



**Rehoboth Roundup
P.O. Box 11
Rehoboth Beach, Delaware 19971**

By-Laws

I. Mission Statement

The primary purpose of the Rehoboth Roundup is to carry the message of all 12-Step recovery programs, based upon the 12 Steps of Alcoholics Anonymous (AA), through an annual conference sponsored by the LGBTQIA+ community that is open to all people.

II. Corporate Structure

Number of Directors/Alternates:

17 Directors:

General Chairperson, Co-Chairperson, Treasurer, Co-Treasurer, Secretary, Program, Co-Program, Registration, Co-Registration, Public Relations, Co-Public Relations, Entertainment, Co-Entertainment, Technology Chairperson, Co-Technology, Hotel Liaison and Co-Hotel Liaison

17 Directors include five (5) Officers: Chair, Co-Chair, Secretary, Treasurer, and Co-Treasurer, and twelve (12) Committee Chairperson/Co-Chairpersons

Any addition/deletion of director positions needs to be voted on with a 2/3 majority of the current directors in favor with reflected changes noted in the bylaws.

Terms of Office: One (1) year.

Delineation of Responsibilities: See Appendix A and B Directors' Responsibilities

Election/Appointment Procedures:

At the annual election meeting of the Directors, new Directors shall be elected to serve one (1) year and their service shall start immediately. The outgoing Chairperson shall preside over the election of the new chairperson. When election of the new chairperson is completed, the newly elected Chairperson will assume responsibility for remainder of this annual election meeting including the election of all remaining director positions. All Directors shall be elected by a two-thirds (2/3) majority vote. If a 2/3 majority vote is not

reached, the chairperson will follow the “Third Legacy Procedure” as outlined in the Alcoholic Anonymous Service Manual and in Appendix C.

Gender Diversity: The General Chair and Co-Chair positions shall reflect gender diversity whenever possible

III. Officers

It is the responsibility of all Rehoboth Roundup Officers to ensure compliance with established Rehoboth Roundup Corporation By-Laws and the Traditions of Alcoholic Anonymous.

Chairperson: The Chairperson shall be a person with a minimum of five (5) continuous years of recovery who has previously served as Co-Chair or a Director.

Co-Chair: The Co-Chair shall be a person with five (5) continuous years of recovery who has previously served as a Director.

Secretary: The Secretary shall be a person with a minimum of two (2) continuous years of recovery.

Treasurer: The Treasurer shall be a person with a minimum of five (5) continuous years of recovery.

Co-Treasurer: The Co-Treasurer shall be a person with a minimum of five (5) continuous years of recovery.

IV. Committee Chairpersons

All Committee chairpersons and co-chairpersons shall have a minimum of two (2) continuous years of recovery, unless decided otherwise by that current year’s General Committee for their year.

It is the responsibility of all Committee chairpersons to ensure compliance with established Rehoboth Roundup Corporation By-Laws and the Traditions of Alcoholic Anonymous.

All Committee items/agendas will be brought to the full Committee for review and approval.

Vacancies of Seats:

If a vacancy occurs in any position and an alternate chair or co-chair has been identified, that person may accept the position with a majority vote from the full Committee. If requirements are not met, approval by full Committee is required. If a vacancy cannot be filled by nomination of the Committee or community, the General Chairperson may appoint someone. Should the position remain vacant, it becomes the responsibility of the Chair and Co-Chair to fulfill the duties of that Committee.

V. Committee Meetings

Annual Election Meeting

The annual election meeting will be held each year on or before March 1. The election meeting date, time, and location is announced to those in attendance throughout the roundup conference. Historically, the Rehoboth Roundup holds this annual meeting immediately following the conclusion of the Roundup event and conducts elections of the next roundup's General Committee. The elections and voting are open to all that are in attendance. Each attendee gets one vote for each director position.

Election Meeting Procedure

After convening, the Rehoboth Roundup Bylaws are distributed to those interested in being on the new General Committee. The general chair asks interested candidates to review the bylaws and the director's responsibilities they desire and the length of continuous time in recovery each position requires.

Nominations for a director position may be made by the person themselves, or by another person, with the nominated person being present either in-person, virtual, or phone. Each nominated person must state if they accept the nomination and if they do, explain why they want to be elected to that position.

When nominations are closed, all nominees (one or more) leave the voting arena. Discussion and voting by those present, either by secret ballot or by hand, takes place. The person receiving the majority of votes secures the position.

