WICYPAA HOST COMMITTEE PACKET

Updated 2/10/2025

CONGRATULATIONS on being awarded the next WICYPAA! Wisconsin is beyond excited for you and on behalf of the Advisory Council, we are here for you throughout the entirety of your experience.

This packet is put together as a guide and is for your aid. It includes information and ideas based on the experiences of what has worked on past WICYPAA Host Committees.

This may all seem like a lot! Fear not, you have connected with the WICYPAA family and AA as a whole. We are all here to carry the message together. We encourage you to have fun, be creative, and think outside the box! This is your Conference, make it great. As a Host Committee you are given complete autonomy except wherein the Advisory Council, as custodian of the Conference, has legal duties to carry out regarding WICYPAA. Please see the Advisory Bylaws section VI. A - I regarding duties involved with hosting the Conference (also shown on the next page). The relationship of Host and Advisory should fundamentally be the sharing of experience, strength, and hope. We look forward to connecting throughout the year.

In addition to this Host Packet, you will be receiving copies of the Advisory Bylaws and the Advisory Contact List.

Host Packet Contents:

1. After the Bid

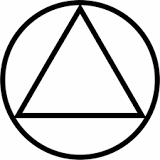
2. Conference Committee Positions

3. Advisory Council Membership Guidelines

If you have any questions, problems or ideas please do not hesitate to contact anyone on the council, email: advisory@wicypaa.org or check the website at www.wicypaa.com.

Together in Service, 

WICYPAA Advisory Council



**AFTER THE BID**

Here is a helpful checklist:

* Set a date for your official disbandment meeting.
* Set a date for elections within the group conscious generally to occur within 45 days of being awarded the bid.
* The Advisory Council needs 4 weeks notice to attend the Host elections.
* Create a flier and outreach your elections, making sure WICYPAA service is available to as many people in your area as possible.
* Send out position descriptions (if possible) so people may read them ahead of time or make a copy of this document and share with them.
* Elections are to be conducted by members of the Advisory Council or trusted servants in your respective community. Members in the Steering Committee will be elected into positions via 3rd Legacy Voting (see AAWS Manual). All other positions may be voted in by simple majority if that is what the group conscious decides.
* Read positions available within the committee and note that more positions can be created as you are autonomous to do so.
* Positions include but are not limited to:
  + Chair, Co-Chair, Treasurer, Co-Treasurer, Secretary, Registration, Hotels, Events, Outreach, Inreach, Merchandise, Graphics, Programs, SWAT (Security), Accessibilities, Hospitality, Archives, Entertainment, Current Practices etc.
  + Other positions include: Co-Secretary, Webmaster, Prayer, Unity, Al-Anon, Public Information, Bid City Liaison etc.
* Chair positions outside of the Steering committee (Chair, Co-Chair, Treasurer, Co-Treasurer and Secretary) are encouraged to create sub-committees. Only Chair positions hold voting privileges but it is vital for each position to have a sub-committee to encourage as much participation as possible. We carry the message with an inclusive nature of Alcoholics Anonymous by having anyone who wants to be a part of, to feel a part of the WICYPAA FAMILY.
* Reminder: HAVE FUN!

**CONFERENCE COMMITTEE POSITIONS**

Here is a list of positions along with suggested descriptions of responsibilities. The listed duties are based on experience of previous Host Committees. The following is a guideline for you to use. Adding chair positions is not uncommon. The needs of the Host Committee change from Conference to Conference.

Chair member of the Steering Committee.

* Chairs the Steering Committee.
* Should ​have​ ​A.A.​ ​service​ ​experience.​ ​
* Responsible for the overall functioning of the Host Committee - upholding and maintaining the integrity of the Conference.
* Communicates regularly with the Advisory Council regarding Host 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.
* Acts as a signer and has access to the committee bank account.
* Will provide advisory details on how they wish to distribute any remaining funds after covering conference expenses. Within 60 days of the conference, the chair will transfer all remaining funds to the WICYPAA Advisory Council for final disposition.
* Creates the agendas for and chairs all Host Committee and Steering Committee meetings. Ensures the agenda is distributed to the Host Committee members prior to the meeting.
* Does not make motions, second motions or vote on committee business - only in the case of a tie.
* Conducts each meeting in an orderly fashion and in accordance with the Host Committee Guidelines and within the principles of the Twelve Steps, Twelve Traditions, and Twelve Concepts.

