



SAN DIEGO FEELING GOOD

Responsibilities and Duties of the Board of Directors And Committee Heads

Board of Directors

Qualifications: The Directors of the Corporation shall be residents of the State of California who have five years of continuous sobriety and one year of service with the Corporation as per Section 4.02 of the Bylaws.

CHAIR

- Arrange and supervise contract with the hotel
- Coordinate payments to storage, P.O. Box, etc throughout the year
- Hold general committee meetings regularly/monthly
- Hold board meetings regularly/monthly as needed
- Assign committees to each board member and hold individual committee meetings regularly
- Organize yearly calendar at beginning of year of all events and coordinate fundraising events
- Coordinate logo contest
- Check P.O. Box regularly
- Co-signer of checks and P.O. Box
- Coordinate bonding weekend with Co-Chair
- Issue newsletters (2 yearly)
- Act as corporate housekeeper, oversees filing of state and federal forms
- Coordinate payment of webpage and email administrator
- Coordinate insurance payment for year
- Coordinate state payment for raffle
- Make announcements to public advertising agencies in July
- Coordinate Volunteer party with Co-Chair in August (be sure not to schedule during CifyFest weekend). Coordinate location ahead of time
- Coordinate registration stuffing and gift basket wrapping party the week before the roundup
- Meet as needed with Hotel to coordinate staffing, room setups, hotel reservations for Executive Committee, etc
- Order banquets at hotel based on projected attendance
- Coordinate activities during the weekend of the roundup; meet with hotel staff regarding rooms and needs of each committee group
- Welcome attendees and make announcements at the Friday and Saturday night meetings
- Troubleshoot all needs regarding workshops and meetings
- Responsible to hand out storage keys and ensure all are turned over to Co-Chair at end of event
- Maintain this committee description list and update information as needed

CO-CHAIR

- Maintain this committee description list and update information as needed
- Attend General Committee meetings regularly/monthly
- Attend board meetings regularly/monthly as needed
- Coordinate individual committee meetings regularly for Chair and attend all meetings
- Coordinate fundraising events
- Co-signer of checks and P.O. Box
- Coordinate Bonding Weekend with Chair
- Coordinate location of Bonding Weekend for next year
- Help issue newsletters (2 yearly)
- Coordinate Volunteer party with Chair in August (be sure not to schedule during CityFest weekend). Coordinate location ahead of time
- Meet as needed with Hotel to coordinate staffing, room setups, hotel reservations for Executive Committee, etc.
- Coordinate activities during the weekend of the roundup; meet with hotel staff regarding rooms and needs of each committee group
- Coordinate sobriety countdown at Sunday spiritual speaker meeting
- Responsible for storage key
- Coordinate registration stuffing and gift basket wrapping party with Chair the week before the roundup

SECRETARY

- Attend General Committee meetings regularly/monthly
- Attend Board meetings regularly/monthly as needed
- Maintain list of Committee members' phone numbers and addresses
- Keep minutes of all meetings, including Board of Directors and General Committee meetings, Bonding Weekend and General Election meetings
- Mail General Committee meeting minutes to members not more than 15 nor less than 3 day prior to next meeting
- Coordinate assigned Committees for all events and attend all individual meetings with those Committees
- Serve as keeper of the By-Laws
- Coordinate and attend fundraising events
- Coordinate and attend Bonding Weekend
- Coordinate and attend Volunteer Party
- Coordinate and attend the registration stuffing and gift basket wrapping party
- Co-signer of checks
- Responsible for storage key

TREASURER

Skills required: Quick Books, Excel, basic accounting

- Attend General Committee meetings regularly/monthly
- Attend board meetings regularly/monthly as needed
- Coordinate assigned Committees for all events and attend all individual meetings with those Committees
- Coordinate and attend fundraising events

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- Coordinate and attend Bonding Weekend
- Coordinate and attend Volunteer Party
- Coordinate and attend the registration stuffing and gift basket wrapping party
- Co-signer of checks
- Responsible for storage key
- Check P.O. Box regularly
- Provide monthly financial reports for General Committee members and Board members
- Provide fundraising events reports
- Process electronic payment and checks
- Coordinate with Registration Co-Chairs and help maintain registrant database
- Coordinate payment of webpage and email administrator
- Coordinate insurance payment for the year
- Coordinate state payment for raffle and file report after the roundup
- Responsible for storage key
- Maintain checkbook and balance checking account
- File tax returns; invite tax advisor to first Board meeting after roundup to coordinate tax return
- Roundup weekend tasks: collect 7th tradition money; collect registration, raffle, hospitality, and literature money regularly throughout the weekend
- Disburse 7th tradition money
- Coordinate final payment to hotel on Sunday