Voting occurs first on the position of General Chairperson. Once that is completed, the former general chairperson steps aside and the newly elected general chairperson continues with the election meeting. Voting resumes with Co-Chairperson, Treasurer, Co-Treasurer, Secretary, Program, Co-Program, Registration, Co-Registration, Public Relations, Co-Public Relations, Entertainment, Co-Entertainment, Technology Chairperson, Co-Technology, Hotel Liaison, and Co-Hotel Liaison.

If a position is left vacant, the newly elected general committee may determine the course of action for that position for that year. (See Vacancy of Seats)

Collection of contact information of the newly elected general committee, as well as those who are interested in supporting the roundup, will be taken by the newly elected secretary.

The Transition Meeting will be held on the second Sunday of March immediately following the roundup.

Transition Meeting

The purpose of the Transition Meeting is for the outgoing General Committee to share data and operative information from the recently held roundup with the incoming General Committee. The goal is to provide a fluid transition of directors' responsibilities and ensure the mission statement's primary purpose is carried by the incoming general committee.

This meeting is held on the second Sunday of March immediately following the roundup. The meeting may occur in-person, hybrid, or virtual. Attendance is required of all directors of the previous year's Roundup and current year's Roundup. Previous year's Roundup directors present their annual reports of relevant information with a focus on the Treasurer's Report, the Program Committee's report of the recently held Roundup evaluations, and Registration Committee's data analytics. Following

discussion, the previous year's directors are excused.

The current year's Rehoboth Roundup directors shall: (1) review the Rehoboth Beach Roundup Corp. Status and By-Laws, (2) review the Traditions of Alcoholics Anonymous and their application to the roundup, and (3) establish tasks for the upcoming General Committee meetings.

For the sake of time and thoroughness, this portion of the Transition Meeting may occur in a separate meeting if the current year's General Committee agrees.

For supportive guidance, it is recommended all previous year's directors should individually discuss lessons learned from their year's roundup tenure with the incoming director of the same position at the convenience of both.

Meeting Locations

Location and time of meetings are determined by the Directors and shall consider time and travel requirements of members.

Required Number of General Committee Meetings

There will be a minimum of 6 meetings per year of all 17 Directors. The Officers will determine the frequency of full Committee meetings, known as General Committee meetings. Meeting notices will accompany minutes and be provided a minimum of 7 days in advance of next scheduled meeting. Minutes, notices, and other communications may be done by mail or electronically.

Meeting Format

Meetings will be conducted following Robert's Rules of Order. The General Chairperson presides over the full Committee meetings and follows an agenda established by the General Chairperson and/or Secretary. In the event of the General Chairperson's absence, the General Co-Chair will lead the meetings. Meetings are open to all people. All voices present will be respectfully heard in all matters concerning the Committee and during any discussion, but only current directors may vote.

Quorum

Fifty-one percent (51%) or more of the Directors in office must be present at each General Committee meeting in order to constitute a quorum, which is necessary for the transaction of all business. In the absence of a quorum, directors present may make recommendations, but may not lawfully transact business of the Corporation.

Majority Vote:

All policy decisions shall be made with a two-thirds (2/3) majority vote where the minority vote must always be heard and respected. It is suggested that the Corporation utilize the existing methods for majority vote as outlined in Appendix C—The Third Legacy Procedure of Alcoholics Anonymous.

Voting Eligibility:

Each Director gets one vote. During the Annual Election Meeting only, all attendees get one vote.

Attendance Policy:

Participation in the Rehoboth Roundup is a charitable service and is a responsibility that requires time and commitment. All directors are expected to attend all regularly scheduled General Committee meetings. If a director is unable to be physically present at a General Committee meeting, they are to either attend the meeting via telephone or send an appointed representative with a report. Committee chairpersons are to communicate to the General Chairperson or Co-Chairperson prior to the regularly scheduled General Committee meeting their attendance status. Any director who is unable to adhere to attendance policy and/or unable to fulfill their director duties will forfeit their position on the Roundup Committee.

VI. Amending Bylaws

The Directors may change/amend the By-Laws with a two-thirds (2/3) majority vote.

VII. Finances

The Rehoboth Roundup Organization Corporation shall be supported by voluntary contributions of the registrations, public relations, individual contributions of interested members in the recovering community, and by monies derived from any activities.