Co-Chair

* A member of the Steering Committee.
* Should ​have​ ​A.A.​ ​service​ ​experience.​ ​
* Supports and helps the Chair and the rest of the committee in any way necessary.
* Provides counsel as needed for the Chair. Assists Chair with ensuring that all tasks are accomplished.
* 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.
* In the absence of the Chair, accepts the full responsibilities of the Chair.
* Typically fills in for other Steering Committee members in their absence (secretary, hotel chair, treasurer) when an alternate is not elected/available.
* 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 Chair role and a new Co-Chair will be elected. In the event the committee votes to relieve the Chair of their position, it is the Co-Chair’s responsibility to inform them of the committee’s decision.

Treasurer ( Suggested 2 years of Sobriety )

* A member of the Steering Committee.
* Should ​have​ ​A.A.​ ​service​ ​experience.​ ​
* Responsible for maintaining financial records for the conference.
* Will work with the Host Committee and Advisory Council Treasurer to create a conference budget and should assist committees with budgets throughout the year. The proposed budget should be submitted with the Host packet.
* Keeps an up-to-date financial report, closely tracking income and expenses. Provides printed copies of the Treasurer’s report at each Host Committee meeting. Sends a financial snapshot/summary to the Host 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.
* Responsible for setting up a bank account and PayPal account (or similar service).
* Acts as a signer and has access to the committee bank account.
* Ensures that rent, and all other bills are paid on time. Collects money from events. Works closely with the Events and Merchandise Chairs to establish financial accountability, including online and onsite sales. Provides an event report after each event to present at the following Host Committee meeting that includes an income and expense breakdown, the number of registrations collected, and the overall profit or loss of the event.
* At the conference, personally make money drops with the Registration Chair every two to three hours.

Co-Treasurer ( Suggested 1 years Sobriety )

* 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, Host Committee and Advisory Council Treasurer to create a conference budget 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 Host Committee meeting. Sends a financial snapshot/summary to the Host 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.
* Assists in money drops with the Treasurer and Registration chair.

Secretary:

* A member of the Steering Committee.
* Should ​have​ ​A.A.​ ​service​ ​experience.​ ​
* Acts as the custodian of all committee materials.
* Keeps accurate minutes of all committee meetings including exact wording for all motions and major points of discussion.
* Host Committee and Steering Committee minutes should be emailed to the Host Committee and Advisory Council within 72 hours after the committee meeting.
* Provides the previous meeting’s minutes for approval at each committee meeting.
* Keeps attendance at each meeting and informs the Chair of absences.
* Responsible for gathering and providing reports for absent committee members during Host Committee meetings and sending out meeting reminders.
* Responsible for acquiring minutes and reports from all Sub-Committee meetings to keep on file.
* Responsible for maintaining the Host Committee contact list

Registration Chair

* Responsible​ ​for​ ​updating​ ​host​ ​committee​ ​on​ ​registration​ ​numbers​ ​at​ ​each committee​ ​meeting.​ ​
* Keep a record of banquet tickets sold, if applicable to your conference.
* Keep a record of accessibility needs for our attendees of the conference, and report to the Accessibilities Chair.
* Responsible​ ​for​ ​online​ ​registrations,​ ​as​ ​well​ ​as​ ​paper registrations, keeping track of what price point they registered at for Treasury purposes.
* Organizes​ ​pre-registration​ ​tables​ ​at​ ​conference​ ​events​ ​or​ ​outreach opportunities.​
* ​Responsible​ ​for​ ​the​ ​registration​ ​area​ ​and​ ​leading​ ​volunteers​ ​the weekend​ ​of​ ​the​ ​conference.​ ​
* May​ ​create​ ​a​ ​registration​ ​subcommittee​ ​to​ ​assist​ ​in the​ ​registration​ ​responsibilities​ ​leading​ ​up​ ​to​ ​and​ ​on​ ​the​ ​weekend​ ​of​ ​the conference.
* Provides a completed budget for expenses to the committee including but not limited to: lanyards, paper inserts, name badges, stickers, markers etc., for the conference attendees.
* Works with the Treasurer and Co-Treasurer to complete money drops at the conference.

