

SWACYPAA HOST COMMITTEE PACKET

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To The SWACYPAA I Host Committee:

Your committee has been selected to host the first annual South Western Area Conference of Young People in Alcoholics Anonymous. Hosting a Conference is always a large avocation, however the Advisory Council is aware that hosting the first year of a new conference comes with added responsibility. The way that your committee handles these duties over the course of the next year will not only shape the weekend of your conference, but as the first Host Committee, it will likely also shape the culture of SWACYPAA for years to come. Your city will always hold an irreplaceable spot in this conference's history and Archives, and actions you take may be the start of traditions that will hold true in future Host Cities years down the line.

In view of these very large responsibilities, the Advisory Council of SWACYPAA pledges to take a more active role during the next year. However, the Host Committee will retain chief initiative and the active responsibility of preparing for and hosting SWACYPAA's Conference and therefore be given a correspondingly large grant of authority and leadership with which to discharge it. We (the Advisory Council) are here to guide you. We are an impartial third party composed of people with past conference hosting experience and are not here to tell how how to run the conference. For purely financial reasons this first year, we will be heavily involved in negotiating your hotel and other contracts and are eager to assist in Outreach, and we urge you to use us in any other capacity that you may think pertinent. We are at your disposal.

The Advisory Council's attitude is one of custodial oversight. The Advisory Council does reserve a veto power over any Host Committee action; this is legally necessary as we file to incorporate and become a registered 501(c)3. With this relationship comes certain specific responsibilities and suggestions. The following is a model for positions and a suggested guide to help you with forming your host committee. It is by no means required that you follow all these steps, they are provided to you as a tool in your hosting process.

Sincerely,

SWACYPAA Advisory Council

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SWACYPAA Facts, Aims, and Purposes

(Draft approved 5/26/2013)

The idea for a Southwest Area Conference for Young People in Alcoholics Anonymous was originally conceived by regular attendees of annual YPAA Conferences between 2006 and 2010, a nearly five year stretch of time during which there was only one year with a regional Young People's Conference inside of a day's drive for residents of the Continental American Southwest. The simultaneous growth occurring in the population of YPAAs in states like Utah, Colorado, New Mexico, Nevada and Arizona led to the creation of the Four Corners Summit in 2010, an annual Campout aimed at promoting participation, enthusiasm, unity and excitement about Alcoholics Anonymous and sobriety for young people in the Southwest who didn't have another annual gathering in their immediate vicinity that they could attend or host. Many YPAAs within the region of the Four Corners Summit had made a regular habit of traveling to nearby states to attend their annual conferences, however found themselves frustrated by the fact they could never bring those Round-Ups to their area. There was a desire to participate in the kind of spiritual growth they heard was experienced by those involved in hosting large conferences.

During the three years after the Four Corners Summit was created, it became apparent to those involved that its attendees desired to keep that event small and intimate. The idea for creating an additional, larger conference for the Southwest region was born. After the unanimous blessing of the WACYPAA Advisory Council, YPAAs from Utah, Colorado, Arizona and Nevada planned an informal gathering at the 2013 WACYPAA in Tucson, AZ, where an Advisory Council to lead the idea from concept to actualization was formed. From there the work to make SWACYPAA a reality began as the elected Advisory Council began to hold monthly video conference calls.

The Southwest Area Conference for Young People in Alcoholics Anonymous has been established as an annual gathering to promote participation, unity, and enthusiasm about recovery among young AAs in the region. All across the Southwest there are young people achieving long-term, lasting recovery from alcoholism, but until now there has been no consistent vehicle for newcomers to be introduced to this reality. To fill this void, SWACYPAA has been designed to enable smaller, sometimes less populated cities with growing YPAA communities to experience attending, bidding, and hosting a local area conference.

Bid Requirements:

Bid Requirements:

- 1.) The Conference will be held during the months of May, June, July, or August
- 2.) Each bidding committee must have at least three AA members who have been continuously sober for a minimum of one year
 - Include a roster of bid committee members in your packet that also contains contact information and sobriety dates.
- 3.) The Bidding Committee must have commitments from at least two (2) meeting facilities (usually hotels) so sized as to be able to accommodate the entire Conference, including dates showing availability of event space and speaking rooms in the facilities. Beverage, event space, lodging prices, sliding scale, audio/visual costs, security, room blocks, parking fees, and all other costs related to the facility, both to the Committee and to the attendee, are to be included in the bid and should be considered when choosing potential sites. If awarded the conference, the host committee agrees to have a signed contract within 45 days
- 4.) The bid committee is to provide a permanent mailing address for the Conference in the form of a Post Office Box, and if available provide an email address
- 5.) Demonstrate how the bid committee has been involved with General Service by providing two statements of support, one from the local AA Intergroup or regional equivalent and one from the Area Assembly and/or District.
- 6.) The bid committee will be required to demonstrate its financial capabilities within the Traditions of AA as a whole by being directly involved in activities from which revenues are generated and providing Advisory Council with their committee's cash flow statements and a balance sheet
- 7.) The bid committee will provide a list of all large scale AA events in their area within a thirty day period before and a thirty day period after the proposed Conference date in an effort to demonstrate due diligence and avoid conflicting with other events.
- 8.) The new Host City must agree that all proceeds, after expenses and donations to local service structures, are to be turned over to the SWACYPA A Advisory Council for distribution. The Host City is permitted to donate up to 25% of the proceeds to their local service structure after their original committee's prudent reserve has been replenished.
- 9.) Bid committee agrees to temporarily suspend operations after being awarded the conference and reform as the new SWACYPA A Host Committee
- 10.) Bidding committees are to provide enough complete copies of their bids to the Advisory Council for each individual to have their own copy by 3:00 PM the Friday of the Conference, but no bids will be rejected.
- 11.) The bid committee must provide a concise statement illustrating the need and/or reason, as they understand it, for the Conference in their area.
- 12.) Each committee will be given a maximum limit of 20 minutes, including the question and answer period, for the presentation of the Bid Requirements.

13.) Include a temporary pre-registration flyer in bid packet

ADDITIONAL SUGGESTIONS

- Suggested that PDF version of the bid packet, including hotel contracts, be emailed to all Advisory members 2 weeks prior to the conference
- Produce a copy of the committee's proposed host committee guidelines and/or structure
- Present a detailed proposed conference budget, including line-item expense and income projections
- Include a tentative outline of the conference program including main speaker meetings, marathon meetings, and panel meetings as well as conference entertainment and events.
- Provide at least two quotes for audio-visual equipment and services that coincide with the committee's tentative conference program, budget, and dates at each facility. A/V bids must include line-item costs of equipment, labor, and transportation, as well as needs from the hotel and host committee (insurance, parking, lodging, etc.)
- Supply written acknowledgement that the prospective bidder has read, understands, and agrees to comply with the requirements as written in the Host Committee Responsibilities

Suggested Timetable:

1. Return to your city and set a location and date to hold an election meeting with the young people in your area to select the principle officers and sub-committee chairs.
 - Find a centralized meeting place that will be easily accessible to people in your area to hold the meeting to elect your Host Committee
 - It is a wise to set aside a large block of time on a weekend for elections
 - Allow at least 30 but not more than 45 days between being awarded the conference and your elections in order to allow enough time for adequate outreach. Outreach is extremely important as it will allow for anyone to would like to participate to have knowledge of the elections.
 - Your first job is to outreach your elections.
 - People, especially those who traditionally aren't attendees of young people's conferences respond well when we take the time to have a conversation and explain what SWACYPAA is all about. It is important that everybody know about the elections so your committee may be comprised of people from all over your AA community.
 - Also, during this time it is a good idea to talk with your perspective bidding sites (hotels, colleges etc) and tell them that you have been awarded the conference. It is good to have the perspective sites draw up some formal contracts. When choosing the date, work with other large scale AA events in your areas to avoid conflict. The continued contact of these sites can be done on an interim basis by the bid committee hotel chair.
2. **Hold Elections.** Elections can take a long time so make sure to elect key positions first namely: chair, co-chair, secretary, treasurer, co-treasurer, hotel chair, outreach chair, program chair, and

registration chair.

- It is always best to use the Third Legacy voting procedure which can be found in the AA Service Manual.
3. It is not necessary to vote in a meeting format right away but it can be useful. There is an example of a past host committee's business meeting format included in *Appendix A*.
 4. It is also not necessary to vote in committee bylaws right away but they can also be useful. There is an example of a past host committee's bylaws included in *Appendix B*. These are a good start, but it may be necessary or desirable for your committee to make some adjustments.
 5. Many past host committees have chosen to hold a general or steering committee meeting once a month and meet as sub committees throughout the week. It is suggested when the conference is two months away the host committee begins meeting every two weeks; and when the conference is one the host committee begins meeting weekly.
 6. The Host Committee Secretary is responsible for providing the Advisory Council Secretary with meeting minutes and committee reports on a regular and timely basis after each Host Committee Business meeting.
 7. As part of the bid requirements you agreed to have a signed contract with a hotel **within 45 days** of being awarded the conference, and the success of your conference largely depends on an expedient date. The annual site contract will require the signature of both, the designated host city representative and the Advisory Council Chairperson to be binding. We encourage the host group's autonomy to negotiate and provide competitive options to consider. This section is only intended as a failsafe to protect the financial integrity of the conference structure, **particularly because SWACY PAA is still a new conference and a solid hotel contract is essential to it's early success.**
 - Where scheduling is concerned, consider dates that are in the least possible conflict with other activities in your area, and whenever possible, activities in your surrounding region (other state conferences, etc).
 8. Continue to use your temporary pre-registration flyer to collect pre-registrations for your conference until the dates and location are finalized.
 9. Once the hotel contract is finalized, establish a final registration flyer detailing the dates, location, and directions for the Conference. Also include contact phone numbers (for your Committee and your Facility), the sign language interpretation icon and any other special needs requests, as well as any other important information a person would need to attend the Conference as soon as possible. The final flyer should not be produced until a contract is signed between the facility and the SWACY PAA Advisory Chair.
 10. Begin holding fundraising events. You should try and hold at least one of these kind of events monthly throughout the year that you are SWACY PAA Host. Non-traditional ideas have worked well in the past, some examples of these are: comedy shows, drag shows, AA service days, etc. It is strongly suggested that all events include a meeting of Alcoholics Anonymous for which there is no charge. *****Please remember to collect fliers throughout the year to be turned over to the council archivist*****
 - Most host committee choose to discount the suggested donation at their events for those who pre-register for the conference at an event. An example would be that if the suggested donation for a given event is \$15, the person may instead pay \$20 to pre-register for the conference and then get into the event for \$5 or even free. This is up to your committee's discretion, but many have found it incredibly useful for encouraging pre-registration.
 11. Find an appropriate logo and theme for your conference and put them on all committee fliers, etc...

so as to create consistency and be seen. [All SWACYPAA Conferences should be designated as such and be further distinguished by a number (SWACYPAA 1, SWACYPAA 2, and so on) so as to preserve autonomy and character.]

12. Please publicize the Conference and any “pre-conference” events as soon as possible

Suggested Election Format

The first Host Committee Elections, during which all Host Committee Officers will be elected, will be run by the SWACYPAA Advisory council and will roughly follow the following format:

Moment of Silence.

Go around the room and have everyone introduce themselves.

Ask for a motion to adopt third legacy procedure. Discussion.

Ask for a motion to accept proposed position time requirements as decided by committee

Begin elections using third legacy, if above motion passes. (see below)

Elect, in order, these positions: Chair, Co-Chair, Secretary, Treasurer, Co-Treasurer, Hotel/ Facilities, Outreach, Programs, Registration, Prayer (if you choose to have one), Intergroup, General Service Liaison, and any additional positions your group decides to have voted in using third legacy.

Third Legacy Procedure

(taken from AA service manual)

1. People who wish not to vote should say so before the voting process and will not be counted with the total vote. Abstentions for elections are not included with the entire vote.
2. Have everyone in the room say either available or unavailable for the position.
3. Ask everyone who said they were available for the position to give a brief service history, including sobriety date, and reason for wanting the position.
4. The voting is done by secret ballot, every member can vote for only one candidate.
5. The first candidate to receive 2/3 vote is elected.
6. After the second ballot (assuming no candidate receives 2/3 vote in the first ballot) any candidate having less than one-fifth of the total vote will be withdrawn automatically, except that the top two candidates must remain. (In case there are ties for second place the top candidate and the tied second place candidates remain.)
7. After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except the top two candidates must remain. (In case there are ties for second place then the top candidate and the ties for second place remain.)
8. A fourth ballot is conducted.
9. After the fourth ballot if no candidate has two-thirds of the total vote the chairperson asks for a motion, second, and majority of hands on conducting a fifth and final ballot. If this motion is defeated, balloting is over and we go immediately to the hat. (In case there are ties for second place the top candidate and the ties for second place remain)
10. If the motion carries, a fifth and final ballot is conducted. If no 2/3 majority occurs at this time,

the candidate names will be placed in a hat and the first name drawn is the winner.

