

Spring Fling Committee

HOSPITALITY

(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 30 to 40 people. These should not be all scholarships. We want a committee that is invested in Spring Fling.
- Schedule committee members as to time of participation.
- Brief committee members of their duties.
 - Greet, guide and serve all persons attending the conference.
 - Respond to questions concerning location of meetings, registration areas, Hospitality Room, Marathon Meetings, rest rooms, programs, etc.
 - Be available to assist other Committees who need help.
 - Help conference participants and extend welcome.
- Have a sign-up book available for February birthdays.
- Block off reserved seating for all Committee members during the main speaker meetings
- Block off reserved seating for Banquet attendees.
- Block off reserved seating for special accommodations (hearing impaired, etc.)
- Make necessary signs.
- Make sure there are napkins, plates, forks and candles for birthday cake.
- Use large votive candles. Number of candles = number of conference years.
- Order cake through Costco, Sam's, Walmart
- Organize a committee for cutting the cake using the tables previously used by registration. The cake will be served immediately following the 8:00 p.m. speaker meeting.