



International Conference of Young People in Alcoholics Anonymous
P. O. BOX 22987, DENVER, CO 80222
WWW.ICYPAA.ORG

HOST COMMITTEE RESPONSIBILITIES

Revised May 20, 2024

Congratulations! Your committee has been selected to host the International Conference of Young People in Alcoholics Anonymous (ICYPAA) and is now a contracted agent operating under the corporate umbrella of ICYPAA, Inc. The Host Committee has the chief initiative and the active responsibility in preparing for and hosting ICYPAA's annual conference. **The Advisory Council's primary role is to provide guidance, feedback, past experience, and approval of critical actions; however, the Council reserves the necessary veto power, legally, over any Host Committee decision that may potentially harm ICYPAA or A.A. as a whole.**

Interim Host Committee Responsibilities and Guidelines

As the newly awarded Interim Host committee, it is best to remain in your current positions as you begin your interim duties until formal Host Committee elections can be held. Below is a list of helpful information and pre-work for your committee:

1. Designate your Conference with an ordinal number preceding ICYPAA (e.g., 1st ICYPAA, 30th ICYPAA, 42nd ICYPAA, etc.) This is to preserve the autonomy and character of the Conference as well as ICYPAA's continuity.
2. Read, review, and adhere to ICYPAA's Conflict of Interest Policy and Non-Discrimination and Anti-Harassment Policy.
3. Assign two qualified Interim Host Committee members to serve with Advisory Council Hotel & AV Subcommittee members for the final phases of site selection, which involves continuing negotiations with all viable properties in your area and selecting the facility with which your committee will ultimately enter into a contract. The names and contact information should be provided to the Advisory Council before the end of conference weekend or immediately following, if necessary.
4. Consider dates for elections that are in the least possible conflict with other activities in your area, and wherever possible, in your surrounding region (other state Conferences, etc.) Experience has shown that outreaching this election will go a long way toward building a large, unified committee. Because Host Committee elections are facilitated by Advisory Council members and occur the same weekend as site selection, the



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interim Host Chairperson will coordinate and confirm scheduling in advance with the Advisory Council Chairperson to ensure availability. At elections, priority will be placed on the committee's principal officer and subcommittee chairs.

5. Review and revise your Host Committee structure/bylaws and your preference for Host Committee elections rules (e.g., will you allow virtual voting or members to stand in abstentia?) to submit to the Advisory Council for review and approval.
6. Begin reviewing and updating the proposed Host Committee budget provided in your bid book; this will be provided to the Advisory Council for review and approval within 60 days of being awarded the conference.

Host Committee Responsibilities and Guidelines

After the first round of elections the host committee is responsible for continuing elections throughout the year. Below are some of the primary responsibilities for an ICYPAA Host Committee. This is a foundational but not exhaustive list:

1. Assign the Host Committee Secretary the responsibility of providing the Advisory Council with meeting minutes and committee reports on a regular and timely basis.
2. Establish various subcommittees for the performance of specific tasks related to planning the Conference (program, events, outreach, etc.)
3. Elect an Archivist, whose responsibility it is to collect archival documents of your Host Committee, research the young people's history of your area, and assist the Advisory Council Archivist as needed.
4. Establish a finalized registration flyer including website, conference dates, location, contact phone numbers (for the committee and hotel facility), the sign language interpretation icon, and any other important information a person would need to know about the Conference. The flyer should not be printed or distributed until the ICYPAA Advisory Council Chairperson signs a hotel contract and a coordinated announcement plan has been created and agreed upon.
5. Outreach the conference, including information about "early bird" pre-registration prices and cut-off dates as soon as possible. This can be done through social media blasts, local and regional outreach events, utilizing ICYPAA's email list, and most importantly attending meetings and other AA events in your region. Pre-registrations are the primary revenue generator for ICYPAA; a well thought out and consistent approach to outreach will ensure your conference can be self-supporting.