Hotel Chair

* Should ​have​ ​A.A.​ ​service​ ​experience.​
* Chairs the Hotels sub-committee as needed ​
* Responsible​ ​for​ ​familiarizing themselves ​with​ ​the​ ​hotel​ ​contract(s)​ ​and​ ​interpreting​ ​to​ ​the​ ​committee​ ​where necessary.​ ​​ ​
* Should​ ​work​ ​closely​ ​with​ ​all​ ​committees​ ​requiring​ ​space​ ​in​ ​the​ ​hotel. Acts​ ​as​ ​liaison​ ​between​ ​the​ ​hotel​ ​and​ ​the​ ​Host​ ​Committee.​ ​​ ​
* Hotel Chair shall CC Advisory on any email correspondence with the hotel No changes should be made to the contract without advisory. Changes to the contract must be done by the signee – ie.: Advisory.
* Submits​ ​tentative​ ​and final​ ​program​ ​of​ ​events​ ​to​ ​the​ ​hotel​ ​on​ ​or​ ​before​ ​the​ ​contracted​ ​deadlines.
* Arranges for set-up of each alkathon room, banquet, literature, panel, and hospitality room. Discusses various needs with Programs, Registration, Archivist and Events Chairs.
* Should​ ​bring​ ​a​ ​copy​ ​of​ ​the​ ​hotel​ ​contract​ ​to​ ​Host​ ​Committee​ ​meetings​ ​and​ ​to​ ​the conference.​ ​​ ​
* Should bring any written communication via email to the conference if agreements were made outside of the contract.
* Assists​ ​SWAT​ (Security) ​with​ ​creating​ ​a ​security​ ​plan​ ​for​ ​the​ ​hotel.
* Responsible​ ​for​ ​setting​ ​up​ ​and​ ​being​ ​present​ ​at​ ​meetings​ ​with​ ​the​ ​hotel​ ​including walk-throughs​ ​(with​ ​the​ ​Program,​ ​Registration,​ ​Merchandise,​ ​and​ ​Events committees),​ ​security​ ​meetings,​ ​pre​ ​conference​ ​meetings​ ​and​ ​post-conference meetings.​ ​​
* Selects the banquet menu and brings it back to the entire body.
* ​Assures​ ​that​ ​the​ ​needs​ ​of​ ​the​ ​conference​ ​are​ ​met​ ​and​ ​that​ ​facility conflicts​ ​are​ ​resolved.

Events Chair

* Responsible for planning events during the year of the conference.
* Chairs the Events sub-committee
* Brings a budget for events to the entire body, in new business for approval.
* Responsible for finding locations and planning these events with the purposes of raising money and awareness.
* Develops a proposal for all events including:
  + Budget (work with the Treasurer to complete)
  + Date, time, and location
  + Program outline
  + List of volunteer opportunities
* Responsible for ensuring activities and outreach events reflects the spirit of recovery among young people in A.A. Works with the Treasurer regarding monies raised.

Outreach Chair

* Chairs the Outreach sub-committee
* Responsible for generating interest for upcoming events and meetings.
* Responsible for getting fliers printed and distributed to committee members for distribution.
* Responsible for the email list and sending out Host approved emails and social media communications.
* Responsible for seeking prospective outreach opportunities at A.A. related events and activities, encouraging pre-registration and attendance of conference.
* Responsible for developing and maintaining social media outreach, ensuring anonymity is protected through the creation of “secret” or “private” groups.