Most committees have additional positions that they decide to elect by simple majority instead of by third legacy procedures. These additions should be determined by subcommittee prior to the elections, however all “officer” and subcommittee chair positions should be elected via third legacy.

Conference Hosting Procedures

Suggested Process for the Dissolution of Service Committee Functions

1. If the newly elected host committee is a standing YPAA service committee, the next task after being awarded the conference should be calling to vote the dissolution of the Service Committee functions. The committee may also elect to preserve certain functions of their service committee (i.e. bid committees for other conferences, certain aspects of the service committee, etc.) as they see fit.
2. The new host committee should establish guidelines for the purpose of clearly defining service responsibility and service authority for the members of the forthcoming Conference Host Committee (See Concept X in A.A. World Service Manual).
3. Certain items will need to be maintained during the conference hosting process and paid on time, including website costs, Secretary of State trade name registry, PO Box, etc.; and any other relevant service committee business practices deemed necessary by the committee at time of transition.
4. The Chair of the new Conference Host Committee will be responsible for registering the conference trade name (example: SWACY PAA I) with the Secretary of State under the classification suggested by the Advisory Council (**SWACY PAA is applying to be a 501©3 non-profit corporation and all accounting practices should follow the appropriate guidelines**). The Chair of the Host Committee will then be responsible for setting up a new bank account in collaboration with the other account signers duly elected using the new Conference Host trade name.
5. All accounting procedures will follow SWACY PAA bylaws (*See Article IV Section D*).
6. A suggested membership of the Steering and Standing Committees for the Host Committee is reflected in the following section and the format of meetings should follow the conscience of the host committee.
7. Terms of each elected position shall run from the time of election until the final business meeting is held after the conference closes. At the final business meeting of the Host Committee, the committee shall elect 3 members of their host committee for the Advisory Council and 3 alternates. The names and contact information of the newly elected Advisory members and the alternates shall be forwarded to the Chair of the Advisory Council to be submitted to the archives.

Host Steering Committee Positions

1. Chair
2. Co-Chair
3. Treasurer
4. Co-Treasurer
5. Secretary
6. Archivist/Co-Secretary
7. By-Laws
8. Outreach
9. Program

Suggested Requirements for Steering Committee Officers

1. Must be a member of Alcoholics Anonymous
2. It is suggested that all officers have one year of continuous sobriety (with the exception of the treasurer who should have 3 years of continuous sobriety, although each Host Committee is autonomous and may decide to increase time requirements for specific positions as they see fit), and have worked the 12 Steps of Alcoholics Anonymous, and have a working knowledge of the 12 Traditions and 12 Concepts of Alcoholics Anonymous
3. Understand the mission of SWACYPAA and be able to convey this eloquently and appropriately, answering any questions about what SWACYPAA is and what our purpose is.
4. Stay up to date with the overall activities of SWACYPAA, and be able to explain all relevant details to the fellowship at large.
5. Failure to uphold SWACYPAA Committee Officer position duties can result in the member's position being brought to the Standing Committee for dismissal with a 2/3rds majority vote.

Duties for Steering Committee Officers

1. Chair
 - a. Facilitate discussion and create the agenda for all SWACYPAA Host Steering and Standing Committee
 - b. Organize meeting place and times, and provide copies of the meeting agenda to all committee members.
 - c. Recognize members entitled to the floor.
 - d. State and put to vote all motions properly seconded
 - e. Announce the results of all votes for the minutes.
 - f. Only vote in the case of a tie (If the chair has stake in a particular issue, the chair may ask the co-chair to take on the duties of the chair to allow for the chair to participate in discussion and the vote. The chair will then act as co-chair, and will then resume duties as chair the next committee meeting.)
 - g. Be a co-signer of the SWACYPAA Host bank account.
 - h. Serve the conscience of the group, keeping in mind the common welfare of the entire committee and Alcoholics Anonymous in accordance with the 36 spiritual principles contained in the 12 Steps, 12 Traditions, and 12 Concepts of Alcoholics Anonymous.
 - i. Maintain order within the committee delegating authority properly, keep abreast of all committee efforts and filter information appropriately through use of the steering committee members to their respective sub-committees.
 - j. Act as a direct point of contact to other YPAA committees and filter relevant information

- between those committees and SWACYPAA Host.
- k. Be responsible for setting up the appropriate bank accounts, ensuring that **all debit cards are destroyed** while monitoring the prudent financial business practices of the committee.
 - l. Organize at least two budget meetings per year with the treasurer of the Host Committee.
 - m. Act as the primary contact for the SWACYPAA Advisory Council and be an honorary, non-voting member of the Council Board of Directors.
 - n. The Chair may hold no other positions on SWACYPAA Host.
2. Co-Chair
 - a. In the absence of the chair, fulfill all Chair duties.
 - b. Carry the right to vote so long as the chair is present (unless the chair has stepped down in order to participate in discussion and a vote as outlined in *Section f* of chair duties).
 - c. Be responsible for SWACYPAA Host mailbox, checking the mail regularly and reporting to the committee as necessary.
 - d. Assist all standing committee chairs, serving the common welfare and the overall conscience of the committee.
 - e. Be a co-signer on SWACYPAA Host bank account.
 - f. Coordinate the Co-Chair sub-committee to include but not be limited to Facilities, Registration, Hospitality, Theme & Logo, Security, and Literature. Report all actions of that committee regularly to the Steering Committee.
 3. Treasurer & Co-Treasurer
 - a. Must have personal financial autonomy and a personal bank account
 - b. Keep an accurate financial record of all SWACYPAA Host Committee transactions.
 - c. Control the flow of money (i.e. collect money at all SWACYPAA Host events, and with the exception of money collected from merchandise sales or by the conference outreach/registration chair) in conjunction with SWACYPAA Host Committee approval.
 - d. Deposit all cash, immediately after each event, and after each respective committee meeting, unless cash is needed to make change. Treasurer may hold cash to make change as necessary, the amount of which should be determined by the Host Committee.
 - e. Coordinate with Events Chair to assist with event budgeting
 - f. Either the Treasurer or Co-Treasurer must attend every SWACYPAA Host Steering Committee and Standing Committee meeting with checkbook, bank statements and deposits on hand and provide disbursements & reimbursements as per committee approval.
 - g. Provide financial reports at monthly Steering Committee meetings. Reports should include but not be limited to:
 1. Total funds
 2. Excess Funds (funds collected above the budgeted operating expenses)
 3. Separately tracked merchandise sales, event income, registration totals, etc.
 - h. Maintain all accounts which are subject to inspection at any time.
 - i. Keep and maintain receipts, bank transactions, check stubs, and other pertinent information regarding account status, and provide to archivist along with annual report
 - j. Coordinate all budget and accounting efforts in conjunction with the advisory council treasurer.
 - k. Submit annual report to archivist and SWACYPAA advisory council.
 4. Secretary

- a. Record the minutes of all SWACYPAA Steering Committee and Standing Committee meetings.
 - b. Submit typed reports of the minutes at each meeting for approval, make reports available to any member that requests them and forward reports to the archivist.
 - c. Maintain SWACYPAA Host contact list, updating as needed, and make this list available to all members of the committee.
 - d. Coordinate email communication with the SWACYPAA Host contact list, passing along event flyers and pertinent communication to the entire committee and the SWACYPAA Advisory Council.
 - e. Forward the Secretary reports in a timely fashion after SWACYPAA Steering Committee or Standing Committee meetings to the contact list via email, in order to leave appropriate time for the committee to pre-read the minutes before approval at the next respective meeting.
 - f. Maintain a roll and attendance of committee members
 - g. Act as a co-signer on SWACYPAA Host bank accounts
5. Archivist/Co-Secretary
- a. Take on the duty of recording minutes at committee meetings in the absence of the Secretary.
 - b. Keep a compilation of the committee's agendas, minutes, treasury reports, receipts and all other annual committee reports.
 - c. Serve as custodian of aforementioned materials in such a way that there is no distortion of items.
 - d. Serves as custodian to any other materials the committee deems necessary for archives.
 - e. Responsible for the safekeeping of all banners, games and other materials owned or purchased by the committee.
6. Structures & Bylaws Chair
- a. Study and know the structures and bylaws
 - b. Make copies available to all SWACYPAA Host members.
 - c. Attend every SWACYPAA Steering Committee and Standing Committee meeting with copies of the structures and bylaws on hand.
 - d. Serve as a guide to make sure that the SWACYPAA Host Committee acts in accordance with the structures and bylaws set forth by the committee, as well as the 12 Traditions and 12 Concepts of Alcoholics Anonymous.
7. Outreach Chair
- a. Attend AA meetings and events outside the local area
 - b. Create a calendar of events throughout the year and secure commitments from SWACYPAA Host Committee members and anyone else who would like to be of service to attend, including but not limited to:
 - YPAA campouts
 - YPAA conferences
 - Area conventions
 - Spanish speaking conferences
 - Native American Conferences
 - GLBT Conferences
 - Alanon/Alateen conferences

General Fellowship events & conferences

- c. Make announcements, and confirm commitments from SWACYPAA members to make announcements and distribute information about upcoming events, focusing especially on events hosted by SWACYPAA, at above listed events and AA meetings which are not generally attended by members of SWACYPAA Host. Announcements should include all relevant information about the event including the program, location and date and time. Chair will then document the members experience for the outreach report.
 - d. Develop relationships with other YPAA committees, and create a contact list of members from other committees that can be passed on to other members of SWACYPAA Host or future Outreach Chairs.
 - e. Inform SWACYPAA Host how members can be of service at above listed events, (i.e. volunteer in hospitality room, host marathon or workshop meetings, assist at registration table, general outreach for event, etc.) and continually remind members of their commitments to support said events.
 - f. Must have access to transportation and be willing to travel long distances with other committee members who agree to participate in Outreaching events.
 - g. Document all outreach activities of the entire SWACYPAA committee, and submit annual report to the Co-Chair and the archivist.
 - h. Coordinate the Outreach Sub-Committee: (Inreach chair, Spanish-Speaking, GLBT, and Native-American liaisons) and all actions in that committee reporting regularly to the SWACYPAA Steering Committee.
8. Programs Chair
- a. Responsible for designing the entire program, getting speakers, panelists, and chairs for marathon meetings.
 - b. Coordinates times and places for all conference meetings and events.
 - c. Oversees the design and printing of the program.
 - d. Coordinates the Program sub-committee: Conference Entertainment, Events, Audio/Visual) and all actions in that committee reporting regularly to the Steering Committee.

Host Standing Committee Positions

1. Facilities Chair
2. Registration Chair
3. Hospitality & Co-Hospitality Chair
4. Theme & Logo Chair
5. Security & Co-Security Chair
6. Literature Representative
7. Conference Entertainment Chair
8. Events/Fundraising & Co-Events Chair
9. A/V Chair
10. Inreach Chair
11. General Service Liaison
12. H&I Liaison
13. Native American Liaison
14. GLBT Liaison

15. Spanish Speaking Liaison
16. Bid Cities Liaison
17. IT Chair
18. Prayer Chair
19. Merchandise Chair
20. Special Needs/Accessibilities Chair

Suggested Requirements for Standing Committee Positions

1. Must be a member of Alcoholics Anonymous
2. It is suggested that all members of the Standing Committee have at least 6 months of sobriety (although each host committee is autonomous and may decide to alter time requirements for specific positions as they see fit) and be actively engaged in working the 12 Steps of Alcoholics Anonymous. Understanding of the 12 Traditions & 12 Concepts of AA is preferred.
3. Understand the mission of SWACYPAA (*see Article II*) and be able to convey this eloquently and appropriately, answering any questions about what SWACYPAA is and what our purpose is.
4. Stay up to date with the overall activities of SWACYPAA, and be able to explain all relevant details to the fellowship at large
5. Failure to uphold Standing Committee Position duties can result in the member's position being brought to the Standing Committee for dismissal with a 2/3rds majority vote.