Bank Account: Rehoboth Roundup Corporation has a checking account with PNC Bank located at 19745 Sea Air Ave. Rehoboth Beach, DE 19971. By the Transition Meeting, the incoming General Chair, Co-Chair, Treasurer, Co-Treasurer's or local committee residents should have their names placed on the checking account as signatories and remove the current signatories. Any signatory should have at least five (5) years of continuous recovery.

Checks: All checks or demands for money and notes of the Corporation shall be signed by one (1) of the following: General Chair, Co-Chair, Treasurer or Co-Treasurer. All expenditures greater than \$250.00 must be approved by a majority vote of the Directors.

An audit will be performed monthly by the Treasurer and/or Co-Treasurer for all checks written that month and presented to the Directors.

Debit Cards: Debit card usage is restricted to the General Chairperson and the Treasurer only. The cards must be returned immediately upon the end of the term-of-office. All expenditures greater than \$250.00 must be approved by a majority vote of the Directors

Deposits: All funds of the Corporation shall be deposited within ten (10) business days of the receipt of such monies to the credit of the Corporation of such banks, trust companies, or other depositories as the Directors may approve or designate; and all such funds shall be withdrawn only on checks signed in accordance with the requirements set forth above. All appropriate bank debit card resolutions or other instruments must be approved by the Directors in advance of the opening of any account.

Prudent Reserve: The Rehoboth Roundup Organization Corporation will strive to maintain a prudent reserve of fifty percent (50%) of the annual budgeted operating expenses.

Taxes: After the approval of the Annual Treasurer's Report (March), the Treasurer will immediately provide the tax accountant the information to fill the IRS Form 99- EZ. The Delaware Franchise Tax fee and Registered Agent fee are paid in February.

VIII. Workshops/ Workshop Leaders/General Session Speakers

Workshop Topics and Leaders: When possible, workshops' topics should reflect the diversity of the LGBTQIA+ 12-Step recovering communities and all 12-Step programs based upon the 12 Steps of Alcoholics Anonymous (AA). Workshop leaders will have a minimum of one (1) continuous year of recovery and be from the LGBTQIA+ community (unless exception approved by the committee). There will be two (2) workshop leaders whenever possible. Directors will abstain as workshop leaders unless needed or an emergency arises and no alternative is identified.

General Session Speakers: When possible, general session speakers should represent the diversity of members of the LGBTQIA+ 12-Step recovering community and all 12-Step programs based upon the 12 Steps of Alcoholics Anonymous (AA) and must have a minimum of five (5) continuous years of recovery.

IX. Dissolution

Upon dissolution of the Corporation the Directors shall, after paying and making provisions for the payment of all liabilities of the Corporation, dispose of all of the assets of the Corporation exclusively for the purpose of the Corporation to the following:

- 25% of total balance to Delaware AA Inter-groups
- 25% of total balance to Delaware AI-Anon Inter-groups
- 15% of total balance to General Services Offices of AA
- 15% of the total balance to AI-Anon General Services Office
- 10% of the total balances to local AA District Office
- 10% of the total balance to local AI-Anon District Office

Bylaws History

Origination Date: ***February 11, 2003***

Amended and approved: ***February 13, 2005***

- Workshop leaders will be active members of a Twelve Step program
- There will be two (2) workshop leaders whenever possible. Individuals must be from the gay/lesbian/bisexual/transgender community.
- Committee members will abstain as workshop leaders/facilitators unless needed or an emergency arises and no alternative is identified.
- Workshop leaders/facilitators will have a minimum of one (1) year continuous sobriety.

- General session speakers will have a minimum of five (5) years continuous sobriety and be from the gay, lesbian, bisexual or transgender community.

Amended and approved: July 9, 2006

- Mission Statement
 - The primary purpose of the Rehoboth Roundup is to carry the message of recovery; based on the 12 steps of AA and Al-anon through an annual conference of the gay, lesbian, bisexual and transgender community and open to all.
- Updating of all Committee Responsibilities

Amended and approved: July 8 & August 12, 2007

- The Spirit by the Sea Round-up Committee shall be supported by voluntary contributions of the registrations, fundraising activities, individual contributions of interested A.A. members, and by monies derived from any activities. The Spirit by the Sea Round-up Committee will strive to maintain a prudent reserve of fifty percent (50%) of the annual budgeted operating expenses.”

