



# TORONTO GRATITUDE

## Toronto Gratitude Roundup Guidelines and Procedures

### Mission Statement

**At the Toronto Gratitude Roundup - the LGBTQ members of AA and Al-Anon host an annual conference where we welcome all those in 12-step recovery. Our purpose is to come together to strengthen our sobriety, and to celebrate unity, recovery and service. We use the literature and format of Alcoholics Anonymous to guide us.**

Edited January 2018

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# Gratitude Committee Guidelines

## Description and Role of the Toronto Gratitude Roundup Committee

The role of the Committee is to plan and execute a successful roundup utilizing the energy, strength, skills and experience of its members, while ensuring that a significant degree of continuity is maintained from one year to the next. The Committee consists of volunteers of the AA and Al-Anon communities and agrees to abide by the procedures and guidelines as outlined in this document. The committee should act with singular purpose to offer what can be a memorable experience and opportunity for growth to members of the 12-step recovery community. Members are encouraged to bring their voices and ideas to the table and participate in discussions. The commitment is thirteen months from November to November of the following year. Additionally, all members are required to attend the annual Event Better post-mortem meeting following the conference.

AA is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

## Committee Structure, Positions, and Elections

Serving on a committee can be a challenging process. It can also be highly rewarding where we, as members of AA and Al-Anon can grow and learn at a personal level while working towards a common purpose that is focused on the principles of recovery. It should be an environment where members feel safe to voice their ideas and opinions in a respectful and constructive manner while also recognizing the primacy and necessity of making decisions based on group conscience. To ensure a successful Roundup and bring together areas of responsibility that are complementary, the committee has been structured to consist of the following positions:

### Elected Positions

- Gratitude Chair
- Gratitude Co-Chair
- Treasurer / Hotel Chair
- Secretary / Co-Secretary
- Registration Chair
- Promotions Chair
- Programming Chair
- Fundraising Chair
- Web Chair
- Graphics Chair

Entertainment/Décor Chair  
Hospitality Chair  
Volunteer Chair  
Immediate Past Chair

### **Gratitude Chair and Gratitude Co-Chair**

Chairing the Roundup can be daunting but also incredibly gratifying. To enable a smooth transition from year to year and to enable the Gratitude Chair to gain experience prior to assuming the role, the Gratitude Co-Chair will automatically assume the Chair's Position for the following year. This requires a minimum 2-year commitment on the part of anyone wanting to become a Co-Chair. (More details in the Elections Section)

### **Elections**

Prior to the Roundup (Usually the last meeting before the Roundup weekend):

If, as outlined below, elections are required for the Gratitude Chair and/or Co-Chair, then only members of the current committee that have actively served may vote.

### **Gratitude Chair**

The next year's Gratitude Chair will be the individual who served as Co-Chair on the current committee. In the event that the current Co-Chair is unable/unwilling to assume the Chair's Position then following will apply.

1. The committee will be asked for volunteers or nominations of current committee members to assume the Chair's Position.
2. If there are 2 or more volunteers or nominations, then secret Run Off election(s) will be held to determine the Chair  
The vote should be carried out by committee members writing their choice on a piece of paper and presenting it to the current secretary or outgoing Chair for counting. The candidate with the least number of votes will be dropped from the next round of voting until there is only 1 candidate left. Candidates may participate in the vote.
3. In the event that there are no current Committee members willing to assume the Chair's Position, then the Committee may solicit volunteers from the general AA and Al-Anon community.

### **Gratitude Co-Chair**

The Co-Chair is expected to commit to 3 years serving on the committee, one as Co-Chair and one as Chair and one as Immediate Past Chair. The committee will be asked for volunteers or nominations of current committee members to assume the Co-Chair Position.

In the event that there are 2 or more volunteers or nominations from the current committee

membership, secret Run Off elections(s) will be held following the guidelines for the Chair elections. The current committee may solicit volunteers for the Co-Chair Position from the general AA and AI- Anon community ONLY if there are no current committee members willing to run for/assume the Position.

### **Elected Positions**

Are the responsibility of the current year's committee and are usually held during the first and/or second meeting. Any member may volunteer or be nominated for a vacant position. If there are 2 or more volunteers/nominations, then a single election will be held, with the volunteer/nominee with the most votes winning. This will be an open vote by show of hands. Candidates must leave the room during the vote. The Gratitude Chair and Co-Chair may also participate in the vote for Elected Positions.

### **Sub-Committee Co-Chairs**

The role of the sub-committee co-chair is to support the sub-committee chair, step in and present the monthly report at the regular monthly meeting in the event that the sub-committee chair is unable to be in attendance and to shadow and learn from the sub-committee chair. All sub-committee co-Chairs automatically assume the Chair position the following year unless they decline. There is no sobriety requirement for a sub-committee co-chair.

### **In the Event of a Tie during Elections**

In the event of a 2-way tie, the names of the candidates will be placed in a hat and a single name will be drawn by the Chair and designated as the winner.

In the event of a tie between 3 or more candidates, then the names of the candidates will be placed in a hat and a single name will be drawn by the Chair and designated as the winner.