Duties for the Standing Committee Positions

1. Facilities Chair
 - a. Remain point of contact with hotels, maintaining at the very least monthly contact throughout the term of the position, making monthly reports to the Host Standing Committee
 - b. Act as the legal representative of the Host Committee with the Conference facilities, signing all contracts and necessary documents related to the conference. All contracts should be negotiated with guidance from the Advisory Council in accordance with SWACYPAA's guidelines.
 - c. The Facilities Representative must be available throughout the entire conference event to act as the intermediary between the conference committee, conference attendees and the facility staff.
 - d. Work with the Program Chair to develop program space, keeping in mind what is best for all persons involved in regards to space, time, and availability of security, staff and setup.
 - e. Facilities chair should be able to answer questions for conference entertainment, hospitality, bid cities liaison, registration and the like in regards to each committee's respective needs. They will also be responsible for working with the A/V chair to assure all A/V needs are addressed and the facility contract allows for all those needs to be met.
2. Registration Chair
 - a. Responsible for registration database, collection and entering of all pre-registrations.
 - b. Collect registration mailings from the SWACYPAA Host mailing address, coordinating with the key holder of the conference mailbox.
 - c. Organizing the registration table at the conference, including volunteer scheduling, in collaboration with the Host Committee Treasurers who are responsible for overseeing the

- collection of all money.
3. Hospitality Chair
 - a. Serve as convention host, organizing a committee that will welcome out of town guests and arrange for transportation when necessary in collaboration with the Program Chair.
 - b. See to all possible needs of conference attendees.
 - c. Make available a space known hereafter as the Hospitality Room at the conference where guests can congregate, play games, decorate badges, etc.
 - d. Coordinate with other YPAA groups, service committees, bid committees, service entities or any other interested volunteers to oversee the activities.
 4. Theme & Logo Chair
 - a. Responsible for the creation, safekeeping and ready availability of the logo and all necessary graphics that pertain to the committee.
 - b. Create all flyers and registration forms for events hosted by the committee, including the conference pre-registration form. All flyers and registration forms are to be completed in English and Spanish.
 - c. Allow access to our logo to committee members, especially the IT Chair, Merchandise and Programs.
 - d. Work closely with the IT Chair to update the design of the website and to keep event flyers posted on the site.
 - e. Work with the Program Chair to design the program, lanyards, etc.
 5. Security & Co-Security Chair
 - a. Organize a security team made up of AA volunteers to work at the Conference based off facility requirements.
 - b. Arrange for any necessary security at events prior to the Conference.
 - c. The Security Chair must report financial needs to the committee.
 6. Literature Representative
 - a. Responsible for displays at the conference and all preregistration events including any pertinent literature, flyers, (including from other committees) etc. (GSO provides a literature display to all conventions and conferences.)
 - b. Provide and distribute Alcoholics Anonymous approved literature at the conference and all preregistration events.
 - c. Monitor the displays during each event to ensure they are fully stocked and kept in order.
 7. Conference Entertainment
 - a. Responsible for organizing all entertainment during the conference, and coordinating these efforts with the facilities representative, facilities staff, and the program sub-committee.
 - b. Create a budget to be submitted to the Steering and Standing Committees at least 6 months prior to the Conference.
 - c. Work with Hospitality Chair to ensure the needs of the hired entertainment personnel are met (transportation, hotel, etc.)
 - d. Collaborate with the A/V Chair and the facility in regards to the availability of proper equipment.
 8. Events/Fundraising Chair & Co-Events
 - a. Plan regular events to be hosted or co-hosted by the SWACYPAA Host Committee
 - b. Build relationships with other YPAA committees, and plan committee participation in their events by way of hosting panels or meetings, providing meals, etc.

- c. Coordinate participation of other YPAA committees or relative service bodies in the co-hosting of SWACYPAA Host events.
 - d. Work with the Treasurer's budget, as well as the Outreach Chair's Calendar of events, to develop a written Event Proposal for approval by the committee. Event Proposals generally should include:
 - Budget
 - Date, Time & Location
 - Programming Outline
 - List of Volunteer opportunities
 - e. Coordinate with Theme & Logo Chair for flyers, all of which should carry the conference logo.
 - f. Coordinate with Outreach, Inreach, and H&I Chairs to distribute information including details of the event, and what service opportunities are available.
 - g. All events will have programming which is free of charge, with the primary purpose of carrying the message of Alcoholics Anonymous to the alcoholics who still suffers (i.e. speaker meetings, workshops, discussion meetings). A 7th tradition basket will be passed during this part of events and monies will be forwarded to the Treasurer.
9. A/V Chair
- a. Assists the Facilities Representative in handling negotiations of media contracts, media feeds, audio-visual, podcast, and recording of the conference panels and speakers.
 - b. Coordinate with the program sub-committee to assure that the needs of the entire program are met from an A/V perspective.
 - c. Work with the Bid Cities Liaison to properly provide equipment needed for the bid session.
 - d. Responsible for securing a translator for the hard-of-hearing.
10. Inreach Chair
- a. Attend AA meetings and events within your Host Committee's area, organizing a list of volunteers from our local AA community to participate in all committee activities and the conference. The Inreach Chair will work with Security, Hospitality, Registration, and all other positions deemed necessary to fill all available volunteer needs.
 - b. Make announcements and distribute information about upcoming meetings of the Standing Committee, inviting members to participate while informing the local AA community about our activities.
 - c. Secure commitments from committee members and anyone else who would like to be of service to attend our local AA meetings and events and announce upcoming events hosted by the committee. Announcements should include all relevant information about the event including the program, location, date and time.
 - d. Must have access to transportation and be willing to attend a variety of meetings within their local service area and make announcements.
 - e. Focus on attracting and including new members to committee activities.
11. General Service Liaison
- a. Serve the conscience of the Host Committee, keeping in mind the common welfare of Alcoholics Anonymous as a whole in accordance with the 12 Traditions and 12 Concepts of AA; assess where the young people of Alcoholics Anonymous in your Host Committee's service area can participate in general service and organize activities related

to the service therein.

- b. Work with your Host Committee Events Chair to include workshops and speakers from the General Service Structure at SWACYPAA Host Committee events, and facilitate at least 2 events free of charge with the focus of attracting young people in AA to general service.
- c. Keep committee updated on the current issues in your region.
- d. Attend all District Meetings and District sponsored events within the District where the committee meets acting as the voice of the conscience of the Standing Committee.
- f. Attend all of your Host Committee's Area Assemblies and relevant Area sponsored events acting as the voice of the conscience of the Standing Committee.
- g. Report topics of major concern to the Chair for deliberation in new business during Standing Committee meetings so that an accurate conscience can be reached on issues related to District and Area activities.
- h. Build relationship with Area officers and District Committee Members (DCM) maintaining an open line of communication between the committee and the current delegates, chairs, etc.
- i. Keep all local AA service bodies stocked with registration forms for the conference to be hosted and make announcements regularly whenever granted the opportunity.

12. H&I Liaison

- a. Develop a relationship with Treatment and Correction Facility Chairs at the Area and District level and inform them of our upcoming conference.
- b. Secure commitments from committee members, or anyone who would like to be of service to attend treatment meetings to which your committee has prior commitments to attend.
- c. Collaborate with the Registration and Hospitality Chairs to assure that persons coming from hospitals or institutions who are attending the conference are made welcome and are offered complimentary registration and assistance with transportation if needed.

13. Native American Liaison

- a. Build a relationship with the Native American Community in AA
- b. Attend Native American meetings, events and conferences.
- c. Make announcements about our upcoming conference and invite members of the Native American AA community to participate in committee events.

14. GLBT Liaison

- a. Build a relationship with the GLBT Community in AA.
- b. Attend GLBT meetings, events and conferences
- c. Make announcements about our upcoming conference and invite members of the GLBT AA community to participate in committee events.

15. Spanish Speaking Liaison

- a. Should be fluent or proficient in Spanish
- b. Build a relationship with the Spanish speaking AA Community
- c. Attend Spanish speaking meetings, events and conferences.
- d. Make announcements about our upcoming conference and invite members of the Spanish speaking AA community to participate in committee events.
- e. Assist with the Program sub-committee's needs for translators and the selection of Spanish speakers for panels and meetings.

- f. Translate all flyers, registration forms and all other items deemed necessary by the committee.
16. Bid Cities Liaison
- a. Coordinate with all bid cities guiding them in the proper bidding procedure.
 - b. Work with A/V chair to provide all necessary equipment.
 - c. Act as the intermediary between the bid cities and all relevant volunteer opportunities throughout the conference hosting process.
17. IT Chair
- a. Create a conference website, coordinating with the Advisory Council's IT Chair.
 - b. Maintain the web account and update committee on upcoming payments due.
 - c. Update the event calendars as needed.
 - d. Check Host Committee email accounts regularly and forward email communications appropriately.
 - e. Work closely with the Standing Committee chairs to be sure that all relevant committee contact information and event information listed on the website is up to date and accurate.
 - f. Regularly check all links which are posted on the websites to be sure that information is up to date and accurate.
 - g. Keep committee updated on payments for maintaining web account and forward all pertinent information to the treasurer for budget purposes.
18. Prayer Chair
- a. Responsible for the spiritual maintenance of the committee
 - b. Has the authority to stop a meeting at any point he/she deems necessary without the chairpersons approval to evoke a prayer of his/her choice, or some other form of regrouping activity
 - c. Responsible for the opening and closing of the Host Standing Committee meetings with a prayer of his/her choice.
19. Merchandise Chair
- a. Maintain inventory for all SWACY PAA merchandise and report regularly to the entire committee
 - b. Propose at least two options for every item to be produced by your SWACY PAA Host Committee (i.e. shirts, hoodies, coffee mugs, etc.) for approval by Standing Committee.
 - c. Must be able to attend all events which are hosted by your SWACY PAA in order to control the flow of money and to maintain and accurate inventory.
 - d. Work closely with Outreach Chair to ascertain which events SWACY PAA will be participating in where the sale of SWACY PAA merchandise would be appropriate, and whenever possible attend these events with the outreach committee and bring merchandise.
 - e. Submit money to the treasurer during treasurer's report at every Standing Committee meeting, so that exact amounts can be recorded in the minutes, and the treasurer can add to the monthly report.
 - f. Make inventory of items easily available to all SWACY PAA Host Committee members and all other members interested in purchasing SWACY PAA items.
 - g. Responsible for organizing volunteers to sell merchandise and track the sales during the conference, forwarding money to treasurer as necessary.
20. Special Needs/Accessibilities Chair

- a. Shall coordinate with the Facilities and Program Chairs to ensure that the Conference attendees with special needs know what services are available for them.
- b. Will arrange for special needs to be met whenever possible and prudent.
- c. Shall coordinate ASL, Spanish Language and Child-care services for the Conference.

Sub-Committees

All members listed to a sub-committee should be expected to attend all regularly scheduled meetings of their respective subcommittee following the same attendance guidelines previously outlined.

1. Co-Chair committee could include but not be limited to:
 - a. Facilities Chair
 - b. Registration Chair
 - c. Hospitality Chair
 - d. Theme & Logo Chair
 - e. Security Chair
 - f. Literature Representative
 - g. Merchandise Chair
2. Program Committee shall include but not be limited to:
 - a. Conference Entertainment Chair
 - b. Events Chair
 - c. A/V Chair
 - d. Bid Cities Liaison
 - e. Special Needs/Accessibility Chair
3. Outreach Committee shall include but not be limited to:
 - a. Inreach Chair
 - b. GSR Liaison
 - c. H&I Liaison
 - d. Native American Liaison
 - e. GLBT Liaison
 - f. Spanish Speaking Liaison
 - g. Bid Cities Liaison

Creating New Positions/Adjusting Committee Structure

1. A simple majority of the elected members of the Host Standing Committee can create new positions on the Standing Committee as needed.
2. A 2/3 majority of the Standing Committee can adjust the formatting and structure of the committees and subcommittees in accordance with their respective conscience.

Hotel Contract Guide

Key Points When Approaching Hotels:

- Our hope is to have an event that is diverse, attractive and affordable.

- One of our primary considerations is that our attendees will primarily be young people coming from around the Southwestern U.S. and its surrounding area, so the need for a *cost conscious* event is required.

Dates of conference:

Premium dates are usually more expensive. High room blocks are easier to meet on holiday weekends.

Meeting Space

Determine if the hotel has enough meeting space to accommodate all of the conference attendees.

Sliding Scale

A sliding scale is the cost of meeting space dependent on the percentage of room nights filled, i.e. if 100% of room block is met, then meeting space is free; if 90% of room block is met, then meeting space is \$1,000, etc.

Food and Beverage Minimum (F&B)

The lower the food and beverage minimum, the better. Most conferences do a YPAA-MART, where you can sell coffee, baked goods and other things to meet this minimum. Other hotels allow food sold in the hotel restaurant to count toward the food and beverage minimum.

24 hour pool

Since SWACYPAA is held in the Southwestern US in late Spring/Summer, it will be HOT and a pool should be considered necessary. It does not necessarily have to be open 24 hours, however, this could be an added bonus.

Coffee (12 cups in a gallon)

Coffee is very expensive. Many YPAA conferences cannot afford this expense. If the cost is low it is a great option, but not a deal breaker. Set up a “SWACYmart” and people can buy their own, then it goes toward F&B.

Attrition Clause

This is the penalty for not meeting the room block. It usually allows for some attrition before the hotel starts charging for meeting space. However, the closer the cut-off date for making room reservations is to the conference the more likely the room block will be met.

Room Block

There is usually a square diagram in the contract that shows the room requirements for each night. Determine if the room block is cumulative or non-cumulative.

