

## TXSCYPAA HOST COMMITTEE CURRENT PRACTICES

As of November 30, 2014

All elections are conducted by 3rd Legacy Procedure, as outlined in The AA Service Manual. When only one candidate is available to serve, a voice vote may be taken.

Anyone that wants to stand for an available position must be present at the meeting where the election is held.

These are the recommended practices for the Host Committee. At the outset of the Host Committee's formation, ratification of these practices- or a version thereof- should be established and voted on. This should be done as soon as possible to ensure proper communication processes throughout the Host Committee's existence.

**Order of elections:** chair, co-chair, secretary, treasurer, registration chair, hotel chair, outreach chair, program chair, website chair, activities chair, secretary, merchandise chair, graphics chair, public information chair, H&I chair, bid city liaison chair, entertainment chair, linguistics chair/special needs chair, sober & willing alcoholic team chair (SWAT), Al-Anon chair, hospitality chair, coffee chair, alternate chair, alternate treasurer, alternate registration chair, alternate hotel chair, alternate outreach chair, alternate program chair, alternate website chair, alternate activities chair, alternate secretary, alternate merchandise chair, alternate graphics chair, alternate public information chair, alternate bid city liaison chair, alternate entertainment chair, alternate linguistics chair/special needs chair, alternate sober & willing alcoholic team chair(SWAT), alternate Al-Anon chair, alternate hospitality chair, alternate coffee chair.

### **SUGGESTED MINIMUM SOBRIETY LENGTHS**

These are the *suggested* sobriety requirements for the elected positions. Chair, co-chair, treasurer — three years; hotel, secretary, registration, program, public information — two years; outreach, website, activities, entertainment, merchandise— 9 months; all other committee chairs — six months. Alternates carry the same suggested sobriety requirements as the related chair positions. The drinking alcoholic beverages will result in a voluntary resignation from an elected position, including any positions with no sobriety requirement.

### **COMMITTEES**

The steering committee shall comprise a maximum of 4 voting members. A quorum will comprise 3 voting members. Substantial unanimity on the steering committee is defined as at least 3/4 of the cast votes (in all other committee votes, 2/3 of the votes cast). The voting members are the chair, co-chair, secretary, hotel chair, and treasurer. The alternates of these positions may participate and will have a voice in all steering committee meetings. In the absence of the voting member, the alternate of the member will be allowed a vote.

These are suggested committees, depending upon the availability of committee members: registration, hotel, outreach, program, website, activities, merchandise, graphics, public information, entertainment, linguistics/special needs, sober & willing alcoholic team, and hospitality.

Committee chairs are suggested to submit a report for each meeting, either in person or via a representative of the committee (also in person). Reports are to be typed and read as written, to ensure that the minutes are an accurate reflection of the meeting, and that a soft copy of the report is to be provided to the recording secretary, prior to the meeting. As often as possible, committee chairs are encouraged to announce, during meetings, dates, times & locations of their upcoming committee meetings.

## **FINANCE**

The TXSCYPAA host committee shall observe the spirit of the 7<sup>th</sup> Tradition in the strictest sense (i.e. including within the Fellowship). The rent for the meeting facility is \_\_\_ a meeting. It is the Chairperson's responsibility to collect rent and pay the facility. All excess will be handed over to the Treasurer. The checking account should have two signers. The following positions will be two signers on the account, in the order listed: chair, treasurer, alternate treasurer, secretary. In addition to the two signers above, the advisory council chair is a signer also. The signers on any contract will be limited to Chair and Treasurer.

### **Advisory Council Actions in Regards to Finance: (Referenced from TXSCYPAA By-Laws)**

In keeping with the 7th Tradition of AA, all Conference Host Committees ought to be fully self-supporting. The current Host Committee will relinquish 80%, above and beyond financial and contractual obligations, to the Advisory Council Treasurer. The Host Committee may then make contributions of the remaining 20% of the proceeds to the local service structure (Intergroups, Districts, or Area Assemblies), as the current Host Committee deems fitting. The Advisory Council treasurer will make available \$1000 to be deposited into the new Host Committee's checking account once it has been established. The Advisory Council will make contributions to GSO World Services, out of its own monies above and beyond its prudent reserve and operating expenses, to ensure the contributions from the current Host Committee are given back to the district's and area assemblies supporting it.