Amended and approved: February 6, 2011

- Combined the Marketing/Fundraising into a “Public Relations” chairperson position; combined Hospitality/Entertainment into a “Entertainment” chairperson position. Went from 13 directors to 11.
- Added language on the “Transition Meeting” and the “Attendance Policy”.
- Added language in the VII Finances section.
- Added the Duties and Responsibilities for Public Relations Committee.
- Added the Duties and Responsibilities for Entertainment Committee.
- Added Appendix C, “The Third Legacy Procedure”.

Amended and approved: January 8, 2012

- Updated the mission statement
- Added the changes made for each revision
- Updated the duties and responsibilities for the Secretary and moved them together committees.

Amended and approved: May 19, 2013

- Updated Committee Format to speak to Old Business / New Business Agenda
- Added in each of the Officer Descriptions the verbiage “Any charge that exceeds \$250 must be approved by 3 Officer prior to incurring the cost (check purchase or electronic authorization) Add under each Chair / Co-Chair position
- Added under Chair / Co-Chair, the verbiage that Treasurer / Registration in conjunction Chair or Co-Chair must review any final numbers (participants)

that will be used in a cost associated with the Event Hospitality Room, Dinner and Brunch.

- Added under the Treasurer and Registration the duty of meeting with Chair or Co-Chair to approve any final events numbers prior to them presented to the Venue Host.

Amended and approved: January 9, 2022

- Corporate structure expanded from 11 to 17 Directors
- All corporate directors given full voting status
- LGBTQIA+ added where appropriate
- Gender diversity parity status updated
- Annual election meeting procedures updated
- Transition meeting procedures updated
- Meeting Locations: Added the word 'time'
- Workshop Topics and Leaders/General Speakers Diversity Updated
- All director positions' responsibilities either added or updated
- Boosters Committee deleted with responsibilities placed within Registration
- Hotel Liaison Committee added

APPENDIX A

Officers' Duties and Responsibilities

Chair:

- Presides over all General Committee meetings of the Rehoboth Roundup Assembles items for meeting agenda
- Provides notice of all General Committee meetings
- Provides coordination and direction for Committees
- May replace Committee chairperson in the event of an unexpected absence and if vacancy is unable to be filled
- Acts as Rehoboth Roundup spokesperson and community liaison
- May authorize up to \$250.00 in expenditures with 2 additional Officer's authorization.
- Governs the success of the Rehoboth Roundup and assures all actions and functions are within the guidelines of the By-Laws
- Works closely with and mentors Co-Chair to assist in preparation for the Roundup Chairperson position in the following year
- Chair or Co-Chair in conjunction Treasurer / Registration must review any final numbers (participants) that will be used in a cost associated with the Event Hospitality Room, Dinner and Brunch.

Co-Chair

- Attends all Rehoboth Roundup General Committee meetings
- Assists General Chairperson in fulfilling his/her responsibilities
- Acts as member of full Committee
- Assists and supports all Committee chairs, co-chairs, or Committee members as needed
- Presides over meetings in the absence of General Chair
- Attends community events, fundraisers

- Provides direction and support throughout Roundup event
- Prepares self to assume General Chair position, if desired, becoming familiar with By-Laws, Committee processes and responsibilities
- Chair or Co-Chair in conjunction Treasurer / Registration must review any final numbers (participants) that will be used in a cost associated with the Event Hospitality Room, Dinner and Brunch.

Secretary

- Attends all Rehoboth Roundup General Committee meetings
- Records all minutes of the General Committee meetings
- Prepares and distributes typed minutes/reports to Committee members a minimum of seven (7) days prior to next scheduled full Committee meeting
- Acts as timekeeper at General Committee meetings
- Coordinates, creates, and distributes current General Committee phone list and e-mail
- Updates Rehoboth Roundup Corporate Binder with new shareholders (Current Year's General Committee) names and contact information
- Reviews bylaws to ensure alignment with current practices and collaborates with the General Committee if updates are needed
- Ensures all current year's roundup artifacts such as minutes, photos, CD's, contracts, non-profit status paperwork, paid services, registration and program items of interest are collected and given to Public Relations for archiving.
- Makes self available for all Roundup activities as needed

