

VI. Conference Hosting Procedures

A. 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 for 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: NACYPAA I) with the appropriate agencies. 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 NACYPAA bylaws.
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 4 members of their host committee for the Advisory Council and 2 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.

B. Suggested Host Steering Committee Positions

1. Chair

2. CoChair
3. Treasurer
4. CoTreasurer
5. Secretary
6. Archivist/CoSecretary
7. Bylaws Chair
8. Outreach Chair
9. Program Chair
10. Facilities
11. Registration

C. 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 NACYPAA and be able to convey this appropriately, answering any questions about what NACYPAA is and what our purpose is. Stay up to date with the overall activities of NACYPAA.
4. Failure to uphold NACYPAA 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, done by secret ballot.

D. Suggested Duties for Steering Committee Officers

1. Chair

- a. Facilitate discussion and create the agenda for all NACYPAA 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 cochair 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 cochair, and will then resume duties as chair the next committee meeting.)
- g. Be a cosigner of the NACYPAA 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 subcommittees.
- j. Act as a direct point of contact to other YPAA committees and filter relevant information between those committees and NACYPAA 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 NACYPAA Advisory Council and be an honorary, non-voting member of the Council Board of Directors.
- n. The Chair may hold no other positions on NACYPAA Host.

2. CoChair

- 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 of chair duties).
- c. Be responsible for NACYPAA 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 cosigner on NACYPAA Host bank account.
- f. In the event of any vacated, and or vacant positions co-chair is responsible for ensuring positions and repositions are filled.

3. Treasurer

- a. Must have personal financial autonomy and a personal bank account
- b. Keep an accurate financial record of all NACYPAA Host Committee transactions.
- c. Control the flow of money (i.e. collect money at all NACYPAA Host events, and with the exception of money collected from merchandise sales or by the conference outreach/registration chair) in conjunction with NACYPAA 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 CoTreasurer must attend every NACYPAA 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 NACYPAA advisory council.

4. Co Treasurer

- a. Must have personal financial autonomy and a personal bank account
- b. Keep an accurate financial record of all NACYPAA Host Committee transactions.
- c. Coordinate with Events Chair to assist with event budgeting and report to Treasurer
- d. Either the Treasurer or Co-Treasurer must attend every NACYPAA Host Committee meeting with checkbook, bank statements and deposits on hand and provide disbursements & reimbursements as per committee approval.
- e. Coordinate all budget and accounting efforts in conjunction with the Treasurer.
- f. Fulfills all duties of the Treasurer as needed when they are not available.

5. Secretary

- a. Record the minutes of all NACYPAA 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. Forward the Secretary reports in a timely fashion after NACYPAA 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.
- d. Maintain NACYPAA Host contact list, updating as needed, and make this list available to all members of the committee.

e. Coordinate email communication with the NACYPAA Host contact list, passing along event flyers and pertinent communication to the entire committee and the NACYPAA Advisory Council.

f. Maintain a roll and attendance of committee members

6. Archivist/CoSecretary

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.

7. Bylaws Chair

a. Study and know the structures and bylaws

b. Make copies available to all NACYPAA Host members.

c. Attend every NACYPAA Host Committee meeting with copies of the bylaws available.

d. Serve as a guide to make sure that the NACYPAA Host Committee acts in accordance with the bylaws set forth by the committee, as well as the 12 Traditions and 12 Concepts of Alcoholics Anonymous.

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 NACYPAA 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 LGBTQ+ Conferences Alanon/Alateen conferences General Fellowship events & conferences

- c. Make announcements, and confirm commitments from NACYPAA members to make announcements and distribute information about upcoming events, focusing especially on events hosted by NACYPAA, at above listed events and AA meetings which are not generally attended by members of NACYPAA 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 onto other members of NACYPAA Host or future Outreach Chairs.
- e. Inform NACYPAA Host how members can be of service at the above listed events, (i.e. volunteer in hospitality room, host marathon or workshop meetings, assist at the 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 NACYPAA committee, and submit an annual report to the CoChair and the archivist.
- h. Coordinate SubCommittees and work closely with Inreach chair, SpanishSpeaking, LGBTQ+, and NativeAmerican liaisons reporting regularly all actions in that committee to the NACYPAA Host Committee.