### **Friend of Gratitude**

Gratitude is inclusive and invites members of the AA AI-Anon community to participate in the fundraising and organization of the round-up. As a Friend of Gratitude, you can choose or simply be assigned a sub-committee, but this is a service position and service is required. There are no attendance requirements. This is a non-voting position but your opinion is welcome. This is ideal for past members who want to continue their support or new members exploring the committee.

## **Meeting Procedures and Voting**

### **Frequency of Meetings**

The Committee will meet once a month in a meeting location to be determined by the committee. The Committee Chair and Co-chair will coordinate additional meetings with subcommittee chairs as required.

Sub Committees are responsible for making sure at least one of its Chairs is in attendance. If neither can attend the Group Chair or Co Chair must be notified and provided any updates.

### **Meeting Chair**

Each committee meeting is to be chaired by the Committee Chair, the Committee Co-Chair, or their designate. It is the responsibility of the meeting Chair to ensure that the agenda is followed, items in the Timeline are addressed, and that the meeting ends as scheduled. Additionally, the meeting Chair should ensure that everyone has a copy of the agenda and that a copy of the Committee Guidelines and Procedures is present.

### **Quorum**

At least eight (8) members of the committee (This number excludes the meeting chair) must be present for a quorum to be established. If a quorum is not established, no motions may be put forward and no elections of votes may take place. The meeting will be for informative and discussion purposes only.

### **Absent Without Notice**

If an Elected Position Chair has not participated in 3 or more meetings and has not made prior arrangements to accommodate such absences, then the committee may vote to remove that member through a simple majority vote.

After the member has missed two (2) meetings the Chair or the Chairs designate will contact the member to enquire about their interest in continued participation and to remind them of their obligation and the guideline about attendance at meetings.

The Chair may call an In-Camera discussion regarding the removal of a committee member. Prior to that discussion the committee member in question will be permitted three minutes to address the committee.

The committee member in question will be required to leave the room during the In-Camera discussion.

The committee member in question will be invited back to the meeting after the In-Camera discussion is concluded and before the vote is called. The committee member will be permitted to participate in the vote.

### **Removal of Elected Position**

If a committee member is not participating in a constructive, respectful and responsible way, the committee may choose to remove the committee member through a simple majority vote. The member in question may participate in this vote.

A motion must be put forward and seconded as per standard committee business rules.

Prior to such a vote, the Gratitude Chair should encourage the committee member to participate appropriately. Additionally, the committee member should be allowed to address the committee prior to the vote.

### **Removal of Gratitude Chair or Co-Chair**

A motion must be put forward and seconded as per standard committee business rules prior to any vote taking place. A Chair or Co-Chair may only be removed by a 2/3 majority vote held by secret ballot (as per procedures for electing Chairperson). The individual in question may participate in this vote but they must leave the room for general discussion AFTER they have had an opportunity to address the committee. In the event that the vote to remove a Chairperson or Co-Chair does not reach a true 2/3 majority, then the motion is defeated. e.g. 10 people vote, 6 in favor, 4 against, a true 2/3 majority has not been reached.

## **Financial Requirements and Budgeting Guidelines**

### **Prudent Reserve and Operating Budget**

Gratitude maintains a prudent reserve to ensure that future Roundups are viable and to cover expenses in the event that Roundup attendance and/or revenue do not meet expectations. Upon completion of the Roundup, and once all accounts have been settled, the Prudent Reserve balance in the bank account should be at least \$10,500.00 (2017) (based on half (1/2) of the average expenses for the roundup).

When creating the Proposed Budget, the Treasurer must use this guideline to determine pricing, cost and revenue targets to ensure that the Prudent Reserve is used only in the event of unforeseen circumstances. It is NOT to be used to offset losses due to poor planning and/or budgeting.

### **Cheque Signing**

All cheques require two (2) signatures. It is advised that the committee set up three (3) individuals with signing authority. This is usually the Chair, Co-Chair, and Treasurer.

### **Budgeting**

One of the most important tasks for a committee to perform is to approve and abide by a Roundup Budget. Experience has shown that without a proper budget, expenses can quickly get out of control. Additionally, without revenue projections, the committee has no idea how much they can spend while ensuring that a Prudent Reserve is left for the next committee.

An EXCEL Spreadsheet has been created that contains all the required information, formulas and categories for creating and maintaining a budget. The Treasurer MUST USE this spreadsheet. It is essential that subsequent committees review previous years' expenses and revenue so that they can make informed decisions. It is the responsibility of the Treasurer to ensure that this spreadsheet is maintained and updated.

## **Expenses**

All expenses must be approved by the committee and total expenses for a given elected position may not exceed those contained in the budget without the prior approval of the committee.

e.g. Let's say that Fundraising has a total expense budget for the year of \$1000.00 with a revenue target of \$2,000.00 resulting in net fundraising of \$1,000.00. When the Fundraising Chair is proposing an event, they should estimate the expenses and the expected revenue that will be generated and get committee approval for the expenses for that event.

Ideally, the Fundraising plan will consist of events that will meet the revenue target while not exceeding the budget expenses.

All expenses must be accompanied by a receipt and presented to the Treasurer for reimbursement. In instances of very small amounts where a receipt may not be available, a very brief description should be provided to the treasurer and the expense should be reimbursed.

## **Monthly Financial Reporting**

At each monthly committee meeting, the treasurer must present an expense and revenue report and a balance sheet. Additionally, the treasurer will present an updated report on the status of the Budget and bring any concerns about expenses to the attention of the committee.