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6. Under the guidance of the Host Committee Treasurer, in close partnership with elected officers and host committee chairs, continue to update the proposed Host Committee budget; provide the updated budget to the Advisory Council for review and approval within 60 days of being awarded.
7. Complete and submit required local (state and/or municipal) tax exemption applications and documentation.
8. Elect a General service Liaison to work with local Intergroups, Central Offices, and Area Committees. Experience has shown that good communication and integration with the local service structure goes a long way in garnering support for the conference.
9. Provide relevant Host Committee members to serve with the Advisory Council Hotel & AV Subcommittee during the annual Audio-Visual vendor selection process.
10. From your Host Committee, elect three Primary and three Alternate members to serve on the ICYPAA Advisory Council. Elections will be held onsite, the evening prior to the opening of the Conference to ensure the presence of current Advisory Council members to facilitate the meeting.
11. Distribute up to 50% of the proceeds of the conference to GSO, Grapevine, or the Local AA Service Structure after all accounts are reconciled

First Round of Elections

Each Host Committee has different needs, goals, and traditions that shape their committee positions and structure. Below are the primary officer and subcommittee chair positions to be prioritized at the first round of elections, facilitated by the Advisory Council. These position descriptions may be enhanced to fit your committee's unique needs and structure.

Host Committee Chair Responsibilities

As Host Committee Chair you must:

1. Act as the primary liaison between the host committee and the Advisory Council, communicating frequently with the Advisory Council chair; this includes ensuring the Host Committee is informed of its relationship with the Advisory Council and providing the Advisory Council Chairperson with any important information and status updates relating to the Host committee
2. Provide timely monthly reporting to the Operating Committee of the Advisory Council on the status of the host committee including finances, facility, committee morale and progress.
3. Respond or delegate responsibility to respond to emails sent to the Host Committee email account.



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4. Respond or delegate responsibility to respond to inquiries on the ICYPAA Secret Facebook Group regarding the Host Committee or conference.
5. Responsible for facilitating communication of all business between the Host Committee and the Advisory Council.
6. Work with Subcommittee Chairs to ensure timelines and budgets are being met
7. Be one of the signers on the Host Committee bank account, provided by the Advisory Council.
8. Be listed as the legal "Registered Agent" of ICYPAA, Inc. in local jurisdiction where necessary.
9. Coordinate final reports from all officers, committee and subcommittee chairs at the end of the conference year (to be passed on to future Host Committees.) The final report from the Host Committee is to include hotel pick-up, F&B and final merchandise numbers.
10. Work with treasurer to ensure approved budget is being followed
11. Responsible for giving the final Host Committee report at the first Advisory Council Quarterly Call following the conference.
12. Work with Subcommittee Chairs to ensure timelines and budgets are being met

Host Committee Co-Chair Responsibilities

As Host Committee Co-Chair you must:

1. Assist the Chair with the overall functioning of the committee and ensuring all required tasks are being completed in a timely manner
2. Remain well informed of the operations of each subcommittee and be available to assist as needed
3. Act as a signer on the Host Committee bank account, provided by the Advisory Council
4. Take on all duties of the Chair in their absence.

Treasurer Responsibilities

Your Host Committee, Subcommittee and/or Subcommittee members must:

1. Ensure that the Host Committee is directly involved in any activity from which funds for the Conference are generated. Registrations and funds should be collected by designated Host Committee members only.
2. Ensure that the Host Committee is fully self-supporting, adhering to the Seventh Tradition of A.A.
3. Ensures all The Host Committee may make contributions of up to 50% of the proceeds from the Conference to the local service structure (Intergroups, Districts, or Area Assemblies.) All other proceeds are to be returned to the Advisory Council.
4. Ensures all balances are paid and accounts are reconciled.



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5. Use the Host Committee Budget Template provided by the Advisory Council, prepare a budget for the conference year, and submit it to the Advisory Council for **approval** within 60 days of being awarded the Conference. The budget should account for both the initial seed money and the Advisory Council's operating expenses for that conference year.
6. Assign the Host Committee Treasurer the responsibility of providing the Advisory Council Treasurer with monthly financial transaction reports. Monthly reports should show income and expense data for all budget line items and should be provided in Excel spreadsheet format. The Host Committee will have 90 days from the conclusion of its Conference to forward a final financial summary to the Advisory Council Treasurer. It is the responsibility of the newly elected Advisory Council members to ensure that these tasks are completed within a 90-day period.
7. Be one of the signers on the Advisory Council's existing Host Committee bank account.
8. Responsible for updating the budget throughout the year, Changing projections to actual figures
9. Holding other subcommittees the budget approved by Host and Advisory
10. Attend the first 15 minutes of the monthly Advisory Finance meeting.

