

# Spring Fling Committee

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## **CO-CHAIRPERSON**

(Minimum 5 years sobriety)

The Co-Chairperson should have a lifestyle and job situation that allows for ample dedication of time to the duties of this office. **This position is a 2-year commitment.**

### **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**

- Serve in the absence of the Committee Chairperson, as needed, throughout the year.
- Assume full-time duties of the Committee Chairperson in the event of resignation or incapacitation (illness, etc.).
- Arrange for special accommodations (interpreters), i.e. hearing impaired.
- Arrange for three food trucks on Friday and Saturday of the event, if needed.
- Assist, as needed, throughout the year as consultant, helper, and coordinator in any area needed within the Committee.
- Function as alternate contact person for hotel management.
- Home/cell phone number listed on flyer for problem solving and answering questions.
- Be available to pick-up speakers from airport, if needed.