



## SERCYPAA Advisory Council

### Host Committee Guidelines

\*In the following document the Host Committee will be referred to as '*Committee*' and Advisory Council as '*Council*'.

1. Within 30 days of being awarded the Conference, the Bid Committee must disband and form a Host Committee, hold a meeting of all those involved and interested in your successful bid, and as a whole elect your principal officers and establish your various committees. All Sub- Committees including Outreach fall under the umbrella of the *Committee*. Sub-Committees are but a branch arm of the *Committee*, and therefore have no autonomy. All Sub-Committees must turn over all money and materials to the *Committee* upon their completion.
2. Although each *Committee* may determine their own requirements, experience has shown that the Conference does a greater job of carrying the message to the young alcoholic when the *Committee* is comprised of members who are Alcoholics, forty (40) years of age and under, with a minimum of one (1) year sobriety, and when the *Committee* is comprised of fifteen (15) to thirty (30) members. Although each *Committee* may determine their own requirements.
3. Good liaison with City Intergroup or Area Assembly may be best assured if both provide a non-voting Service Committee (*Service Sponsors*) of two (2) or three (3) members to give guidance when requested by the *Committee*.
4. Many of us travel great distances to hear and meet with other young alcoholics to learn how to achieve sobriety. With this in mind, it is suggested the *Committee* endeavor to obtain speakers in the age group of forty (40) and under. It is also our experience that Committees who reach out to 'old-timers' (20+ years of sobriety) within their area for panel discussions can attract more area attendees.
5. It is our suggestion that all speakers on the program be reimbursed for their expenses (*travel & board*). Experience has shown that the *Committee* can refer to their pre-registration or mailing list for Chair-people and other participants, excluding Speakers.
6. At the Conference, wherever the Main Conference Registration is located, or wherever the central focal point is, nothing but A.A. material and *Committee* merchandise may be sold. Experience has shown that a "flea market" can develop and, those unaware of our endeavor can be misled, especially by the press, radio and TV. Keep the Twelve Traditions in mind at all times.

7. The *Council* will be put on the program for a Friday night "How to Bid" workshop to immediately follow the speaker. This is our way of answering any questions, which may arise, or to help those who wish to have information for future bids. The *Council* will also address the purpose and financial statement of the *Council* at the Saturday night meeting. Meeting space should be made available for the *Council* throughout the entire Conference. The program will allow for a Saturday morning bid session allowing bidding cities to present their bid for the following year's conference.

8. In the event that the *Committee* becomes indebted to the hotel or any vendor following the Conference, it will be the responsibility of the *Committee* to hold supportive events to pay off their debts.

9. The *Committee* agrees to provide the *Council's Secretary* with copies of the minutes of their meetings within a reasonable time after their meetings.

10. The *Council* is at your disposal; please feel free to call on us at any time.

11. Pass on all experiences of the Conference to the *Council* to keep for the next Conference.

12. All SERCYPAA Host Committees shall be designated with a year and place, (i.e. SERCYPAA '91 Memphis, TN and Bermuda '92, BDA) so as to preserve their autonomy and character. (This must be reflected on any legal documentation or contracts) They shall not be held in conjunction with an AA function keeping in mind our Sixth Tradition. Prior to signing, any major legally binding documents such as hotel agreements or contracts, they must be presented before the *Committee* and *Council* for approval. All major documents require two *Committee* members' signatures.

13. The *Committee* agrees to keep Al-Anon and AA registration money separate for the distribution by the *Council*.

14. The *Committee* will provide space for the length of the Conference for the *Council* Archivist in order to display Archives from previous Conferences.

15. Within thirty days after the close of the conference, The *Committee* should submit recommendations for distributing excess revenue.

16. Within ninety days prior to the Conference, a program draft and meeting space agenda must be submitted to the *Council* for review.

17. The Host Committee must adhere to any SERCYPAA Advisory Council guidelines including but not limited to, anti-harassment, and anti-discrimination policies.