## **ATTENDANCE**

The attendance at meetings is necessary in order to maintain an informed group conscience. The suggested attendance policy is as follows: 2 absences without notice and written report will be considered a voluntary resignation. A quorum at a regularly scheduled business meeting is 2/3 of voting members.

The following combinations of the steering committee will be the presiding officer and clerk for regularly scheduled meetings: (presiding officer: Chair, Alt. Chair, Hotel Chair, Treasurer, Secretary, Alt. Treasurer; clerk: Secretary, Alt. Secretary, Treasurer, Alt. Treasurer).

In the spirit of Concept IV, all attendees at meetings will have a voice; officers, committee chairs and those alternates acting in place of a chair will have one vote. All motions and seconds must be made by voting members.

## **GENERAL**

The committee's expectation is that all phone calls and e-mails (or other communications) from committee members be returned within 72 hours. It is generally suggested that a service worker be asked to resign if time does not permit him or her to carry out the responsibilities of the position. All elected members receive unapproved minutes. Approved minutes are distributed to the elected members, those with prior interest in the defined as attending a host committee meeting, and those on the existing outreach list.

**Position Descriptions: Position responsibilities include, but are not limited to the following (i.e. you may do more than your description). Position holders need conduct all business in accordance with**

**the Host Committee Guidelines, and within the principles of the Twelve Steps, Twelve Traditions, and Twelve Concepts:**

**Chair: Suggested Minimum Sobriety: 3 years**

A member of the steering committee. Also chairs the steering committee. Responsible for the overall functioning of the Host Committee. Communicates regularly with the TXSCYPAA Advisory Council Chair regarding Host Committee progress/challenges. Responsible for establishing that quorum is met before conducting business that necessitates voting and must announce if quorum is lacking before proceeding with reports and discussion. Holds all elected committee members accountable for the responsibilities of their position and ensures that all tasks are accomplished. In the event the committee votes to relieve a member of their elected position, it is the Chair's responsibility to inform him or her of the committee's decision. Should keep well informed of what is happening on each subcommittee and assist as needed with the help of the Co-Chair. Informs the Secretary of upcoming meetings and changes. Acts as a signer and has access to the committee bank account. Monitors budget, cash flow, pre-registration pace, hotel bookings, etc. Holds one of two keys to the P.O. Box. Creates the agendas for and chairs all Host Committee and Steering Committee meetings. Conducts each meeting in an orderly fashion. Conducts all business in accordance with the Host Committee Guidelines and within the principles of the Twelve Steps, Twelve Traditions, and Twelve Concepts. The Chair does not carry a vote.

**Co-Chair: Suggested Minimum Sobriety – 3 years**

A member of the steering committee. The Co-Chairs main responsibility is to support the Chair and help them and the rest of the committee in any way they can. Provides counsel as needed for the chair. Assists Chair with ensuring that all tasks are accomplished. Acquires knowledge of how to carry out the responsibilities of the Chair. Carries out various responsibilities assigned by the Chair. Acts as a signer and has access to the committee bank account. Should keep well-informed of what is happening on each subcommittee and assist as needed. In the absence of the Chair, accepts the full responsibilities of the Chair. Typically fills in for other steering committee members in their absence (secretary, hotel chair, treasurer) when an alternate is not elected/available. In the event the committee votes to relieve the Chair of their elected position or if the Chair's position is vacated for any reason, the Co-Chair will immediately rotate into the Chair role and a new Co-Chair will be elected. In the event the committee votes to relieve the Chair of their position, it is the Co-Chair's responsibility to inform him or her of the committee's decision. When acting as Chair, the Co-Chair does not carry a vote.