Treasurer/Co-Treasurer

- Attends all General Committee meetings
- Maintains a set of accounting records for funds received and disbursed
- Maintains all Roundup bank accounts
- "Any charge that exceeds \$250 must be approved by 3 Officer prior to incurring the cost (check purchase or electronic authorization)
- Attends all public relation events and Roundup weekend to provide cash bank, collects all monies
- Accounts for all monies and financial records at the conclusion of the Roundup each year and reports to General Committee (March) and ensures a smooth transition within thirty (30) days of vacating position
- Collects monies from all sources and ensures timely deposit of funds into Roundup bank accounts
- Provides clean audit if needed
- Reviews all proposed Committee budgets and presents an overall proposed budget to general Committee for final approval (May)
- Provides tax accountant with the paperwork to file the IRS Form 99-EZ
- Pays the Delaware Franchise Tax fee and the Registered Agent fee (Feb)
- Prepares and submits proposed Annual Budget for approval by April
- Treasurer works in conjunction with Chair or Co-Chair / Registration and must review any final numbers (participants) that will be used in a cost associated with the Event Hospitality Room, Dinner and Brunch.

APPENDIX B

Committee Chairpersons' Duties and Responsibilities

Rehoboth Roundup Program Committee

Objective: Designs and organizes a program of 12 step recovery related activities for the Rehoboth Roundup.

Key Responsibilities

Program Chairperson/Co-Chairperson

- Organizes a Committee.
- Attends Roundup General Committee meetings or sends a representative with a report.
- Represents the Program Committee and its decisions.
- Ensures inclusion:
 - of people from any 12 step Recovery Program in speaker selection and workshop topics;
 - of people affected by someone else's disease in speaker selection and workshop topics;
 - of workshop topics that are pertinent and sensitive to the LGBTQIA+ 12 step recovering community.
- Continuously updates the general committee of all program changes and needs.
- Maintains fiscal responsibility for approved Committee budget.
- "Any charge that exceeds \$250 must be approved by 3 Officer's prior to incurring the cost (check purchase or electronic authorization)

Program Committee Timeline

Prior to Roundup

- Provides General Committee with proposed budget by April 15
- "Any charge that exceeds \$250 must be approved by 3 Officer prior to incurring the cost (check purchase or electronic authorization)
- Researches and recommends a theme for the Roundup. (April/May)
- Begins to design a program format that includes the number of main meetings and thus knowledge on how many speakers. (May)
- Contacts a company to tape the Roundup speakers and any workshops. (May)
- Solicits speaker tapes. (May-July)
- Finishes the design of the Roundup program and presents a timeline of major events. (June/July)
- Reviews speaker tapes and selects potential speakers. (August)
- Selects a variety of workshop topics and their formats. (September)
- Recommends speakers to General Committee. (September)

- Sends Speaker Guidelines Letter to all confirmed speakers. (Sept.-Oct.)
- Arranges transportation, accommodations and escorts for speakers. (Sept.-Feb.)
- Communicates a thank-you to those people whose tapes were submitted, but not selected. (Oct.)
- Selects and contacts potential co-workshop leaders explaining their duties and responsibilities. After they have accepted, have the co-workshop leaders contact each other to begin discussion of workshop format and content. (Oct.-Jan.)
- Sends Workshop Leader's Guideline Sheet to all workshop co-leaders. (Oct.-Jan.)
- Continues to communicate with speakers and workshop co-leaders so that all questions are answered and all materials are ready. (Oct.-Feb.)
- Assigns workshop and meeting rooms for inclusion into the final copy of the program. (Jan.)
- Prepares format of all main meetings and selects chairpersons. (Jan.)
- Ensures that all materials needed for the main speaker meetings and workshops (format, readings, books, etc.) are set or are ordered. (Jan.)
- Contacts Company that will tape the speakers for reconfirmation. (Jan.)
- Presents the Roundup schedule of events and final program to General Committee for approval. (Jan.)
- Prepares a map of location of Roundup activities and sends it to the Hotel Liaison and Registration Committees. (Jan.)
- Prepares the final program for inclusion into the registration packet. (Jan)
- Prepares the evaluation form for inclusion into the registration packet. Also, selects the location and box for the evaluation forms to be collected during the Roundup. (Jan)
- Compiles the names of those speakers that are going to stay at the hotel and works with Roundup Chairperson to make room reservations.
- Prepares gift bags for speakers and for workshop co-leaders. (Jan.)
- Contacts the speakers for any final questions, informing them of any room registration and when they plan to arrive at the Roundup for a possible dinner with the Program Committee members, the speakers and their spouses. (Feb.)
- Enlists the support of helpers (Recommend using Scholarship people for service) at the Roundup for any last minute activities. (Feb.)
- Meets with Roundup Chairpersons at the Sands Hotel for final logistics and review of the program. (Feb.)

