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# **St. Cloud Roundup**

## *Guidelines*

### **I. Mission Statement**

The purpose of the St. Cloud Roundup, Inc. (SCR) is to provide for the members of Alcoholics Anonymous and Al-Anon an opportunity to celebrate their recovery by sharing their experience, strength and hope. This is accomplished primarily by providing a roster of AA and Al-Anon speakers, and other auxiliary functions developed by the current, acting committee. The goal is to provide speakers who have a solid base in the Twelve Steps and Twelve Traditions of Alcoholics Anonymous and Al-Anon, where an atmosphere of enthusiasm, joy, warmth and laughter can be enjoyed.

### **II. Organization**

The St. Cloud Roundup is an AA convention with Al-Anon participation. Membership in the organization is limited to members of Alcoholics Anonymous and Al-Anon. A committee of members meets regularly to assemble the necessary elements to hold one or more functions annually.

### **III. Structure**

The organization consists of officers, committee chairs and regular members of the organization per the stated requirements in Section II. The intent of the officers is to provide infrastructure and logistical support to carry out the mission of the organization, as well as other work as necessary. The purpose of the committees is to provide for the coordination of various functions and activities of at least one annual event. The term of the committee members is typically three years and run in conjunction with the officers if possible. All officers, committee chairs and regular members carry out the mission of the organization.

## **IV. Officer Responsibilities and Qualifications**

### **A. Chairperson**

The chairperson is the organizational leader, overseeing the operations and functions of each officer and committee. The chairperson retains ultimate responsibility for the actions of the Roundup as a whole. The term of the Chairperson is 3 years.

#### ***Duties and responsibilities include, but are not limited to:***

- Attendance at all regular and special SCR meetings and events
- Compiling and providing an agenda for each regular and special meeting
- Facilitating each meeting in accordance with Robert's Rules of Order and the 12 Concepts of Alcoholics Anonymous
- Reviewing the responsibilities of each committee chairperson, insuring that each chairperson knows and understands their duties and responsibilities
- Signing for and taking responsibility for agreements and contracts the SCR enters into as part of its operations, unless otherwise delegated
- Creating and dissolving ad hoc committees as necessary
- Acting as a liaison to outside organizations as necessary
- Overall coordination before, during and after each function
- Maintain a Task List and provide current ones to all committee members
- Maintain and make available guidelines for all new members
- Email agenda prior to each meeting

#### ***Recommended Qualifications:***

- Member of SCR committee at least 2 years
  - Prior Chairperson on one or more SCR committees, participant on others
  - Good working knowledge of SCR and its functions
  - Ability to perform occasional duties during daytime hours
  - Attendee at other roundups an additional asset but not necessary
  - Demonstrated leadership skills
-

## **B. Treasurer**

The Treasurer acts as the financial manager for the SCR. The term of the Treasurer is 3 years.

### ***Duties and responsibilities include, but are not limited to:***

- Attendance at all regular and special SCR meetings and events
- Maintenance of the SCR checking and saving accounts
- Prompt payment of all outstanding obligations
- Review of all expenses to insure validity and prudence
- Preparation of a budget for all events
- Preparation and presentation of monthly financial statements (income statement and statement of financial position)
- Regular visits to the post office, and proper dissemination of materials and information received
- Collection and depositing of all preregistration funds, and coordination with the registration committee of materials to preregistrants
- Close, intense involvement with the registration desk during events, insuring both adequate and appropriate change, and no excess accumulation of monies in cash box(es) during the roundup (i.e., no greater than \$400 at the registration desk)
- Close, intense involvement with the coffee and coffee cups sales table during events, insuring both adequate and appropriate change, and no excess accumulation of monies in cash box(es) during the roundup
- Close, intense involvement with the ice cream social committee during events, insuring both adequate and appropriate change, and no excess accumulation of monies in cash box(es) during the roundup
- Depositing of cash and check accumulations during the Roundup into a safety deposit box at the SCR facility, or other safe repository
- Communication with the SCR Corporate Treasurer
- Payment of rent for meetings

