

Texas Serenity Run Committee Responsibilities

All Committee Members and Alternates Should be Accountable For Their Responsibilities

Chair

- Provide leadership and facilitate conference committee meetings.
- Provide sign in sheet, copies of chair responsibilities for all committee members.
- Schedule and notify committee chair/co-chairs of planning meetings.
- Set ground rules to be accepted by committees, and read the purpose and mission statements at the beginning of each meeting.
- Work with secretary to provide accurate minutes and action items for meetings.
- Open and close Thursday, Friday, and Saturday speaker meetings at the Run; make appropriate statements and announcements.
- Provide onsite coordination during the Run.
- Forward all records to archives person at end of Run
- Report to the committees if your responsibilities cannot be carried out. In the event two consecutive meetings are missed without a valid reason, the committee members can vote in a person for your replacement.
- Chair person should have two years or more of sobriety.

Co-Chair

- Work with chair to have knowledge of next year's chair responsibilities.
- In the absence of the Chair, provide leadership and facilitate committee meetings.
- In the absence of the Chair, open and close Thursday, Friday, and Saturday speaker meetings at the conference; make appropriate statements and announcements.
- Assist Chair with onsite coordination during the conference.
- Open and close Sunday AA speaker meeting at the conference to signify your acceptance of chair position for following year; make appropriate statements and announcements.
- Move into the Chair position the following year.
- Report to the Chair if your responsibilities cannot be carried out. In the event two consecutive meetings are missed without a valid reason, the committee members can vote in a person for your replacement.
- Co-Chair person should have two years or more of sobriety.

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Secretary Chair

- Record, distribute and read minutes of meetings.
- Draft and maintain an email and phone list of committee chairs, conference advisors and volunteers.
- Remind committee members of upcoming meetings two days to a week in advance.
- Forward all records to co-chair and archives person at the end of conference
- Report to the Chair if your responsibilities cannot be carried out. In the event two consecutive meetings are missed without a valid reason, the committee members can vote in a person for your replacement.

Secretary Co-Chair

- Assist the Secretary in their responsibilities.
- Move into Secretary Chair position the following year.
- Record, publish and read minutes of meetings if the secretary is absent.
- Report to your Chair if your responsibilities cannot be carried out. In the event two consecutive meetings are missed without a valid reason, the committee members can vote in a person for your replacement.

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Treasurer Chair

- Collect moneys from registration committee as well as contributions for bank deposits.
- Speak with last year's Treasurer to receive records and proper forms to keeps records consistent.
- Coordinate with Program Chair to ensure that all speakers are notified in advance of expenses that TSR will and will not cover. (See Program Chair Responsibilities for list of covered expenses.)
- Issue checks at time of conference for approved speaker expenses and lodging
- Maintain detailed book of deposits, credit and debts. Reconcile bank statements to conference ledger.
- Speak with last year's treasurer to receive records and proper forms to keeps records consistent. .
- Forward all records to co-chair and archives person at the end of conference.
- Treasurer should have three or more years of sobriety.
- Provide a current bank statement at each committee meeting
- Report to the Chair if your responsibilities cannot be carried out. In the event two consecutive meetings are missed without a valid reason, the committee members can vote in a person for your replacement

Treasurer Co-Chair

- Assist the Treasurer in their responsibilities.
- Coordinate a time with treasurer to have your name added to the bank account.
- Move into Treasurer Chair position the following year.
- Treasurer Co-Chair should have three or more years of sobriety.
- Report to your Chair if your responsibilities cannot be carried out. In the event two consecutive meetings are missed without a valid reason, the committee members can vote in a person for your replacement.

