

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 Publisher 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 for printing, so that the vendor knows what type of job they are bidding on. Ask each vendor to present you with samples of the paper they plan to print the program and flyers on. Then bring the three bids with the paper samples back to the committee so that a vendor may be selected.
- Maintain FaceBook page and post Spring Fling information and updates.
- Put the Conference announcement in the Grapevine and Box 549 beginning in October and continuing each month until February (check deadline dates).
- The deadline for the flyers to be completed for proofing by is October 15th, work with registration chair.
- You are responsible to mail flyers to all Central Offices in California.
- We send the large packages to large Central Offices (Los Angeles, San Francisco, San Jose, etc.) via UPS.
- **You cannot proof flyers or program by yourself; obtain three or four committee member to assist with proofing.**
- **Verify with Speaker chair that all speaker names are spelled correctly.**
- Programs should be ready for proofing by January 10. Programs must be printed no later than January 20. Registration chair will pick up the completed programs for pre-registration packets.
- You will be given a folder by previous year's Publicity Chairperson. This folder will have the program and flyer from last year and all invoices. It is your responsibility to keep this folder and all information throughout the year to pass on to the succeeding year's Publicity Chairperson.