



SERCYPAA Advisory Council

Position Descriptions

ALL COUNCIL MEMBERS

- Be aware of financial responsibilities to be paid independently for five (5) Conferences regardless of location, preferably with an early arrival; special travel due to business meetings or to assist a faltering Conference.
- Have the understanding that much of the actual Conference time is taken up by Council business, such as hearing bids, site selection and workshop programs. In consideration of this, we ask that no Council Members accept an invitation to be part of the program at any future Conference during their term. Meetings of the Council are to be scheduled in advance usually during the Conference.
- All Council members have full voting rights. New members must have served for 1 (one) year. (Conference to Conference)
- Council Members should encourage Conference participation throughout the year to preserve our continuity. The Council will be the ultimate authority in choosing the Conference site and will hear bids at its annual Conference meeting. The Host Committee should be offered all prior Conference material together with whatever individual or collective information the Council members possess. They are a distinct Committee chosen by the Council and should function free of Council domination, but with the knowledge that it stands ready to assist when requested or when the Conference Committee appears to be in difficulty. Then, it would seek to find ways and means of salvaging the Committee.
- If a Council member is unable to attend the Conference, we ask that they inform the Advisory Chair 30 days prior to Conference and make every attempt to contact an Alternate to come in their place.
- All officers who are absent from the Council meetings must submit their report in writing to the current Chair and Secretary 30 days prior to the meeting. In the event of an emergency absence, said officer shall submit their report no later than (14) days after the meeting.
- Advisory Council will meet at the state young peoples conference of the current host committee, or central YPAA or a convention point to cover various business matters mid-way through the year. Attendance at mid-term meeting is highly encouraged but not required.

CHAIRPERSON

- Arrange for and announce the agenda for all Council Meetings prior to meetings.
- Open Council Meetings and maintain meetings in reasonable order.
- Recognize members entitled to the floor.
- State and put to vote all motions properly made and seconded.
- Announce the results of all votes.
- Affix his/her signature to all Council actions.
- Must be one of the four signatures on all bank accounts. Any two of the four bank signatures may sign checks after receiving two-thirds vote of approval from Advisory Council Members.

- Will contact the Host Committee and confirm facilities for Council use and fulfill the position as liaison between Council and Host Committee.
- Other duties that are consistent with the role of Chairperson.

CO-CHAIRPERSON

- In the absence of the Chairperson, shall accept the full duties of the Chairperson.
- Carry out the various duties assigned by the Committee.
- Act as a liaison between Council and General Service by having written correspondence between Advisory Council and the General Service Office.
- Other duties, which are consistent with the role of Co-Chairperson.

ARCHIVIST

- Be the keeper of the Archives.
- Collects and preserves archival material such as SERCYPAA books, programs, t-shirts and other merchandise, programs, flyers, etc. of SERCYPAA Advisory Council and Host Committees
- Arranges for dry, safe, and secure storage of archival material
- Arranges for storage and shipping when necessary; prepares budget for such
- Keeps inventory of the archival material in a document to be shared and passed on to council members and incoming archivist
- Arranges for display space at conferences and events
- Creates displays of archives; complies with conservation standards when creating displays (e.g., does not use adhesives and laminates that will damage material, makes certain material will not be damaged by light, temperature, or human contact, etc.)
- Gathers historic information about SERCYPAA to be added to our history
- Gathers information on the latest suggestions from GSO on archival practices and implements them as needed

TREASURER

- Keep accurate records of all Council financial transactions.
- Give financial report at Council Meetings and annual report at the conference.
- Have in possession all bank statements and checkbooks at all meetings in order to be prepared to make deposits and disbursements during meetings.
- Maintain all accounts subject to inspection at any time.
- Must be one of the four signatures on all bank accounts. Any two of the four bank signatures may sign checks after receiving two-thirds vote of approval from Advisory Council Members.
- Must furnish copies of bank statements and treasure's report on a quarterly basis to every Advisory Council member. The Council will determine the dates of the quarterly mailing at the conference.
- Other duties, which are consistent with the role of Treasurer.

SECRETARY

- Act as custodian of all Council materials with exception to archives and financial

transactions.

- Keep and transcribe minutes to be emailed to Council Members within 3 months of the meeting.
- Furnish information from our records to anyone who requests it with the exception to the minutes pertaining to the awarding of the conference.
- Answer all non-host committee correspondence promptly and to the will of the majority of the Council members.
- Furnish copies of correspondence to all Council members on all matters affecting the Council or young people in AA.
- Must send out a change of address form, every year to past/previous Advisory Council Members and alternates.
- Insure that the PO Box is checked regularly.
- Must be one of the four signatures on all bank accounts. Any two of the four bank signatures may sign checks after receiving two-thirds vote of approval from Advisory Council Members.
- Other duties, which are consistent with the role of Secretary.

PI/OUTREACH CHAIR

- Must keep outreach mailing list (which includes database and hard copy)
- Send bid invitations via this mailing list.
- Outreach in general throughout the South East Region with assistance of Advisory Council members.
- See AA PI guidelines and follow them.
- The PI/Outreach Chairperson shall annually issue to all major area central offices, young people's groups and others who request it, an invitation to bid for the Conference site. Included in this invitation to bid should be the following as listed: a brief description of the Conference background, the facts as to how, when and where bids are accepted, and a current Conference Flier and Bid Requirements.
- Other duties, which are consistent with the role of PI/Outreach Chair.

WEBMASTER

- To maintain an up to date advisory website including domain, hosting, content management and advisory email forwarding.