

# Spring Fling Committee

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## **SPEAKER CHAIR/SPEAKER CO-CHAIR**

(Minimum 5 years sobriety)

**Both positions are a two-year commitment, the first year as Speaker Co-Chair, the second year as Speaker Chair.** The election each year is for Speaker Co-Chair, who is responsible for booking the two main speakers for the following year conference, and assisting the Speaker Chair with the speaker preparations for the current year's conference.

### **Standard Duties**

- Maintain records and notes for the benefit of next year's office holder.
- Attend and participate in all Committee meetings.
- 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 specific leadership in their specific areas to initiate action to its successful conclusion.

### **Chair Duties - MARCH - JUNE**

#### **Select Main Speakers**

The Speaker chair will acquire all main speakers for the current year conference. The Speaker co-chair will acquire the 2 main speakers for the next year conference.

- Solicit suggestions from the Committee and others
- Request a list of suggested speakers from various Central Offices (Sacramento, Placer, El Dorado, and Yolo counties) as well as, contacting Los Angeles Central Office for Orange County speaker list.
- Submit your own suggestions.
- Listen to all the speaker tapes you can for variety.
- Obtain phone numbers and address.
- **Bring your suggestions to the committee before making a final decision.**

### **JULY - AUGUST**

#### **Obtain commitments from the selected main speakers**

- Obtain confirmation for each main speaker
- Inform the main speakers that this is an invitation for the entire weekend
- Explain covered and non-covered expenses
- Speakers travel expenses are paid (**this does not include spouse, guest, or pet**). Ask for preferred travel method (air, bus, car, etc.) and if travel expenses will be needed in advance. If traveling by air, ask if the speaker would like you to make arrangements or if the speaker would like to make their own arrangements, which will then be reimbursed by Spring Fling.

#### **Explain to speaker what is included with their commitment (Registration Package)**

- Hotel accommodations
- 2 registrations
- 2 banquet tickets
- 2 dance tickets for both Friday and Saturday night
- \$100 for incidentals, plus transportation to/from the airport.

(Note: If the Speaker chooses not to use their extra registration, then banquet and dance ticket are returned to the committee)

### **Send Confirmation Letters to all speakers**

- Explain all specifics listed above in writing.
- Provide speakers with your home and work phone numbers for any questions they may have.

### **SEPTEMBER – OCTOBER**

#### **Select all ten minute speakers for program**

When choosing the 10-minute speakers, use a diverse variety of members throughout the local Spring Fling area, who are planning to attend the conference. The 10-minute speakers are asked to volunteer their service and are expected to pay for their own conference registration. As such, it is suggested you request speakers from among those planning to attend the conference.

Balance the speakers:

#### **Suggested**

- Sobriety
- Gender
- Ethnic Group
- In Town/Out of Town

#### **Obtain Secretaries for meetings**

- Follow the guidelines above.

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- Follow the guidelines above.

**Note:** Names of Main Speakers, 10-Minute Speakers, Secretaries, and Readers need to be submitted to Publicity/Program chair by the October meeting.

#### **Reserve rooms (smoking or non-smoking)**

- Hotel (Make arrangements with the Spring Fling chair)
- If possible, put Main Speakers together in one wing.
- Provide welcome baskets. It helps to have someone on your committee help you with this task.
- Assign one person to each Main Speaker, who will be responsible for that speaker's airport pick-up and return, and any other assistance the Main Speaker may need.

### **JANUARY 1<sup>st</sup> -15<sup>th</sup>**

#### **Reconfirm all commitments for speakers, secretaries, and readers**

- Contact by phone and let each Main Speaker know their meeting time, schedule, and name and phone number of committee member assigned to them.

**Confirm all Main Speaker arrangements:**

- Travel
- Hotel (including 2 Al-anon main speakers)
- Registration packages
- Welcome Baskets – other committee members are willing to help make the baskets.

**JANUARY 15<sup>th</sup> – 31<sup>st</sup>**

Present the Registration Chairperson with a complete list of the banquet choice for each Main Speaker, and whether the speaker is bringing a guest. This information is needed for preparation of the speaker packets and for the Registration chair to provide a total meal count to the Banquet Chair.

**FEBRUARY**

- Purchase thank you cards for each Main Speaker and have the committee sign the cards.
- Provide four Big Books and have each Main Speaker sign them. These books will be given to the newest newcomers on Saturday night. There have been instances where there were four newcomers with less than 24 hours of sobriety. Any extra Big Books will be raffled on Sunday.