Secretary

As the Host Committee Secretary you must:

1. Keep detailed minutes of Host Committee meetings, and send them to the Advisory Council in a timely manner
2. Ensure sub-committee meeting minutes are taken
3. Create a running list of motions and their outcomes, to be updated after each full Host Committee meeting.
4. Create and update Host Committee roster

Program Chair Responsibilities

Your Host Committee, Subcommittee and/or Subcommittee members must:

1. Contact the Advisory Council Chairperson about where and when to schedule the following events at the Conference: Advisory Elections, bid committees meet & greet, bid table visits, ICYPAA Forum, bid presentations, and Host Committee debrief meeting
2. Plan a pre-conference event, or work with pre-conference event chair
3. Set aside a room for use by the Advisory Council for its meetings throughout the weekend.
4. Save time for announcements by the Advisory Council Chairperson, GSO, and Grapevine at the main speaker meetings.



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5. Use the provided draft program format to submit the program and/or schedule of events (including but not limited to: speakers, meetings, readings, workshops, panel topics, and entertainment) for **review and approval by the Advisory Council** before the program is printed or shared broadly.
6. Ensure that nothing but Conference-approved A.A. Literature is sold at ICYPAA. Please keep A.A.'s Twelve Traditions in mind at all times.
7. The Advisory Council values the principle of diversity and believes the ICYPAA program should reflect a broad variety of experiences. We hope that every attendee finds an AA message that resonates with their own experience. Please consider age, race, sex, gender, sexual orientation, language, nationality, ability, etc. when selecting main speakers, panelists, entertainment and activities.

Registration Chair Responsibilities

Your Host Committee, Subcommittee and/or Subcommittee members must:

1. Monitors and tracks registration and scholarships through the website
2. Works with Advisory Council Tech Subco to learn registration system
3. Create and track pre- registration contests
4. Ensures Host Committee can operate backend of registration system

Accessibility Chair Responsibilities

Your Host Committee, Subcommittee and/or Subcommittee members must:

1. Familiarize yourself with AA guidelines around accessibilities included in the following documents:
 - AA Guidelines – Accessibility for All Alcoholics
 - AA Guidelines – Sharing the Message with the Alcoholic Who is Deaf or Hard-of Hearing
 - Accessibilities Workbook
 - ICYPAA Recommended Best Practices for Accessibilities
2. Serve as liaison to AA communities with accessibility needs.
3. Present an accessibility plan for review and approval to the Advisory Council in a timely manner.
4. Work with the Host Committee Treasurer to ensure proper funds are budgeted to execute the accessibility plan. (ASL Translation, Language Translation, Pre-Conference Event Accessibility, etc.)
5. Serve as on-site liaison for anyone with accessibility needs.
6. Take on primary responsibility for advocating accessibility needs and etiquette to the Host Committee.



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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 composed 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 A.A. The Council strives to function with the Twelve Steps, Twelve Traditions, and Twelve Concepts of Alcoholics Anonymous as its spiritual guide.

The Council is the custodian of the Conference and the Board of Directors of ICYPAA, Inc. 501(c)3. It is both the legal guardian and spiritual servant of ICYPAA. Its purposes include, but are not limited to:

- Practice the A.A. Twelve Steps, Twelve Traditions and Twelve Concepts of World Service.
- Make available to any A.A. member who requests it, information regarding ICYPAA and Young People in A.A.
- Make regular contact with the 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.
- Provide custodial oversight of ICYPAA and maintain veto power over the Host Committee.
- Protect the corporation and its assets, and manage the corporation using best practices of not-for-profits.
- Uphold its fiduciary responsibility to the Conference.
- Practice transparency in its affairs.
- Maintain the ICYPAA archives.

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

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

ICYPAA Advisory Council
P.O. Box 22987, Denver, Colorado 80222
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