**Treasurer: Suggested Minimum Sobriety – 3 years**

A member of the steering committee. Responsible for maintaining financial records for the conference. Will work with the Host Committee and TXSCYPAA Advisory Council Treasurer to create a conference budget and should assist committees with budgets throughout the host year. The proposed budget should be submitted to the TXSCYPAA Advisory Council within 60 days of election. Keeps an up-to-date financial report, closely tracking income and expenses. Provides printed copies of the Treasurer's report at each Host Committee meeting. Sends a financial snapshot/summary to the Host Committee Chair and the TXSCYPAA Advisory Council Treasurer at the end of each month. Has in his or her possession at every committee meeting all bank statements, deposits and checkbooks so as to be prepared to make deposits and/or disbursements, which are subject to inspection at any time. Responsible for setting up a bank account and PayPal account (or similar service). Acts as a signer and has access to the committee bank account. Ensures that rent, P.O. Box fees and all other bills are paid on time. Collects money from events. Works closely with the Registration and Merchandise Chairs to establish financial accountability, including online and onsite sales. Provides an event report after each event to present at the following Host Committee meeting that includes an income and expense breakdown, the number of registrations collected and the overall profit or loss of the event. Should be prepared to sign the federal tax return covering the conference activities upon request. Responsible for filing paperwork with the Texas tax department to gain tax exempt status. Responsible for obtaining an EIN from the IRS. Within 45 days after the conference, the Treasurer will have balanced books

**Hotel Chair: Suggested Minimum Sobriety – 2 years**

A member of the steering committee. Responsible for familiarizing himself/herself with the hotel contract(s) and interpreting to the committee where necessary. Should work closely with all committees requiring space in the hotel. Acts as liaison between the hotel and the Host Committee. Submits tentative and final program of events to the hotel on or before the contracted deadlines. Should bring a copy of the hotel contract to Host Committee meetings and to the conference. Assists SWAT with creating a security plan for the hotel. Responsible for setting up and being present at meetings with the hotel including walk-throughs (with the Program, Registration, Merchandise, and A/V committees), security meetings, preconference meetings and post-conference meetings. Assures that the needs of the conference are met and that facility conflicts are resolved.

**Secretary: Suggested Minimum Sobriety – 2 years**

A member of the steering committee. Acts as the custodian of all committee materials. Keeps accurate minutes of all committee meetings including exact wording for all motions and major points of discussion. Host Committee and Steering Committee minutes should be emailed to the Host Committee and TXSCYPAA Advisory Council within 72 hours after the committee meeting. Provides the previous meeting's minutes for approval at each committee meeting. Keeps attendance at each meeting and informs the Chair of absences. Responsible for creating Facebook events for committee meetings, gathering and providing reports for absent committee members during Host Committee meetings and sending out meeting reminders. Responsible for acquiring minutes and reports from all sub-committee meetings to keep on file. Holds one of two keys to the P.O. Box and is responsible for checking the mail before each committee meeting. Responsible for maintaining the Host Committee contact list.

**Registration Chair: Suggested Minimum Sobriety: 2 years**

Responsible for updating host committee on registration numbers at each committee meeting. Responsible for online registrations, as well as paper registrations. Organizes pre-registration tables at conference events or outreach opportunities. Responsible for the registration area and leading volunteers the weekend of the conference. May create a registration subcommittee to assist in the registration responsibilities leading up to and on the weekend of the conference.

**Program Chair: Suggested Minimum Sobriety: 2 years**

Creates a thorough program for the conference, including speakers, panels, and workshops, as well as schedule and location of events. Presents possible speakers to Host Committee for approval. Responsible for inviting a speaker, coordinating travel arrangements/ hotel accommodations for all out of town speakers. Responsible for maintaining contact/ confirming arrival of speakers. May create a subcommittee to help with these tasks.

**Public Information Chair: Suggested Minimum Sobriety: 1 year**

Responsible for communication with the public, if needed, including the press and media- ensuring the anonymity of all speakers and panel members. May combine chair position with H&I Chair.

**Hospital & Institutions (H&I) Chair: Suggested Minimum Sobriety – 1 year**

Responsible for outreaching the conference to treatment facilities and encouraging them to allow groups of patients to attend. Works with the local H&I committees to communicate with correctional and treatment facilities about A.A. and TXSCYPAA. Proposes H&I-related service opportunities to the Host Committee. Responsible for hosting any treatment facilities that do attend the conference. May create a subcommittee to help with these tasks.