### ***Recommended Qualifications:***

- Member of SCR committee at least 3 years
- Prior Chairperson on one or more SCR committees, participant on others preferred
- Good working knowledge of SCR and its functions

- Ability to perform occasional duties during daytime hours
- Attendee at other roundups an additional asset
- Ability to manage money, bank accounts, reconciling
- Ability to develop a budget per SCR guidelines
- Prior AA/Al-Anon treasury experience preferred
- Ability to learn and use software provided by the committee

### **C. Secretary**

The Secretary takes minutes, types, reproduces the minutes and presents the minutes for review, corrections and approval at each regular and special meeting. The term of the Secretary is 3 years.

***Duties and responsibilities include, but are not limited to:***

- Attendance at all regular and special SCR meetings and events
- Take minutes at meetings
- Type/wordprocess minutes prior to next meeting and distribute based on committee policy, currently two weeks prior to the next meeting
- Distribute minutes at each meeting
- Preserve a copy of each set of minutes for archival purposes
- Posts SCR meeting notices in appropriate places at least 1 week prior to each meeting
- Acts as chairperson in the absence of the elected chairperson

***Recommended Qualifications:***

- Member of SCR committee at least 1 year
  - Good working knowledge of SCR and its functions
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## V. Committee Chairperson Responsibilities and Qualifications

### A. Archives

The purpose of the Archives Chairperson is to create a committee of trustworthy AA and/or Al-Anon members whose job it is to assist AA and Al-Anon Archivists and their representatives who display archival material at the SCR. Due to the fact that archives can have values of many thousands of dollars, and are in many instances comprised of priceless, irreplaceable materials, extreme care and concern are necessary traits of an archives committee member.

#### *Duties and responsibilities include, but are not limited to:*

- Attendance at all regular and special SCR meetings
- Contacting of AA and Al-Anon archivists at least 9 months prior to any event at which archives will be displayed
- Creating a comprehensive time schedule at which a committee member will be present to assist the archivist(s) in any way possible
- Creating a committee of AA and/or Al-Anon members whose duty will be to assist the archivists in any way possible
- Insuring prompt, cordial, adequate assistance is available for the archivists upon their arrival and for their departure, unloading, loading, unpacking, packing, and maintaining archives materials
- Insuring appropriate security for all archival material during the weekend, especially of displayed materials at the SCR event facility
- Invite archivist and guest to events and inform them of policies

#### *Recommended Qualifications:*

- Member of SCR committee at least 1 year
  - Good working knowledge of SCR and its functions
  - Ability to perform occasional duties during daytime hours
  - Working knowledge of archives committees is desired
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## **B. Archivist**

The St. Cloud Roundup Archivist maintains the historical items of the SCR. This includes all documents and items deemed archives materials.

### ***Duties and responsibilities include, but are not limited to:***

- Attendance at all regular and special SCR meetings
- Storing and preserving documents such as minutes and financial statements
- Framing and displaying prior roundup flyers
- Storing and displaying, as appropriate, other artifacts such as coffee cups

### ***Recommended Qualifications:***

- Member of SCR committee at least 1 year
  - Good working knowledge of SCR and its functions
  - Organizational skills
-



### **C. Banners/Displays/PI**

The purpose of the Displays/PI committee is to coordinate and obtain banners or signs for the SCR events. A banner is made each year with the current year's theme. Also, prior year banners are normally displayed at SCR events. The Displays/PI committee chair insures these are put up and taken down as appropriate.

In addition, it is common practice to contact local media, e.g., the St. Cloud Times and local radio stations when the SCR event date is near to inform the general public of the roundup event.