	Thursday	Friday	Saturday	Sunday
Guest Rooms	20	150	150	50

The above example shows that the biggest commitments are Friday and Saturday. The number you see is for number of rooms. 150 rooms will mean (150 x about 4 people in each room = 600 attendees).

Another example:

	Thursday	Friday	Saturday	Sunday
Guest Rooms	150	300	300	75

This one is a little different: $300 \times 4 = 1200$. That means each night, there has to be AT LEAST 1200 attendees.

Another thing you want to look for is high numbers on random nights that we may not have a lot of attendees.

Room Nights

Synonymous with room block except you add up all of the nights so Thursday + Friday + Saturday + Sunday will give you the total. This is the total number that has to be met, or a percentage thereof, to work with any attrition clause, free meeting space, etc.

AV Costs

Determine the AV costs of the hotel and if you need to hire an outside company. Determine your needs: usually microphones, speakers, amps, projectors, recordings etc.

Set-up and clean-up fees

Often put in after the contract is “officially” being worked on. Determine if the hotel charges separately for changing rooms around.

Tables and chairs

Sometimes these cost money – something to ask about/look out for.

Master Account

Many times a contract gives a credit for every room night booked. This money goes in the master account, as well as any deposits made by the host. Master accounts are used to pay damages at the end.

Deposits

Many hotels require advanced deposits. **This should be an important part of your contract negotiations, particularly during SWACYPAAs first years.** Determine the schedule and amounts to budget appropriately.

Room Rate Extension:

Ideally, the discounted rate should be available for conference attendees at least three days before and three days after the conference for people who want to arrive early or stay late. In addition, these extended room nights should count toward the total room block.

Merchandise:

Determine if the hotel allows the sale of merchandise on hotel property or if there is an additional cost to sell merchandise.

Security:

Determine if the hotel requires professional security services. This could be an added cost to the conference.

Extras:

Complimentary room per 40-50 rooms sold

Free Coffee

Free meeting space

Designated smoking lounge area

Water stations in all meeting rooms

SWACYCAA can check out some previous WACYCAA hotel contracts on www.wacypaa.org

Tentative Schedule/Space Needed:

(Please keep in mind when considering hotel contracts)

General - Weekend

- 24hr. Marathon Meetings starting @ 2PM Friday until Sunday morning 8:00AM
- Bilingual forum: English/Spanish Alternating

Friday:

- Friday night opening meeting (ballroom): 8:00-10:00PM
- Dance or dances (ballroom): 10:30 - 1:00 or 2:00AM
- Secure a room for Advisory Council meetings for the rest of the weekend

Saturday:

- Specialized meeting rooms for panels and workshop: 10:00am until 5:30pm
- As many rooms as you think are needed - Seating 30-50 people
 - (Shoot high; you may negotiate down later if required)
- 1 large meeting room for bidding session 8:00am - 2:00pm
- Possible off site activity
- Main Meeting Starting @ 7:00pm
- Possible Banquet Dinner - **DO NOT OFFER THIS IN INITIAL NEGOTIATION** - Use it as leverage if required (cost depending on current economy)
- Opening Meeting ceremonies @ 8:00pm (countdown, role call) AA meeting 7:30pm-10/10:30pm (depends on announcements) Dance or dances to follow 10:30pm-1:00 or 2:00am
- Save time for announcements by Advisory Council at the end of the Saturday night meeting

Sunday:

- Closing meeting 10:00am-12:00pm

Conference Budget

- Suggested timeline for a completed budget is two months after the last round of elections. This should allow enough time for the sub-committees to meet and determine their needs
- Treasurer should request that each sub-committee come up with a proposed budget expense for the year, and it is up to the treasurer to verify that they are within the budget. It is helpful to update the budget often to see where the committee is at financially.
- Budget low and aim high. i.e. expect a lower attendance and high expenses. We are not in the business of making money but the conference should be self supporting.
- It has been our experience that not all subcommittees will get a budget to the treasurer in a timely manner. In this scenario, the treasurer can make a budget for the subcommittee they feel is reasonable and bring it to the subcommittee for approval. The treasurer often relies on budgets from previous years or from other conferences. Advisory Council would be happy to help your Host Committee Treasurer obtain these.
- Provide a budget vs. actual expenses report every couple of months to the host committee meeting so everyone is aware of the financial status of the host committee
- We have found it helpful to budget based on the number of pre-registrations received multiplied by 2 or 3. Please contact Advisory Council for help in planning the number of attendees.
- As more pre-registrations are received throughout the year, the budget can be updated and increased if it becomes financially possible. i.e. registrations costs will go up as more people register for the conference.
- Never forget our primary purpose - there will likely be situations in which you will have to decide where the money goes. Not every committee can have the amount they might ideally want.
- The Host committee Treasurer should keep active in the subcommittees. This is the best way to ensure they understand the budget limitations and the Treasurer understands what their plans/needs are. It is useful to show up with facts and keep your opinions to a minimum.
- Figure out how many of the expenses will need to be paid out before the conference. Defer what you can because 80-90% of the money will come in the weekend of the conference.
- Don't be afraid to say "no" or to cut a budget. Sometimes this is not a popular position. for example, you may have to cut a coffee budget to ensure there are enough ASL translators.
- Don't discount t-shirts unless you are severely in the hole at the end of the conference. This makes it harder for next year's committee to sell them early on because if people know they will be discounted at the end they will wait.

- A budget template follows. This is just a template; each host committee’s expense are going to be different from the prior year.
- Use Advisory Council experience in planning a budget. Determine the numbers used from prior conferences.

BUDGET EXAMPLE/TEMPLATE

	Vendor	Projected Cost
Treasury		
Cash Boxes		
Office Supplies		
Total Treasury Budget		

Facilities		
AV Expenses		
Meeting Space		
Coffee		
Total Facilities Budget		

Events		
Mechanical Bull Rental (4 hours)		
Sumo Suits (4 hours)		
Battle of the Bands		
MC Battle		
5K Run		
Motorcycle Run		
Scavenger Hunt		
Native American Drum Circle		
Graffiti Show		
Yoga Room		
Drag Show		
Red Rover/Freeze Tag		
Main DJ (2 nights)		
Total Events Budget		

Hospitality		
Games		
Snacks		
Gift Baskets for Speaker		
Total Hospitality Budget		

Registration		
Paper Bags		
Badge Holders		
Badge Inserts		
Magnets		
Rubber Stamps		
Ink Pads		
Ink Cartridge		
Highlighters, Pens, Stickers, etc		
Lanyards		
Total Registration Budget		

	Vendor	Projected Cost
Merchandise		
T-Shirts		
Sweatshirts		
Coffee Mugs		
Total Merchandise Budget		

Programs		
Program Printing		
ASL Interpreters (2)		
Spanish Translation Equipt.		
Registration for Speakers		
Big Books		
Speaker Hotel Room Nights		
Total Programs Budget		

Marathon Meetings		
Candy		
Total Marathon Budget		

Security		
Rented Radios		
Security Shirts		
Total Security Budget		

Literature		
Big Book		
Pamphlets		
Total Literature Budget		

Outreach		
Postage		
Fliers		
Total Outreach Budget		

Trasportation		

Speaker and other Misc. Transport		
Total Transportation Budget		

Recording		
Speaker Recording Services		
Total Recording Budget		

Total Conference Budget	
Treasury Budget	
Facilities Budget	
Events Budget	
Hospitality Budget	
Registration Budget	
Programs Budget	
Marathon Mtgs Budget	
Merchandise Budget	
Security Budget	
Literature Budget	
Outreach Budget	
Transportation Budget	
Recording Budget	
Total SWACYPAA Budget:	

Full Past Conference Budgets can be provided to Host Committee by SWACYPAA Advisory Council upon request.

APPENDIX A

Sample Host Committee Meeting Formats

39th ACYPAA 2011

Date:

MEETING MINUTES

Host Committee Meeting

2:40 opened meeting

_____ opened the meeting with the Serenity Prayer

_____ read the 12 Traditions

Newcomers:

Guests:

Attendance:

POSITION

NAME

Chair

Name

Co-Chair

Name

Treasurer

Name

Co-Treasurer

Name

Secretary

Name

Co-Secretary

EXCUSED

Facilities

Name

Co-Facilities

LATE

Outreach

Name

Co-Outreach

Name

Programs

Name

Co-Programs

Name

Events

Name

Co-Events Marin

Name

Co-Events SF

Name

Bylaws

Name

Co-Bylaws

NO CALL

Registration

Name

Co-RegistrationName

In-reach ChairName

POSITION

NAME

Marathon Mtg Chair

Name

Marathon Mtg Co-Chair

Name.

Graphics Chair

Name

Graphics Co-Chair

Name

Security Chair

Name

Security Co-Chair

Name

Volunteer Chair

EXCUSED

Merchandise Chair

Name

Co-Merchandise Chair

NO CALL

Unity & Fellowship

Name

Prayer Chair

Name

Co prayer

NO CALL

Service Liaison

Name

Co-Service Liaison Marin

Name

Co-Service Liaison SF

Name

PI/CPC Liaison

Name

H&I Liaison

Name

Bid Cities Liaison

Name

Spanish Speaking Liaison

Name

Co- Spanish Speaking

Name

Co-Inreach Marin Name
 Co-Inreach SF Name
Webmaster Name
Entertainment Chair Name
 Co-Entertainment NO CALL
Hospitality Chair Name
 Hospitality Co-Chair Name
Archives Chair Name
 Archives Co-Chair Name

Alanon/teen Liaison
GLBT Liaison
Accessibilities Coor.
 Member at Large
 Member at Large
 Member at Large

Name.
 LATE
 Name
 Name

Chair Reports:

Chair: <i>Name</i>	■
Treasurer: <i>Name</i>	■
Secretary: <i>Name</i>	■
Facilities: <i>Name</i>	■
Outreach: <i>Name</i>	■
Programs: <i>Name</i>	■
Events: <i>Name</i>	■
Registration: <i>Name</i>	■
Inreach: <i>Name</i>	■
Webmaster: <i>Name</i>	■
Entertainment: <i>Name</i>	■
Hospitality: <i>Name</i>	■
Spanish: <i>Name</i>	■
Marathon Mtg: <i>Name</i>	■
Merchandise:	■

<i>Name</i>	
Unity: <i>Name</i>	■
Prayer: <i>Name</i>	■
PI/CPC Liaison <i>Name</i>	■
H&I Liaison: <i>Name</i>	■
Bid Cities: <i>Name</i>	■
Security <i>Name</i>	■
GLBT Liaison: <i>Name</i>	■
Accessibilities: <i>Name</i>	■

Old Business:

1. **Topic**

o

MOTION: _____ motions _____. _____ seconded.

DISCUSSION:

d.

AMENDMENT:

VOTE:

MINORITY OPINION:

VOTE:

MOTION PASSES / MOTION FAILS

2. **Topic**

d.

3. **Topic**

g.

MOTION: _____ motions _____. _____ seconded.

DISCUSSION:

e.

AMENDMENT:

VOTE:

MINORITY OPINION:

VOTE:

MOTION PASSES / MOTION FAILS

- 10 MINUTE BREAK -

_____ reopens the meeting with the Serenity Prayer

New Business:

1. **Topic**

d.

MOTION: _____ motions _____. _____ seconded.

DISCUSSION:

f.

AMENDMENT:

VOTE:

MINORITY OPINION:

VOTE:

MOTION PASSES / MOTION FAILS

2. **Topic**

e.

3. **Topic**

d.

Upcoming Events/Meetings:

•

What's on Your Mind?

•

Birthdays:

Speaking Engagements:

Meeting adjourned at _____

Summary of Actions Taken:

1.

Future Business:

1.

Assignments Given:

1.