## **Fiscal Responsibility and Sobriety**

Any committee member in a position that requires the handling of money must have a minimum of one year continuous sobriety. The committee Treasurer is required to have two years of continuous sobriety.

Most of the committee positions have a sobriety requirement. If someone steps forward to fill a position but does not have the required sobriety time, a motion must be put forward that would clearly identify the exception for that year is being sought and the decision minuted.

## **Gratitude Guidelines**

The Gratitude Committee Guidelines are reviewed annually by an ad-hoc committee selected by the Gratitude Chair, coordinated by the Gratitude Co-chair and include the immediate past chair. Any amendments to the Guidelines require approval by the current years committee and must pass by a two-thirds majority.



# APPENDIX A

## DRAFT AGENDA

### Toronto Gratitude Committee

Date

6 p.m. - 8 p.m.

519 Community Centre

## AGENDA

1. Open the meeting with a moment of silence followed by the Serenity Prayer
2. The 12 Traditions of Alcoholics Anonymous
3. Chairs opening Remarks – Remarks include the format of the meeting and describes that only those who hold a chair position are able to speak on matters and are eligible to vote. All those in attendance including Friends of Gratitude and visitors, who wish to share will have an opportunity to do so during the sharing portion of the agenda at the end of the meeting.
4. . Review of Timeline and what must be accomplished during meeting
5. Introductions – new members or guests
6. Minutes
  - Review the Minutes
  - Approval of the Minutes
  - Business Arising from the Minutes
7. Update and Approval: Committee Job Descriptions
8. Committee Reports
  - a. Treasurer/ Hotel Chair
  - b. Programming Chair
  - c. Fundraising Chair
  - d. Web Chair
  - e. Graphics Chair
  - f. Entertainment/Decor Chair
  - g. Hospitality Chair
  - h. Volunteer Chair
  - i. Registration Chair
  - j. Promotions Chair
9. Review of Work Plan Timeline for Next Meeting Items
10. New Business
11. Sharing/Discussion if time permits
12. Next Meeting Date
13. Responsibility Pledge
14. Adjourn

### Conference Mission Statement

At the Toronto Gratitude Roundup - the LBGT members of AA and Al-Anon host an annual conference where we welcome all those in 12-step recovery. Our purpose is to come together to **strengthen our sobriety, and to celebrate unity, recovery and service.** We use the literature and format of Alcoholics Anonymous to guide u

# APPENDIX B

## MEETING RULES OF ORDER

### Adapted from Robert's Rules of Order

The Meeting Chair is responsible for following the agenda and running the meeting in an expeditious manner.

Following each presentation on the agenda, the Chair opens the forum for questions by officially asking if there are comments or questions.

In order to obtain the floor, those wishing to comment or ask a question are to make it known to the Chair by raising their hands. The Chair will call upon members to speak in order.

Only one person is to have the floor at a time. Others are not to speak until the Chair recognizes them to do so.

No member may speak twice on the same issue until all others wishing to speak have had their turn.

It is the Chair's responsibility to ensure that this occurs.

All comments are to be courteous in language and decorum, never personalized, but rather, relating to concerns of the subject under discussion.

It is the Chair's responsibility to maintain order and may intervene with a point of order statement when an infraction of the guidelines has taken place.

### **Motions and Voting**

A motion may be raised at any time during the meeting.

The individual will be given recognition by the Chair, and will state their motion.

The Chair then asks if anyone will second the motion.

If there is no second, the motion dies.

Upon receipt of a second, the Chair will ask for clarification of the motion so that the motion may be recorded by the Secretary.

The floor is opened for discussion.

Chair will manage the discussion as per the Rules of order. It is the Chair's responsibility to ensure that discussion stays on topic and that the discussion does not become repetitive.

At any point the person who has the floor may "CALL THE MOTION" i.e. "Calling the Motion" asks the Chair to take a sense of the room to see if a vote can be taken at this point. A simple majority will determine whether discussion is ended and a vote is taken or not.

When it is time to vote, the Chair will have the Secretary restate the motion.

The Chair will determine whether the motion requires a simple majority or another threshold based on the Guidelines and Procedures.

The Chair will then ask:

"All those in favor" followed by "All those Against" then "Any Abstentions".

Abstentions have the effect of lowering the total for which a non-majority vote is required. (i.e. a vote requiring 2/3 majority)

The Chair is not granted a vote, the only exception being where there is an exact tie.

### **Minority Opinion**

Following the vote on a motion, the Chair will ask if there is anyone who voted in the minority if they would like to discuss their decision. This discussion is limited to TWO minutes MAXIMUM.

If there is no one in the minority that wishes to speak, then the vote stands.

If there is a minority opinion, then following the discussion, the Chair will ask if there is anyone in the majority who would like to change their vote.

If there is no one in the majority who wants to change their vote, then the vote stands.

If someone in the majority does want to change their vote, then the motion is read again by the Secretary and a new vote is held following a brief discussion. The results of this vote stand.

### **In-Camera Discussion**

If there is a particularly sensitive matter that the Board needs to discuss the Chair may call for an In-Camera Discussion. Member of the committee who are in elected positions may participate in this discussion. Friends of Gratitude and visitors will be required to leave the room for this discussion. The secretary will take separate notes for the In-Camera discussion. These notes will be maintained separately from the committee meetings minutes, will be held by the Chair and not made public.

