

# Alano Club Entertainment (ACE) Committee Overview

The Alano Club Entertainment (ACE) Committee shall provide entertainment, activities and recovery related events including family events that promote fellowship and recovery support.

## Role of the Committee Chairperson:

**Role Overview:** A Committee Chair leads a specific committee, ensuring it functions effectively and achieves its objectives.

### Key Responsibilities:

- ❖ Lead committee meetings and set agendas.
- ❖ Coordinate with committee members to achieve goals.
- ❖ Report committee progress to the board.
- ❖ Ensure committee activities align with the organization's strategic plan.
- ❖ Recruit and engage committee members.

### Qualifications:

- ❖ Experience in the relevant area of the committee's focus.
- ❖ Strong leadership and organizational skills.
- ❖ Commitment to the mission and values of the Alano Club of Battle Creek, Inc.
- ❖ Ability to motivate and engage committee members.

## Guidelines:

- ❖ The chairperson must be an Alano Club Board member, or a person appointed by the Board.
- ❖ The committee members must not consist of any more than six members. The committee may and should take event suggestions from ACE volunteers, but their meeting should only include the six committee members.
  - Committee members and volunteers must have an understanding as to the difference between the Club and the groups.
  - Recovery milestones should not be given at Alano events, as we serve many groups.
  - Brochures and event flyers must be approved by the Board. As we serve many different groups, we must be careful of our wording.
  - Group issues should not be brought into committee meetings.
  - Any use of social media using the Alano Club or ACE name must be approved and monitored by the Alano Club Board of Directors.
- ❖ The committee must consist of the Alano Chairperson (if the chairperson is not a Board Member, a Board Member must at least sit on the committee), a Secretary and a Treasurer.

- ❖ The Committee may have a set amount of funds on hand for monthly events (Recovery Night and Breakfast). This amount is set by the Alano Club Board of Directors.
- ❖ Any purchases or events (other than monthly events) must have preapproval from the Alano Club Board of Directors.
- ❖ A Treasurers report must be submitted to the Alano Club Board of Directors prior to or during the monthly Board meeting by the appointed Chairperson. This report should include all purchase receipts and should be given to the Alano Club Board Treasurer. Any monies above the committee's set amount must be turned into the Alano Club Treasurer to be placed into the Alano Club operating funds.
- ❖ Two designated persons on the ACE committee will be given access to the ACE room and the supply room. A guest passcode will be added to the events room keypad for access to the events room.

Any needs, concerns or recommendations can be brought to the Alano Club Board of Directors. Please know that we are here to help make your committee and your events a success! We cannot express how much we appreciate your hard work and dedication in creating a fun and supportive recovery community for our members!!! Thank you!