Roundup Weekend

- Meets before the official opening of the Roundup to review duties, ensure all rooms/materials are organized, and meets with taping company personnel.
- Greets all speakers, answers any questions, and discusses dinner arrangements.
- Ensures that meeting rooms, workshop rooms, and workshop titles and times are clearly identified and that all materials for each event are ready.
- Ensures that all Roundup events begin and end on time.
- Selects times to meet with all workshop leaders prior their workshops to

answer any questions and to make sure they are aware of their responsibilities.

- Collects and cleans up all materials after each event and resets the room.
- Meets with all necessary Roundup General Committee members to ensure materials are collected and responsibilities are completed.
- Presents thank-you gift bags to each speaker after they speak and to each co-workshop leader when the Program Committee meets with them Saturday morning.
- Collects any receipts from speakers or workshop leaders and gives to Treasurer or before the Annual Meeting for immediate reimbursement or to mail after the Roundup.

Post Roundup Event

- Reviews evaluation forms and then sends the evaluation forms to the General Committee
- Meets with co-chairpersons so that they can compile a final review of the Roundup. (Feb.)
- Communicates a thank-you to volunteers and helpers. (Feb.)
- Compiles final report, including updating budget and general Roundup comments for the Transition Meeting. (March)

Rehoboth Roundup Registration Committee

Objective: To facilitate the registration of all participants for the Rehoboth Roundup.

Key Responsibilities

Registration Chairperson

- Organizes a Committee.
- Attends Roundup General Committee meetings or sends a representative with a report.
- Creates a Registration Budget for submission to General Committee by April 15.
- "Any charge that exceeds \$250 must be approved by 3 Officers prior to incurring the cost (check purchase or electronic authorization)
- Creates the Registration Form necessary to register participants. (August)
- Makes available the Registration Form to the Public Relations Committee for placement on the Rehoboth Roundup website, used for the online registration process, and for distribution to meetings, community centers, etc.
- Distributes Registration Forms to all Roundup Committee members for distribution to various meetings.
- Sends the Registration Form via mail to all past year participants. (September)
- Sends a Registration confirmation email to all registered participants, Scholarship awardees and speakers. (Within two (2) weeks of receiving a registration)
- Forwards all Registration fee checks to Roundup Treasurer or Co-Treasurer.
- Provides database of registration fees received by category for each individual deposit and transfer of funds to the Treasurer or Co-Treasurer within 2 days of deposit/transfer of funds.
- Creates and maintains a Registration Database with all participant

information: Name, Address, Email Address, Name Tag information, Special Requests, and Registration fees received by category.

- Coordinates the purchase of Give-Away items with the Boosters Committee.
- Creates information packets for the Roundup with the following: (Early February) Dinner/Breakfast/Entertainment Events
 - Giveaway Items Name
 - Tags
- Sets up and organizes Registration table for Roundup
- Creates and maintains adequate coverage for Registration table by Registration Committee members during posted registration hours at Roundup.
- Updates the Registration Database with all on-site Registration participants (due March 1 after Roundup).
- Maintains fiscal responsibility for approved Committee budget.
- Provides names of volunteers of scholarship recipients to the General Committee to work the Roundup Events.
- Registration works in conjunction with Chair or Co-Chair / Treasurer and must review any final numbers (participants) that will be used in a cost associated with the Event Hospitality Room, Dinner and Brunch.
- Booster Items
 - Verifies existing inventory and report to General Committee at Transition meeting
 - Presents proposed items and pricing to Committee for approval.
 - Place all approved orders and ensures arrival of items for all scheduled events/Roundup weekend.
 - Ensures that all monies collected are accurate and accounted.
 - Prepares report of all sales results, monies earned and carry-over inventory to General Committee following each event and the Roundup weekend at Transition meeting

Rehoboth Roundup Public Relations Committee

Objective: The Public Relations Committee will provide overall communication and marketing for the Roundup to all groups/individuals about round-up activities and events throughout the year as well as provide general conference information.

