

# **Guidelines & Operating Procedures**

## **Niagara District 13 Roundup**

**Approved and Accepted**  
**District 13 GSR Meeting December 14, 2009**

**Amended from Guidelines accepted September 2005**

**District 13 Area 86 <sup>1</sup> Niagara South General Service**

**Niagara South Annual Spring Roundup**

**<sup>2</sup> Guidelines and Operating Procedures**

**Purpose**

The purpose of these Guidelines and Operating Procedures is to provide the continuing successful operations of the Niagara South Annual Spring Roundup. The suggestions set out in these Guidelines were agreed upon by an Ad Hoc Committee composing of former Niagara South District Committee Members, past Roundup Chairpersons and past Roundup Committee Members. These Guidelines <sup>3</sup> were presented in August 2005 to the Members of Alcoholics Anonymous in District 13, Niagara South <sup>4</sup> and were approved September 2005

These guidelines are constructed within the confines of the 12 Steps, the Twelve Traditions and the Twelve Concepts.

**Section 1 The Committee**

**Subsection 1 The Name**

The Committee shall be known as “ The District 13 Niagara South Roundup Committee.”

**Subsection 2 Structure**

The Committee shall be composed of the following elected “Trusted Servants.”

1. District 13 Niagara South D.C.M.
2. Roundup Committee Chairperson
3. Roundup Committee Co-Chairperson
4. Roundup Committee Treasurer
5. Roundup Committee Co-Treasurer
6. Roundup Committee Secretary
7. Roundup Committee Program Chairperson

8. Roundup Committee Kitchen Chairperson
9. Roundup Committee Publicity Chairperson
10. Roundup Committee Greeter Chairperson
11. Roundup Committee Cleanup Chairperson
12. Al-Anon Committee Co-Chairperson <sup>5</sup>.
13. Roundup Committee Co-Secretary
14. Roundup Committee Program Co-Chairperson
15. Roundup Committee Kitchen Co-Chairperson
16. Roundup Committee Publicity Co-Chairperson
17. Roundup Committee Greeter Co-Chairperson
18. Roundup Committee Cleanup Co-Chairperson

## **Section 2 Qualification and Responsibilities**

### **Sub-Section 1 Suggested Qualifications Required for Nomination**

#### **Chairperson**

1. At least three (3) years of continuous sobriety.
2. Two (2) years serving on the Spring Roundup Committee.
3. One (1) year service experience at the Intergroup or General Service level.
4. Should have held at least one of the following positions in the past—Treasurer, Program Chairperson or Kitchen Chairperson.
5. A working knowledge of the Twelve Traditions.

#### **Co-Chairperson**

1. At least three (3) years of continuous sobriety.
2. Two (2) years serving on the Spring Roundup Committee.
3. One (1) year service experience at the Intergroup or General Service level.
4. Should have held at least one of the following positions in the past—Treasurer, Program Chairperson or Kitchen Chairperson.
5. Be prepared to step into the Chairperson position should the need arise.
6. A working knowledge of the Twelve Traditions.

### Treasurer

1. At least three (3) years of continuous sobriety.
2. Two (2) years serving on the Spring Roundup Committee.
3. One (1) year service experience at the Intergroup or General Service level.
4. A working knowledge of the Twelve Traditions.

### Co-Treasurer

1. At least three (3) years of continuous sobriety.
2. Two (2) years serving on the Spring Roundup Committee.
3. One (1) year service experience at the Intergroup or General Service level.
4. A working knowledge of the Twelve Traditions.
5. Be prepared to step into the Chairperson position should the need arise.

### Secretary

1. At least one (1) year of continuous sobriety
2. <sup>6</sup>. A working knowledge of the 12 Traditions

### Program Chairperson

1. At least two (2) years of continuous sobriety.
2. One (1) year serving on the Spring Roundup Committee.
3. A working knowledge of the Twelve Traditions.

### Kitchen Chairperson

1. At least two (2) years of continuous sobriety.
2. One (1) year serving on the Spring Roundup Committee.
3. A working knowledge of the Twelve Traditions.

### Publicity Chairperson

1. At least one (1) year of continuous sobriety.
2. <sup>6</sup>. A working knowledge of the 12 Traditions

### Greeter Chairperson

1. At least one (1) year of continuous sobriety.
2. <sup>7.</sup> A working knowledge of the 12 Traditions

### Cleanup Chairperson

1. At least one (1) year of continuous sobriety.
2. <sup>8.</sup> A working knowledge of the 12 Traditions

### All Co-Chairpersons (excluding Co-Chairperson of the Committee and Co-Treasurer)

1. At least one (1) year of continuous sobriety.
2. Be prepared to step into the Chairperson position should the need arise.
3. <sup>9.</sup> A working knowledge of the 12 Traditions

**\*\*\*All persons running for a chairperson or a co-chairperson position must be willing and available for setup in the morning or remain until the end of the evening to assist with teardown (see job description). If you are unable to make this commitment, please do not run for a position.**

## Sub-Section 2      Duties and Responsibilities

### D.C.M.

1. Check on hall rental.
2. Ensure that we have access to the hall Friday evening before the Roundup to drop off supplies.
3. Participate in the program.
4. Invite the Delegate to attend and give an Area Report.
5. Contact Intergroup Literature Chairperson, Al-Anon Literature Chairperson Grapevine Chairperson and Archives to be in attendance on the day of the Roundup.
6. General help in all areas of the program.
7. Be available for setup or teardown.