# APPENDIX C

## ANNUAL TIMELINE

Item	Comments/Description/Responsibility	Proposed Completion Date
Elections - Committee Positions	Entire Committee	November
Change Bank Signing Authority	Treasurer/Chair & Co-Chair	November
Committee Teams	Committee Chairs	December
Conference Theme and Date	Programming Chair/Hotel Chair	December
Plan to Update Website To include current year conference date and any other information	Web/Graphics	December
Proposed Budgets/Estimates	Treasurer	December
Standard Fundraising Plan with discussion to include: <ul style="list-style-type: none"> <li>• leads for tasks</li> <li>• 1<sup>st</sup> Fundraising event date (Pancake Breakfast)</li> <li>• 2<sup>nd</sup> Fundraising Event - Book buss for Founders Day Trip</li> </ul>	Fundraising/Hospitality/Decor	December
Fundraising Events Marketing and promotions	Web/Graphics/Promotions	December
Color	Decor	January
Logo	Graphics	January
Conference Pricing and Registration Dates	Treasurer/Hotel - Work with Entire Committee	January
1 <sup>st</sup> Fundraising Event Plan - Pancake Breakfast Tickets and promo materials ready for distribution to committee <ul style="list-style-type: none"> <li>• Promo plan confirmed for Founders Day Bus Trip</li> </ul>	Fundraising Promotions Graphis Hospitality & Volunteers Decor	January
Website Up & Running	Webmaster	January

Budget Finalized and Approved	Treasurer	January
Annual Fundraising Plan Confirmed	Fundraising	January
Fundraising Letter to Groups for ORC suite	Chair & Co-Chair	January
ORC Suite Room Booked	Hospitality/Volunteer	January
Promotion & Publicity Plan	Registration/ Promotions	January
Draft Fundraising Plan Sent to Committee Chair and Co-Chair	Fundraising	January
Fundraising Plan Presented to Committee	Fundraising	February
ORC Suite Coordination Plan	Hospitality & Volunteers Promotions Graphics	February
1 <sup>st</sup> Fundraising Event – Pancake Breakfast	Fundraising Promotions Graphics Hospitality & Volunteers Décor  All Committee Members Expected to Attend and Participate	February
Hotel locations for 2020	Hotel	March
Draft Entertainment Plan	Entertainment/Decor	March
Final Entertainment Plan	Entertainment/Decor	April
Draft Program Outline	Programming	April
3 <sup>rd</sup> Fundraising Event – Dinner plan prepared including number of volunteers required. Tickets Printed and ready for distribution to committee members. Promo materials prepared Dinner speaker selection	Fundraising Graphics/Promotions Programming Hospitality & Volunteers	April
Gratitude Weekend Schedule and Events	Programming/Entertainments/Decor Fundraising/Volunteer/Hospitality	June
Final Program Plan	Programming	June
Hotel & Menu Selection	Treasurer/Hotel - Work with Entire Committee	July

Speakers Selection Finalized and Approved	Programming - Approved by the Committee	July
3 <sup>rd</sup> Fundraising Event – Annual Dinner	Committee Work plan – Fundraising lead, but all participate in determining who will do what  All Committee Members Expected to Attend and Participate	July
4 <sup>th</sup> Fundraising Event – Pancake Breakfast <ul style="list-style-type: none"> <li>• Date selected</li> <li>• Tickets printed</li> <li>• Promo plan determined</li> <li>• Volunteer plan</li> <li>• Décor plan</li> </ul>	Fundraising Graphics Promotions Hospitality & Volunteers Decor	
Draft Program Content and Format - Sample Program Printed	Programming/Graphics	August
Roundup Volunteer Requirements Determined	Hospitality/Volunteer	August
Workshop Chairs Selected	Programming	September
Request to LGBT groups for financial support	Chair & Co-Chair	September
Decoration Plan Finalized	Entertainment/Hospitality	September
Hotel Walkthrough	Treasurer/Hotel Liaison, Registration, Décor, Hospitality	September
Program Posted on Website	Programming	September
4 <sup>th</sup> Fundraising Event Pancake Breakfast	Fundraising Graphics Promotions Hospitality & Volunteers Décor  All Committee Members Expected to Attend and Participate	September
Program Printed	Programming	October
Election of Committee Co-Chair	Entire Committee	October
<b>Book Date for Even Better Meeting</b>	<b>Post Conference Post Mortem scheduled between conference and November meeting</b>	<b>October</b>

## **APPENDIX D**

### **COMMITTEE JOB DESCRIPTIONS**



**At the Toronto Gratitude Roundup - the LGBTQ members of AA host an annual conference where we welcome all those in 12-step recovery. Our purpose is to come together to strengthen our sobriety, and to celebrate unity, recovery and service. We use the literature and format of Alcoholics Anonymous to guide us.**

### **COMMITTEE CHAIR POSITION DESCRIPTION**

**Continuous Recovery: 2 years**  
**Commitment Length: 3 years**  
**Time Commitment: High**

#### **General Description**

The Chair works collaboratively with the Co-Chair to provide guidance to the Gratitude Committee to plan and organize the annual Gratitude Roundup. The Chair is responsible for all the affairs of the Gratitude Committee, from overseeing the planning of activities to events that take place on the conference weekend. The Chair leads the committee with the sole purpose to facilitate the execution of a successful conference. Gratitude is organized in a format that is governed by the committee. Most decisions with few exceptions are made by the committee as a whole.

