

DISTRICT 23
ONE DAY ROUND-UP JOB DESCRIPTIONS

CHAIRPERSON

The Chairperson will be responsible for securing the Kingsville Pavilion for 2 years in advance on the Civic Holiday Weekend in August. Any changes of date, must meet the approval of District 23. They will book the caterer one year in advance

- Give the Kingsville Pavilion a deposit.
- Get the key from the arena the night before and return it on Monday morning.
- Get a price from the caterer before the January meeting. Caterer is paid the day of the round-up.
- Have a meeting once a month.
- Appoint people to do jobs.
- Have tickets and flyers printed before the March assembly.
- Get AA speakers that are circuit speakers one to two years in advance and be their host for the weekend.
- Book their room if needed.
- Responsible to have the speakers picked up or dropped off if needed. (airport, train station.)
- If mileage is required for them the chairperson is responsible to make sure they get reimburse.
- To ask two long timers to be on the long timer panel and they must have 25 years or more.
- Ask the DCM to ask our delegate to come to our round-up. (The delegate gets reimbursed for travel.)
- Ask the grapevine and literature people to set up a table the day of the round-up.
- Invite Al Anon.
- Have all the literature that's needed to read.

ALTERNATE CHAIRPERSON

They are responsible for all tickets that are passed out and keep track of them. They will also collect the money and give it to the treasurer.

- Each person must sign for tickets. Limited to 10 tickets at a time.
- Report at each monthly meeting how many tickets have been sold to have an idea of how many are sold.

TREASURER

They are responsible to put any money given to them into the bank account and to bring a financial report every month to the meeting.

- Prepare a proposed budget with the chairperson, alternate chairperson and secretary to be presented at the second roundup meeting.
- In covering One Day Roundup expenses, all cheques are to be made out for all expenses accompanied by receipts.
- All cheques will be signed by any two of the following: the Treasurer and two One Day Roundup committee members with signing privileges. Preferably the Chairperson and the Alternate Chairperson.

SECRETARY

To keep accurate minutes each month at the meeting and send a copy to each committee member and the District Committee Member.

HOSPITALITY

- They will be responsible to get volunteers to help them.
- Shop for all groceries, utensils, plates, napkins, etc. that will be needed for meals.
- Have a breakfast ready for 9:00 AM. (muffins, donuts, bagels , etc.)
- Provide a lunch that's prepared by the volunteers of the committee.

COFFEE PERSON

- Responsible to have enough coffee pots, coffee, tea, cups, cream, milk, sugar, Splenda, stir sticks, etc.
- To have coffee ready by 9:00 AM.

POP PERSON

- Responsible to buy all pop, and water.
- To get people to help at the counter to sell pop.
- To have a cash flow in the morning.

GREETER

- To get volunteers to greet at the door from 9:00 am till dinner starts.
- It's suggested to have at least two people at a time at the door if possible.

CHAIR PEOPLE

To chair a meeting that's appointed to them by the chairperson

DECORATIONS

To have a committee to help setup and tear down and have the hall decorated before 9:00 am.

REGISTRATION

- Set up a table at the entrance.
- Have name tags for the people that show their tickets.
- Collect any money if necessary and keep money and tickets for guests in a lockable box.
- Have enough tickets for the speakers that are our guest and the delegate.

GIFTS

- To spend whatever the committee decides is a reasonable price.
- That all AA speakers have a gift.

SETUP AND CLEAN UP

- All people on the committee help setup and cleanup at the end of the evening.
- We set up two hours before the meeting if we are not able to get in the night before.