### Roundup Committee Chairperson

1. Chair Roundup Committee meetings.
2. Organization of the Roundup.
3. Follow up with other Chairpersons on the Committee.
4. Help in the selection of the theme and the program.
5. Chair closing meeting after dinner.
6. General help in all areas of the program.
7. Be available for teardown.

### Roundup Committee Co-Chairperson

1. Chair Roundup meetings when Chairperson is unavailable.
2. Participate in the program.
3. Work with the Chairperson.
4. Acquire the DJ and sound system.
5. Be available to open hall in the morning and have volunteers available to help with setup.
6. Sub for any duties left open on the day of the Roundup.
7. Chair the opening of the Roundup. <sup>14</sup> Select opening volunteers (to read) Preamble, How it Works, Traditions.
8. Pick up signs from DCM and ensure that they be put out on the morning of the Roundup and that they are returned to the DCM by 9:00 PM.\*\* storage may be available by final draft
9. Be available for setup.

### Treasurer

1. Open a bank account with at least two (2) of the three (3) signing authority signatures to sign cheques.
2. Accurate receiving and disbursements of funds with receipts.
3. Be in attendance at all Committee meetings to give financial report.
4. Handle all money transactions.
5. Distribution of the tickets to Committee members for sale.
6. Report to Niagara South General Service after the Roundup.
7. Purchase Gifts for the Door Prizes, <sup>11</sup>, and Spot dances.

8. Financial statements and records to be turned over to the DCM after the financial report at the GSR meeting.
9. Be available for setup.

#### Co-Treasurer

1. Be in attendance at all Committee meetings.
2. Be available to give financial report at Committee meeting if the Treasurer is not available.
3. Work with the Treasurer.
4. Be available to work with the Committee on the day of the Roundup.
5. Be available for teardown.

#### Secretary

1. Be in attendance at the Committee meetings to take minutes of the meeting.
2. Type a copy of the minutes for each of the Committee members.
3. Prepare a list of all elected Chairpersons with telephone numbers-distribute a copy to each Committee member-should be available for the second meeting of the Committee.
4. All pertinent information to be turned over to the DCM at the wrap-up committee meeting after the Roundup.
5. Be available to assist the Committee on the day of the Roundup.
6. Be available for setup or teardown.

#### Program Chairperson

1. <sup>12</sup> The committee will vote on a main speaker proposed by the Chairperson, chosen from a list provided by the entire committee. The Program Chairperson will invite the chosen speaker.
2. Select speakers for each panel.
3. Select chairpersons for each panel.
4. <sup>13</sup> Work with Publicity Chairperson to have program available for the day of the Roundup.
5. Make sure program runs smoothly.
6. Pick someone to do the AA Sobriety Countdown and the Al-Anon Countdown. Purchase gifts for the Sobriety Countdown.

7. Be available for setup.

### Kitchen Chairperson

1. Select Menu.
2. Contact all Niagara South Groups and Meetings for supper donations.
3. Arrange for or prepare cabbage rolls and entrée selected by committee.
4. Order Buns.
5. Arrange for soup and pizza to be sold at lunch.
6. Select volunteers to help prepare food and serve lunch and supper.
7. Select volunteers to help clean up kitchen area.
8. Keep record of food and supplies.
9. Check inventory left over from previous year.
10. Arrange for the buying of supplies needed.
11. Work with Treasurer to purchase supplies needed.
12. Prepare year end inventory to be turned over to DCM with minutes.
11. Be available for setup.

### Publicity Chairperson

1. Design flyer, program and tickets with Committee approval.
2. Prepare flyer with contact names and numbers in time to give some to DCM to take to November Area Meeting.
3. Distribution of flyers.
4. Ordering and printing of tickets-should be ready by December.
5. Work with Program Chairperson to have program ready for day of Roundup.
6. Be available to setup or teardown.

### Greeter Chairperson

1. Select volunteers for the door—if there is more than one door, ensure there are greeters at all doors to greet and give directions to the registration desk.
2. Ensure that someone is at the door at all times.
3. Keep greeter and registration area quiet when meetings are in progress.