#### **Roles and Responsibilities**

##### **Monthly Meetings**

- In consultation with the Co-Chair and with the committee sets meeting schedule for the year
- Ensures meeting spaces are booked
- Ensure meeting are called and held in accordance with the Committee Guidelines
- In consultation with the Co-Chair establish and confirm the agenda for each meeting
- Ensure the meeting agenda and relevant documents are circulated to the members of the committee one week in advance of the meeting
- Officiate and conduct meetings in accordance with the established Rules of Order as outlined in the Committee Guidelines
- Provide leadership & ensure committee members are aware of their obligations and that the committee complies with its responsibilities
- Ensure there is sufficient time during the meeting to fully discuss agenda items
- Ensure that discussion on agenda items are on topic, productive and respectful



- Ensure minutes are complete and accurate, retained, included and reviewed at the next meeting

### **Sub Committees**

- Ensure subcommittee positions have a chair
- Provides support to subcommittees to meet their objectives

### **Talents Needed for Success**

- Leadership ability stressing influence and inclusion
- Ability to work through collaboration
- Strong communication skills
- Ability to listen to multiple perspectives and make decisions that are consistent with the principles
- Advanced Project Management skills
- Attention to detail
- Ability to work within a budget
- Advanced computer skills required; specifically, in Microsoft Office
- Honest, Reliable and Trustworthy



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## CO-CHAIR POSITION DESCRIPTION

<b>Continuous Recovery:</b>	<b>1 year</b>
<b>Commitment Length:</b>	<b>3 year</b> (1 year as Co-Chair with the following year as Chair)
<b>Time Commitment:</b>	<b>High:</b> One meeting per month plus weekly updates with Chair plus regular Sub Committee meetings plus Gratitude fundraisers and roundup.

### General Description

The Co-Chair works collaboratively with the Chair to provide guidance to the Gratitude Committee to plan and organize the annual Gratitude Roundup. The Co-Chair acts as Chair, replacing them in event of absence and assume Chair position in following year.

### Roles and Responsibilities

- Shadow Chair for one term preparing for assumption of Chair duties
- Chair meetings in absence of Chair
- Support Chair and sub-committee Chairs
- Actively recruit and assist to fill vacant positions on Committee and grow the body of the Gratitude Committee during the season
- Contribute to the integrity of the Gratitude while promoting it in the community.

### Talents Needed for Success

- Highly organized
- Leadership skills
- Ability to work through collaboration
- Computer skills including Microsoft Office
- Strong communication skills
- Working knowledge of Gratitude (one term as a Sub Committee Chair recommended)



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## TREASURER/HOTEL POSITION DESCRIPTION

<b>Continuous Recovery:</b>	<b>2 Years</b>
<b>Commitment Length:</b>	<b>2 Years (1 year as Assistant Treasurer)</b>
<b>Time Commitment:</b>	<b>Medium</b>

### General Description

The Treasurer is responsible for four areas:

1. Managing the Committee's Cash, Bank Account and PayPal Account.
2. Creating a Budget (using the template provided) that projects and tracks total Revenue (money in) and Expenses (money out). The Excel Template MUST be used to ensure that there is continuity from year to year.
3. Tracking and recording all Committee Expenses (and Revenue, in the case of Fundraising and Registration) and entering them into the Budget.
4. Monthly Reports

### Roles and Responsibilities

#### 1. Managing Cash and Accounts:

The Treasurer is responsible for all deposits to the committee's bank account and for retrieving the statement from our PO Box. Additionally, the Treasurer should go to the bank 1 or 2 days before the monthly committee meeting and get a printout of all activity for the last month and update the Budget accordingly. This is because our monthly meeting is often held prior to the statement being received.

The Treasurer is also responsible for managing the PayPal account and transferring funds from that account into our Bank Account. It is a good idea to leave some money in the PayPal account as it can be used to reimburse people for expenses if it is not practical to get a cheque to them (out of town speakers, etc.).

The Treasurer also coordinates with the bank to change signing officers when required and ensures that there are always 4 or 5 signed cheques available to reimburse people in a timely manner.

It is the Treasurer's responsibility to ensure that committee members submit receipts for all expenses that are to be reimbursed.

It is important to note that it is not necessary to report on each deposit or cheque that is written. The details of that are contained in the Bank Statement. It is far more important to track, categorize, and enter Revenue and Expenses in the Budget. If this is done properly, the Cash on Hand, Bank Balance, and Paypal Balance will reflect the recording of Revenue and Expenses in the Budget.

#### 2. Creating a Budget:

A Microsoft Excel Budget template has been created that contains and tracks all the information, formulas and reports necessary so that this is not an arduous task. It also ensures that the Committee tracks the same information from year to year. This is extremely important. Having historical information available allows the Treasurer and the Committee to make informed decisions.

A separate detailed document that contains complete instructions on how to use the Budget Template will be available to the Treasurer and Assistant Treasurer.