**Outreach Chair: Suggested Minimum Sobriety: 9months**

Responsible for generating interest for upcoming conference. Responsible for the email list, sending out conference approved emails, and updating and maintaining contact list. Responsible for seeking

prospective outreach opportunities at A.A. related events and activities, encouraging pre-registration and attendance of conference. Responsible for developing and maintaining social media outreach, ensuring anonymity is protected through the creation of “secret” or “private” groups. May create a subcommittee to help with these tasks.

**Website Chair: Suggested Minimum Sobriety: 9months**

Responsible for setup and maintenance of website: [www.txscypaa.org](http://www.txscypaa.org). Should make sure outreach and conference information is on website. Works together with the Events Chair and Activities Chair to make sure accurate information regarding events and program is available on website.

**Merchandise Chair: Suggested Minimum Sobriety: 9months**

Responsible for researching prices and ordering coffee cups, t-shirts, conference banners, and/or souvenirs and memorabilia. Responsible for keeping track of inventory. Coordinates to make merchandise available for conference weekend. Works with the Treasurer regarding all monies. May create a subcommittee to help with these tasks.

**Activities Chair: Suggested Minimum Sobriety: 9 months**

Responsible for planning outreach activities during the year of the conference. Responsible for finding locations and planning these events with the purposes of raising money and awareness. Responsible for ensuring activities and outreach events reflects the spirit of recovery among young people in A.A. Works with Treasurer regarding monies raised. May create a subcommittee in order to delegate tasks.

**Entertainment Chair: Suggested Minimum Sobriety: 6 months**

Responsible for coordinating with the program and events chair to plan, coordinate, and oversee all the entertainment at the conference. Organizes main meeting entertainment. Organizes and books entertainment for all dances and events during TXSCYPAA (open mic's, Dj's, etc.) May create a subcommittee to help with the work load.

**Graphics Chair: Suggested Minimum Sobriety: 6 months**

Should have A.A. service experience. Designs and produces all printed and digital materials requiring graphics (flyers, tickets, programs, signs, banners, etc.). Has access to a computer with appropriate design software. Works closely with the Website Chair to ensure that the Host Committee site is visually consistent with the other graphics associated with TXSCYPAA. Works closely with the Events and Outreach Chairs in order to produce outreach materials for all scheduled events. Works closely with the Merchandise Chair to design a graphic that best suits the conference theme for t-shirts, stickers, buttons, etc. Researches economical production options and presents them to the committee for final decision by group conscience. May create a subcommittee with additional subcommittee positions within the scope of their responsibilities as needed.

**SWAT Chair: Suggested Minimum Sobriety: 6months**

Responsible for getting together volunteers for any and all general volunteer needs at the conference. (cleaning, security, hospitality, etc.). The point of contact for all volunteers (usually people who come the conference on scholarship are asked to volunteer). Be sober, be willing, and be ready for action! May create a subcommittee to help with these tasks.

**Bid City Liaison: Suggested Minimum Sobriety: 6 months**

Should initiate and maintain contact with all bid committees. Communicates questions and concerns from bid committees to the Host Committee. Makes sure the bid committees have everything that the bid committees need for their presentations.

**Hospitality Chair: Suggested Minimum Sobriety: 6 months**

Responsible for Hospitality suite, obtaining volunteers, buying board games, cards, and food for the room. Responsible for the break-down and clean-up of Hospitality suite. May create a subcommittee to help with these tasks.

**Coffee Chair: Suggested Minimum Sobriety: 6 months**

Responsible for ensuring we have the proper amount of coffee during the speaker meetings, and keeping track of its cost.

**Al-Anon Chair: Suggested Minimum Sobriety: 6 months**

Coordinates with Al-Anon speaker, reserves room on our room block, and is their point of contact at conference. Works with the Program chair to ensure details of transportation/ accommodations are arranged for the speaker. Keeps in touch with speaker in weeks leading up to conference.

**Special Needs/Linguistics Chair: Suggested Minimum Sobriety: 6 months**

Responsible for making sure any person with language translation or special needs (mobility, sight, hearing) is provided with the proper resources (i.e. wheelchair, closer seating, translator).

**Prayer Chair: Suggested Minimum Sobriety: 90 days**

To remind TXSCYPAA members of the primary element of our service work. Responsible for opening and closing all committee meetings with a prayer. In the event that personalities start to precede principles, has full authority to stop committee meeting for prayer.