

**DISTRICTS 1 & 2
AREA 82 ASSEMBLY ROUNDUP COMMITTEE
GUIDELINES & OUTLINE OF DUTIES
FOR COMMITTEE MEMBERS**

Roundup Committee consists of:

Executive – Chair, Co-Chair, Treasurer, Secretary
Sub-Committees – Co-Treasurer, Program Chair & Co-Chairs (2), Registration Chair & Co-Chair, Hospitality Chair and Co-Chairs (2), Entertainment Chair & Co-Chair, Transportation Chair & Co-Chair (if sub-committee needed)

General: The Area 82 Assembly rotates between St. John's, Cornerbrook, Sydney and Halifax. Districts 1&2 are asked to host when the meetings are in Halifax and become responsible to form a local committee *only* when a decision is made to host a roundup with the Assembly. Area 82 holds responsibility to organize the meetings if there is no roundup associated with them.

Participation on the local committee is on a volunteer basis. While sub-committees are responsible for the areas they oversee, all major decisions need to be vetted through the committee before being finalized. The committee must have a quorum (50% +1 of the Executive Committee and Committee Chairs or Committee Co-Chairs in their absence) before decisions can be made. This removes any perception an individual is running the show, protecting the integrity of the committee. A quorum protects individuals from getting into awkward positions that could arise from a lack of knowledge or experience.

In the spirit of rotation, it is preferable that volunteers rotate through committee positions each year. It is customary to begin as a co-chair and work up to the chair position to learn the various duties and encourage new members to join the committee. The Chair is voted in by the past year's committee. The Chair is someone who, ideally, has served on at least two Assembly or Mid-Winter roundup sub-committees prior to occupying that position. It is recommended the Committee Chair and Co-Chair and the Treasurer and Co-Treasurer have a minimum five years of sobriety, the secretary, sub-committee chairs and 1st co-chairs two years of sobriety, 2nd co-chairs may have one year. First co-chairs must be willing to automatically move into the chair position if a chair position becomes vacant.

Communication and teamwork are important. Sub-committee chairs are responsible for giving directions and dividing up duties among their Co-Chairs and Co-Chairs should be encouraged to step up to their sub-committee Chair position on the next local Assembly/Roundup Committee.

Roundup Chair:

1. Chairs the Roundup Committee Meetings and is responsible for providing direction and assistance to committee members.
2. Liaises with the DCMs for District 1 and 2 and the Area Chair to ensure all Assembly needs are known.
3. Books the hotel and arranges/negotiates all aspects of the hotel contract (subject to committee approval), including:
 - a) the meeting rooms;
 - b) the banquet;
 - c) rooms for out-of-town speakers;

- d) rooms for sub-committees, as required;
- e) coffee and other refreshments with hotel.
- 4. For budgeting purposes, provides the Treasurer with a copy of the hotel contract and an estimate of the total anticipated Roundup expenses.
- 5. In the absence of a Committee Co-Chair, Chair is responsible for those duties.
- 6. Roundup supplies are to be kept with the out-going Committee Chair.
- 7. Chairs the Spiritual/Closing Meeting.

Roundup Co-Chair:

- 1. In the absence of the Chair, chairs the Roundup Committee Meetings.
- 2. Chairs the opening meeting of the Roundup (*The Welcome Meeting*).
- 3. Is responsible for booking the Archivist, person to tape speakers and an interpreter for hearing impaired.
- 4. Is responsible for the duties of any vacant executive or sub-committee chair positions where there is no co-chair to move into that position.

Secretary:

- 1. Takes the minutes of each scheduled Roundup meeting and provides a copy to each committee member and District 1 and 2 DCMs at least one week prior to the next committee meeting. DCMs are responsible to keep Area 82 updated.
- 2. In cooperation with the Chair, is responsible for submitting newsletter announcements required by the committee.
- 3. Ensures initial distribution of the event flyer to the respective Districts and Area 82, ensuring the flyer is posted on both websites.
- 4. Prepares and distributes a telephone contact list to all committee members prior to the event weekend.
- 5. Provides Registration with accurate names of committee members and positions for committee name tags.
- 6. It is suggested the Secretary have access to a computer and the ability to use appropriate software programs needed to complete committee minutes.