The Budget creation process involves the creation of a Proposed Budget (usually in December, refer to Timeline) that is then presented to the Committee for discussion and amendments. The Final Budget is submitted the following month for Committee approval. Once approved, changes to the Budget can only be made in the following ways:

***From January to the September Committee meeting:***

A request for a Budget change should be emailed to the Treasurer for discussion with the Chair and Co-chair and subsequent presentation and vote at the next committee meeting.

***After the September Committee meeting until the Monday prior to the Conference:***

Email to Treasurer for discussion with the Chair and Co-Chair and if possible, discussion with other committee members via email. A final decision will be at the discretion of the Treasurer, Chair and Co-Chair.

***From Monday prior to the Conference to the end of day Sunday of the actual Conference weekend:***

Email, text, call, or in person request to Treasurer, Chair or Co-Chair. Any 2 can make the decision to approve the request.

One of the key responsibilities of the Treasurer is to attempt to create a Budget that will leave the Committee for the following year with more seed money than the current year. One of the long term objectives is to bring the seed money up to a level that will cover the entire Hotel Contractual obligation. This is a goal that will take many years to achieve but a good reference point is to try to increase the seed money by \$500.00 a year. In other words, the Conference should make a \$500.00 profit each year.

Example:

Starting Balance This Year (Seed Money):	\$8,310.00
Total Revenue – Includes Fundraising, Donations, and all Registration Revenue:	\$25,310.00
Total Expenses – Includes Hotel, Meals, Committee Expenses and Expenses for Fundraising Events:	\$24,730.00
Net Profit = \$25,310.00 - \$24,730.00:	\$580.00
Starting Balance for Next Year (Seed Money) = \$8,310.00 + \$580.00:	\$8,890.00

### **3. Tracking and Recording:**

The Budget spreadsheet contains a Worksheet where all Revenue and Expenses are recorded. Full details are provided in the Budget Template Description Document.

Additionally, the Treasurer should Create/Maintain a Worksheet for each Fundraising event listing Expenses, Revenue and Net Profit for each event.

The Treasurer works closely with the Fundraising Chair in helping to manage and collect Revenue and record and reimburse Expenses.

The Treasurer also works closely with the Registration Chair to ensure that the Budget is updated with current registration numbers and the corresponding Revenue and Expense.

### **4. Reporting:**

The Budget Template Spreadsheet has “named ranges” that are selected to print the current “Expense and Revenue Entry” Worksheet and the “Budget” Worksheet which contains a summary of the details, projections and all Balances.

Reports are usually printed to PDFs and then emailed to the entire Committee 1 or 2 days before the monthly Committee meeting.

## **Hotel**

### **Roles and Responsibilities**

1. Liaise with hotels Hospitality Coordinator.
2. Monitor hotel contract for compliance and ensure adequate facilities including furnishings required are included by hotel Hospitality Coordinator.
3. Liaise with hotel food and beverage coordinator.
4. Present costs to committee for approval and budgeting
5. Ensure adequate hotel staff for rooms and /or facilities transitions.
6. Ensure that there are ample rooms at the conference rate
7. Negotiate complementary rooms included in contract.
8. Coordinate hotel walkthroughs with committee members including Hospitality, Volunteer and Entertainment Sub-Committee Chairs.

### **Talents Needed for Success**

1. Excellent knowledge of Microsoft Excel and good understanding of using on line tools.
2. Good organizational and communication skills.
3. Attention to detail.
4. Some business or finance/accounting knowledge is beneficial but not a requirement.

## **Tools**

Microsoft Excel, Constant Contact (online tool), PayPal (online tool)



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#### **SECRETARY POSITION DESCRIPTION**

<b>Continuous Recovery:</b>	<b>No minimum requirement</b>
<b>Commitment Length:</b>	<b>1year</b>
<b>Time Commitment:</b>	<b>Moderate through out year</b>

**General Description:**

The Secretary is crucial to the smooth running of the committee and is responsible to maintain records of the Gratitude Committee and to ensure that the records of the committee are maintained and available. The records include the Committee Guidelines, lists of Committee members, committee meeting Minutes, financial reports, and any other official records.

**Roles and Responsibilities**

1. Attend monthly committee meetings.
2. Record the names of those who are present, have sent regrets and who are absent.
3. Take minutes of the meetings recording the key points and making sure that all decisions are recorded, with action items identified and the name of the person or subcommittee responsible for following up.
4. Ensure that notice of the upcoming meeting is sent out to all committee members with a copy of the previous meeting minutes and the agenda for the meeting.
5. Report on action items or matters arising from the previous minutes.
6. Remind the Chair if an item has been overlooked.
7. Prepare a draft of the minutes for review by the Chair and Co-Chair
8. Send a reminder email of each decision requiring action to the relevant person.

**Before the conference:**

1. Produce and distribute evaluation questionnaires for each workshop session and coordinate collection and review.
2. Produce and distribute evaluation questionnaires for the weekend conference. Provide a central collection box for completed forms.

**Talents Needed for Success**

Organization skills

Computer skills



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#### **Program Chair Position Description**

<b>Continuous Recovery:</b>	<b>2 years</b>
<b>Commitment Length:</b>	<b>1year</b>
<b>Time Commitment:</b>	<b>Moderate through out year. High in several months approaching the conference</b>

#### **General Description**



Accountable to the Gratitude Committee under the direction of the Chair and Co-Chair, the Programing Chair is responsible for selecting speakers and producing a program for the Gratitude Conference, especially the topics for the Saturday workshop sessions, in line with the theme chosen by the committee. This position requires familiarity with and thoughtful understanding of the program and fellowship of LGBTQ AA and Al-Anon.

