Treasurer).
- (F) Chair, Treasurer and Vice Treasurer must agree to be approved signers to the subcommittee bank account and must provide updated personal information to the bank upon request.
- (G) Only authorized members who have signed a financial responsibility form may handle money related to the event. The Financial Responsibility Form will be referred to as Attachment A to these Guidelines 2025.
- (H) Any NA member may participate in subcommittee regardless of clean time.
- (I) All artwork must adhere to regional guidelines.
- (J) These subcommittee guidelines may be amended by 2/3 vote of the subcommittee.
- (K) All tickets distributed to members not a part of Dare to Care subcommittee must be paid in full prior to disbursement.

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It is important to understand that these guidelines are not stern rules; they are created to help the subcommittee 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.