Treasurer/Co-Treasurer:

- 1. Prepares the budget and determines the break-even point for registrations and banquet tickets sold (provides the Roundup Committee with budget input for setting the registration fee and banquet ticket price).
- 2. Provides committee with monthly income statement at meetings.
- 3. Is responsible for the bank account (co-signers are the Roundup Chair and the Co-Chair, Treasurer and Co-Treasurer), paying all expenses and making all deposits. Any two of four signatures are required.
- 4. Ensures all final committee expenses are paid before the bank account is closed.
- 5. With the assistance of the Registration Chair, accurately records all pre-registrations (including registrant's name and affiliation (AA, Al-Anon, Alateen, or other) and keeps an accounting of all pre-registration banquet tickets sold.

6. Keeps a running total of all pre-registrations, registrations and banquet tickets sold, including dollars collected, and affiliation (AA, Al-Anon, Alateen, or other), using the completed registration sheets provided by the Registration Desk.
7. Ascertains when the break-even point has been reached, and recommends to the committee if passing the hat will be required to meet expenses.
8. Provides the following cash floats: 2 for Registration, 1 for coffee sales, 1 for book draw, if applicable.
9. Reimburses committee members for out of pocket expenses as well as provides meal allowance to out of town speakers.
10. Determines and ensures payment of Al-Anon's revenue share after all expenses are paid. Divide total Al-Anon registrations by total roundup registration to determine their attendance percentage and that percentage of total net revenues is their share of profits. Losses are fully absorbed by the hosting District(s).
11. Prepares and presents final balance sheet and expense and revenue report at the wrap-up Roundup Committee meeting.
12. Provides pre-registration receipt books (triplicate is ideal) to Roundup committee members. (Note: for each registration sold, the registrant's name is to be recorded on the receipt, as well as the registrant's affiliation [AA, Al-Anon, Alateen, or other]. If a banquet ticket was sold, this is also to be indicated on the receipt. Banquet tickets require registration.)
13. Treasurer provides Registration Chair with pre-registration information from PayPal.

Program Chair/Program Co-Chair:

1. The AA event theme is determined by the General Service Conference.
2. Develops the AA schedule, and provides Al-Anon representatives with their scheduled times for Al-Anon meetings. (Al-Anon chooses their own meeting topics, and finds chairs, speakers, etc.)
3. Develops the program, including workshops and meeting topics.
4. Arranges for the speakers of the Welcome and Spiritual meetings (Banquet speaker is GSO guest), as well as for the chairs and panels for Roundup meetings. Please note: Program Chair encourages out-of-town speakers to book and purchase their own tickets – economy please – including cancellation insurance, and to be reimbursed at the Roundup with the presentation of a receipt. If this is not possible it should be brought to the attention of the Roundup Chair and the Treasurer immediately so that funds can be arranged from Central Service.
5. With the assistance of the Roundup Chair, ensures that hotel accommodations are reserved for out-of-town speakers.
6. Computer designs, or has someone computer design, the Roundup brochure, listing meetings and other events. Chooses brochure and name tag color.
7. Arranges for the brochure to be printed, folded, and delivered to the Registration Chair. Arranges for the printing of all name tags and banquet tickets to be printed and delivered to registration Chair.
8. Arranges for the large theme signs to be printed and picked up and provided to Hospitality Chair at Roundup.
9. Schedules the groups to put on marathon meetings, if applicable.
10. Ensures all scheduled meeting rooms are ready for events, including the presence of tables and chairs, Big Books, Guidelines, formats, etc. Makes sure microphones are in all rooms. Posts Saturday meeting schedule on doors.
11. Has someone to thank all speakers and chairpersons after meetings.
12. Responsible for back-up speakers and in the event of absences.
13. Purchases thank you gifts for the opening, banquet, and spiritual speakers.

14. Is responsible for presentation of gifts to the speakers at the end of each meeting.
15. Chairs the banquet meeting and chooses readers for the meeting.
16. Chooses someone to conduct the sobriety countdown.

Note: AA is responsible for costs associated with bringing in speakers. The Program Committee is encouraged to work with the Roundup Chair and Treasurer to ensure any budget concerns are appropriately addressed. If an out-of-town speaker is to be brought in, they should be encouraged to book and purchase their own flights—economy please—including cancellation insurance. Any difficulties in this area should be brought to the Roundup Committee’s attention immediately.