9. Programs Chair

- a. Responsible for designing the entire program, getting speakers, panelists, and chairs for marathon meetings.
- b. Coordinate times and places for all conference meetings and events.
- c. Oversees the design and printing of the program.
- d. Work closely with Facilities, AV, and Conference Entertainment to ensure all needs are met for the success of the Program as a whole.

10. 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 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 NACYPAA's guidelines.
- c. The Facilities Chair 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.

11. Registration Chair

- a. Responsible for registration database, collection and entering of all preregistrations.
- b. Collect registration mailings from the NACYPAA 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.

E. Suggested Host Standing Committee Positions

1. Hospitality Chair
2. Graphics Chair
3. Security Chair
4. Literature Representative
5. Conference Entertainment Chair
6. Events Chair

7. A/V Chair
8. Inreach Chair
9. General Service Liaison
10. H&I Liaison
11. Native American Liaison
12. GLBT Liaison
13. Spanish Speaking Liaison
14. Bid Cities Liaison
15. IT Chair
16. Prayer Chair
17. Merchandise Chair
18. Special Needs/Accessibilities Chair

E. Suggested Requirements for Standing Committee Positions

1. Must be a member of Alcoholics Anonymous
2. It is suggested that all members of the Host 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 NACYPAA and be able to convey this appropriately, answering any questions about what NACYPAA is and what our purpose is. Stay up to date with the overall activities of NACYPAA, 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, done by secret ballot.

G. Suggested Duties for the Standing Committee Positions

1. 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 a 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.

2. Graphics Chair

- a. Responsible for the creation, safekeeping and the 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 preregistration 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.

3. 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.

4. 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.

5. Conference Entertainment Chair

- a. Responsible for organizing all entertainment during the conference, and coordinating these efforts with the facilities representative, facilities staff, and the program subcommittee.
- 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.

6. Events Chair

- a. Plan regular events to be hosted or co hosted by the NACYPAA 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 NACYPAA 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
- e. List of Volunteer opportunities Coordinate with Graphics 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). All monies acquired will be forwarded to the Treasurer.

7. AV Chair

a. AV Chair Assists the Facilities Chair in handling negotiations of media contracts, media feeds, audiovisual, podcast, and recording of the conference panels and speakers.

b. Coordinate with the program chair 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.

8. 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.

9. 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 NACYPAA 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 as necessary 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 as necessary and relevant Area sponsored events acting as the voice of the conscience of the Host Committee.

g. 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.

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.

i. Report topics of major concern to the Chair for deliberation in new business during Host Committee meetings so that an accurate conscience can be reached on issues related to District and Area activities.

10. H&I Liaison

a. Develop a relationship with H&I, Bridging the Gap, 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.

11. 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.

13. 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 subcommittee'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.

14. 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.

15. IT Chair

- a. Create a conference website, coordinating with the Advisory Council's IT Chair.
- 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 website 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.

16. 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 Committee meetings with a prayer of his/her choice.

17. Merchandise Chair

a. Will work closely with Graphics chair to create conference merchandise for sale at NACYPAA.

b. Will work closely with Programs, and Registration Chair to ensure any merchandise that needs to be ordered per their commitment be concise with the merchandise being ordered for the conference.

c. Propose at least two options for every item to be produced by your NACYPAA Host Committee (i.e. shirts, hoodies, coffee mugs, etc.) for approval by the Host Committee.

d. Will produce a budget to be submitted to Host committee and treasury at least 6 months prior to the conference in order to effectively create and order merchandise in a timely manner.

d. Responsible for organizing volunteers to sell merchandise and track the sales during the conference, forwarding money to treasurer as necessary.

18. 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 Childcare services for the Conference.