### **Roles and Responsibilities**

1. Attend monthly Gratitude committee meetings and create reports when relevant
2. Find and invite speakers, both local and out-of-town, whose talk reflects the conference theme.
3. Programming the workshops as required for the weekend in line with the theme
4. Find chairpersons, both local and out of town, for weekend workshop sessions
5. Work with Graphics to produce printed programs for registrations packages and conference signage
6. Produce meeting formats with readings for all open speaker meetings for the conference.
7. Produce session meeting formats and distribute to workshop chairs.
8. Produce and distribute evaluation questionnaires for each workshop session and coordinate collection and review.
9. Produce and distribute evaluation questionnaires for the weekend conference. Provide a central collection box for completed forms.

The Program Chair should consult former committee members and others who have contact information for potential speakers and acquaintance with other LGBTQ conferences. In the first six months seek out speakers and “audition” them. Determine styles of workshop (ie panel, discussion etc.). Seek out qualified people to chair/deliver workshops. If possible, recruit backup chairs. Provide names of speakers to Registration. Arrange hospitality for speakers and honorarium if given.



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#### **REGISTRATION CHAIR POSITION DESCRIPTION**

**Continuous Recovery: 1 years**  
**Commitment Length 1 year**  
**Time Commitment High**

#### **General Description**

Accountable to the Gratitude Committee Chair and Co-Chair, the Registration Chair is responsible for the organization and administration of the registration process;

#### **Roles and Responsibilities**

## **Registration**

1. Create registration materials for Registration Package and its readiness for distribution
2. Prepare a registration form that is available online and in hard copy.
3. Maintain the current and past Toronto Gratitude contact list.
4. Documenting each registration as it is received by mail or on-line; provide monthly updates on registration numbers.
5. Check the Post Office Box and retrieving all mail
6. These duties continue through Friday night and Saturday morning of the conference weekend when the Registration volunteers collect money from “day of” registrants and give every attendee a conference registration packet.
7. Inventory and purchase specific supplies necessary to facilitate registration process.
8. Create mailing labels.
9. Provide point in time registration numbers for each meeting starting in March.
10. Work closely with Fundraising and Volunteer Chairs to ensure creation and distribution of material/nametags and to staff the registration table during the roundup.
11. Maintain an updated attendee contact list going back 5 years.
12. Check Post Office Box regularly.

It is in the scope of this position to work closely with the treasurer to manage funds and report information re: number of registrants, meals etc.

## **Talents Needed for Success**

Working knowledge of Microsoft Office suite of programs including Excel and Word  
Ability to interface with PayPal to obtain registration information  
Advanced project management skills



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#### **PROMOTIONS CHAIR POSITION DESCRIPTION**

**Continuous Recovery:** 1 years  
**Commitment Length** 1 year  
**Time Commitment** High

#### **General Description**

Accountable to the Gratitude Committee Chair and Co-Chair, the Promotion Chair is responsible for the creation of the promotion materials for fundraising events and promotion events leading up to the annual conference; responsible for signage design and any promotions materials for the Gratitude Conference weekend.

#### **Roles and Responsibilities**

##### **Promotions**

1. Attend monthly Gratitude committee meetings and create reports when require

2. Create and present a promotions plan for presentation to the committee as per the work plan timeline.
3. Coordinate with Fundraising to prepare and distribute promotional materials for each fundraising event.
4. Maintain and update promotions mailing list.
5. Work with Graphic Chair and Fundraising Chair to send out flyers and notices to local and international groups and the Grapevine
6. Send out regular promotions materials to promote fundraising events and the conference
7. Manage the Gratitude Facebook page

**Talents Needed for Success**

Working knowledge of Microsoft Office suite of programs including Excel and Word  
 Ability to interface with PayPal to obtain registration information  
 Advanced project management skill



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**HOSPITALITY CHAIR POSITION DESCRIPTION**

**Continuous Recovery:** Six months  
**Commitment Length:** 1 year  
**Time Commitment:** High

**General Description**

Under the direction of the Gratitude Committee Chair and Co-Chair, the Hospitality Chair is responsible for hospitality functions of all fundraising and promotion events including purchasing food and beverages for all events including coordination of the hospitality suite over the weekend of the annual conference.

**Roles and Responsibilities:**

**Hospitality**

1. Coordinate with Fundraising Chair to purchase food and beverages for fundraising and

- promotional events.
- 2. Purchase food and beverages for the weekend conference. Deliver supplies to the Hospitality Suite
- 3. Create and post in the Hospitality Suite a schedule for the conference weekend of the food and snack schedule
- 4. Provide oversight of the Hospitality Suite throughout the conference weekend to ensure supplies are sufficient.

**Talents Needed for Success**

- Creativity in the area of catering
- Access to a reliable vehicle is an asset
- Ability to work with and take direction from others
- Ability to work within a budget
- Costco membership an asset



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**VOLUNTEER CHAIR POSITION DESCRIPTION**

- Continuous Recovery:** 6 months
- Commitment Length:** 1 year
- Time Commitment:** Moderate to High

**General Description**

Under the direction of the Gratitude Committee Chair and Co-Chair, the Volunteer Chair is responsible for recruiting volunteers for all events including coordination of the hospitality suite over the weekend of the annual conference.

