*WICYPAA BID COMMITTEE POSITION DESCRIPTIONS*

Chair:

* A member of the Steering Committee.
* Responsible for the overall functioning of the committee. Should have A.A. committee service experience in a leadership role. Should have a working knowledge of A.A.’s 12 Steps, 12 Traditions, and 12 Concepts.
* Communicates regularly with the WICYPAA Advisory regarding Bid 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 sub-committee and assist as needed with the help of the Co-Chair.
* Informs the Secretary of upcoming meetings and changes. Affixes his or her signature to all committee actions. Acts as a signer and has access to the committee bank account.
* Creates the agendas for and chairs all Bid Committee and Steering Committee meetings. Conducts each meeting in an orderly fashion. Conducts all business in accordance within the Bid Committee Guidelines, and within the principles of the Twelve Steps, Twelve Traditions, and Twelve Concepts.
* Responsible for emailing a PDF version of the Bid Book to the Advisory Council submission deadline is11:59 PM on the Thursday before the conference (one week in advance).

Co-Chair:

* A member of the Steering Committee.
* Assists Chair with the overall functioning of the committee.
* Should have A.A. committee service experience in a leadership role.
* Should have a working knowledge of A.A.’s 12 Steps, 12 Traditions, and 12 Concepts.
* 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 sub-committee and assist as needed.
* Conducts all business in accordance with the Bid Committee Guidelines, and within the principles of the Twelve Steps, Twelve Traditions, and Twelve Concepts.
* In the event the committee votes to relieve the Chair of their elected position, it is the Co- Chair’s responsibility to inform him or her of the committee’s decision.
* In the absence of the Chair, accepts the full responsibilities of the Chair.
* 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 principal role.

Treasurer:

* A member of the Steering Committee.
* Responsible for maintaining financial records for the Bid Committee.
* Should have A.A. committee service experience and experience managing budgets.
* Will work with the Bid Committee, Host Committee, and Advisory Council Treasurer to create a conference and committee budget.
* Regularly reports to the Advisory Council Treasurer.
* Keeps an up-to-date financial report, closely tracking income and expenses.
* Provides printed copies of the treasurer’s report at each Bid Committee meeting.
* 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.
* 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.
* Provides an Event Report after each event to present at the following Bid 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.
* Conducts all business in accordance with the Bid Committee Guidelines, and within the principles of the Twelve Steps, Twelve Traditions, and Twelve Concepts.

Co Treasurer:

* A member of the Steering Committee.
* Should ​have​ ​A.A.​ ​service​ ​experience.​ ​
* Supports and helps the Treasurer with maintaining financial records for the conference.
* Acquires knowledge of how to carry out the responsibilities of the Treasurer.
* Carries out various responsibilities assigned by the Treasurer.
* Acts as a signer and has access to the committee bank account.
* Assists Treasurer with setting up a bank account
* Will work with the Treasurer and Bid Committee with budgets and should assist committees with budgets throughout the year.
* Keeps an up-to-date financial report, closely tracking income and expenses. Provides printed copies of the Treasurer’s report at each Bid Committee meeting. Sends a financial snapshot/summary to the Bid Committee Chair 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.
* In the event the committee votes to relieve the Treasurer of their elected position or if the Treasurer's position is vacated for any reason, the Co-Treasurer will immediately rotate into the Treasurer’s role and a new Co-Treasurer will be elected.

Secretary:

* A member of the Steering Committee.
* Should have A.A. committee service experience. Acts as the custodian of all committee materials.
* Keeps accurate minutes of all committee meetings including exact wording for all motions, as well as major points of discussion.
* Bid Committee and Steering Committee minutes should be emailed to the Bid Committee and Advisory Council within 72 hours of the committee meeting.
* Responsible for acquiring minutes and reports from all subcommittee meetings to keep on file.
* Provides the previous meeting’s minutes for approval at each committee meeting.
* Keeps attendance at each meeting and informs the Chair of absences.
* Maintains a current contact list of all committee members and positions held.
* Responsible for sending an email notification of all upcoming committee meetings and events.
* Conducts all business in accordance with the Bid Committee Guidelines, and within the principles of the Twelve Steps, Twelve Traditions, and Twelve Concepts.

 Events Chair:

* Should have A.A. committee service experience.
* Coordinates all events leading up to the conference.
* Responsible for finding locations and arranging events deemed appropriate by the committee that promote awareness of the conference, unity, and recovery among young people in A.A.
* All events prior to the conference shall include an A.A. meeting (Speaker, Discussion, Lit. Study, Etc.)
* Has knowledge of A.A. Traditions and plans events in conformity with them.
* Recruits volunteers to help organize and run all events.
* Should coordinate with the Host Committee Chair to ensure all events needing additional insurance are covered.
* Works closely with the Outreach and Graphics Chairs in order to produce outreach materials for all scheduled events.
* Conducts all business in accordance with the Bid Committee Guidelines, and within the principles of the Twelve Steps, Twelve Traditions, and Twelve Concepts.

