

PROGRAM/CO-PROGRAM

This position is a two year commitment, the first year as Co-Program, the second year as Program. The election each year is for Co-Program. As Co-Program you are responsible for booking the two main speakers for the following year conference, and assisting the Program chair with the speaker preparations for the current year's conference.

Standard Duties

- Maintain records and notes for the benefit of next year's office holder.
- Attend and participate in all Committee meetings.
- Understand that a Committee member may only incur one (1) unexcused, and two (2) excused absences and that a substitute may be sent without voting rights unless vote is in writing and the Chair is informed beforehand.
- The chairperson's purpose is to manage the Spring Fling conference to its fullest capacity and bring ideas, solutions and choices to the Committee for approval or denial. The Spring Fling Committee Chairperson will provide general leadership. It is the primary responsibility of each officer to provide specific leadership in their specific areas to initiate action to its successful conclusion.

Officer Duties

MARCH - JUNE

Select Main Speakers

- The co-program chair will get the 2 main speakers for the next year conference. The program chair will get all other speakers for the current year conference.
- Solicit suggestions from the Committee and others
- Request a list of suggested speakers from various Central Offices (Sacramento, Placer, El Dorado, and Yolo counties) as well as, contacting Los Angeles Central Office for Orange County speaker list.
- Submit your own suggestions.
- Listen to all the speaker tapes you can for variety.
- Obtain phone numbers and address.
- **Bring your suggestions to the committee before making a final decision.**

JULY - AUGUST

Obtain commitments from the selected main speakers*

- Obtain confirmation for main speakers
- Inform the main speakers that this is an invitation for the entire weekend
- Explain covered and non-covered expenses
- Speakers travel expenses are paid (**this does not include spouse, guest, or pet**). Ask for preferred travel method (air, bus, car, etc.) and if travel expenses will be needed in advance. If traveling by air, ask if we should make arrangements.

Explain to speaker what is included with their commitment (Registration Package)

- Hotel accommodations
- 2 Registrations
- 2 banquet tickets
- 2 dance tickets for both Friday and Saturday night
- \$80 for incidentals, plus transportation to/from the airport.

(Note: If the Speaker chooses not to use their extra registration, banquet and dance tickets will be given back to the committee)

Send Confirmation Letters to all speakers

- Explain all specifics listed above in writing.
- Provide speakers with your home and work phone numbers for any questions they may have.

SEPTEMBER – OCTOBER

Select all ten minute speakers for program

When choosing a 10 minute speakers, use a diverse variety of members throughout the local Spring Fling area.

Balance the speakers:

SUGGESTED

- Sobriety
- Gender
- Ethnic Group
- In Town/Out of Town

Obtain Secretaries for meetings*

- Follow the guideline above.

Obtain readers for meetings*

- Follow guidelines listed above.

*Names of Main Speakers, 10 minute speakers, Secretaries and Readers need to be submitted to publicity by the October meeting.

Reserve rooms (Smoking or nonsmoking)

- Hotel (Make arrangements with the SF chair)
- If possible, put speakers together in one wing.
- Welcome baskets, have someone on the committee help with this task.

JANUARY 1st -15th

Reconfirm all commitments for speakers, secretaries, and readers

- Contact by phone, let each person know their meeting times and schedule.

Confirm all speaker arrangements:

- Travel
- Hotel
- Registration packages
- Welcome Baskets – other committee members are willing to help make the baskets.

Make arrangements for speakers to be picked up at the airport or greeted at the hotel. You can form a committee for this.

JANUARY 15th – 31st

Present the Chairperson with a complete list of speakers so that arrangements can be made for registration packets and baskets.

FEBRUARY

Get thank you cards and 4 Big Books.

- Have the committee sign all thank you cards.
- Arrange for all the speakers to be at the Saturday night Banquet, have all speakers sign the Big Books these will be given to the newest newcomers on Saturday night.

Note: In the past speakers have signed three books and four new big books were needed. What is not given away on Saturday will be raffled off on Sunday.

MARCH

Attend the elections to pass on your experience strength, and hope to the next chairperson.