Positions and Responsibilities for Event Service Leadership Team[[1]](#footnote-2)

The valley speaker series Group

Spring into Sobriety, Soberfest and New Year’s Sober Eve Events

# **Group Facilitator[[2]](#footnote-3)**

Responsible to organize, document and communicate group activities with Service Leaders.

## Organize and communicate with Service Leaders the details for all event business meetings.

### Using FB Messenger and email distribution lists to send reminders 1 week and 24 hours in advance of these meetings is suggested.

## Serve as Facilitator for event business meetings, leading business meetings, recording and distributing meeting minutes, collecting, managing and updating email addresses and updating Team Leader Roster as needed.

### In the event of any ties in group voting, the Group Facilitator will serve as a tie breaker.

## No volunteers are needed for this role.

## Suggested Sobriety time is 6 months

# **Treasurer**

Responsible for financial documentation and reporting. The Treasurer manages the Group’s Bank of the Sierra checking account. This includes accepting and depositing all monies from income and paying all of the Group’s bills. At each business meeting, the treasurer gives a report on all group credits and debits, along with the current balance. This is actually a Board position but is referenced below so is included here.

## Disburses funds to other group members to make purchases.

## The Treasurer is responsible for collecting proceeds from all persons with income to the group.

## On the day of an event, the treasurer should be available to collect and distribute funds as may be needed.

### He or she should have the checkbook, and enough working cash to make change for the raffles and reimburse speaker expenses.

### At the end of the event the treasurer takes custody of all funds, prepares a deposit, and writes a financial report to present to the group at a subsequent business meeting.

## No volunteers are needed for this role.

## Suggested Sobriety time is 2 years

# **speaker host**

Responsible for coordinating and managing our 10-Minute and Keynote Speakers.

## Schedule 10-Minute and Keynote Speakers

### Coordinate communications with speakers, provide logistics details (maps, lodging and reimbursement details, etc.)

## Meet Keynote Speaker and guest at hotel, drive them to the event.

### Go to hotel to ensure room is paid for and ready for prior to our Keynote Speaker’s arrival.

### Provide and deliver a gift basket and ensure it is in the Keynote Speaker’s room when they arrive.

### Take a fellow member (of the same gender as speaker)

### Ensure vehicle is safe, clean, insured and has sufficient space for Keynote Speaker and guest to ride comfortably.

### Be a “Host” to our guests, ensure they feel welcome and attended to.

#### At event, introduce Keynote Speaker to our local fellowship.

#### Offer to provide tips or tour of local attractions, restaurants or meetings while they are in town.

#### Treat or arrange for a committee member to treat them to breakfast or dinner meal (before or after) the event if they are interested.

## Arrange for reimbursement of Keynote Speaker’s expenses.

## Thank the Keynote Speaker for his/her service to our group

## Ensure they have directions to get home.

## No volunteers are needed for this role.

## Suggested Sobriety time is 2 years

# **stage manager**

Responsible for everything that happens on our stage.

## Prepare format and event timeline

### Ensure all with a role on stage (Master of Ceremonies, Readers, Long-timers, Sobriety Countdown Presenter(s), 7th Tradition Presenter, H&I Presenter, 10-Minute and Keynote Speakers, and Raffle Presenter) are familiar with

#### The meeting format,

#### Their role

#### Our suggested dress code.

## Secure Readers, Long-timers (who will give Big Books to newcomers) and Sobriety Countdown presenter(s).

## No volunteers are needed for this role.

## Suggested Sobriety time is 1 year

#  **master of ceremonies**

Responsible for presentation of meeting format and introduction of all presenters/speakers.

## Meet 10-Minute and Keynote speakers to ensure they are comfortable with format and schedule of their participation.

## Provide at least 4 Big Books to give to newcomers.

## No volunteers are needed for this role.

## Suggested Sobriety time is 1 year

# **7th tradition captain**

Responsible for presentation of 7th Tradition collection.

## Create 7th Tradition presentation and secure Presenter.

## Provide Baskets

## Coordinate crew to pass baskets, give instructions to crew on process of collection.

### Responsible to provide names of the volunteers for this task to the Volunteer Coordinator. At least 4 Volunteers are suggested for this task.