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Registration Chair

- **Present budget for the year by June meeting.**
- Create the registration flyer no later than June 30
- Liaison with last year's Registration Chair to get copy of the registration forms and information of how registration handled in the past years.
- Email pre-registration notices to last year's Run registrants and others as applicable. First mail out should be no later than **July** of the year of the Run.
- Forward registration fees to treasurer and maintain registration roster.
- Prepare and have wristbands and pins ready for Thursday opening of registration.
- Set up and man the registration table for the duration of the Run
- All records forward to co-chair and achieves person at the end of Run
- Print schedule/program for the run itself and be sure the copies are there at registration to hand out
- Report to the Chair if your responsibilities cannot be carried out. In the event two consecutive meetings are missed without a valid reason, the committee members can vote in a person for your replacement.

Registration Co-Chair

- Assist the Registration Chair in their responsibilities.
- Move into the Registration Chair position the following year.
- Report to your Chair if your responsibilities cannot be carried out. In the event two consecutive meetings are missed without a valid reason, the committee members can vote in a person for your replacement.

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Publicity Chair

- Produce a quarterly newsletter for the website, facebook, and other contacts

Publicity Co-Chair

- Assist the your Chair in responsibilities.

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Program Chair

- **Present budget for the year by June meeting.**
- Solicit and secure speakers for speaker meetings.
- Secure taper for speaker meetings
- Provide speaker information to Registration by **June 1st**
- Notify speakers of exact expenses covered by conference:
 - Their lodging – most lodging will accommodate two, however, TSR will not cover additional expenses incurred by spouse or companion(s).
 - Their airfare (transportation will be provided from airport by host/hostess)
 - Travel / Fuel expenses will be reimbursed
 - **Additional incidentals (including the expenses of a traveling companion) are the responsibility of the speaker.**
- Coordinate with Al-Anon chair for information on Al-Anon speaker.
- Provide host or hostess for speakers.
 - ❖ Host/hostess responsibilities:
 - Provide transportation from airport if speaker is flying into town.
 - Contact speaker at least one week in advance of conference to arrange transportation from airport or where to meet speaker in town if they are driving in.
 - Introduce speaker at their meeting.
 - Try to make speaker comfortable and included in activities.
- Secure late night and early morning meeting chairpersons (chairs for meetings provide their own readers.)
- Arrange and wrap speaker gifts. (Light snack baskets for their room are also nice.)
- In the event two consecutive meetings are missed without a valid reason, the committee members can vote in a person for your replacement.
- Report to the Chair if your responsibilities cannot be carried out. In the event two consecutive meetings are missed without a valid reason, the committee members can vote in a person for your replacement.

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Program Co-Chair

- Assist the program chair person in responsibilities.
- Move into the program chair position the following year.
- Report to your Chair if your responsibilities cannot be carried out. In the event two consecutive meetings are missed without a valid reason, the committee members can vote in a person for your replacement.

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Facilities Chair

- Be the official “go-to” person during the event for all matters pertaining to the facility
- Notify speakers of exact expenses covered by conference:
- Their lodging – most lodging will accommodate two, however, TSR will not cover additional expenses incurred by spouse or companion(s).
- Make cabin reservations for all speakers and provide speakers with information ahead of time.
- Contact 5 star rental for securement of chairs for the conference room, 830-895-3633
- Contact and coordinate with food vendor, The Bald Eagle Café – 830-739-6700
- Report to the Chair if your responsibilities cannot be carried out. In the event two consecutive meetings are missed without a valid reason, the committee members can vote in a person for your replacement.

Facilities Co-Chair

- Assist the Facilities Chair Coordinator in responsibilities.
- Move into the Facilities Chair Coordinator position the following year.
- Report to your Chair if your responsibilities cannot be carried out. In the event two consecutive meetings are missed without a valid reason, the committee members can vote in a person for your replacement.

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Web-Site Maintenance

- Maintain the Website

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Al-Anon Chair

- **Present budget for the year by June meeting.**
- Secure Al-Anon speaker for conference and work with program chair to provide speaker needs.
- Provide conference leadership on Al-Anon issues and requirements.
- Report to the Chair if your responsibilities cannot be carried out. In the event two consecutive meetings are missed without a valid reason the committee members can vote in a person for your replacement.