ADVISOR

- Advisory Chair is previous years' Chair and Co-Chair
- Provides continuity from previous year to current year
- Attend General Committee meetings regularly/monthly
- Attend board meetings regularly/monthly as needed
- Coordinate assigned Committees for all events and attend all individual meetings with those Committees
- Coordinate and attend fundraising events
- Coordinate and attend Bonding Weekend
- Coordinate and attend Volunteer Party
- When called upon, offer suggestions from past experience as Chair or Co-Chair
- Help coordinate Annual Business Meeting at end of weekend

ONGOING FOR ALL BOARD OF DIRECTORS

- *Make every effort to attend all meetings and events throughout the year*
- *Register for the Feeling Good roundup*
- *Promote Feeling Good events at meetings*
- *Mix with Feeling Good attendees throughout the weekend*
- *Must have email access*

General Committee Heads

Qualifications: Any past or present roundup registrant with at least one year of current continuous sobriety is eligible to be a member of Feeling Good, as per Section 2.02 of the Bylaws.

AL-ANON

- Book Al-Anon speaker for roundup, provide selected speaker tapes and obtain approval from Board of Directors prior to booking
- Coordinate program schedule with registration and program co-chairs
- Book all leaders and readers for meetings and workshops
- Arrange for transportation to hotel and coordinate accommodations with Chair for speakers; provide gift baskets for their rooms at the roundup
- Coordinate baskets and collect the 7th tradition at the main speaker meetings and turn money in to Treasurer

ARTS & DECORATIONS

- Coordinate decorations for all events throughout the year
- Arrange for decorations for the banquet, entertainment, speaker stage, registration, and hospitality area
- Coordinate and find leaders for the God Box workshop

ENTERTAINMENT

- Provide entertainment for all fundraisers as required
- Present entertainment plan early to the Board of Directors for review prior to making any commitments
- Book entertainers
- Organize dance equipment rental and hire DJ (if hosting at dance at the event)
- Work with Program co-chairs to arrange times for performers
- Work with Chair to coordinate accommodations and travel, if required
- Work with Arts & Decorations on the decorations for the dance and entertainment

FUNDRAISING

- Coordinate with Chair and Co-Chair the fundraising goals and events for the year
- Obtain venues and all equipment needed (e.g. BBQ's, etc.) for fundraising events
- Coordinate with all Committee Chairs (food, donations, etc.) to run event
- Be available at the roundup to help other committees

HOSPITALITY

- Purchase and obtain donations of beverages for all fundraising events
- Purchase and obtain donations of food, beverages and supplies for roundup
- Coordinate with volunteers to help out in the room for the entire roundup
- Work with Promotions and Arts & Decorations for signage and table centerpieces
- Set up donation pot in Hospitality room at cash register table

LITERATURE

- Set up AA and Al-Anon literature at fundraising events as needed
- Purchase AA and Al-Anon literature for the literature table
- Inventory literature prior to and after roundup and replenish as needed
- Sell literature at the roundup
- Set up donation pot at roundup literature table

MEMORABILIA

- Coordinate presale of t-shirts, for all Committee members in February, obtain count of sizes and type, place and pick up order, distribute and ensure all Committee members pay for their orders and turn money over to Treasurer
- Sell remaining memorabilia items from previous year at fundraisers
- Coordinate the purchase of memorabilia items (shop for best prices and service) for roundup and present for approval from Board of Directors prior to making purchases, e.g. t-shirts, mugs, pens, magnets, lanyards, etc.
- Present all new ideas to Board of Directors for approval prior to purchasing
- Maintain regular contact with the contracted agency regarding the production of all items, verify ahead of time when orders must be placed in order to meet weekend deadlines
- Count existing ribbons left over from previous year and purchase remaining ribbons required for Board of Directors, speakers, and committee members
- Place and pick up order for all memorabilia items
- Coordinate volunteers to help with the sale of memorabilia throughout the roundup

PRIZES

- Provide prizes for any fundraisers as needed throughout the year to be coordinated with the Chair
- Purchase raffle tickets
- Arrange for members to sell tickets during the roundup
- Solicit prizes (begin early) for the roundup raffle
- Arrange and organize drawings
- Prior to roundup, create the final prizes list to have for the weekend and at the raffle
- Coordinate and attend the registration stuffing and gift basket wrapping party; must have all prizes by this date

