



International Conference of Young People in A.A.  
P.O. Box 22987, Denver, Colorado 80222  
www.icypaa.org

## **HOST COMMITTEE RESPONSIBILITIES**

Revised December 4, 2011

Your Committee has been selected to act on behalf of the International Conference of Young People in AA and of ICYPAA Inc. As such, your Committee is a contracted agent whose individual members will enjoy the protections afforded to those operating under the corporate umbrella. The Host Committee has the chief initiative and the active responsibility in preparing for and hosting ICYPAA's annual conference. In view of this very large responsibility, the Host Committee must therefore be given a correspondingly large grant of authority and leadership with which to discharge it. Except in matters affecting other Host Committees, ICYPAA, or A.A. as a whole, each Host Committee should be autonomous. Here the Advisory Council's attitude has to be that of custodial oversight. The Advisory Council does reserve a veto power over any Host Committee action; this is legally necessary and right in principle. With this relationship come certain specific responsibilities & suggestions.

### **Host Committee Structure:**

1. To host the Conference. A Bid Committee that has been awarded the Conference should consider itself the Interim Host Committee until Host Committee elections are held.
2. To establish the various Sub-Committees as you see fit for the performance of specific aspects needed for the planning of the Conference (program production, event scheduling, outreach, etc.)
3. To elect a historian whose duty is to collect archival documents of your host committee, research the young people's history of your area and assist the council archivist as needed.
4. Good liaison with local Intergroups and Area Committees may be best assured if both provide a non-voting representative to give guidance when requested by the Host Committee.
5. To select three of the Host Committee members to serve on the ICYPAA Advisory Council. The selection meeting is to be held the evening prior to the opening of the Conference to ensure the presence of current Advisory Council members to facilitate the meeting.

### **Conference Timeline:**

1. Return to your city and hold an election meeting with the young people in your area to select your principle officers and Sub-Committee Chairs. Experience has shown that outreaching this election will go a long way toward building a large, unified Committee.
2. Where scheduling is concerned, consider dates that are in the least possible conflict with other activities in your area, and wherever possible, activities in your surrounding region (other state Conferences, etc.).
3. To establish a registration flyer detailing the dates, location, directions, contact phone numbers (Committee and facility), the sign language interpretation icon and census track language that has appeared on the flyer since 1998, as well as any other important information a person would need to attend the Conference. The flyer should not be produced until a contract is signed between the facility and the ICYPAA Advisory Council Chairperson.
4. The Host Committee Secretary is responsible for providing the Advisory Council Secretary with meeting minutes and committee reports on a regular and timely basis.
5. Each Conference must be designated by an ordinal number preceding ICYPAA (e.g., 1<sup>st</sup> ICYPAA, 30<sup>th</sup> ICYPAA, 42<sup>nd</sup> ICYPAA, etc.). This is to preserve the autonomy and character as well as ICYPAA's continuity.
6. Please publicize the Conference and any "early bird" events as soon as possible.

**Program:**

1. Schedule the following three meetings on your program: “How to Bid for ICYPAA” at 1p.m. Friday, “Advisory Council Q&A” at 2:30 p.m. Friday, “Bid Session for the next ICYPAA” on Saturday morning.
2. A room must be made available for use by the Advisory Council for its meetings throughout the weekend.
3. Save time for announcements by the Advisory Council at the end of the Saturday night meeting.
4. Many alcoholics travel great distances to hear and meet with other young alcoholics, and to learn how the young alcoholics achieve sobriety. With this in mind, the Host Committee should endeavor to obtain speakers representative of young people.
5. The program and/or schedule of events (including but not limited to: speakers, meetings, workshops, panel topics, and entertainment) will be reviewed and approved by the ICYPAA Advisory Council before the program is printed.
6. At the Conference, wherever the main Conference registration is located, or the main focal point, we urge that nothing but Conference Approved AA Literature be sold. Experience has shown that a “flea market” can develop, and those who are unfamiliar with our Traditions can be misled, especially the press, radio, and films. Please keep AA’s 12 Traditions in mind at all times.

**Treasurer:**

1. The Host Committee should be directly involved in any activity from which funds are generated.
2. In keeping with the 7th Tradition of AA, all Conference Host Committees ought to be fully self-supporting. All material and financial assistance shall be returned to the ICYPAA Advisory Council. The Host Committee may make donations of up to 20% of the proceeds to the local service structure (Intergroups, Districts, or Area Assemblies); all other proceeds are to be given to the Advisory Council Treasurer.
3. The Host Committee Treasurer is responsible to provide the Advisory Council Treasurer with monthly financial transactions reports and balance sheets. The Host Committee will have 90 days from the conclusion of its Conference to forward a financial statement, all bank statements and check registers to the ICYPAA Advisory Council Treasurer. It is the responsibility of the newly selected Advisory Council members to ensure that these tasks are completed within a 90-day period. The Host Committee Treasurer will be prepared to sign the federal tax return covering their conference's activities upon request.
4. The ICYPAA Host Committee will establish a bank account including the ICYPAA Advisory Council Chairperson as one of its designated signatures.
5. The amount of scholarship donations received during the conference year must equal the amount of scholarship registrations made available at the conference.
6. The Host Committee will prepare a budget and cash flow statement for its conference year and send the same to the ICYPAA Advisory Council within 60 days of being awarded the conference. The budget and cash flow statement will account for both the initial seed money and the ICYPAA Advisory Council's operating expenses for that conference year.

**Registration:**

1. The Host Committee Registration Chair is responsible for entering any paper registrations into the master ICYPAA database.
2. The Host Committee is responsible for developing content, including but not limited to registration, hotel, pre-conference event, and banquet information to be published via the assigned subdomain of [www.icypaa.org](http://www.icypaa.org) (e.g. [54th.icypaa.org](http://54th.icypaa.org), [61st.icypaa.org](http://61st.icypaa.org), etc.).

***The Advisory Council is at your disposal. Please feel free to contact us at any time.***

## ICYPAA ADVISORY COUNCIL

In 1961 at the Milwaukee Conference, a permanent committee was established as the guardian for the future of the Conference, to be known as the ICYPAA Advisory Council. The ICYPAA Advisory Council is comprised of members from past ICYPAA Host Committees. It is a custodial body that preserves the efforts, experience, and history of ICYPAA. As the guardian of the shared experience of past Conferences, the Advisory Council does not speak for Alcoholics Anonymous as a whole, nor does it propose to be a universal answer or a governing body of young people in AA. The Council strives to function with the 12 Steps, 12 Traditions, and 12 Concepts of Alcoholics Anonymous as its spiritual guide.

The Council is the custodian of the Conference and the Board of Directors of ICYPAA Inc 501c. It is both the legal guardian and spiritual servant of ICYPAA. Its purposes are but not limited to:

- Practice the AA 12 Steps, 12 Traditions and 12 Concepts of World Service.
- Make available, to any AA member who requests it, information regarding ICYPAA and Young People in AA
- Make regular contact with General Service Office.
- Provide guidance to Committees who are bidding for the Conference.
- Select future conference sites from bids offered at each year's Conference.
- Provide guidance to the current Host Committee.
- Custodial oversight of ICYPAA and veto power over the host committee.
- Protect the corporation, its assets and manage the corporation using best practices of not-for-profits.
- Uphold its fiduciary responsibility.
- Practice transparency in its affairs.
- Maintain the archives.

The Council will make available, to any AA member who requests it, information regarding ICYPAA. It shall make its shared experience available to the General Service Office on a regular basis for use throughout AA.

If you would like information regarding ICYPAA, or if you would like to write to us with questions or to share experience, strength, and hope, please write to the address or website below.

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