## Deliver all collected 7th Tradition funds to Treasurer.

## Suggested Sobriety time is 2 years

# **Raffle captain**

Responsible for all (50/50) raffle activities.

## Provide raffle tickets to be used.

## Coordinate crew to sell raffle tickets, give instructions to crew on sales strategies and process.

### Responsible to provide names of the volunteers for this task to the Volunteer Coordinator. At least 2 Volunteers are suggested for this task.

## Announce raffle ticket sales at event during meal and before speaker event starts

## Announce raffle winners (after closing prayer)

## Provide 50% of raffle proceeds to raffle winner and 50% to Treasurer.

## Suggested Sobriety time is 2 years

# **Greeter/Facility Security captain**

Responsible to manage all volunteers who serve as Greeters and/or Facility Security personnel.

## Identify and Coordinate all Greeter and Facility Security volunteers. At least 4 Volunteers are suggested for this task.

### Responsible to provide the names of volunteers to the Volunteer Coordinator.

## Train Volunteers to serve as Greeters and Facility Security

### We want our Greeters and Facility Security volunteers to be dressed neatly and offer an enthusiastic welcome to all our guests. These folks are a critical first impression for our event, so we need friendly, enthusiastic people to help us create the inclusive environment we seek to foster at our event.

### The Security element is simply an informal oversight activity to keep an eye out against any unwanted activities such as smoking on campus, litter, or vandalism/theft. These volunteers are asked to help us be good stewards of the facility and are expected NOT to intercede in any potentially dangerous or confrontational situations. Should such an event arise, they should merely advise the Greeter/Security Captain who will bring the matter to others on the leadership team to define the most appropriate and compassionate response.

### Provide greeter badges/name tags

## Suggested Sobriety time is 6 months

# **Volunteer coordinator**

Responsible to organize all event volunteers.

## Identify all volunteer needs

### Work with other Team Leaders to confirm quantities and names of volunteers to avoid conflicting assignments.

### Assist other Team Leaders in filling Volunteer positions as needed.

## Coordinate with Outreach Coordinator for assistance in gathering volunteers

## Suggested Sobriety time is 1 year

# **Facility Coordinator**

Responsible to manage communications and work with Event Facility Contact for all facets of event.

## Work with Facility Contact prior to event to ensure access details and requirements are in place prior to day of event.

## Coordinate with Facility Contact and any volunteers needed for setup to ensure tables and seating arrangements for workshop, lunch and speaker meeting are made prior to event start.

## Provide Coffee, Cups, Creamer, Sweeteners, Sugar and Stirrers at facility in time to serve at event start.

## Arrange for coffee making equipment, water pitchers and ice for workshop, lunch and speaker meeting.

### Arrange to have coffee and water and supplies available for workshop, lunch and speaker meeting.

## Work with Facility Contact and supervise volunteers to ensure facility is cleaned up and restored to configuration for next use.

### Includes all facilities used including workshop room(s), lunch and speaker meeting hall, kitchen, coffee making equipment, restrooms, parking lot and all general use areas.

## Identify and Coordinate all Setup and Tear Down volunteers. At least 4 Volunteers are suggested for the setup and 4 Volunteers are suggested for the teardown tasks.

### Responsible to provide the names of volunteers to the Volunteer Coordinator.

## Suggested Sobriety time is 2 years

# **Outreach coordinator**

Responsible for communication of event to all who we hope to serve with this event.

## Communicate with staff at all facilities we hope to serve, including Turning Point, SRS Recovery, Recovery Resources, Central Valley Recovery Services facilities (Pine Recovery, Robertson House, New Hope, New Visions, Mothering Heights) and any other nearby treatment facilities, sober living facilities, halfway houses, drunk driving schools, group homes, local courts and re-entry facilities.

## Distribute flyers and make announcements at wide distribution of AA groups and nearby AA fellowships, Recovery Clubs, Central Offices and AA newsletters (from Fresno to Bakersfield).

## No volunteers are needed for this role.

## Suggested Sobriety time is 2 years.

# **sound captain**

Responsible for a public address system for Keynote Speaker meeting.