Attendance Summary:

NO CALLS	EXCUSED
<ul style="list-style-type: none"> ● Co-Bylaws ● Co-Entertainment ● Co-Merchandise ● Co-Prayer 	<ul style="list-style-type: none"> ● Co-Secretary ● Volunteer Chair

Standing Committee Agenda

Opening Prayer (Prayer Chair leads with prayer of their choice)

Roll Call:

Quorum: _____

Chair		Facilities		Security	
Co-Chair		Co-Facilities		Co-Security	
Treasurer		Registration		A/V	
Co-Treasurer		Co-Registration		Events/Fundraising	
Secretary		Hospitality		Co-Events Fundraising	
Archivist/Co-Secretary		Co-Hospitality		Inreach	
By-laws		Theme & Logo		IT	
Program		Bid Cities Liaison		GSL	
Outreach		Conference Entertainment		H&I	

		Native American Liaison		GLBTQ Liaison	
		Spanish Speaking Liaison		Literature Representative	
		Special Needs/Accessibility		Prayer Chair	

Approval of minutes/agenda

Observe the 7th Tradition

Reports:

1. Facilities
2. Registration
3. Hospitality
4. Theme & Logo
5. Security
6. Literature Representative
7. Co-Chair Committee summary (Co-Chair)
8. Conference Entertainment
9. Events
10. A/V
11. Special Needs/Accessibility
12. Program Committee summary (Program Chair)
13. Inreach
14. GSL
15. H&I
16. Native American Liaison
17. GLBTQ
18. Spanish Speaking
19. Bid Cities
20. Outreach Committee Summary (Outreach Chair)
21. IT

Old Business: (business left over from previous meeting)

New Business: (new business brought to the floor by the chair or another host committee member)

Schedule of upcoming events:

Summary of items to be worked on before next meeting

Adjourn (Closing prayer by Prayer Chair)

Steering Committee Agenda

Opening Prayer

Roll Call:

Quorum: _____

Chair	
Co-Chair	
Treasurer	
Co-Treasurer	
Secretary	
Archivist/Co-Secretary	
By-laws	
Program	
Outreach	

Approval of minutes/agenda

Observe the 7th Tradition

Reports:

1. Chair
2. Co-Chair
3. Treasurer
4. Co-Treasurer
5. Secretary
6. Archivist/Co-Secretary
7. By-laws
8. Program
9. Outreach

Old Business: (Business left over from previous meeting)

New Business: (New business items brought by the chair, another host committee member, or items left over from Standing Committee Meeting that require further deliberation before returning to Standing)

Summary of items to be worked on in sub-committees

Program:

Co-Chair:

Outreach:

Adjourn

APPENDIX B

Sample Host Committee Bylaws

ALL CALIFORNIA YOUNG PEOPLE IN ALCOHOLICS ANONYMOUS 2011 HOST COMMITTEE BYLAWS

I. MISSION STATEMENT

The All California Young People in Alcoholics Anonymous 2011 Host Committee (the “Host Committee”) is an AA service committee with the primary purpose of staying sober and helping other alcoholics to achieve sobriety. The Host Committee shall observe the spirit of A.A. traditions in order to collectively plan, organize and facilitate a successful 2011 ACYPAA Round-Up in accordance with the 12 Steps, 12 Traditions and 12 Concepts for AA World Service.

We shall take care that the Host Committee never becomes the seat of perilous wealth or power, that none of the Host Committee members shall ever be placed in a position of unqualified authority over any of its other members. All important decisions will be reached by discussion, vote, and whenever possible by substantial unanimity. No Host Committee action should ever be personally punitive or an incitement to public controversy. Finally, like the society of A.A. our Host Committee will always remain democratic in thought and action.

I. MEMBERSHIP & STRUCTURE OF HOST COMMITTEE

- A. The Host Committee shall be comprised of Members-at-Large and the elected positions described in article VI of these bylaws. All AA members are eligible for Host Committee membership. All persons may attend Host Committee meetings and participate in discussion, but only members of the Host Committee may vote.

- B. If a person has attended three consecutive Host Committee and/or sub-committee meetings and expresses a desire to be a member of the Host Committee, on the third meeting attended that person may be considered a voting member of the Host Committee, a Member-at-Large.
- C. Whenever possible, decisions should be made by an informed group conscious and with substantial unanimity. Individuals will not make decisions on behalf of the Host Committee outside of their respective responsibilities.
- D. Attendance
 - i. All Host Committee members are required to attend all Host Committee meetings and any sub-committee meetings pertinent to their responsibilities. If a Host Committee member is unable to attend they must notify the Chair, Co-Chair, Secretary, or sub-committee Chair (if it is a sub-committee meeting).
 - ii. Failure to attend two consecutive Host Committee meetings without prior notice to the Chair, Co-Chair, or Secretary shall be considered a resignation of Host Committee position.
- E. Resignations and Removals
 - i. Any elected Host Committee member can resign their position by notifying the Chair or Co-Chair.
 - ii. Any break in continuous sobriety is considered a resignation of Host Committee position.

I. MEETING PROCEDURES

- A. Sub-Committee Meetings
 - i. Sub-committee chairpersons shall arrange for sub-committee meetings as necessary and recommended.
 - ii. Sub-committee meetings should be scheduled with care given the time, day, and location so as many as possible may attend.
 - iii. Sub-committee meetings should be announced at the regular Host Committee meetings. Sub-committee meetings not announced at a regular Host Committee meeting, and scheduled prior to the next Host Committee meeting, need to be approved by the Chair or Co-chair.
 - iv. Results of each sub-committee meeting should be reported at the next regularly scheduled Host Committee meeting, and minutes provided in writing to the Secretary.
 - v. A Sub-committee meeting shall include at least 3 members of the Host Committee, at least one of which is the chair or co-chair of the sub-committee. One officer must be present at all sub-committee meetings and it is strongly suggested that at least two officers of the Host Committee are present.
- B. Agenda

The Chair will arrange the agenda for all Host Committee meetings. It is recommended that requests to add an item to new business be done prior to the meeting.

- A. Minutes
 - i. Minutes of each Host Committee meeting shall be recorded by the Secretary and submitted to the ACYPAA advisory council upon request.

- ii. Copies of meeting minutes will be distributed electronically to Host Committee members within one week after each Host Committee meeting. Hard copies of meeting minutes will be provided upon request for members who do not have electronic access.
- iii. The previous meeting's minutes are to be corrected as needed, and approved at each regularly scheduled Host Committee meeting.
- iv. Sub-committee minutes submitted to the Secretary should be distributed along with regular Host Committee meeting minutes.

B. Reports

- i. A report is an account or statement that informs the Host Committee as to the status, progress and direction of an individual or sub-committee.
- ii. All Host Committee chairs shall give a report to the Host Committee at every regularly scheduled Host Committee meeting.
- iii. At the end of a report the Chair will open up the floor for questions pertaining to the report. No motions are to be made during reports.

C. Motions

i. Making a Motion

- 1. Any Host Committee member, except the Chair, may make a motion by stating, "I make a motion...". Motions must be seconded in order to be considered.
- 2. Any Host Committee member, except the Chair or the member who made the motion, may second a motion by stating "Second" after the motion has been stated.
- 3. Motions may be withdrawn by the member making the motion any time prior to the vote.
- 4. Motions may be amended by the member making the motion any time prior to the vote. Amendments must be seconded by the member who originally seconded the motion.

ii. Procedural Motions

- 1. Close Discussion / Call the Question
 - a. Must be seconded and passed by a three-fifths vote.
 - b. Any vote required must be taken immediately following this motion being passed.
- 2. Table an Item
 - a. Must be seconded and passed by a majority vote.
 - b. Discussion is limited to once per Host Committee member.
 - c. Automatically becomes Old Business on the agenda if passed.
- 3. Adjourn
 - a. Must be seconded.
 - b. Must be passed by a majority vote.
 - c. The Chair may veto motion to adjourn if there is still urgent business that needs to be presented, the Chair's veto may be overturned by 2/3 majority vote.

iii. Discussion of Motions:

- 1. Questions shall only be asked at the conclusion of any speaker's

remarks.

2. The only members who may interrupt a speaker are the Chair, the Bylaws Chair, or the Prayer Chair. The Chair may only interrupt a speaker for these reasons:
 - a. Speaking off the topic.
 - b. Speaking too long.
 - c. Repeating the previous points at length.
3. Any Host Committee member may make procedural motions at any appropriate break in discussion.
4. Discussion will begin by the chair asking, "Is there any discussion?" The member making the motion has the right to speak first and last on that motion. The Chair will always ask for further discussion before giving the floor to the member whom made the motion to speak last. The Chair will then call on members or guests having their hands raised. If at any time the Chair decides the discussion has escalated above keeping track of raised hands, the Co-Chair will keep a list of all the people that have raised their hands and follow the list until the Chair can keep track again.
5. All discussion shall be concise, courteous, dignified, and awesome.
6. After discussion of the motion the Chair will ask the Secretary to repeat the motion on the table and a vote will be taken.

D. Voting:

- i. A quorum of at least two-fifths of all currently elected Host Committee members (not including members-at-large) must be present at a Host Committee meeting in order for the Host Committee to vote on any motion.
- ii. Each Host Committee member has one vote, except as described in F.ix, below. Only members of the Host Committee may vote.
- iii. Votes by proxy will not be accepted.
- iv. The Chair of the Host Committee can only vote to break ties.
- v. Voting at Host Committee meetings is by a show of hands.
- vi. Unless stated otherwise, a simple majority of the voting members present is required to pass a motion.
- vii. Motions to amend, delete or add to the Bylaws may not be voted on during the same Host Committee meeting in which the motion is presented. These motions require a two-thirds majority vote of the voting members present to pass.
- viii. Automatically following a vote, minority opinion is entitled to speak. If any of the majority wishes to reconsider, a new vote on the motion must be taken.
- ix. Once per Host Committee meeting, Jim Weixel may elect to have his vote counted as 23 votes instead of one. This option may only be invoked by Jim by standing up and uttering the words, "I am the most important person in young people's AA in the western two-thirds of the United States". Furthermore, this election is only valid at a Host Committee meeting held on the fifth Sunday of any month.

E. Discussion of Non-Motions:

- i. Questions shall only be asked at the conclusion of any speaker's remarks.

- ii. The only members who may interrupt a speaker are the Chair, the Bylaws Chair, or the Prayer Chair. The Chair may only interrupt a speaker for these reasons:
 - 1. Speaking off the topic.
 - 2. Speaking too long.
 - 3. Repeating the previous points at lengths.
- iii. Discussion will begin by the chair asking, “Is there any discussion?” The Chair will then call on members or guests having their hands raised. If at any time the Chair decides the discussion has escalated above keeping track of raised hands, the Co-Chair will keep a list of all the people that have raised their hands and follow the list until the Chair can keep track again.
- iv. All discussion shall be concise, courteous, dignified, and smooth.

I. FINANCIAL GUIDELINES

- A. A non-profit bank account shall be maintained.
- B. Accurate records of all financial transactions will be kept and submitted to Advisory Council as requested.
- C. The Treasurer will work with the Advisory Council and pertinent Host Committee chairpersons to create a budget for the Round-Up. The Treasurer will also work with pertinent Host Committee chairpersons to create budgets for Host Committee-sponsored events and fundraisers.
- D. All budget and financial requests must be submitted in writing to the Treasurer and approved in advance by the Host Committee.
 - i. Individuals are required to submit receipts to the treasurer for all expenditures.
 - ii. Upon agreement of the Events Chair (or co-chair), Treasurer (or Co-Treasurer), and one other officer of the Host Committee, an expenditure of \$50 or less (not previously approved) may be approved if needed in connection with a Host Committee-sponsored event.
- E. At the conclusion of the Round-Up 20% of funds left after expenses will be distributed to AA service structures. The remaining 80% will be turned over to the Advisory Council.
- F. Any legal or ethically binding contract to be signed on behalf of the Host Committee or that includes the ACYPAA name must be signed by the Chair, Co-Chair, Treasurer or Co-Treasurer.

I. ELECTIONS

- A. Host Committee elections will be conducted using the third legacy procedure found in the AA World Services Manual.
- B. Unless stated otherwise, all positions (other than Member-at-Large) will be elected using 3rd Legacy procedure.
- C. After the initial round(s) of elections are completed, only current Host Committee members are eligible to vote during the election of Host Committee positions.

- A. Only voting Host Committee members are able to make themselves available for a position by proxy. It is recommended that they provide a written statement of their

- qualifications to be read during elections.
- B. During the election of any of the positions listed in section VI. below, the sobriety requirement may be waived for a particular candidate for that position upon a simple majority vote of the voting members present.
 - C. No more than one position may be held by any one person at any time.