Al-Anon Co-Chair

- Assist the Al-Anon Chair in their responsibilities.
- Move into the Al-Anon Chair position the following year.
- Report to the committee in the absence of the Al-Anon Chair.
- Report to your Chair if your responsibilities cannot be carried out. In the event two consecutive meetings are missed without a valid reason the committee members can vote in a person for your replacement.

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Hospitality Chair

- **Present budget for the year by June meeting**
- Inventory last year's leftover coffee items.
- Secure, set up and maintain coffee pots, cups, coffee, condiments and utensils at the coffee bar in the large meeting room for the duration of the conference.
- Collect all contributions during conference and forward to treasurer.
- Contact the food vendor
- Report to the Chair if your responsibilities cannot be carried out. In the event two consecutive meetings are missed without a valid reason, the committee members can vote in a person for your replacement.

Hospitality Co-Chair

- Assist the Hospitality Chair in responsibilities
- Move into the Hospitality Chair position the following year.
- Report to your Chair if your responsibilities cannot be carried out. In the event two consecutive meetings are missed without a valid reason, the committee members can vote in a person for your replacement.

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Fun(d) Raiser Chair

- **Present budget for the year by June meeting**
- Speak with last year's Chair for ideals/guideline.
- Provide 50/50 raffle tickets and drawing mechanisms or procedures.
- Solicit volunteers from area to man table during the conference. (Hint: Drunks make great ticket salespeople.)
- Coordinate sale of raffle tickets before and during the conference.
- Hand all monies to the treasurer after the conference.
- Coordinate and secure hosts for FUN(d) raising events through the year
- Report to the Chair if your responsibilities cannot be carried out. In the event two consecutive meetings are missed without a valid reason, the committee members can vote in a person for your replacement.

Fun(d) Raiser Co-Chair

- Assist your Chair in responsibilities.
- Move into the Fun(d) Raiser Chair position the following year.
- Report to your Chair if your responsibilities cannot be carried out. In the event two consecutive meetings are missed without a valid reason, the committee members can vote in a person for your replacement.

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Poker Run Chair

- **Present budget for the year by June meeting**
- Ride ride ride ride ride and make it good
- Produce maps with mileage and route to website person
- Supply printed maps at the run (state that to draw a hand you must ride the route)
- Sign up riders and passengers
- Proceeds split 50/50 between run and winning hand
- Record hands at end point of Poker Run
- Award the purse at the Saturday mtg.
- Report to the Chair if your responsibilities cannot be carried out. In the event two consecutive meetings are missed without a valid reason, the committee members can vote in a person for your replacement.

Poker Run Co-Chair

- Contact Susan and OB prior to any research riding events
- Assist the Poker Run Chair person in responsibilities.
- Move into the Poker Run Chair position the following year.
- Report to your Chair if your responsibilities cannot be carried out. In the event two consecutive meetings are missed without a valid reason, the committee members can vote in a person for your replacement.

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Merchandise Chair

- **Present budget for the year by June meeting**
- Secure T-shirt (and other merchandise) design
- Order and deliver T-shirts to Run
- Establish hours to cover the merchandise table that coordinate with registration hours
- Be sure someone works the table
- Report to the Chair if your responsibilities cannot be carried out. In the event two consecutive meetings are missed without a valid reason, the committee members can vote in a person for your replacement.

Merchandise Co-Chair

- Assist the Merchandise Chair person in their responsibilities.
- Move into the Merchandise Chair position the following year.
- Report to your Chair if your responsibilities cannot be carried out. In the event two consecutive meetings are missed without a valid reason, the committee members can vote in a person for your replacement.

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Archivist

- Non-rotating position. Keep all records of TSR and have available from year to year. Prepare minutes for the new chair and co chair for the following year.
- Report to the Chair if your responsibilities cannot be carried out. In the event three consecutive meetings are missed without a valid reason, the committee members can vote in a person for your replacement.
- Maintain a current file of all documents related to TSR