

Spring Fling Committee

COFFEE

(Minimum 2 years sobriety)

Standard Duties

- Maintain records and notes for the benefit of next year's office holder.
- Attend and participate in all Committee meetings. This is important in order to maintain group cohesiveness, to participate and exchange ideas, and to maintain a quorum when voting on issues.
- 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 leadership in their specific area and to initiate action necessary for a successful conclusion.

Officer Duties

- Organize a committee of at least 5-10 people.
- Schedule committee members as to time of participation.
- Brief committee members of their duties.
 - Make coffee (one active pot, one on stand-by and one perking); one small decaf pot
 - Keep cups, lids, sleeves, stirrers, sugar and cream stocked
 - Sell coffee

Purchase:

Coffee (Regular and decaf)

Creamer (dry and some liquid)

Sugar and Sweetener – two (2) types – yellow, blue, pink

Cups – 12 ounce paper – NO STYROFOAM - Lids

Sleeves - Stir sticks

- Check with Chair/Co-chair for appropriate plug locations and necessary extension cords, circuit breakers, etc.
- Be prepared for large amounts of attendees just before speaker meetings
- Coffee needs to be ready from 2:00 Friday afternoon until 8:00 Saturday evening.