 Hotel Chair:

* Should have A.A. committee service experience.
* Responsible for obtaining at least two hotel contracts with facilities in their respective area.
* Acts as liaison between the hotel and the Bid Committee.
* Should bring a copy of the hotel contracts to Bid Committee meetings.
* Represents WICYPAA in a professional and responsible manner.
* May create additional sub-committee positions within the scope of their responsibilities as needed.
* Conducts all business in accordance with the Bid Committee Guidelines, and within the principles of the Twelve Steps, Twelve Traditions, and Twelve Concepts.

Programs Chair:

* Chairs the Program sub-committee
* ​Creates​ ​a​ ​sample ​program​ ​for​ ​the​ bid packet,​ ​including​ ​speakers,​ ​panels (topics), and​ ​workshops,​ ​as​ ​well​ ​as​ ​schedule​ ​and​ ​location​ ​of​ ​events.​ ​
* Responsible for planning an AA meeting to occur during events (i.e. speaker meeting, discussion meeting, panel, etc.)
* Responsible for finding speaker(s) for the aforementioned AA meeting.
* Creates the format for panels, workshops and main speaker meeting outlines.
* Will plan and organize each meeting; this includes finding chairpersons and/or groups to lead the meetings.
* Provides the Treasurer with a completed sample budget of expenses for the sample Program.

Bid Book Chair:

* Should have A.A. committee service experience
* Assembles the required documents; Each member’s service resume (including sobriety date), hotel contracts, etc.
* Keeps the content concise and simple. Use a 12 point font.
* Uses a table of contents so advisory can easily navigate.
* Has the Bid Book prepared at least two weeks prior to the conference if possible. A draft of the Bid Book may be submitted to Advisory prior to the final copy for review and feedback, please allow 2 weeks to review and send feedback. Final copy of the Bid Book must be completed and ready for the Chair to send to the Advisory Council, submission deadline is 11:59 PM on the Thursday before the conference (one week in advance).

Bid Presentation Chair:

* Should have A.A. Service Committee Experience.
* Responsible for brainstorming ideas for a bid presentation for the Bid, under twenty minutes, that incorporates the theme and maximum numbers of bid-members.
* Responsible for the development or purchase of any committee-approved materials necessary for the bid presentation within the approved budget.
* Responsible for arranging bid skit rehearsals.
* Responsible for the execution of a committee-approved bid presentation during the conference weekend in accordance with bid presentation requirements posted WICYPAA.COM

Web Chair:

* Should have A.A. committee service experience.
* Responsible for managing "Bid" private Facebook group page.
* Responsible for purchasing a website domain closer to the WICYPAA Conference, if and when the committee deems it necessary.
* Responsible for maintaining and updating the Bid Web Page, if the Bid were to have one.
* Has access to a computer with appropriate digital technologies.
* Works closely with other Elected Members to assist in creating web-based announcements for upcoming unity events, bid events, etc., if requested.

Service Chair:

* Should have A.A. committee service experience.
* Shall coordinate liaisons to service bodies in A.A. including, but not limited to, General Service (Area & District levels), Central Offices/Inter-Groups, C&TF Committees, PI/CPC Committees, The A.A. Grapevine, and Al-Anon/Alateen, etc..
* Ensures service liaisons coordinate with service bodies to ensure that our bid is of maximum service to our community by signing our bid up for specific commitments for events held by said service bodies.
* Brainstorm, plan and execute at least one Service project for the Bid.

Outreach Chair:

* Should have A.A. committee service experience.
* Should develop and implement an outreach plan that encompasses areas within the WICYPAA region and the surrounding states.
* Generate interest and encourage registration for WICYPAA.
* Responsible for outreaching all WICYPAA/Bid committee functions.
* Works closely with the Events, Website and Graphics Chairs in order to produce outreach materials for all scheduled events.
* Distributes flyers to A.A. clubhouses, Inter-Groups, Central Service Offices, treatment centers, individual members, meetings, and other A.A. functions.
* Coordinates announcements about WICYPAA, committee meetings, and events at A.A. meetings.
* Shall enthusiastically represent WICYPAA in a professional and responsible manner.
* Encourages members to visit the WICYPAA websites, sign up for constant contact emails, and adds their interested alcoholic friends to the Secret WICYPAA Facebook Group.
* Shall Chair a subcommittee and keep the full committee informed of discussions and actions taken at these meetings.
* Conducts all business in accordance with the Bid Committee Guidelines, and within the principles of the Twelve Steps, Twelve Traditions, and Twelve Concepts.

Audiovisual Chair:

* Should have A.A. committee service experience.
* Responsible for coordinating with the Events chair to obtain A/V services for bid events, if deemed necessary.
* Responsible for researching A/V providers capable of providing services for the proposed conference.
* Represent the Bid in a professional manner to all A/V providers.
* If necessary arrange walk-throughs of potential hotels for the A/V providers as needed to prepare accurate quotes.
* Communicates regularly with the Hotel Chair and the WICYPAA Advisory Team to review drafts of A/V proposals and discuss any issues and challenges with proposal negotiation.