**Roles and Responsibilities:**

**Volunteers**

- 1. Coordinate the recruitment of volunteers for all fundraising, promotional events and the hospitality suite at the annual conference

2. Create a volunteer schedule for each event
3. Communicate with volunteers to ensure that they know their volunteer duties and responsibilities.
4. Provide oversight of the Hospitality Suite throughout the conference weekend to ensure the volunteer schedule is functioning well.

### **Talents Needed for Success**

Creativity in the area of catering  
 Access to a reliable vehicle is an asset  
 Ability to work with and take direction from others  
 Ability to coordinate and motivate volunteers  
 Ability to work within a budget  
 Costco membership an asset



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### **ENTERTAINMENT/DÉCOR CHAIR POSITION DESCRIPTION**

**Continuous Recovery:** 1 year  
**Commitment Length:** 1 year  
**Time Commitment:** High

#### **General Description:**

Under the direction of the Gratitude Committee Chair and Co-Chair, the Entertainment/ Décor Chair is responsible for the creation and production of the Friday night entertainment of the Gratitude Conference and is also responsible for décor at all fundraising events and at the conference. In addition, the chair is responsible to recruit sufficient volunteers to staff the cast and crew and to encourage members to assist in these tasks.

#### **Roles and Responsibilities**

3. Propose and plan a recovery themed entertainment feature for the Roundup, within a specific budget.
4. Source/recruit cast and crew well before the event.
5. Ensure that all lighting and sound equipment is available and in good working order.
6. At the end of the production strike the set and clean up.
7. With the assistance from all the position chairs prepare a list of necessary volunteers for all events. Delegate authority for recruitment and direction.
8. Work with Secretary to produce a playbill
9. Work with the Fundraising Chair to decorate the events throughout the year and to provide cost-effective décor for the ballroom.
10. Be present throughout the Roundup

**Examples of past entertainment include (but are not limited to) the following:**

- Original written plays that have an AA, Al-Anon or other 12-step program theme or message (mixed programs work best)
- Parodies of known theatrical works that have the lyrics and/or dialogue rewritten to communicate some 12-step idea (Grease for example)
- Las Vegas style musical reviews with the song lyrics rewritten to communicate some 12-step principles.

**Talents Needed for Success**

- Creativity in the area of expression
- Ability to work within a budget
- Ability to manage the personalities of a diverse case, including drop-outs and recasting.
- Passion for Writing/Directing





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#### **FUNDRAISING CHAIR POSITION DESCRIPTION**

**Continuous Recovery: 1 year**  
**Commitment Length: 1 year**  
**Time Commitment: High commitment throughout the year**

#### **General Description**

The Fundraising Chair works with the Treasurer and Chairs to set a fundraising goal for the year; brainstorms and identifies events and creates and leads the implementation of the annual fundraising plan.

#### **Responsibilities:**

1. Review all previous years fundraising activity and make recommendations for improvements for new committee year.
2. Work with Treasurer and Chair and Co-Chair to determine annual fundraising budget.

3. Sets fundraising plan for the year including financial targets, events and dates for events, including one major event.
4. Maintain shared fundraising calendar.
5. Recruit subcommittee volunteers to implement the strategies of the fundraising plan within stated timeframes; measure progress toward goals monthly; troubleshoot with volunteers as necessary.
6. Meet monthly with subcommittee and Committee Chairs as needed
7. Work with committee members and volunteers as required to plan and execute fundraising events.
8. Foster interest in the events.
9. Set a price for tickets, considering costs for each event and any other expenses.
10. Work with Volunteer Chair to secure committed volunteers to staff each event.
11. Solicit donations from LGBTQ AA groups to support Hospitality Suite at ORC and to provide support to offset annual conference costs.
12. With Promotions Chair employ a network of friends/advisors/volunteers to distribute promotional materials for fundraising events.
13. Provide monthly reports to the Committee.

### **Talents Required for Success**

Experience with event organization

Creativity

Ability to inspire enthusiasm.



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#### **WEB CHAIR POSITION DESCRIPTION**

<b>Continuous Recovery:</b>	<b>Newcomers welcome</b>
<b>Commitment Length</b>	<b>1 year</b>
<b>Time Commitment</b>	<b>Low to Moderate</b>

#### **General Description**

Accountable to the Gratitude Committee Chair and Co-Chair, the Web Chair is responsible for the maintenance and administration of the Gratitude website;

#### **Roles and Responsibilities**

- Maintain relationship with Web hosting service.
- Recommend best course of action if there are issues with hosting service or site
- Update web site with job descriptions conference dates, fundraising dates and any other material approved by committee
- Coordinate with promotions Chair and Registration Chair on a regular basis to make sure all upcoming events are reflected and registration through the site is a smooth process.
- Coordinate with Programming Chair to make sure all relevant Conference material is posted on a timely basis as the fall Roundup approaches.

It is in the scope of this position to work closely with the treasurer to manage funds and report information re: number of registrants, meals etc.

**Talents Needed for Success**

Working knowledge of website administration.