Registration Chair/Registration C-Chair:

1. Puts together the Roundup flyer for approval by the committee and provides it to the Secretary for distribution.
2. Collects pre-registrations as sold, and provides the Treasurer with the pre-registration names, dollars, affiliation, and banquet purchases (treasurer gets one of the triplicate receipts).
3. Organizes the early-bird draw.
4. Uses registration information gathered from mail-ins, PayPal (provided by the Treasurer), and committee member receipt books to prepare pre-registration packages.
5. Prepares registration sheets for the Registration Desk.
6. Organizes and supervises the Registration Desk: volunteers (including Al-Anon), registration sheets, pre-registration packages. In order to keep an accurate accounting, and to avoid confusion, only the Registration Chair, or the Registration Co-Chair, distributes the banquet tickets.
7. Each time a registration sheet fills, closes the float, provides registration desk with new sheet and alternate float, tallies the full sheet, reconciles with the old float, and calls the Treasury to pick up envelop with registration cash and matching sheet.
8. Resolves most disputes at the Registration Desk, calling the Committee Chair for support if necessary. (Volunteers do not argue with attendees.)

Note: It is recommended that the Registration Desk remain open until 10pm on Friday and Saturday, and that a donation box be available on Sunday morning for members not registered. A volunteer should be chosen to take donations until the spiritual meeting begins. Donations are taken to the treasurer’s office at the beginning of Spiritual Meeting.

Hospitality Chair/Hospitality Co-Chair:

1. Arranges to have volunteer greeters, two at a time, on hand to welcome Roundup attendees.
2. Manages the sale of tickets for the book draw, if one is to be held, and purchases books for the draw so they are available for display at the ticket table
3. Arranges for volunteers to sell tickets for coffee, and the book draw (sales of these tickets will end at 9:30 pm on Friday and Saturday nights).
4. Arranges to have coffee servers for Friday, Saturday, and Sunday morning (one hour shifts).
5. Keeps track of coffee supplied by the hotel, if applicable.
6. Reserves 3 tables for committee members and speakers for banquet.
7. Installs and removes large theme signs.
8. Installs and removes the Steps and Traditions wall hangings. (Coordinates with Roundup Chair.)

9. Obtains the candle to open and close the Roundup. Chooses members to light and blow out candle.

Entertainment Chair/Entertainment Co-Chair:

1. Organizes Friday night entertainment.
2. Organizes all aspects of Saturday night dance.
3. Arranges motivational music for the Spiritual Meeting.
4. Organizes other miscellaneous entertainment for down times during the Roundup between meetings and after hours. (Microphones subject to venue)
5. Arranges to have someone lead the closing song at the end of the sobriety count down on Sunday morning, should the Committee chose this approach.
6. Arranges for microphones or other equipment as may be required.

Transportation Chair/Transportation Co-Chair:

1. Working in conjunction with the Program Chair and Area 82 Assembly Chair, arranges for transport of out-of-town participants/speakers from and to the airport.
2. If the meetings are held in a facility other than a hotel, or a location that requires travel to and from participants` accommodations, arranges daily transportation to and from the meetings, as is necessary.
3. Assists committee Chairs by providing transportation to committee members as may be necessary (e.g. Treasurer may not have a vehicle and need to get to the bank to make deposits).
4. If there is an out-of-town Al-Anon speaker, coordinates with Al-Anon to pick them up and return them if flight times are similar.

RESPONSIBILITIES OF AL-ANON COORDINATORS TO ROUNDUP COMMITTEE

The Roundup is sponsored by AA, but Al-Anon is often asked to take part. Al-Anon usually has a representative from the sponsoring district sit as a member of the organizing committee.

Al-Anon Representatives:

1. Attends the AA Committee meetings and bring information back to the Districts and Groups.
2. Liaises with District(s) to ensure Al-Anon pamphlets are available for distribution and books are available for sale.
3. Liaise with District(s) to arrange for volunteers for Al-Anon literature table, registration and greeters, where required.
3. Plans the Al-Anon meeting schedule in cooperation with the AA Program Chair.
4. Arranges speakers for the AA Welcome meeting and the Al-Anon Spiritual meeting.
5. Is available during the Roundup to address any issues relating to the Al-Anon program.

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