Inreach Chair

* Works with Outreach Chair to keep the Host Committee informed about upcoming events in our area as well as any service opportunities in the area
* Works with the H&I Chair to coordinate H&I activities in the area
* Finds local meetings that need support and plans for the committee members to attend
* Responsible for reaching out to Area and District, getting fliers posted on their websites.
* Responsible for reaching out to Central Office/Intergroup/Alano Clubs to notify them of the Host events and WICYPAA.
* Notify the Central Office/Intergroup/Alano Clubs of upcoming events and request events be added to monthly mailings, if possible.

Merchandise Chair

* Chairs the Merchandise sub-committee
* Responsible for researching prices and ordering coffee cups, t-shirts, conference banners, and/or souvenirs and memorabilia etc., for the Host Committee, as well as for events if deemed necessary. Researches economical production options and presents them to the committee for final decision by group conscience.
* Responsible for keeping track of inventory.
* Conference committee shall vote on the final design to appear on any merchandise for the conference.
* Coordinates to make merchandise available for conference weekend and events.
* Ensures trusted servants are staffed to assist at merchandise tables at all applicable times and handle money during the conference.
* Coordinates with the Events chair to sell merchandise at all events hosted by the committee.
* Works with the Treasurer regarding all monies.

Graphics Chair

* Designs​ ​and​ ​produces​ ​all​ ​printed​ ​and digital​ ​materials​ ​requiring​ ​graphics​ ​(flyers,​ ​tickets,​ ​programs,​ ​signs,​ ​banners, etc.).​ ​Has​ ​access​ ​to​ ​a​ ​computer​ ​with​ ​appropriate​ ​design​ ​software.​ ​
* Works​ ​closely with​ ​the​ ​Website​ ​Chair​ ​to​ ​ensure​ ​that​ ​the​ ​Host​ ​Committee​ ​site​ ​is​ ​visually consistent​ ​with​ ​the​ ​other​ ​graphics​ ​associated​ ​with​ ​WICYPAA.​ ​
* Works​ ​closely with​ ​the​ ​Events​ ​and​ ​Outreach​ ​Chairs​ ​in​ ​order​ ​to​ ​produce​ ​outreach​ ​materials​ ​for all​ ​scheduled​ ​events.​ ​
* Works​ ​closely​ ​with​ ​the​ ​Merchandise​ ​Chair​ ​to​ ​design​ ​a graphic​ ​that​ ​best​ ​suits​ ​the​ ​conference​ ​theme​ ​for​ ​t-shirts,​ ​coffee cups, stickers,​ ​buttons,​ ​etc.
* Researches​ ​economical​ ​production​ ​options​ ​and​ ​presents​ ​them​ ​to​ ​the​ ​committee for​ ​final​ ​decision​ ​by​ ​group​ ​conscience.​ ​
* May​ ​create​ ​a​ ​sub-committee​ ​with additional​ ​sub-committee​ ​positions​ ​within​ ​the ​scope​ ​of​ ​their​ ​responsibilities​ ​as needed.

Program Chair

* Chairs the Program sub-committee
* ​Creates​ ​a​ ​thorough​ ​program​ ​for​ ​the​ ​conference,​ ​including​ ​speakers,​ ​panels (topics), and​ ​workshops,​ ​as​ ​well​ ​as​ ​schedule​ ​and​ ​location​ ​of​ ​events.​ ​
* Responsible for planning an AA meeting to occur during the event (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 meetings.
* Presents​ ​possible speakers​ ​to​ ​Host​ ​Committee​ ​for​ ​approval.​ ​Responsible​ ​for​ ​inviting​ ​a​ ​coordinating travel​ ​arrangements​ ​and​ ​hotel​ ​accommodations​ ​for​ ​all​ ​out​ ​of​ ​town​ ​speakers.
* Responsible​ ​for​ ​maintaining​ ​contact​ ​with​ ​and​ ​confirming​ ​arrival​ ​of​ ​speakers.
* Responsible for finding an individual to host each main speaker throughout the conference weekend.
* Will coordinate with the Hotel Chair for booking main speaker hotel rooms to the master account.
* Will plan and organize each meeting; this includes finding chairpersons and/or groups to lead the meetings.
* Responsible for booking company to audio record speakers (speaker tapers) (i.e. AMOT, or other recording companies)
* Provides the Treasurer with a completed budget of expenses for Programs.
* Provides the final program to the Advisory Council for approval.

