

SWACYPAA HOST COMMITTEE PACKET

Last edited 6/20/21

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Introduction Letter

To The SWACYPAA Host Committee:

Your committee has been selected to host the 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 a conference comes with great 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 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 an 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 to run the conference. For purely financial reasons 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 veto power over any Host Committee action; this is legally necessary as we are a registered 501(c)(3) nonprofit. 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

SWACYPAA Facts, Aims, and Purposes

(Draft approved 10/20/2019)

The Southwest Area Conference for Young People in Alcoholics Anonymous was originally conceived during a nearly five year stretch when there was only one regional Young People's Conference inside of a day's drive for residents of the Continental American Southwest. After the unanimous blessing of the WACYPAA Advisory Council, YPAAs from the southwest region planned an informal gathering at the 2012 WACYPAA in Tucson, AZ, where an Advisory Council to lead the idea from concept to actualization was formed.

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 throughout the area. 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.

Suggested Timetable

First Things First

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 principal officers and subcommittee chairs. We suggest you create an ad hoc committee composed of the officers of the bid committee. This ad hoc committee can help with the transition from bid to host committee. We suggest this committee focus on scheduling elections and reviewing the suggested positions and their accompanying descriptions before the elections are held.
 - 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 wise to set aside a large block of time on a weekend for elections. Advisory would prefer elections be held on a Saturday due to travel times; however maximum inclusion of all possible participants is still the primary concern.
 - 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 who would like to participate to have knowledge of the elections.
 - Your first job is to outreach your elections.
 - It is important that everybody knows about the elections so your committee may be comprised of people from all over your AA community. Don't forget to utilize your local AA service structure to help outreach. Newsletters, intergroup announcements, and other traditional means of communication within AA groups are available.
 - Your second job is to contact the hotel or facility and let them know you have been awarded the conference. Advisory will take care of the contract negotiations but introductions will need to be made with the facilities to let them know of the transition.

Hold Elections

2. 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. As a new host committee your committee will be governed by the suggested bylaws in appendix B until you have time to finalize and vote on your own bylaws. It is highly recommended you review and make amendments to the bylaws in the first 90 days of forming the host committee.
5. Many past host committees have chosen to hold host committee meetings 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. Continue to use your temporary pre-registration flyer to collect pre-registrations for your conference until the dates and location are finalized. We recommend you increase the price of preregs as you hit key milestones - After elections, once the facility contract is signed, at the 6 month mark, etc. This makes sense financially and can help communicate the progress your committee is making to the SWACYPAA community.
8. 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 SWACYPAA Advisory Chair.
9. Begin holding events. You should try and hold at least one event monthly throughout the year that you are SWACYPAA 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 committees choose to discount the suggested contribution at their events for those who pre-register for the conference at an event. An example would be that if the suggested contribution 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.
10. 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.]
11. Please publicize the Conference and any pre-conference events as soon as possible. Presale tickets to pre-conference events are helpful.

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:

1. Moment of Silence.
2. Go around the room and have everyone introduce themselves.
3. Ask for a motion to adopt the third legacy procedure. Discussion.
4. Ask for a motion to accept proposed position time requirements as decided by committee
5. Begin elections using the third legacy, if above motion passes. (see below)
6. 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 two-thirds vote is elected.
6. After the second ballot (assuming no candidate receives two-thirds 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 two-thirds 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 the 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 a 501c3 non-profit corporation and all accounting practices should follow the appropriate guidelines).
5. All accounting membership will follow SWACY PAA bylaws (*See Article IV Section D*).
6. A suggested membership of the Host Committee is reflected in the following section and the format of meetings should follow the conscience of the host committee. 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.
7. SWACY PAA adheres to GSO's Safety Statement.

Suggested Host Committee Officer Positions

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

Suggested Requirements for 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 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 two-thirds majority vote.

Suggested Duties for Committee Officers

1. Chair
 - a. Facilitate discussion and create the agenda for all SWACYPAA Host Committee Meetings
 - 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 of 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 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 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 Host 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. Treasurer shall be a co-signer on SWACYPAA Host bank account.
 - g. Either the Treasurer or Co-Treasurer must attend every SWACYPAA Host Committee meeting with checkbook, bank statements and deposits on hand and provide disbursements & reimbursements as per committee approval.
 - h. Provide financial reports at monthly HostCommittee meetings. Reports should include but not be limited to:
 - Total funds
 - Excess Funds (funds collected above the budgeted operating expenses)
 - Separately tracked merchandise sales, event income, registration totals, etc.
 - i. Maintain all accounts which are subject to inspection at any time.
 - j. Keep and maintain receipts, bank transactions, check stubs, and other pertinent information regarding account status, and provide to archivist along with annual report
 - k. Coordinate all budget and accounting efforts in conjunction with the advisory council treasurer.
 - l. Submit monthly treasury report to SWACYPAA Advisory council.
 - m. Submit an annual report to the archivist and SWACYPAA advisory council.
4. Secretary
- a. Record the minutes of all SWACYPAA Host 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 Host 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. Submit all minutes to SWACYPAA Advisory Council Secretary following every business meeting
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 Host 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. 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.
8. 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 the hospitality room, host marathon or workshop meetings, assist at registration table, general outreach for events, 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 an 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 Host Committee.