#### ***Duties and responsibilities include, but are not limited to:***

- Attendance at all regular and special SCR meetings
- Responsible for the creation of signs and banners, as well as maintenance and storage between events.
- Insure appropriate supplies of items to “hang” banners at events
- Hang banners at each event, take down for storage when done (commonly, volunteers are obtained to perform this task)
- Contact with local media prior to the roundup event
- Insure Grapevine, Box 459, the Al-Anon Forum has event listing (addresses and/or contact information can be obtained from local district chairs)

#### ***Recommended Qualifications:***

- Member of SCR committee at least 1 year
  - Good working knowledge of SCR and its functions
  - Organizational skills
-

## **D. Coffee**

The purpose of the Coffee committee is sell coffee at the roundup events. The coffee is normally obtained from the facility where the event is being held, and then resold to attendees at a price that covers the cost of the coffee from the facility. One or more tables are setup for this function. Cash boxes are obtained from the roundup Treasurer and are coordinated to insure adequate change without too much of a buildup of excess cash.

Coffee is sold for much of the weekend; therefore, a committee comprised of several responsible individuals are necessary to insure this function is adequately carried out.

### ***Duties and responsibilities include, but are not limited to:***

- Attendance at all regular and special SCR meetings
- Responsible for the creation of coffee cup design and procurement
- Management of selling of the cups at the SCR event
- Creation a committee staffed with adequate participants to staff the coffee sales areas throughout the weekend
- Working with other committees and the facility where the event is being held, as necessary

### ***Recommended Qualifications:***

- Member of SCR committee at least 1 year
  - Good working knowledge of SCR and its functions
  - Organizational skills
-

## **E. Facilities Committee**

The purpose of the Facilities committee is to represent the SCR to the outside organization/facility where the SCR events are being held. This singular contact makes it easy for the facility and the SCR committee to work together. Facilities many times have to be booked many years in advance. Contracts are normally drawn up 3-5 years in advance, to insure continuity with a single facility for SCR events. This is also done to maintain good relations with the people that attend SCR events with regularity. The primary attendees are ones that come back year after year.

St. Cloud has limited facilities for an event the magnitude of the SCR. The SCR was first held at the SCSU Newman Center. The 2nd through the 13th were held at the St. Cloud Holiday Inn. In 1996, the facility costs increased so dramatically that the SCR committee negotiated and obtained space at the St. Cloud Civic Center. The attached Kelly Inn serves as the primary motel for speakers and attendees. Alternately, the Radisson Hotel has also been used.

### ***Duties and responsibilities include, but are not limited to:***

- Attendance at all regular and special SCR meetings
- Negotiation of all contracts for facilities for SCR events
- Coordination with the SCR Treasurer for payments to facilities
- Setting up of tables for archives, coffee, literature, etc., as required
- Sound System is in place for each event
- Invite AA and Al-Anon Literature representatives, coordinate w/Facilities Chair any required issues, e.g., tables, signs, etc.
- Meal Calculations for caterer
- DJ Scheduled for events
- Clean up after each event

### ***Recommended Qualifications:***

- Member of SCR committee at least 2 years
- Good working knowledge of SCR and its functions
- Organizational skills

## **F. Flyers/Mailing**

The purpose of the Flyers/Mailing Committee is to create, publish, and distribute the SCR event flyers. The mailing preparation is typically performed as a SCR committee function during the months specified below.

Traditionally, the flyer uses a common format each year, with new dates, theme, speakers, and other pertinent changes as necessary. The standard material is Goldenrod 8.5" x 11" 20 lb. paper.

Distribution has historically been as follows:

### **FALL ROUNDUP:**

- |   |  |
|---|--|
| 1. Northern MN Area Assembly (AA)   | 2 insertions into area newsletter<br>July and September "Northern Light" |
| 2. Northern MN Area Assembly (Al-Anon)  | 1 mailing using area mail labels - July                                  |
| 3. Alano Clubs (per maintained list)  | 30-50 flyers each minimum - June   |
| 4. Southern MN Al-Anon Assembly   | Manual Distribution - June   |
| 5. Other Events   | Manual Distribution  |
| 6. Individual flyer mailed to SCR Roundup attendees from the past 3 years       |  |
| 7. Web sites of Area 35 and others that will post the SCR flyer                 |  |
| 8. Request for printing of Flyer in the "Northern Light" in July/August/October |  |