SWAT Chair

* Chairs the Security sub-committee
* Responsible for organizing volunteers for any and all general volunteer needs during Host Year. (Set up, cleaning, security, hospitality, etc.).
* The point of contact for all volunteers (usually​ ​people​ ​who​ ​come​ ​the​ ​conference​ ​on scholarship​ ​are​ ​asked​ ​to​ ​volunteer).
* Coordinates with the Hotel Chair to see that all rules & regulations are known and followed by attendees.
* See that each person on security has some identification indicating they are security and able to help participants.

Accessibilities

* Chairs the Accessibilities sub-committee
* Responsible for ensuring any person with language translation or accessibility needs (mobility, sight, hearing, etc.) is provided with the proper resources (i.e. wheelchair, closer seating, translator, etc.) as deemed reasonable at all events
* Is the liaison between the conference and the Interpreters and arranges for interpretation at meetings.
* Works with the Hotel Chair for accommodation for seating during main speakers and other needs including their room location.
* Coordinates with the Registration chair to make sure accommodations are put on the flier and that all needs requested are being met.
* Brings a budget to the Treasurer and the budget will be voted upon by the committee.

Hospitality Chair

* Chairs the Hospitality sub-committee
* Responsible​ ​for​ ​Hospitality​ ​suite,​ ​obtaining​ ​volunteers,​ ​buying​ ​board​ ​games, cards,​ ​and​ ​food​ ​for​ ​the​ ​room.​ ​
* Responsible​ ​for​ ​the​ ​breakdown​ ​and​ ​cleanup​ ​of hospitality​ ​suite.​ ​
* Submits a budget to the Treasurer to be voted on by the committee.

Archivist

* Responsible for collecting flyers, documents, memorabilia, and data that will help preserve the host experience.
* Works with the Hotel Chair to ensure a room is made available during the conference for display and literature sales.
* Staff literature room at the conference with ALL conference approved literature available for sale. Reach out to your local central office to see if they can attend, display and sell literature.
* Contact Archives Chair of the Advisory Council to obtain all displays for the archives room, if available.
* Assist with any AV/ Archive related material if displayed at the main meeting (slide show) if permission is granted by AA members.
* Keeps records of all minutes from Host and subcommittee meetings.
* Keeps records of all treasurer reports and other important documents created by Host.
* Stores all collected items in a digital format.

Entertainment Chair

* Chairs the Entertainment sub-committee
* Responsible​ ​for​ ​coordinating​ ​with​ ​the​ ​program​ ​and​ ​events​ ​chair​ ​to​ ​plan, coordinate,​ ​and​ ​oversee​ ​all​ ​the​ ​entertainment​ ​at​ ​the​ ​conference.​
* ​Organizes​ ​main meeting​ ​entertainment.​ ​Organizes​ ​and​ ​books​ ​entertainment​ ​for​ ​all​ ​dances​ ​and events​ ​during​ ​WICYPAA​ ​(open​ ​mic's,​ ​Dj's,​ AV ​etc.)​ ​​
* Submits a budget to the Treasurer to be voted on by the committee.

Current Practices

* + Studies traditions to ensure Host Committee meetings and events are in the spirit of the traditions
  + Speaks on one traditions and/or concepts at each Host committee meeting, and explains application to said Host committee

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**OTHER POSITIONS**

Co-Secretary:

* Not a member of the Steering Committee.
* Assists Secretary in the following duties:
  + Acts as the custodian of all committee materials.
  + Keeps accurate minutes of all committee meetings including exact wording for all motions and major points of discussion.
  + Host Committee and Steering Committee minutes should be emailed to the Host Committee within 72 hours after the committee meeting.
  + Provides the previous meeting’s minutes for approval at each committee meeting.
  + Keeps attendance at each meeting and informs the Chair of absences.
  + Responsible for gathering and providing reports for absent committee members during Host Committee meetings and sending out meeting reminders.
  + Responsible for acquiring minutes and reports from all Sub-Committee meetings to keep on file.
  + Responsible for maintaining the Host Committee contact list
* In the event the secretary resigns or is removed from their position, the co-secretary will act as Secretary until the next Host Committee meeting. The Co-Secretary will not be a member of the Steering Committee in this scenario as all Steering Committee members must be elected by Third Legacy voting.