Suggested Host Committee Positions

1. Facilities Chair
1. Registration Chair
2. Hospitality & Co-Hospitality Chair
3. Theme & Logo Chair
4. Security & Co-Security Chair
5. Literature Representative
6. Conference Entertainment Chair
7. Events/Fundraising & Co-Events Chair
8. A/V Chair
9. Inreach Chair
10. General Service Liaison
11. H&I Liaison
12. Native American Liaison
13. LGBTQ+ Liaison
14. Spanish Speaking Liaison
15. Bid Cities Liaison
16. IT Chair
17. Prayer Chair

18. Merchandise Chair
19. Special Needs/Accessibilities Chair

Suggested Requirements for Host Committee Positions

1. Must be a member of Alcoholics Anonymous
2. It is suggested that all members of the 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 Committee Position duties can result in the member's position being brought to the Committee for dismissal with a two-thirds majority vote.

Duties for the Host 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 Host 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:
 - 1. Budget
 - 2. Date, Time & Location
 - 3. Programming Outline
 - 4. 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 the 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.
 - e. 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.
 - f. 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.
 - g. Build relationships with Area officers and District Committee Members (DCM) maintaining an open line of communication between the committee and the current delegates, chairs, etc.
 - h. 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. LGBTQ+ Liaison
- a. Build a relationship with the LGBTQ+ Community in AA.
 - b. Attend LGBTQ+ meetings, events and conferences
 - c. Make announcements about our upcoming conference and invite members of the

LGBTQ+ 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 accounts 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 the 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 an accurate inventory.
- d. Work closely with the 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 SWACYPAA Host Committee members and all other members interested in purchasing SWACYPAA items.
 - g. Responsible for organizing volunteers to sell merchandise and track the sales during the conference, forwarding money to the treasurer as necessary.
20. 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 - We suggest subcommittees be formed by the chair of any position who thinks it will be helpful in fulfilling their duties. Subcommittees often allow for more nuanced discussion. Subcommittees should not however be used to circumvent or replace the will of the Host Committee.

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 two-thirds majority of the Standing Committee can adjust the formatting and structure of the committees and subcommittees in accordance with their respective conscience.

Tentative Schedule/Space Needed

General - Weekend

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

Thursday

- Pre-conference event
- Main meeting (ballroom): 8:00PM

Friday

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

Saturday

- Specialized meeting rooms for panels and workshop: 10:00 AM until 5:30 PM
- 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 8:00 AM - 2:00 PM
- Possible off site activity
- Main Meeting Starting @ 7:00 PM
-
- Opening Meeting ceremonies @ 8:00 PM (countdown, role call) AA meeting 7:30-10/10:30 PM (depends on announcements) Dance or dances to follow 10:30-1:00 AM or 2:00 AM
- Save time for announcements by Advisory Council at the end of the Saturday night meeting

Sunday

- Closing meeting 10:00 AM to 12:00 PM

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 chair 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 the 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. registration 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 expenses 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		

Conference Entertainment		
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 Conference Entertainment 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		

Transportation		
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 SWACYPA A Budget:	

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

APPENDIX A: Sample Host Committee Meeting Formats

1. Approval of minutes/agenda
2. Observe the 7th Tradition
3. Reports:
 - Facilities
 - Registration
 - Hospitality
 - Theme & Logo
 - Security
 - Literature Representative
 - Co-Chair Committee summary (Co-Chair)
 - Conference Entertainment
 - Events
 - A/V
 - Special Needs/Accessibility
 - Program Committee summary (Program Chair)
 - Inreach
 - GSL
 - H&I
 - Native American Liaison
 - GLBTQ
 - Spanish Speaking
 - Bid Cities
 - Outreach Committee Summary (Outreach Chair)
 - IT
4. Old Business: (business left over from previous meeting)
5. New Business: (new business brought to the floor by the chair or another host committee member)
6. Schedule of upcoming events:
7. Summary of items to be worked on before next meeting
8. Adjourn (Closing prayer by Prayer Chair)

APPENDIX B: AA Guidelines

We highly recommend familiarizing yourself with the following guidelines from GSO:

1. **AA Guidelines on Conferences, Conventions and Roundups:**
https://www.aa.org/assets/en_us/mg-04_conferenceandconv.pdf
2. **GSO Safety Statement:**
https://www.aa.org/assets/en_US/f-211_SafetyCardforAAGroups.pdf
3. **Relationship Between A.A. and Al-Anon:**
https://www.aa.org/assets/en_US/mg-08_relationshipbet.pdf