### **SPRING CELEBRATION OF RECOVERY:**

- |   |                                    |
|---|------------------------------------|
| 1. Northern MN Area Assembly (AA)   | April "Northern Light"             |
| 2. Northern MN Area Assembly (Al-Anon)                                    | 1 mailing using area mail labels - |
| 3. Alano Clubs (per maintained list)                                      | March prior to event               |
| 4. Other Events   | Manual Distribution                |
| 5. Individual flyer mailed to SCR Roundup attendees from the past 3 years |                                    |
| 6. Web sites of Area 35 and others that will post the SCR flyer           |                                    |

### ***Duties and responsibilities include, but are not limited to:***

- Attendance at all regular and special SCR meetings
- Creation of committee for mailing preparation as necessary
- Al-Anon mailing labels procured
- Document each mailing as to quantities, date mailed, etc.
- Create/Coordinate and Print flyers and tickets for each event

### ***Recommended Qualifications:***

- Member of SCR committee at least 1 year
- Good working knowledge of SCR and its functions
- Organizational skills

## **G. Greeter & Hospitality**

The Greeter and Hospitality committee organizes a schedule of people, to stand at the doors and greet attendees as they enter the facility. In addition, the committee members will check for valid name badges on the persons entering the meeting area.

At the Spring Celebration of Recovery, it may be required to staff more than one door to insure only valid registrants enter the meeting area.

### ***Duties and responsibilities include, but are not limited to:***

- Attendance at all regular and special SCR meetings
- Welcome Gift Baskets created and delivered for guests (speakers, archives, and Gopher State Taping)
- Responsible for adequate staffing at entrances of meeting area
- Create and manage a greeter schedule for each event
- Place schedule of events in Gift Baskets

### ***Recommended Qualifications:***

- Member of SCR committee at least 1 year
  - Good working knowledge of SCR and its functions
  - Organizational skills
-

## **H. Ice Cream Social**

The ice cream social (ICS) was begun at the Fall 1992 Roundup. An ICS was held both Friday night after the speaker, as well as Saturday after the last speaker. Friday night's ICS was held in the meeting room area, the Saturday ICS was held poolside at the facility. There were approximately 63 attendees at the Friday night, and approximately 120 at the Saturday ICS. An ICS was also held at the first annual Spring Celebration of Recovery. There were approximately 120 attendees. Since these first ICS's, one is held every evening of a St. Cloud Roundup event.

Ice cream originally purchased from Sauk Rapids Dairy. In 2000 another vendor was selected. The flavors of choice have been vanilla, chocolate and chocolate chip, but a mixture has also been successful. Toppings for these have been strawberry, chocolate, and butterscotch. In recent years yogurts and unique flavors have also been used with good success.

Around 2000, the St. Cloud Civic Center has required that the ICS either be catered or that insurance be purchased to cover liability associated with this type of event. The Committee chose to pay \$100 for the insurance at the Civic Center. The Spring Celebration has been held at both a Legion and Moose Lodge, neither of which have required insurance.

### ***Duties and responsibilities include, but are not limited to:***

- Attendance at all regular and special SCR meetings
- Creation of committee for ice cream distribution, funds collection
- Sign up people for regular shifts during the ice cream social
  - One person selling the ice cream tickets or stamping hands
  - Another person collecting the tickets when people go through the line
  - 3-5 persons scooping the ice cream
- Inform people that they can go through the line as often as they want
- Make adequate serial-numbered tickets for purchase/pre-purchase
- Order and/or purchase all necessary supplies
- Maintain permanent equipment i.e., ice cream scoops, syrup containers, residual supplies, etc.
- Document each ICS as to quantities, revenues, expenses and report to SCR Treasurer

### ***Recommended Qualifications:***

- Member of SCR committee at least 1 year

- Good working knowledge of SCR and its functions
  - Organizational skills
  - Financial responsibility
-

## **I. Meetings**

The meetings committee coordinates all AA and Al-Anon meetings during the events. During the Fall event, this includes the Call-Up meeting normally held on Saturday morning, an AA and Al-Anon meeting held on Saturday afternoon, and an AA and Al-Anon meeting on Sunday morning.