Webmaster Chair

* Responsible​ ​for​ ​setup​ ​and​ ​maintenance​ ​of​ ​the Southern Wisconsin Deaf Access Committee ​ ​website.
* Should​ ​make​ ​sure​ ​outreach​ ​and​ ​conference​ ​information​ ​is​ ​on​ ​website.​ ​
* Works together​ ​with​ ​the​ ​Events​ ​Chair​ ​and​ ​Activities​ ​Chair​ ​to​ ​make​ ​sure​ ​accurate information​ ​regarding​ ​events​ ​and​ ​program​ ​is​ ​available​ ​on​ ​website.

Prayer Chair

* Holy cleric of WICYPAA Host Committee.
* Has the ability to stop committee meetings at any point to conduct a prayer.

Unity Chair

* Organizes fellowship events to promote unity among WICYPAA Host Committee members and their guests, outside of committee meetings and events.
* Should organize smaller scale events before or after meetings to facilitate Host Committee unity.
* Suggested that chair will be at events planned, help coordinate rides for members and payment options, if applicable.

Al-Anon Chair

* Coordinates with Al-Anon resources for participation in Host events, as appropriate
* Works with the Events Chair to ensure Al-Anon is considered in our Host events, as appropriate
* Works with the Program Chair to ensure Al-Anon is considered in our proposed program.

Public Information Chair

* Responsible for communication with the public, if needed, including the press and media
* Ensures the anonymity of all members, guests, and speakers at Host events.

Bid City Liaison

* Should​ ​initiate​ ​and​ ​maintain​ ​contact​ ​with​ ​all​ ​bid​ ​committees.​
* ​Communicates questions​ ​and​ ​concerns​ ​from​ ​bid​ ​committees​ ​to​ ​the​ ​Host​ ​Committee.​ ​
* Make​ ​sure the​ ​bid​ ​committees​ ​have​ ​everything​ ​they ​​need​ ​for​ ​their presentations.

**ADVISORY COUNCIL MEMBERSHIP GUIDELINES**

Election Guidelines

* Elections should not be held earlier than one month prior to the actual conference.
* The WICYPAA Advisory Council should be given four weeks notice to attend and facilitate elections.
* Advisory will conduct elections using the 3rd Legacy Voting Procedure (Ref. Service Manual or following page).
* Each conference Host City will elect FOUR STANDING MEMBERS to the Advisory Council and FOUR ALTERNATES who will become members upon the resignation or dismissal of any of the original members from that year's Host Committee, and will serve on the Advisory Council until the term for that Host City has ended.

**PLEASE READ PRIOR TO ELECTION PROCESS:**

Requirements for Nominations

● It is suggested nominees have served on the Conference Committee continuously for a minimum of six months prior to the conference.

● Nominees should have at least one year of sobriety.

Duties and Responsibilities of the Advisory Council

● Acceptance of an Advisory Council position is a continuous five-year commitment.

● Members are expected to attend all necessary Advisory Council business meetings. The group reserves the right for voting procedures with a simple majority of those in attendance. Though usually the Advisory Council only meets once between conferences, meetings will occur on a quarterly basis.

● Financial Responsibilities:

A. Five consecutive conferences must be attended, regardless of location.

B. Attendance at special business meetings may be necessary.

C. Special travel to assist a faltering conference may be necessary. The above expenses will be paid for the members themselves.

● Missing two consecutive conferences will result in automatic resignation.

● Drinking alcoholic beverages and/or abusing drugs will result in resignation from the council.

● Because much of the time spent at the conference may be taken up by the council business, members should not participate in the conference program.

*In the event significant financial problems arise on an individual conference committee, the Advisory Council reserves the right to make sure the problems are resolved in a manner keeping with the accepted AA Twelve Traditions and the Twelve Concepts of World Service.*