Pre-Registration Chair:

* Should have A.A. Service Committee Experience.
* Should make available the ability to register for WICYPAA at all Bid events and meetings.
* Should be in communication with the Registration Chair of the WICYPAA Host Committee and present an accurate count of registrants taken by the bid and its surrounding areas at each business meeting.
* Serves as interim Registration Chair if the Bid is awarded WICYPAA.
* Prepare a plan for registration at WICYPAA in the event that the Bid is awarded the conference

Graphics Chair:

* Should have A.A. committee service experience.
* Designs all printed and digital committee-approved material requiring graphics (ﬂiers, tickets, programs, signs, banners, etc.).
* Has access to a computer with appropriate digital technologies.
* Responsible, through subcommittees and coordination with the Merchandise Chair, for presenting a proposed theme image for the Bid to the Bid towards the beginning of the bid year.

Merchandise Chair:

* Should have A.A. committee service experience.
* Works closely with the Graphics Chair to design a graphic that best suits the conference theme for t-shirts, stickers, buttons, etc.
* Works closely with the Graphics Chairs to design and produce all souvenirs and memorabilia items for bid tables.
* Researches economical production options for bid shirts and swag and presents them to the committee for final decision by group conscience.
* Keeps track of inventory and works closely with the Treasurer to account for sales of merchandise.
* Conduct all business in accordance with the Host Committee Guidelines, and within the principles of the Twelve Steps, Twelve Traditions, and Twelve Concepts.

Hospitality Chair:

* Chairs the Hospitality sub-committee
* Works with the Host committee to find volunteers willing to greet and staff the Hospitality Suite during the conference.
* In charge of food/beverages for Bid Committee Events and any Hospitality slots at conferences.
* Submits a budget to the Treasurer to be voted on by the committee.

New Member Liaison:

* Should have full knowledge of committee bylaws and of AA traditions.
* Communicates within 72 hours with any new members what the bylaws are and what is expected of them as a committee member.
* Should assist new members with setting up and navigation discord and google drive.
* Remains up-to-date with the Secretary regarding the contact list to be aware of who is new and who needs liaising.
* Acts as a channel to direct new members to appropriate sources of information for their questions.

Bid Archivist:

* Responsible for collecting ﬂyers, documents, memorabilia, and data that will help preserve the Bid experience.
* Keeps records of all minutes from Bid and subcommittee meetings.
* Keeps records of all treasurer reports and other important documents created by the Bid.
* Stores all collected items in a digital format.

Unity Chair:

* Brainstorm ideas to encourage bid unity.
* Plan and execute Unity events for the members of the Bid.
* Responsible for hosting activities and meeting to promote unity amongst Bid members. These activities can be anything that brings members closer together and enhances the spiritual atmosphere and sense of community within the committee.
* Responsible for, or may delegate, arranging birthday/anniversary recognition and/or celebrations.

Accessibility Chair:

* Should coordinate accessibility to conference location (aka, ground-ﬂoor rooms that are wheelchair-accessible, making sure that meeting conference rooms and workshop rooms are wheelchair-accessible and special needs.
* Responsible for arranging the provision of translators/interpreters (ASL, language, etc) and other tele-communicative devices for special needs AA members.
* Works closely with Pre-Registration and Hotel Chairs to gather information and implement special needs of individuals registered for the conference.

Prayer Chair:

* Responsible for opening and closing the meeting with a prayer of their choice.
* Has the authority of halting the bid meeting anytime tension arises to lead the group in prayer.

By-Laws Chair:

* Should have A.A. committee service experience.
* Must have a working knowledge of A.A.’s 12 Steps, 12 Traditions, and 12 Concepts for World Service, and Robert’s Rules of Order.
* Ensures that all actions, decisions and conduct of the Bid Committee and its subcommittees are within the Twelve Traditions of Alcoholics Anonymous
* Organize sub-committee meetings when By-Law amendments are requested by any Bid member; and have a copy of the current By-Laws at every business meeting.
* Responsible for updating and maintaining the bylaws for the bid in accordance with group conscience.
* Informs committee when bylaws, traditions, and concepts are not being upheld.

In-Reach Chair:

* Should have A.A. committee service experience.
* Should have a working knowledge of A.A.’s 12 Steps, 12 Traditions, and 12 Concepts for World Service.
* Contacts A.A. groups within the Area to garner support and create enthusiasm for bringing new members to the bid and WICYPAA.
* Visits A.A. groups and attends A.A. Functions whenever possible.
* Maintains close communication with the outreach chair.

Member at Large:

* Members at Large are not elected. They are recognized as such after stating their desire to be a Member at Large and furnishing their name to the Secretary.
* Members at Large may vote and participate without the responsibilities of a specific commitment.
* Conducts all business in accordance with the Host Committee Guidelines, and within the principles of the Twelve Steps, Twelve Traditions, and Twelve Concepts.