##  This entails providing all of the equipment, such as amplifiers, speakers, microphones, music sources, and all related accessories, stands and the required cordage. The Sound Captain is responsible for all audio and music during the event.

### He or she should arrive at the venue site in sufficient time for the equipment to be ready at least one hour prior to the start time of the event.

## Coordinates with the stage manager to conduct sound checks and run-throughs with all personnel who will take the stage during the event.

## At the close of the event, all equipment is to be taken down, packed and stored. The stage area is to be returned to the condition it was in before the start of the event.

### Ensure equipment required to support the Keynote Speaker meeting is provided.

## No volunteers are needed for this role.

## Suggested Sobriety time is 1 year

# **Media captain**

Responsible for recording Workshop Sessions, 10-minute Speaker and Keynote Speaker Meeting and putting these recordings on CD’s for sale.

### Ensure equipment required to support recording of the Workshop and Keynote Speaker meeting is provided.

#### Recorders, microphones, batteries, computer with editing and CD burning software, CD burners, CD Media, CD Envelopes all related accessories.

### Prepare and provide signs announcing CD’s will be sold at event and Price.

## No volunteers are needed for this role.

## Suggested Sobriety time is 1 year

# **Step Workshop coordinator**

Responsible for all aspects of the Step Workshop.

## Coordinates and supplies Pizza lunch and drinks for Attendees.

## Schedule Step Workshop Readers. At least 4 Volunteer readers are suggested for each 1-hour workshop session.

### Responsible to provide the names of all volunteers to the Volunteer Coordinator.

## Identifies and tracks NEWCOMER attendees.

### Secures and supplies meal tickets to all NEWCOMER attendees.

## Suggested Sobriety time is 5 years and working experience with the 12 Steps.

# **Alanon liaison**

Responsible to co-operate with Alanon Family Group and Ala-Teen Fellowships for participation in our event.

## Announce event and distribute event flyer with AFG fellowship.

## Coordinate with Event Committee for any AFG and/or Ala-Teen activities to be included in the event.

### Responsible to work with Facility Captain for any table or space requirements.

### Responsible to coordinate with Stage Manager for any announcements to be made during event.

## No volunteers are needed for this role.

## We will depend on the local Alanon community to make an appropriate recommendation.

# **Bartender[[3]](#footnote-4)**

Responsible to ensure soft drinks and water are available for dinner guests as well as for purchase during day of our event.

## Purchase beverages for event and have them available for purchase during Step Workshop, Dinner and Speaker Meeting. Dinner guests will receive one drink with their meal.

## Provide all sale proceeds collected and report of expenses to the Treasurer.

## No volunteers are needed for this role.

## Suggested Sobriety time is 2 years.

# **H&I Coordinator[[4]](#footnote-5)**

Responsible to co-operate with the local Hospitals and Institutions Committee to provide information about these activities to our event participants.

## Set-up information table to provide information about H&I Committee activities and opportunities to serve.

## Select and prepare a representative to make a brief announcement about the H&I committee mission, opportunities to serve, and inform the audience about the purpose of the Pink H&I Cans and solicit contributions while they are being passed.

## Supply Pink Cans. 4 are suggested.

## Identify and Coordinate all H&I volunteers. At least 4 Volunteers are suggested for passing of Pink Cans and 1 Volunteer is suggested to deliver H&I pitch while cans are being passed.

### Responsible to provide the names of all volunteers to the Volunteer Coordinator.

## We will depend on the Area 93 H&I Committee to make an appropriate recommendation.

# **Special Needs Chair[[5]](#footnote-6)**

Responsible to identify and organize any accommodations important to ensure the participation and comfort of our guests with special needs.

## Identify any special needs accommodations that may exist.

### Determine resources, costs and impact for any accommodations we can make for our guests.

### Present this information to the committee along with recommendations on what actions we can take to accommodate our guests.

## Coordinate with any resources needed to provide accommodations approved by the committee.

### Identify and execute an outreach plan to ensure info is provided to communities of people with special needs that we will accommodate them- to ensure they participate and maximize our investment in doing so.