### ***Duties and responsibilities include, but are not limited to:***

- Attendance at all regular and special SCR meetings and events.
- Insuring adequate chairs for all meetings
- Obtain Big Books and other literature as appropriate for meetings

### ***Recommended Qualifications:***

- Member of SCR committee at least 1 year
  - Good working knowledge of SCR and its functions
  - Organizational skills
-



## **J. Registration**

The purpose of the registration committee is to manage the process of registration. This includes the manufacturing of tickets, management of the preregistration process and management of on-site registration. In recent years, registration tickets have also been entered into a database to both have labels for next year's registration as well as analysis of the current year's registration.

### ***Duties and responsibilities include, but are not limited to:***

- Attendance at all regular and special SCR meetings
- Champion the preregistration of attendees through presales of tickets
- Create/Coordinate the design and printing of tickets (tickets printed at flyer printer, currently Rupp Printing)
- Create/Coordinate the design and printing of name badges
- Tracking of all tickets, both pre-registered and registration (work with Treasurer on this item)
- Management of all phases of registration, including a qualified committee to handle registration at the roundup
- Enter/update registrants into database after each event

### ***Recommended Qualifications:***

- Member of SCR committee at least 1 year
  - Good working knowledge of SCR and its functions
  - Organizational skills
-

## **K. Speaker**

The purpose of the Speaker committee is to be the primary source for the speaker selection and hosting process. The SCR committee members all have the opportunity to present the names of AA and Al-Anon members to the committee for consideration at SCR events. The primary method of selecting speakers is to listen to recordings that the SCR obtains from a subscription to Gopher State Tape library as well as CDs brought to the committee from other sources. The Speaker committee chair checks CDs in and out to SCR committee members and obtains recordings as necessary from other sources.

The Speaker committee chair also insures that potential speakers are contacted and are obtained for each SCR event. Speakers are assigned a host/hostess prior to the event and this host/hostess maintains, along with the Speaker chairperson, all of the requirements to adequately host a speaker.

Upon acceptance to speak, a speaker is mailed a letter (a sample is included in the appendix to these guidelines). This letter addresses the major issues that normally arise during the process of a roundup event.

The Speaker chairperson also coordinates with a recording organization, traditionally Gopher State Tape Library of Bloomington, MN, to attend the SCR events. The event is recorded, a copy of all recorded events are obtained and placed in the SCR library, and a copy of these are normally distributed to each speaker. In the past, Gopher State has provided all of these at no charge.

The Spring Celebration of Recovery (SCR!) uses past speakers to serve as a pool of candidate speakers.

### ***Duties and responsibilities include, but are not limited to:***

- Inform Gopher State of Event Dates, facility information, speakers
- Attendance at all regular and special SCR meetings and events
- Maintaining the SCR tape library
- Management of all phases of procuring speakers for SCR events (spring speakers are normally confirmed 1-2 years prior, and fall speakers 2-4 years prior to the event)
- Spring Speakers are selected from prior fall speakers
- Email/mail speakers at beginning of year to remind them of upcoming event; keep in contact throughout the year
- Additional Guidelines for Committee when selecting speakers
  - Committee votes on candidate speaker; if tie, chair selects and recommends to entire roundup committee.

- If no recording is available to review a candidate speaker, a collective vote of committee members who have heard the speaker may suffice.
- Insure speakers focus on Twelve Steps, Singleness of Purpose
- Insure speakers haven't spoken recently in other local roundups if possible (guideline only)

***Recommended Qualifications:***

- Member of SCR committee at least 1 year
  - Good working knowledge of SCR and its functions
  - Organizational skills
-