I. DESCRIPTION OF DUTIES

- A. The Host Committee shall elect from its membership the following officers: Chair, Co-chair, Treasurer, Co-Treasurer, Secretary, Facilities Chair, Outreach Chair, Program Chair, Events Chair, Entertainment Chair, Bylaws Chair, & Registration Chair.
 - i. **Chair:** Oversees the entire Round-up. Holds Host Committee members accountable for the duties of their position. Coordinates the work of sub-committee chairpersons and keeps informed on the progress of all arrangements. Acts as a liaison between the Host Committee and Advisory Council. Responsible for informing the Host Committee of all pertinent arrangements regarding the Round-Up and Host Committee as a whole. Be a signer on all bank accounts. Sets the agenda for, calls, and runs regular Host Committee meetings and special meetings as needed. Recognizes members entitled to the floor. States and puts to a vote all motions properly made and seconded. Has solid understanding of the 12 traditions. It is suggested that the Chair have experience in a leadership role at a Host Committee level and have experience running a Host Committee meeting. It is suggested that the Chair have previous experiences with AA conferences. *Sobriety Requirement: 3 years*
 - ii. **Co-Chair:** Acquires knowledge of how to carry out the duties of the Chair. In absence of the Chair, shall accept the full duties of the Chair. Shall carry out various duties assigned by the Chair. Assist Chair in coordination of sub-committees. Has a solid understanding of the 12 traditions. *Sobriety Requirement: 3 years*
 - iii. **Treasurer:** Advises and sets budgets for Host Committee. Responsible for collecting all revenue, including registration, banquet, and event income. Keeps accurate financial records of all transactions. Submits a financial report at each Host Committee meeting. Has in his or her possession at the Host Committee meetings all bank statements, receipts, and checkbooks, and is prepared to make deposits and disbursements. Maintains all accounts in the name of ACYPAA, which are subject to inspection at any time. Be one of two signatures on all bank accounts. Works closely with Registration Chair and Events Chair to reconcile all money coming in from pre-registrations and events. Must have a job, a bank account, and a permanent home address. It is suggested that the Treasurer have experience with large budgets or some business experience. *Sobriety Requirement: 5 years*
 - iv. **Co-Treasurer:** Acquires knowledge of how to carry out the duties of the Treasurer. In the absence of the Treasurer, shall accept the full duties of the Treasurer. Shall carry out various duties assigned by the Treasurer, except for being a signer on bank accounts. Must have a job, a bank account, and a

- permanent home address. *Sobriety Requirement: 5 years*
- i. **Secretary:** Records and keeps minutes and reports at all Host Committee meetings. Collects and keeps all sub-committee meeting minutes. Reads aloud and provides the Host Committee with the previous meetings minutes for Host Committee approval at each meeting. Sends amended minutes to the ACYPAA Advisory Council in a timely manner. Maintains a current phone and e-mail list of all Host Committee members and positions held. Furnishes information about our Host Committee to anyone who requests it. Shall have possession of the P.O. Box key and be responsible for checking the P.O. Box regularly. Makes available to Host Committee members copies of all correspondence pertaining to the Host Committee or young people in AA. *Sobriety Requirement: 2 years*
 - ii. **Facilities Chair:** Responsible for developing and negotiating the hotel contracts and for setting up insurance to safeguard the contracts. Acts as a liaison between the hotel, the Host Committee, and the Advisory Council. Acts as the point of contact between the hotel and the Host Committee. Responsible for assuring that the needs of the Round-Up are met and that facility conflicts are resolved within the spirit of ACYPAA. Shall represent ACYPAA in a professional and responsible manner. Shall keep the Chairperson and Treasurer well informed of on-going costs. *Sobriety Requirement: 3 years*
 - iii. **Outreach Chair:** Shall coordinate the outreach of all Host Committee functions to meetings in California and surrounding areas, central offices, treatment facilities, and other YPAA groups. Shall focus on encouraging a large attendance of such events while respecting AA's tradition of "attraction rather than promotion". Regular flyers about the Round-Up are usually mailed monthly to all groups in the area, with the first mailing beginning about six months before the Round-Up date. Dates and location of the Round-Up, with a mailing address for information or registration, should be sent (three months in advance) to the AA Grapevine and to Box 4-5-9 to be published in their calendars. Send notices to: P.O. Box 459 Grand Central Station New York, NY 10163. The Outreach Chairperson should be energetic, enthusiastic, and available for traveling throughout the year. Shall make contact with Outreach Chairpersons from other YPAA committees throughout California. The Outreach chair shall designate members of the Outreach subcommittee to liaison to other areas of California in order to stay apprised of outreach opportunities happening throughout the state. Should have reliable transportation and should be available for travel throughout the year. *Sobriety Requirement: 1 year*
 - iv. **Programs Chair:** Shall coordinate the schedule and participants for all main meetings, panels, and workshops throughout the Round-Up and events leading up to the Round-Up. Responsible for coordinating travel arrangements and accommodations for main speakers. Responsible for presenting a selection of main speakers to sub-committee for decision by group conscience. Shall hold programs sub-committee meetings throughout the year. Will work with graphics chair to create printed program for the Round-Up. *Sobriety Requirement: 3 years*
 - i. **Events Chair** Arranges for all fundraising events leading up to the Round-Up.

All events prior to the Round-up shall include an AA meeting. Arranges to co-host events with other YPAA committees for outreach and pre-registration opportunities. Arranges budgets and establishes insurance policies for events. Responsible for communicating event information to the Graphics Chair and Webmaster. Shall hold events/entertainment sub-committee meetings throughout the year. Shall be responsible to maintain communication between the San Francisco co-events chair and Marin co-events chair. Shall provide reports for both the San Francisco and Marin co-chairs at Host Committee meetings. *Sobriety Requirement: 2 years*

- ii. **Entertainment Chair:** Arranges for all entertainment during the Round-Up. Works closely with the Facilities and Programs Chairs in development of the Round-Up agenda to ensure the Round-Up runs smoothly. Must attend Programs sub-committee meetings to stay apprised on the schedule of events at the Round-Up. Establishes a budget for entertainment for the conference and works closely with the treasurer to stay within that budget. *Sobriety Requirement: 1 year*
- iii. **Bylaws Chair:** Shall construct and gain Host Committee approval of Host Committee bylaws. Shall maintain bylaws and is responsible for enforcing and maintaining these rules of procedure set forth by the bylaws. Attends all Host Committee meeting with current copies of bylaws and has copies available for members. Has working knowledge of the 12 steps, 12 traditions, and 12 concepts of AA World Service. Has the ability to interrupt Host Committee proceedings if the Host Committee is operating outside of our bylaws. *Sobriety Requirement: 2 years*
- iv. **Registration Chair:** Shall maintain a database of registrants and e-mails. Will coordinate pre-registration at events leading up to the Round-Up. Is responsible for setting up registration times and tables at the Round-Up and assembling registration packets for the Round-Up. Works closely with the Treasurer to verify and account for all registration income. Suggested that the Registration Chair have a working knowledge of spreadsheets. Must retain copies of physical registrations as a back-up in the event that the database is lost or registrations are mistakenly not entered. *Sobriety Requirement: 2 years*

B. The Host Committee shall elect from its membership the following non-officers:

- i. **In-reach Chair:** Shall coordinate the in-reach of all Host Committee functions to meetings in San Francisco and Marin County. Regular flyers about the Round-Up and events will be distributed at various meetings throughout San Francisco and Marin County. The In-reach Chairperson should be energetic, enthusiastic, and available to attend different meetings at different times and days throughout San Francisco and Marin. The In-reach chair person shall attend meetings that he/she would not normally attend in order to in-reach to a larger group of people. The In-reach chair will stay apprised on local events happening and provide information on these local events to the Host Committee meeting. Works closely with the Outreach Chair to plan Outreach/In-reach opportunities. The In-reach chair shall provide reports at the Host Committee

meeting for both the San Francisco and Marin In-reach Co-Chairs. *Sobriety Requirement: 6 months*

- ii. **In-reach co-chair San Francisco:** Assists In-reach chair in fulfillment of duties. Should be energetic, enthusiastic, and available to attend different meetings at different times and days throughout San Francisco. Shall attend meetings that he/she would not normally attend in order to in-reach to a larger group of people. *Sobriety Requirement: none*
- iii. **In-reach co-chair Marin County:** Assists In-reach chair in fulfillment of duties. Should be energetic, enthusiastic, and available to attend different meetings at different times and days throughout Marin. Shall attend meetings that he/she would not normally attend in order to in-reach to a larger group of people. *Sobriety Requirement: none*
- iv. **Facilities Co-Chair:** Acquires knowledge of how to carry out the duties of the Facilities Chair. In the absence of the Facilities Chair, shall accept the full duties of the Facilities Chair and shall carry out various duties assigned by the Facilities Chair. *Sobriety Requirement: 2 years*
- v. **Programs Co-Chair:** In the absence of the Program Chair, shall perform the duties of the Program Chair. Shall assist the Program Chair in development and coordination of the Round-Up program and events leading up to the Round-Up. Carries out various duties assigned by the Program Chair. *Sobriety Requirement: 2 years*
- vi. **Outreach Co-Chair:** In the absence of the Outreach Chair shall accept full duties of the Outreach Chair. Shall assist the Outreach Chair in fulfilling outreach duties and goals. Should have reliable transportation and be available for travel throughout the year. Shall serve to replace Outreach as an officer when the Outreach Chair is unavailable. *Sobriety Requirement: 1 year*
- vii. **Events Co-Chair San Francisco:** Arranges for all fundraising events leading up to the Round-Up in San Francisco. All events prior to the Round-Up shall include an AA meeting. Works with Events Chair to arrange budgets and establish insurance policies for San Francisco events. Events in San Francisco shall be held every other month, switching with Marin. In the absence of the Events Chair, shall accept the full duties of and shall carry out various duties assigned by the Events Chair. *Sobriety Requirement: 1 year*
- viii. **Events Co-Chair Marin County:** Arranges for all fund raising events leading up to the Round-Up in Marin County. All events prior to the Round-Up shall include an AA meeting. Works with Events Chair to arrange budgets and establish insurance policies for Marin County events. Events in Marin County shall be held every other month, switching with San Francisco. In the absence of the Events Chair, shall accept the full duties of and shall carry out various duties assigned by the Events Chair. *Sobriety Requirement: 1 year*
- ix. **Webmaster:** Shall create, maintain, and update the Host Committee website. Shall ensure that all event fliers and registration materials are posted in a timely manner and that online registration is available. Experience creating and maintaining websites is extremely desirable. Is responsible for maintaining an appropriate online presence for ACYPAA 2011, in keeping with the group's

conscience and the Guidelines set forth by GSO in the AA Internet Guidelines.
Sobriety Requirement: 1 year

- x. **Hospitality Chair:** Serves as host for Round-Up, organizing hospitality volunteers to help greet and accommodate out of town guests during the Round-Up. Responsible for coordinating the hospitality room at the Round-Up. Works closely with Programs chair and Bid Cities Liaison to prevent conflicts for bid cities commitments at the Round-Up. Hospitality volunteers should wear easily identifiable badges during Round-Up and be available to answer questions and be of assistance to attendees. *Sobriety Requirement: 1 year*
 - i. **Marathon Meeting Chair:** Responsible for arranging marathon meetings during the Round-Up. Will coordinate with the Program Chair to ensure that marathon meetings do not conflict with the main program schedule. Will work closely with Bid Cities Chair to prevent conflicts for bid cities commitments at the Round-Up. *Sobriety Requirement: 1 year*
 - ii. **Graphics Chair:** Shall design and produce printed ACYPAA material requiring graphics, including, but not limited to, fliers, program information, and signs. Will work closely with Outreach and Memorabilia Chairs. It is suggested that the Graphics Chair have experience with computer graphics and own a computer. Shall be knowledgeable about the 12 traditions in regards to maintaining anonymity of conference attendees. *Sobriety Requirement: 1 year*
- C. The Host Committee shall elect members to the following additional positions as it sees fit in order to carry out its mission. These positions shall be elected by simple majority:
- i. **Co-Secretary:** Acquires knowledge of how to carry out the duties of the Secretary. In the absence of the Secretary, shall accept the full duties of the Secretary and shall carry out various duties assigned by the Secretary. *Sobriety Requirement: 1 year*
 - ii. **Registration Co-Chair:** In the absence of the Registration Chair, shall accept the full duties of the Registration Chair. Shall assist the Registration Chair in all aspects of their duty. *Sobriety Requirement: 1 year*
 - iii. **Bylaws Co-Chair:** Assists Bylaws Chair in any duties necessary to maintain bylaws. In the event that the Bylaws Chair is absent enforces and maintains rules of procedure. *Sobriety Requirement: 1 year*
 - iv. **Entertainment Co-Chair:** In the absence of the Entertainment Chair, shall accept the full duties of and shall carry out various duties assigned by the Entertainment Chair. Shall assist in all duties listed under Entertainment Chair description. *Sobriety Requirement: 6 months*
 - v. **Hospitality Co-Chair:** In the absence of the Hospitality Chair, shall accept the full duties of the Hospitality Chair. Shall assist the Hospitality Chair in all aspects of their duties. *Sobriety Requirement: 6 months*
 - vi. **Marathon Meeting Co-Chair:** In the absence of the Marathon Meeting Chair, shall accept the full duties of the Marathon Meeting Chair. Shall assist the Marathon Meeting Chair in all aspects of their duties. *Sobriety Requirement: None*
 - vii. **Graphics Co-Chair:** Shall assist the Graphics Chair in their responsibilities. It

is suggested they have experience with computer graphics and own a computer.
Sobriety Requirement: 6 months

- viii. **Security Chair:** Shall arrange for, manage, and coordinate security (professional and volunteer) at all Host Committee events and at the Round-Up. Security Chair should take special care to adhere to ACYPAA needs from Host Committee. *Sobriety Requirement: 1 year*
- ix. **Co-Security Chair:** In the absence of the Security Chair shall accept full duties of the Security Chair and shall assist Security Chair in duties. *Sobriety Requirement: 6 months*
- x. **Volunteer Chair:** Is responsible for coordinating volunteers prior to and at the 39th All California Young People in Alcoholics Anonymous Roundup; shall work closely with the Registration Chairperson to gather information of members who have pre-registered and have indicated that they are willing to be of service at the Roundup; shall be the contact person at the Roundup when attendees indicate a willingness to be of service; shall be the contact person for other Host Committee members at the Roundup when they need volunteers. *Sobriety Requirement: 1 year*
- xi. **Merchandise Chair:** Shall be responsible for designing and making available for purchase ACYPAA 2011 memorabilia. Shall work closely with Graphics chair. Will coordinate Merchandise table at the Round-Up. *Sobriety Requirement: 1 year*
- xii. **Co-Merchandise Chair:** In the absence of the Merchandise Chair shall accept full duties of the Merchandise Chair and shall assist Merchandise Chair in duties. *Sobriety Requirement: none*
- xiii. **Prayer and Meditation Chair:** Opens and closes all meetings with serenity prayer or responsibility pledge. May interrupt proceedings to call for prayer during heated moments, and when personalities start to precede principles. Reminds us of the spiritual element of our service work. Responsible for coordinating Meditation Room at the Round-Up. *Sobriety Requirement: 6 months*
- xiv. **Archives Chair:** Archives Chairperson: Shall collect all flyers, programs and other notable items for inclusion into the ACYPAA archives. A duplicate set for both MCYPAA and SFYPAA should be obtained. *Suggested Sobriety: 1 year*
- xv. **Co-Archives Chair:** Shall work closely with the archives chair to compile all pertinent items for inclusion in the ACYPAA archives. *Suggested Sobriety: none*
- xvi. **Literature Chair:** Shall coordinate the availability of AA approved literature at events and at the Round-Up, including Grapevine and La Viña. *Sobriety Requirement: 6 months*
- xvii. **Unity and Fellowship Chair:** Arranges activities for the Host Committee to promote unity within the group. *Sobriety Requirement: none*
- xviii. **Service Liaison:** Shall be the liaison between ACYPAA and the general and central service structures. Shall attend local inter group meetings, Area Committee Meetings and Area Assemblies to be the voice of ACYPAA.