## Work with Facility Coordinator to ensure any setup requirements can be accommodated.

## Identify and Coordinate all Special Needs resources and/or volunteers.

### Responsible to provide the names of Special Needs resources and/or volunteers to the Volunteer Coordinator.

## Suggested Sobriety time is 1 year.

# **Social Media Chair[[6]](#footnote-7)**

Responsible to manage all Social Media and other digital communications for the event while taking prudent measures to abide by AA’s 12 Traditions.

## Create event and manage invitations using relevant Social Media (i.e. Facebook).

## Post event flyer and info on local AA Intergroup Web Sites (Bakersfield to Fresno)

## Use Email and other digital communications to share invites as appropriate

## No volunteers are needed for this role.

## Suggested Sobriety time is 1 year with working experience with the 12 Steps and 12 Traditions.

# **Meal captain**

Responsible for all ticket, facility, schedule and resource aspects of the meal offered with the event.

### Communicate with Chef, Grill Master and Dessert Host to determine meal serving requirements and schedule.

### Communicates all requirements to Facility Coordinator

### Print and manage distribution and sales of meal tickets

#### Track distribution of dinner ticket sales and associated revenues

### Turn in all ticket revenues to Treasurer

### Manage meal activities at event.

#### Clear Dining Room (if needed) and organize collection of tickets

## Identify and Coordinate all Meal volunteers

### Responsible to provide the names of volunteers to the Volunteer Coordinator.

## Suggested Sobriety time is 2 years.

# **Chef[[7]](#footnote-8)**

Responsible for all food aspects of dinner meal preparation.

## Define menu, obtain and prepare all food items for dinner (except meat, Grill Master obtains and prepares meat)

## Identify and work with Facility Coordinator and volunteers to identify all equipment (pots, pans, stove/oven/grill, cutting boards, knives, mixing bowls, strainers, baking sheets, etc. that will be needed prepare and serve meal.

## Identify and obtain all plates, bowls, utensils, napkins, condiments, spices, salt & pepper, etc. that will be needed to serve meal.

## Identify and coordinate with Grill Master and Dessert Host, as appropriate.

## Identify and Coordinate all volunteers needed for meal preparation, serving and cleanup. No less than 4 volunteers are suggested for these tasks.

### Responsible to provide the names of volunteers to the Volunteer Coordinator.

## Suggested Sobriety time is 2 years.

# **Grill Master[[8]](#footnote-9)**

Responsible for any food cooked over a grill.

## Work with Facility Coordinator to ensure grill equipment is acceptable to the Facility owner and identify any requirements for operating grill on the premises.

## Grill Master typically provides the grilling equipment and supplies, and obtains all meat prepared on the grill.

## Identify and Coordinate all volunteers needed for Grill setup, cooking, tear down and cleanup. 4 volunteers are suggested for these tasks.

### Responsible to provide the names of volunteers to the Volunteer Coordinator.

## Suggested Sobriety time is 1 year and have large scale event grilling experience.

# **Dessert Host[[9]](#footnote-10)**

Responsible to provide and serve the dessert items that will be provided with dinner.

## Identify and Coordinate all volunteers needed to setup, serve desserts, tear down and cleanup. At least 2 volunteers are suggested for serving desserts.

### Dessert Host is responsible to provide the names of Dessert volunteers to the Volunteer Coordinator.

## Optionally, the Dessert Host may to also provide desserts for sale.

## Suggested Sobriety time is 6 months.

1. The Valley Speaker Series Group joined forces with The Men’s Attitude Adjustment Group to present Soberfest in the Fall of 2016 [↑](#footnote-ref-2)
2. Group Facilitator position added in Jul 2016

3 Bartender position added in Dec 2016

4 H&I Coordinator position added Jan 2017

5 Special Needs Chair position added Nov 2018

6 Social Media Chair position added Aug 2019

7 Chef position added and minor edits Apr 2018

8 Grill Master position added Feb 2020

9 Dessert position added Feb 2020

Other Feb 7 and Mar 1, 2020 edits include adding New Year’s Sober Eve to events listed in document title, adding suggested volunteer counts, clarifications on Mean Captain and Chef positions, addition of Grill Master and Dessert Host positions and re-positioning of all meal related positions to appear consecutively.

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3. [↑](#footnote-ref-4)
4. [↑](#footnote-ref-5)
5. [↑](#footnote-ref-6)
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