4. Be available for setup.

#### Cleanup Chairperson

1. Select a committee to assist with duties.
2. Keep tables clean of litter throughout the day and evening.
3. Keep garbage cans clean and empty when necessary.
4. Obtain volunteers to stay late to assist with teardown at the end of the evening.
5. Have Committee Chairpersons commit to either setup or teardown.  
(with specific exceptions as per duties and responsibilities)
6. Be available for teardown.

#### Co-Secretary

1. Be in attendance at all Committee meetings.
2. Be available to take Committee meeting minutes if Secretary is not available.
3. Work with the Secretary in preparing the minutes.
4. Be available to assist the Committee on the day of the Roundup.
5. Be available for setup or teardown.

#### Program Co-Chairperson

1. Assist Program Chairperson in all duties as outlined in the Duties and Responsibilities of that position.
2. Be available for setup or teardown.

#### Kitchen Co-Chairperson

1. Assist Kitchen Chairperson in all duties as outlined in the Duties and Responsibilities of that position.
2. Be available for setup.

#### Publicity Co-Chairperson

1. Assist Publicity Chairperson in all duties as outlined in the Duties and Responsibilities of that position.
2. Be available for setup or teardown.

### Greeter Co-Chairperson

1. Assist Greeter Chairperson in all duties as outlined in the Duties and Responsibilities of that position.
2. Be available for setup or teardown.

### Cleanup Co-Chairperson

1. Assist Cleanup Chairperson in all duties as outlined in the Duties and Responsibilities of that position.
2. Be available for teardown.

## **Section 3 Elections**

### **Subsection 1 Election Procedures**

1. Elections are to be held at the first meeting of the Roundup.
2. Elections for Chairperson shall be chaired by the DCM.
3. The remaining elections shall be chaired by the elected Chairperson with the assistance of the DCM.
4. Elections shall be majority vote.
5. Any positions not filled shall be carried over to the next meeting.
6. In the event of a tie, after one vote, go to the hat.
7. DCM will provide scrutineers to assist with the elections.

### **Section 2 Order of Positions for Election**

1. Roundup Committee Chairperson.
2. Roundup Committee Co-Chairperson.
3. Roundup Committee Treasurer.
4. Roundup Committee Co-Treasurer.
5. Roundup Committee Secretary.
6. Roundup Committee Program Chairperson.
7. Roundup Committee Kitchen Chairperson.
8. Roundup Committee Publicity Chairperson.
9. Roundup Committee Greeter Chairperson.
10. Roundup Committee Cleanup Chairperson.

11. Roundup Committee Co-Secretary.
12. Roundup Committee Program Co-Chairperson.
13. Roundup Committee Kitchen Co-Chairperson.
14. Roundup Committee Publicity Co-Chairperson.
15. Roundup Committee Greeter Co-Chairperson.
16. Roundup Committee Cleanup Co-Chairperson.

#### **Section 4 General Guidelines**

1. Should a chairperson need to resign from the Committee during his term, the Co-Chairperson will move automatically into the Chairperson position.
2. An election shall then be held for a new Co-chairperson from outside the present Committee Chairpersons.
3. Co-chairpersons must be prepared to step into the Chairperson position should the need arise.
4. A Spirit of Rotation is suggested (2 terms maximum in a position).
5. Cheque signing authority will go to the DCM, the Chairperson of the Committee and the Committee Treasurer (Two (2) of three (3) signatures required).
6. If unable to attend the election meeting and one wishes to stand for a position, a letter of intent must be sent to the Roundup Committee meeting with the DCM.
7. It is suggested that the Spring Roundup be held in late March or early April of each year.
8. "All" final reports, secretary's minutes, kitchen supplies, treasurer's supplies must be handed over to the DCM at the wrap-up meeting.
9. The present bank account is to left open with a \$25.00 minimum balance.
10. Outgoing Chairperson and DCM should be responsible to see all supplies are stored. \*\* Storage arrangements are still to be determined.<sup>15</sup>
11. Any Committee Chairperson missing 3 meetings will automatically be withdrawn from their position.

### List of superscript changes for 2009 outline

1. Added “Area 86”
2. Was “Suggested Guidelines”
3. Was “are being presented”
4. Was ”for their approval”
5. Added “Al-Anon Committee Co-Chairperson”
6. Added “A working knowledge of the 12 Traditions”
7. Added “A working knowledge of the 12 Traditions”
8. Added “A working knowledge of the 12 Traditions”
9. Added “A working knowledge of the 12 Traditions”
10. Remove “Invite Al-Anon to attend one of the committee meetings”
11. Added Spot dances”
12. Was “Select main speaker from selection list provided by entire committee.”
13. Remove “Select opening volunteers (to read) Preamble, How it Works, Traditions.” This will be moved to Roundup Co-Chairperson.
14. Added to Roundup Co-Chairperson duties and responsibilities.
15. This line added to General Guidelines.

\*\* As of this writing, storage space for Roundup supplies and equipment are being sought. The DCM will be updated when options are available.