Suggested 1 year of sobriety. Sobriety Requirement: none

- xix. **Co-Service Liaison Marin County:** In the absence of the Service Liaison, shall accept the full duties of the Service Liaison and shall carry out various duties assigned by the Service Liaison. Will regularly attend the monthly General Service meeting in Marin. *Sobriety Requirement: none*
- xx. **Co- Service Liaison San Francisco:** In the absence of the Service Liaison, shall accept the full duties of the Service Liaison and shall carry out various duties assigned by the Service Liaison. Will regularly attend the monthly General Service meeting in San Francisco. *Sobriety Requirement: none*
- xxi. **Bid-Cities Liaison:** Is the point of contact for all groups bidding on the Round-Up. Shall compile a list of bid city contacts and make accommodations for the Round-Up. Will work with the Facilities Chair to make sure needs are met. *Sobriety Requirement: 6 months*
- xxii. **PI/CPC Liaison:** Help carry the ACYPAA message by working with the media. Will regularly attend PICPC meetings and encourage involvement from young people in the area. *Sobriety Requirement: none*
- xxiii. **H&I Liaison:** Shall be the liaison between ACYPAA and H&I. Shall attend monthly H&I meetings. Shall encourage members and non-members to participate in H&I panels. *Sobriety Requirement: 6 months*
 - i. **Spanish Meeting Liaison:** Will coordinate Spanish-Speaking meetings at the Round-Up and will outreach to Spanish-speaking groups and service structures. Shall arrange for interpreters and interpreting equipment at the Round-Up for all main meetings. Shall work closely with the Program Chair. *Sobriety Requirement: 1 year*
 - ii. **Al-Anon/ Ala teen Liaison:** Shall coordinate Al anon and Ala teen participation at the Round-Up. *Sobriety Requirement: 6 months*
 - iii. **GLBT Liaison:** Shall be responsible for outreaching and coordinating participation from the GLBT community for both events and the Round-Up. *Sobriety Requirement: 6 months*
 - iv. **Accessibility Coordinator:** Shall coordinate with the Facilities and Program Chairs to ensure that the Round-Up attendees with special needs know what services are available for them. Will arrange for special needs to be met whenever possible and prudent. Shall coordinate ASL and Childcare services for the Round-Up. *Sobriety Requirement: 1 year*

I. Printed Material

A. Event flyers

- i. All event flyers must be approved by the Event Chair, Program Chair, Treasurer, and Chair (a co-chair for each of these may approve if the respective chair is unavailable), prior to printing and distribution.

B. Web content

- i. All content, apart from Event flyers, added to the ACYPAA 2011 Web site needs to be approved by the Chair or Co-Chair.

C. Other printed materials

- i. All other printed content must be approved by the Chair or Co-Chair, all

pertinent Host Committee chairs, and at least one other officer.

1. Examples of other printed materials: merchandise, pre-registration flyers, memorabilia, and outreach materials.
2. This does not apply to internal documents.

I. Appendix

- A. In the event of a unique condition not covered here, the Chair or any other member may suggest a method of proceeding, which shall be temporarily adopted (for the meeting only) upon acceptance by a vote of 2/3 of the members present.
- B. In the rare event a motion needs to be made in a quick manner, and it is not prudent or feasible to wait until the next scheduled Host Committee meeting, the motion may be passed by affirmative vote of eight (8) of the twelve (12) officers of the Host Committee. If an officer is not present, the co-chair for that position will fill in as an officer for that motion.
- C. Should a participant persist on holding the floor without adhering to the requirements of these procedures or should a participant persist in interrupting or otherwise disrupt the meeting, the Chair has a right to say, "Will you please come to order." If the discussion continues, the Chair should declare the meeting adjourned.

APPENDIX C

A.A.® Guidelines

**Conferences, Conventions
and Roundups**

from G.S.O., Box 459, Grand Central Station, New York, NY 10163

A.A. Guidelines are compiled from the shared experience of A.A. members in various areas. They also reflect guidance given through the Twelve Traditions and the General Service Conference (U.S. and Canada). In keeping with our Tradition of Autonomy, except in matters affecting other groups or A.A. as a whole, most decisions are made by the group conscience of the members involved. The purpose of these Guidelines is to assist in reaching an informed group conscience.

HOW A.A.s MAKE THEIR GET-TOGETHERS ENJOYABLE AS WELL AS EFFECTIVE IN

CARRYING THE A.A. MESSAGE OF RECOVERY

WHY HAVE AN A.A. CONVENTION?

It's clear that A.A. get-togethers beyond the group have become an established part of A.A. life. The calendar of events in any Box 4-5-9 or in the Grapevine shows some conventions, conferences, and roundups that are being held by AAs.

What makes an A.A. convention click for its participants? It's probably not style or form that matters so much as the spirit and feeling behind it. As one member puts it, the best A.A. convention is "just a darned good A.A. meeting blown up big." Just watch enthusiastic members at any A.A. convention and you'll get what he means. The atmosphere alone is worth the trip. Here you'll find fellowship, laughter, warmth, and understanding - "heaped up, pressed down, and running over."

CONVENTIONS COME IN MANY SHAPES AND SIZES

An A.A. convention is almost any A.A. get-together beyond the group-meeting level. These range from special meetings of one evening duration to longer events-area, statewide, or regional weekend conventions. They will, most likely, be one of the following:

1. **The special open meeting.** This kind of gathering can serve useful purposes. It will, of course, bring together the A.A. members in a city or area. But it also provides a good opportunity to invite interested friends of A.A. to the meeting. Certainly, it's proper on such occasions to send special invitations to members of the clergy, doctors, lawyers, social workers, public health officials, and others who may have a special interest in A.A..
2. **The one-day session.** This might include several general meetings throughout the day. For a start, there's a "welcome" meeting in the morning, followed by other activities. There may be another open meeting in the afternoon, while the main open meeting with the featured speaker is saved for the windup meeting in the evening. If the convention is held in a school, civic hall, or other building with additional rooms, it's likely that the program for a one-day session can also include A.A. workshops and panels, service meetings, assemblies, and closed meetings.
3. **The banquet.** Many intergroups or central offices now sponsor annual banquets, often to help support their office operations. Some groups and areas also have banquets (or informal buffet and potluck dinners) as anniversary or gratitude observances. The banquet often features an after-dinner speaker or some other program of interest to A.A. members.
4. **The weekend convention.** This is an ideal form for a state, provincial, or regional convention. Members often arrive for an opening meeting session or "coffee and conversation" on Friday evening. Additional meetings and workshops - as well as other activities - continue through Saturday and even into Sunday afternoon. The convention may include a banquet, luncheons, special breakfasts, Saturday night dancing and entertainment, and perhaps a spiritual meeting on Sunday morning.

THE CONVENTION BEGINS WITH A PLANNING COMMITTEE

Once a get-together has been scheduled, it needs a planning committee. The work in setting up a convention is too much for one person. He or she will need at least a dozen assistants, frequently more.

One method of forming the committee is simply to appoint a general chairperson who then completes the committee by finding able volunteers to chair the various committees.

Another method popular when a number of groups sponsor a convention is to send a committee representative from each group. Once in session, representatives can elect a chairperson and receive assignments to specific committees.

In some cases, the convention may be the responsibility of the general service committee from the area. In others, the convention committee may be organized separately. Either method works well if it corresponds to the wishes of the A.A. groups in the area.

In some areas, there is a permanent convention committee, set up within the area committee, so that valuable experience of convention planning can be carried over from one year to the next. Membership on such a committee is, of course, on a rotation basis, so that new members are added yearly, but a proportion of experienced convention planners is retained at any given time.

Once assembled, the convention committee is usually organized along functional lines, with each chairperson responsible for a phase of the planning. Here's how a typical committee might be arranged:

1. **Chairperson** (assisted by one or two co-chairpersons) oversees the entire convention; coordinates the work of subcommittee chairpersons; keeps informed on the progress of all the arrangements; calls committee meetings when needed.
2. **Secretary** keeps all written records, including minutes of the committee meetings; also sends out notices of committee meetings and other mailing to committee members.
3. **Treasurer** is, of course, responsible for all money, including revenues from registration and banquet tickets; pays all bills; usually advises the chairperson on cash supply and income flow as well as rate of expenditures. Experience indicates it's best if the treasurer is a person with four or more years' sobriety and some solid business experience. Each check usually calls for two signatures. Most convention committees require a complete report from the treasurer within a month or two of the convention. Some committees have the report audited as a further safeguard for convention funds.
4. **Program Chairperson.** Since this is often a very complex job, its objectives are discussed under the separate heading "What Makes a Good Convention Program?" This person usually sends invitations to speakers and panel members who chair various meetings.
5. **Registration Chairperson** supervises the printing and distribution of all tickets, giving special attention to the task of bringing in the collections.
6. **Public Information Chairperson** has the sensitive task of encouraging a large attendance without abandoning A.A.'s principle of "attraction rather than promotion." Publicity efforts can be kept within the dignity and spirit of A.A. through the following means:
 - a. Preparation and distribution of material about the program, speakers, and time and location of the convention (perhaps including map of area, if necessary). It's advisable for the convention committee to rent a post office box and use that on all mailings, with no reference to A.A. on return addresses. The convention publicity material could also be

sent to the press, radio, and TV outlets in the immediate area (The Public Information Workbook, available from G.S.O., gives useful advice on approaching the media.) If media or the general public are invited be sure to attend to the details of how they will be greeted and if special meetings or contacts will be set up for them.

- b. Regular flyers about the convention are usually mailed monthly to all groups in the area, with the first mailing beginning about six months before the convention date.
 - c. Dates and location of the convention, with a mailing address for information or registration, should be sent four months in advance to the A.A. Grapevine and to *Box 4-5-9*, to be published in their calendars. Only Area, regional, state, or provincial events of more than one day's duration are listed. Send A.A. Grapevine notices to the G.V. Editorial Department, 475 Riverside Dr., New York, NY 10115 or submit to the online calendar at www.aagrapevine.org. Send *Box 4-5-9* notices to Box 4-5-9, Grand Central Station, New York, NY 10163.
7. **Entertainment Chairperson** will arrange for the convention dances and floor show if there is one. The chairperson hires the band and floor show if there is one. The chairperson hires the band and other performers (or arranges for taped or recorded music). At some conventions, the local A.A.s provide entertainment by putting on a play about A.A. Traditions (for script, write to G.S.O.), or putting together choruses and variety shows. This chairperson might also arrange to make sightseeing available for conventioners.
 8. **Hospitality Chairperson** serves as convention host, organizing a committee that will greet out-of-town guests, arrange transportation for them when necessary, and see to any other needs they might have while attending the convention. Usually members of the hospitality committee wear special identification badges and are available to answer questions and provide assistance to conventioners.
 9. **Display and Literature Chairperson** is responsible for displays and posters and for having A.A. literature available for all G.S.O. provides a literature display to all conference and conventions. (See "Displays" section)
 10. **Recording Chairperson** is responsible for negotiating with the individual or company who will be recording the convention That individual will be directly responsible to the convention chairperson (See Recording Guidelines section)

PAYING THE BILLS

How are the costs of a convention covered and what can be done to make sure that the venture won't go deep in the red? Some conventions may involved spending several thousand dollars, so the committee must have a fair picture of the financial arrangements long before the convention opens. There's no substitute for common sense here; the committee must take a businesslike approach to finances and keep expenditures somewhere within a conservative estimate of anticipated revenues. As for financing the convention, several sound methods seem to be in general use:

1. **The Underwriting Method.** The groups in the area, perhaps through their representative on the convention committee, agree to underwrite the complete costs of the event. Since the registration fees can be established at a level sufficient to cover the total costs, this should result in no acutal

out-of-pocket costs to groups It's a good idea, though, to put the tickets on sale well in advance of the convention and to know where the break-even point lies. Registration fees cover costs for special events.