Key Responsibilities

Public Relations Chairperson/Committee

- Organizes a Committee.
- Submits proposed budget to General Committee by April 15.
- “Any charge that exceeds \$250 must be approved by 3 Officers prior to incurring the cost (check purchase or electronic authorization)
- Attends Roundup General Committee meetings or sends a representative with a report.
- Represents the Public Relations Committee and its decisions.
- Presents public relations strategies and ideas to the General Committee.
- Maintains a current and data accurate Roundup website.
- Outlines and executes public relations strategies for the roundup and its events, including proposed dates, functions, costs and projected profit.

- Regularly updates the website with new dates, registration information, agendas, etc.
- Works with Treasurer to ensure PAYPAL (if used) is updated.
- Works with general committee to design and create communication promoting all roundup events to include final Roundup Program, etc.
- Coordinates with Registration Committee to provide booster items for sale when appropriate.
- Works with Registration Committee to ensure proper signage and any other public relations needs during Roundup weekend.
- Compiles final report, including budget items and general Roundup comments. (Feb/Mar)
- Acting as Roundup archivist, obtains current year's artifacts from the Secretary for archiving.
- Communicates with other national recovery groups and Roundups.

Rehoboth Roundup Entertainment Committee

Objective: Coordinate the Entertainment that celebrates LGBTQIA+ recovery primarily during the Roundup event.

Key Responsibilities

Entertainment Chairperson & Committee

- Organizes an Entertainment Committee.
- Establishes Committee meeting times.
- Attends general Roundup Committee meeting or sends a representative with a report.
- Represents the Entertainment Committee and its decisions.
- Establishes and submits budget for approval by April 15.
- "Any charge that exceeds \$250 must be approved by 3 Officer's prior to incurring the cost (check purchase or electronic authorization)
- Procures vendors for entertainment events.
- Coordinates with the Roundup Chairperson on the negotiations with the hotel, especially concerning the hospitality suite and entertainment.
- Prepares and presents final report to Committee.
- Responsible for planning and executing all entertainment activities during Roundup weekend, i.e., raffle ticket sales, bingo, dance, movies, etc.
- Ensures accurate accounting of all monies and transactions with Treasurer.
- Sends thank-you notes to volunteers and vendors
- Ensures that decorations and flowers needed for the Roundup weekend are ordered and delivered on time for the Roundup.
- Provides "greeters" in the hotel lobby to welcome attendees to the Roundup.

Rehoboth Roundup Hotel Liaison

Objective: Communication liaison between the roundup and the event space host to ensure an effective and safe roundup.

Key Responsibilities

Hotel Liaison(s)

- To be the point of communication between the event space host and the roundup general committee before, during and after the roundup event.
- Attends Roundup General Committee meetings or sends a representative with areport.
- Negotiate the contract with the event space host and sign when approved by the committee
- Oversees event space costs and ensures meeting rooms and banquet halls are established as requested, with changes if needed.
- Be the point person who finalizes all added charges and changes with the event space staff
- Communicates with the other general committee chairs to ensure the event space meets the needs for an effective roundup
- Makes self available for all Roundup activities as needed

Rehoboth Roundup Technology Committee

Objective: The Technology Committee oversees deployment and maintenance of the online tools used by the conference committee in the lead up to the conference.

Key Responsibilities

- the updating of the WordPress Website and site navigation with up-to-date content, helpful tools for registration (and keeping registration packages updated), sales, & scheduling (as well as keeping current any licenses that keep these tools online and working), and keeping the site looking and functioning in terms of contemporary audience expectations and current best practices – especially in terms of security;
- the maintenance of the domain registration and email mailbox routing with the domain registrar, and updating of any security needs on the domain registration and email mailbox forwarding side;
- assisting with other online tools used by other committees, including the email newsletter list management tools, social media pages, etc., and keeping track of all passwords and admin accesses associated;
- working with the committee to create and pass a technology budget for each year that covers the purchases and subscriptions needed to service all of the previously mentioned needs;
- assisting other committee members as needed with any necessary reporting on tech-dependant metrics like registrations, newsletter impact, sales, etc.;
- maintaining a record of passwords and account access needs, documenting processes in a knowledgebase, and maintaining succession planning documentation; and
- troubleshooting issues as needed and fielding requests with these technologies as requested by committee members or registered attendees.
- The Conference Web Technologist will coordinate with their co-chair to divide duties and ongoing tasks to assist the committee in accomplishing all goals.
- Makes self available for all Roundup activities as needed

Appendix C

