

Spring Fling Committee

PUBLICITY/PROGRAM

(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

- Must have a working knowledge of Microsoft Word for program layout.
- Obtain bids from three local printing firms to have program and flyers printed on high quality, glossy paper. Use previous year's program and flyers as examples Then bring the three bids back to the committee so that a vendor may be selected.
- Maintain FaceBook page and post Spring Fling information and updates.
- Create Pre-Registration fliers by the August business meeting. Fliers need to be printed in time for the CCFAA picnic in August.
- Put the Conference announcement in the Grapevine and Box 549 beginning in September and continuing each month until February (check deadline dates).
- You are responsible to mail flyers to all Central Offices in California.
- All program information is due to you by December business meeting
- **You cannot proof flyers or program by yourself; obtain three or four committee members to assist with proofing.**
- **Verify with Speaker chair that all speaker names are spelled correctly.**
- Programs should be ready for proofing by January business meeting. Programs must be printed no later than January 20. Work with Registration chair to determine who will pick up the completed programs for pre-registration packets.