2. **The Convention Fund.** In some areas, the groups make year-round contributions to a convention fund. There, there is no registration fee, except possibly for out-of-state visitors.

One method of covering deficits, provided it is done with tact and sufficient explanation, is to take up a special collection at the convention. But if the groups have already been consulted and have agreed to underwrite the convention, making up the deficit is their ultimate responsibility.

Most conventions, however, make a profit. What's to be done with these surplus funds? In most cases, part of the surplus is held in trust to next year's convention. Then the committee may use the balance to help support local service offices or the General Service Office. In accordance with our Seventh Tradition, only funds from A.A. members attending the event should be contributed to support A.A. activities.

3. **Self-support.** Based on A.A. experience shared with G.S.O., committees have found it best not to solicit for outside donations of any kind. This is in keeping with our AA principle of self-support. (This does not pertain to ordinary business negotiations with the facility where the event is taking place.)

WHAT MAKES A GOOD CONVENTION PROGRAM?

One A.A. member shared his opinion that the program wasn't really the most important thing at a convention. He looks for something in addition - the joys of meeting new and old friends, working together for our common good, and sharing our experience, strength and hope with each other.

He goes on to say that there can also be a letdown feeling when we leave a convention if the program hasn't been imaginative and inspiring. This take careful though well in advance of the convention date. A well-balanced program might include:

1. **The Convention Theme.** Often, it's easier to plan the overall program by organizing it around a simple theme. Such a theme might be "Unity," "We Came to Believe..." "First Things First," or a similar A.A. saying or topic. This does not mean that the entire program must be devoted to the theme idea; it does, however, serve as a reminder that an A.A. convention advances the common purpose of Alcoholics Anonymous.
2. **Main Features - Banquets, Open Meetings, etc.** In planning a convention, program chairpersons usually schedule several **large open** meetings throughout the event, although not necessarily in immediate succession. A Saturday-night banquet may also serve as an open meeting, with a speaker following the dinner.

The large open meeting brings unity to the convention and gives the opportunity for presenting certain matters - such as the selection of the next year's convention site - before the entire assembly of A.A. attending. But too many open meetings in any single convention can be tiresome; as a general rule, three or four such meetings are sufficient in a weekend convention.

3. **Panels.** Many program chairpersons schedule workshops and panel sessions to provide suitable convention activity without overloading the program with open meetings.

Workshops and panels may take a variety of forms, one popular arrangement is to set up a panel with three speakers and a chairperson. Each speaker may be assigned a topic and a time limit. The session may be followed by a short question-and-answer period, if time allows.

On the subject of panels, experience has shown that topics such as “How the General Service Office Works” or “Why G.S.O.?” attract only a small audience and therefore do not carry the message in a satisfactory fashion. G.S.O. staff members can best be used as speakers on regular panels - where their familiarity with A.A. worldwide can add an extra dimension to the presentation.

Any one of the trustees (especially your own regional trustee) would be invaluable on such topics as “A.A. and Responsibility.” They are in a crossroads position where they are aware of our Fellowship - particularly on the public level - and also have an overall perspective on our purposes, strengths, and weaknesses. They can be of great value in helping us learn more about worldwide A.A.

Don’t forget your own G.S.R.s, committee members, and delegates and past trusted servants. From their work in carrying the message outside their own groups, they’ll have many ideas on such subjects as “Is A.A. Changing?,” “A.A. at Work, Then and Now.” Many other A.A.s, oldtimers and no-so-oldtimers, also have worthwhile information and thoughts on such subjects.

Here are some suggest topics appropriate for workshops and panels:

- a. Correctional Facilities
- b. Treatment Settings
- c. Public Information
- d. Cooperation With the Professional Community
- e. Sponsorship
- f. Service
- g. G.S.R.s
- h. Twelve Traditions
- i. Twelve Concepts
- j. Intergroups and Central Offices
- k. A.A. Grapevine/La Vina
- l. Special Needs
- m. (Some program committees select phrases from A.A. literature as workshop or panel topics)

“Balance” and “flow” are two key words in the planning of a convention program, particularly in setting up the panels. It’s important that the program flow smoothly, with one feature following another in a pleasant, logical series. It’s also important that the panel topics and participants be balanced, so as not to give the audience too much of any one subject, too many speakers from one area, or too many panel participants of similar experience and viewpoint.

One effective way to insure maximum interest and participation in the convention is to farm out each meeting, workshop, or panel to different group or area within the convention territory. Thus,

the groups themselves plan and organize the meetings, always working closely with the general program chairperson to assure balance.

4. **Care of Speakers.** Most conventions feature speakers from out of town, sometimes A.A. members living a thousand miles or more from the convention site. This means that the program chairpersons have a responsibility to see that certain important matters are properly handled on the speaker's behalf.
 - a. **Expenses.** It should be clear, when the speakers are booked, what terms are being made for expenses. Unless it's otherwise specified, speakers have a right to assume that all their travel, meal, and hotel expenses will be paid for the entire trip. Speakers will also expect hotel or motel accommodations as a matter of course; if they're to be guests in private homes, this should be explained before their arrival.
 - b. **Speaking Arrangements.** Speakers should know when they're expected to speak, as well as on what topic and length of time, and whether the presence is also required elsewhere in the convention. (Some speakers may be unable to attend the entire convention.) No other commitments besides speaking should be made for speakers without their knowledge and consent. Most speakers will also appreciate knowing something about the conditions under which they'll speak; let them know whether there'll be a podium, public address system, etc. If the speaker will be taped, be sure that the speaker is aware in advance.
 - c. **Speaker Hosts and/or Hostesses.** Responsible members from the local group should be assigned the duty of being host to the visiting speakers and making sure that they have proper accommodations, as well as transportation and other conveniences.

PROVIDING SERVICES FOR A.A.s WITH SPECIAL NEEDS

For Deaf Members: A.A. members who are deaf or hard of hearing may need special considerations when attending an A.A. conference or convention. For those who have a fair amount of hearing and/or who read lips, seating near the speaker may be all that is required. Others who are deaf may require the use of a sign language interpreter. Here are some points to consider when planning a conference or meeting that will be attended by deaf or hard of hearing A.A.s.

1. Reserve interpreters well ahead of time because they are in great demand.
2. Budget the interpreting expenses. Find out early what the estimated cost will be, whether by the hour or by the day. If you are holding concurrent workshops, you may need more than one interpreter at the same time. If your event is small (and short) you may be fortunate to find a qualified volunteer, but do not expect to rely on volunteers.
3. In arranging preferred seating for deaf or hard of hearing members, designate the reserve area clearly: "Please reserve for hearing-impaired members."
4. Sensitize workshop leaders and meeting chairpersons to the use of the interpreter.
5. Stick with your plans once you have announced that an event is sign language accessible. Deaf people are very likely to travel far for the few events that are interpreted. If the event is a large one with concurrent meetings and workshops, plan for continuous availability of several interpreters.
6. If you are listing the event with the General Service Office, your local intergroup, or in any A.A. publication, specify that it is sign-language interpreted. If possible, have a T.D.D. number that deaf people can call for more information.

For A.A.s With other Special Needs

For blind people, some convention committees provide programs in Braille.

Also, if meetings are wheelchair accessible, this may be noted in the program.

GUARDING ANONYMITY

Announcement For Press

When A.A. conventions are being covered by members of the press, it's customary to be asking their cooperation in protecting members' anonymity. Such an announcement might go like this:

“Our anonymity, like our sobriety, is a treasured possession. We ask the help of our guests - especially those representing the press or broadcasting media - in protecting the anonymity of all alcoholics present or mentioned here today. We hope you hear something at this meeting which you can take away with you and use. We respectfully request, however, that you eliminate any mention of names in reference to members of Alcoholics Anonymous.”

It's unusual that any newspaper or broadcasting station these days will fail to cooperate with this request; not only is the A.A. principle of anonymity well known generally, but our G.S.O. in New York City has advised the press and broadcasters year after year of A.A.'s position on this matter.

But it's possible that members' anonymity may be violated through indirect methods. There's a likelihood, for example, that too much promotional zeal on the part of the convention committee may lead them to reveal a great deal of information about speakers without actually disclosing last names. This means, in the case of some well-known individuals, that their anonymity is technically protected but actually broken, since their identity can be readily recognized by anybody familiar with them or their work.

In one case, for example, a university professor had been invited to address a large A.A. banquet in the same state where he lived and worked. Only his first name, nickname, and last initial appeared on the announcement posters, but the name of his school and a previous academic connection were fully displayed. The professor's actual identity couldn't have been more clearly revealed if his last name and photograph had been included.

Is there a safe way to avoid making such de facto anonymity breaks? Well, one good procedure is to ask speakers how they wish to be listed on posters and advance notices. They'll know better than anybody else how much information about themselves ought to be revealed. In any case, whatever the speakers' feelings, the practice of using initials rather than last names should always be followed for the protection of A.A., as well as the individual.

Picture Taking Guidelines

Many A.A. event committees announce that the taking of photographs during A.A. meetings might make some attendees uncomfortable regarding their anonymity. Even when photographs are permitted to be taken, some committees provide reminders that any photographs taken should be away from crowds, to ensure that no images are taken of people who have not given permission to be in the picture. The A.A. Anonymity Display Card (M-61, available from G.S.O.) is often used for such announcements.

Finally, as the long form of Tradition Eleven reminds us, “Our names and pictures as A.A. members ought

not be broadcast, filmed, or publicly print” (this would include on digital media such as social networking, internet and other non-password protected web sites).

A further note about anonymity: out of respect for others, please do not take photographs during any of the meetings. Also, be considerate when taking photographs around convention venues. Take care that you do not capture images of A.A. members, family members, and friends who did not give permission and may not wish to appear in your pictures. Please do not post recognizable photos of identifiable A.A. members on websites accessible to the public, including unrestricted pages on social networking sites.

AUDIO RECORDING GUIDELINES

Shared experience makes it clear that recording of an A.A. convention cannot be left to chance. It is a difficult and time consuming job, including preliminary work with the speakers and decisions about who will record the convention, the conduct of the recorder during the convention, and his/her staff and follow-up after the convention. Following are some suggestions if the convention committee decides to use an outside vendor.

1. The recording chairperson may represent the convention in reaching agreements with the person who will be recording that particular convention, and in developing a written agreement.
2. The convention recording chairperson may develop a release form on which speakers agree to being recorded or decline to be recorded.
3. Experience shows that it is best to encourage speakers not to use full names and not identify third parties by full names in their talks. The strength of our anonymity Traditions is reinforced by speakers who do not use their last names and by recording companies or recorders whose labels and catalogs do not identify speakers by last names, titles, service jobs or descriptions. Experience also indicates that speaker recordings are being disseminated over the internet, a public media outlet. In addition, some A.A. members, if being recorded for future play on a public website, may choose to leave out other details of their lives that may make themselves or their families identifiable.
4. The recording chairperson ensures that a recorder has an understanding of the Traditions.
5. The agreement prepared by the convention committee determines what the recorder sells or displays on-site.
6. The convention committee clarifies that recording may be done by an outside vendor, is not an official part of the convention.
7. Convention committees discourage any recording royalties to the convention committee.

VIDEO RECORDING GUIDELINES

In keeping with a 1980 General Service Conference recommendation, it is suggested that speakers not be recorded on video.

MISCELLANEOUS TIPS ON GOOD CONVENTION MANAGEMENT

When your committee is discussing the convention, try to go over the things you liked and didn't like at past conventions, especially matters that caused petty irritations and annoyances; most likely they can be avoided. Here are a few suggestions:

1. **Badges.** A.A. conventions don't seem to be right without identification badges. See that they're

in bold, colorful letters, so they can be read at a glance. Try not to subject guests to more than a few minutes' wait in registering for the convention and picking up their badges. Organize the registration so the process will flow smoothly and quickly.

2. **Coffee.** It's an essential feature-plenty of coffee sessions throughout the convention. Don't forget, some A.A.s come more to talk to each other than to listen to speakers, so be sure they have lots of opportunity to gather 'round the coffeepot.