PROGRAM

- Arrange for audio recording of roundup
- Book main speakers at fundraiser events, provide selected speaker tapes and obtain approval from Board of Directors prior to booking
- Provide meeting and workshop agendas with Chair and Co-Chair; provide layout proof of program booklet to Board of Directors for discussion and approval
- Provide final workshop and meeting agendas and speaker information to Promotion for program book layout
- Book all leaders and readers for meetings and workshops
- Coordinate AA Central and Area rep for each to briefly speak one main speaker meeting
- Arrange for transportation to hotel and coordinate accommodations with Chair for speakers; provide gift baskets for their rooms at the roundup
- Coordinate baskets and collect the 7th tradition at the main speaker meetings and turn money in to Treasurer

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- Prepare instruction folders for all meetings and workshops. Provide exact text of what is to be read (e.g. chapters 3 & 5, “The Promises”, “The 12 Traditions”, “A Vision For You”, etc.) and maintain seating areas for General Committee members, speakers, guests, etc.
- Obtain a copy of the Big Book to be signed throughout the weekend to present at the Sunday sobriety countdown
- Coordinate distribution of feedback forms for weekend and place on chairs at Sunday speaker meeting along with pencils. Collect all forms and pencils at end of meeting.

REGISTRATION

- **Skills required:** Excel/spreadsheet (intermediate - advance) and word processing skills required; familiar with mail merge process
- Keep records of all registrants, including memorabilia, meals ordered and special needs
- Coordinate with Executive Committee the creation and maintenance of online registration form(s) (currently using Wufoo.com)
- Organize volunteers to help with registration for the roundup weekend
- Coordinate registration packet information and attend the registration stuffing and gift basket wrapping party
- Provide individual registration forms periodically starting with the first fundraiser and remaining fundraisers throughout the year, including newsletters and registration deadlines, work with Promotions to distribute at other roundups, alano clubs meetings in San Diego County and elsewhere
- Provide mailing labels from database as needed for Promotions
- Respond by phone, mail, or email to questions or problems of pre-registrants
- Arrange for typewriters for typing name tags at the round up with the Smithsonian or as alternate prepare them electronically prior to event and use labeling machine at event

SOCIAL MEDIA

Skills required: Strong technology skills, internet savvy, basic design concepts, HTML & CSS not required but helpful

- Coordinate with Registration the promotion of the roundup throughout the year
- Maintain and update website (currently using WordPress).
- Update FaceBook page with upcoming events, create invites as needed; get approval from Executive Committee (EC) prior to posting
- Create email campaigns for event (currently using MailChimp); email to EC for approval prior to sending out to the SDFG mailing list
- Create or obtain graphics and images for promoting events. Produce fliers, tickets and other print materials as needed for events
- Provide a draft of any flyer or registration form to the Board of Directors for approval prior to actual printing or electronic distribution
- Coordinate the promotion of all events throughout the year. Create and distribute flyers and tickets. Coordinate all money and unsold tickets are turned back in by the end of the event and turn money in to Treasurer
- Provide posters to announce the roundup and distribute to appropriate locations inside and outside the community

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- Provide layout proof of program booklet to Board of Directors for discussion and approval; coordinate with Program for meeting and workshop agenda
- Deliver program to printers and pick up at completion
- Work with all committees to provide all signage and pricing boards during the roundup

Guidelines for photos, images, graphics and design items

- ◆ In keeping with the spirit of anonymity, images shall not contain identifying features of individuals (such as their face), regardless if that person is a member of San Diego Feeling Good, a 12 Step program or not
- ◆ If images and graphic are not created by co-chairs(s) they must either be in the public domain without copyright limitations or have written consent from copyright hold to use image. Resources for public domain images: Creative Commons, pixabay.com, or other “public domain” search (find through Google or other search engine)
- ◆ No “cut & past” from a regular image search (unless it falls into the public domain guidelines)
- ◆ Proper attribution to be included when required

SPECIAL SERVICES

- Contract for ASL interpreters for the hearing impaired as needed for meetings and workshops
- Assess and respond to special needs identified throughout pre-registration
- Help out Committee groups before, during and after fundraising events throughout the year
- Be available the weekend of the roundup to help set up, work throughout the weekend and tear down at the end

VOLUNTEERS

- Provide greeters and volunteers for all fundraisers, including greeting and set up and clean up
- Coordinate the setup and tear down of all easels at the roundup
- Provide greeters and volunteers to be available to help setup, work the roundup and pack up at end of weekend

ONGOING FOR ALL GENERAL COMMITTEE MEMBERS

- *Make every effort to attend all meetings and events throughout the year*
- *Deliver update report at monthly general committee meetings*
- *Register for the Feeling Good roundup*
- *Promote Feeling Good events at meetings*
- *Mix with Feeling Good attendees throughout the weekend*
- *Must have email access*