How to Start a Bid Committee for WICYPAA

**TABLE OF CONTENTS**

[**Advisory Member Bid Development Contact 1**](#_heading=h.3dy6vkm)

[**Set a Date and Outreach for Elections 1**](#_heading=h.1t3h5sf)

[**Suggested Bid Bylaws 2**](#_heading=h.4d34og8)

[**After Elections 2**](#_heading=h.2s8eyo1)

[**Advisory Council - Documents, Bylaws, Bid Books etc. 2**](#_heading=h.17dp8vu)

[**Bid Requirements 2**](#_heading=h.3rdcrjn)

[**What to expect at the Conference 3**](#_heading=h.26in1rg)

[**What is a Sub-Committee 4**](#_heading=h.lnxbz9)

[**What is a Bid Skit 5**](#_heading=h.35nkun2)

[**Outreach Strategies 5**](#_heading=h.1ksv4uv)

[**Business Meeting Format 6**](#_heading=h.44sinio)

[**Third Legacy Procedure 6**](#_heading=h.2jxsxqh)

#

#

#

#

#

# **Advisory Contact Email**

| WICYPAA Advisory Council Chairperson - emails get forwarded to Council | advisory@wicypaa.org |
| --- | --- |

# **Set a Date and Outreach for Elections**

* Set a date for elections
* Create a flier and outreach for elections, starting at least one month prior to the set date
* Inform Advisory Council when your elections are, giving us at least four weeks notice
* Advisory members may show up to assist in hosting your elections
* Make available all position descriptions for attendees at elections

# **Suggested Bid Bylaws**

* WICYPAA Bid Suggested Bylaws
* Through our experience we have found it helpful to vote in the “Steering Committee” using the Third Legacy Voting Procedure (please see last page of this document for reference). It is suggested that The Steering Committee consists of: Chair, Co-Chair, Treasurer, Co-Treasurer and Secretary. It is suggested that all other positions be voted in by simple majority.
* Please note that your committee is autonomous and may move forward at your own discretion

# **After Elections**

* Gather everyone’s names, emails, phone numbers and sobriety date
* Schedule your first business meeting
* Send the Advisory Council your bid contact list (including current position on the bid)

# **Advisory Council - Documents, Bylaws, Bid Books etc.**

* The Advisory Council is here to assist as needed - feel free to reach out with questions or just to give an update on how the committee is doing. We would love to attend your events if possible.
* Advisory has suggested bid bylaws, prior bid books and other helpful examples that we would be happy to share if requested.
* 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.

# **Bid Requirements**

The WICYPAA bid book consists of documentation showing that the committee has met the bid requirements (please reference WICYPAA Bidding Requirements for full document/template)

1. We strongly encourage members of all ages to participate; however, we do ask that each committee have at least three members who have one or more years of sobriety.
2. Bid cities are asked to prepare a group statement of what they think the benefits of hosting a WICYPAA conference in their area would be. This statement should not exceed one page.
3. Bid cities must have current proposals and/or contracts from at least two hotels including conference dates, contracted room nights, meeting space, room rates, F&B commitment, availability of banquet and breakout rooms in the hotels. These proposals and/or contracts should show proof that the hotel requires no commitment as to the number of people attending.
4. Assurance must be given in the form of a letter from the local service structure (i.e Local Intergroup, District and/or Area) to ensure their support and that no other AA conference or large function will be held in their city within a 30-day period before or after the proposed conference date.
5. Bid cities will be required to produce a sample budget for the conference. Demonstrating financial viability, including: registration, merchandise, events, AV/DJ quote, an audio recording quote, speaker rooms, etc. Please include your yearly financial records along with your proposed budget.
6. Bid cities are required to produce a sample program.
7. Bid cities must agree that all proceeds, after expenses, will be turned over to the WICYPAA Advisory Council for their disposition within 60 days of the conference.
8. Bid cities must detail the committee’s efforts to engage in AA’s Three Legacies of Recovery, Unity, and Service.
9. Bid cities must present their bid to the Advisory Council at the Saturday morning bid session at 8am. Bid cities are allowed 45 minutes for their bid skit which includes Q&A. Each advisory member will ask up to two questions. Please limit each question to two answers.
10. Bid cities must have temporary pre-registration fliers. Do not include conference dates or hotel info.
11. Bid cities must demonstrate that the committee has outreached the WICYPAA Conference to AA in and outside of their area and state throughout the current calendar year. Bid cities are strongly encouraged to connect with the current Host Committee Outreach Chair.
12. Bidding cities to submit digital bid packets (pdf) by 11:59pm on Thursday the week prior to the conference to advisory@wicypaa.org. Provide one hard copy of the complete bid packet to the Advisory Council Chairperson after the Friday night speaker of the conference.
13. Bid cities **will** send WICYPAA Advisory all business meeting minutes, contact lists, and finance ledger to advisory@wicypaa.orgcom throughout the year after each bid committee meeting.

# What to expect at the Conference

* Bid books should be sent to the Advisory Council, submission deadline is 11:59 PM on the Thursday before the conference (one week in advance) at advisory@wicypaa.org.
* Provide one hard copy of the completed bid packet to the Advisory Council Chairperson after the Friday night speaker of the conference
* Saturday Morning:
	+ Bid Presentation
		- Bid sessions are open to all convention attendees and we encourage you to participate and attend all bid presentations. Typically, Bid Committees present a skit or a video and humor is always encouraged
		- Each bid committee will present their skit for approximately 7-10 minutes
	+ Q&A with Advisory
		- This may include:
			* Hotel Contracts
			* Outreach Efforts
			* Community Involvement
	+ Advisory Council will ask specific questions of the committee.
	+ Up to 2 members may answer each question..
* Saturday Night Main Speaker Meeting: Where’s It GOING?
	+ Following the main speaker, Advisory will announce the new Host Committee
	+ Afterward, each committee meets individually with Advisory.
	+ The new Host Committee is expected to begin selling registrations after meeting with Advisory.

# What is a Sub-Committee

* The Bid Committee is usually made up of a variety of 'Sub-Committees’.
* These Sub-Committees are within the Committee and are typically led by the elected Chairperson (or Co-Chairperson).
	+ For example: the Graphics and Merchandise Subcommittee will be led by the Graphics and Merchandise Chairperson.
* A sub-committee meets outside of the Bid Committee’s Business meeting on a set day and time out of the month to take care of business. Please pass this information along to the rest of the committee at least one week in advance.
* A sub-committee acts as a separate committee from the Bid Committee. The sub-committee’s central focus is on finer details within a position (i.e. Event’s sub-committee may choose panel speakers, panel topics, and find volunteers to do the readings at their events). The elected chair of a position and their appointed co-chair will lead the sub-committee, utilizing an agenda or outline that detail on discussions and decisions the sub-committee must have/make. Once the sub-committee has come to a decision (using the Event’s example, the sub-committee may have completed the final ideas for their event), the elected chair person and/or their appointed co-chair will take those decisions back to the Bid Committee for final approval and vote if applicable.
* For ease of operation and to be able to reference information later, it may be beneficial to take notes or minutes on what is discussed and decided at sub-committee meetings. Minutes and notes can be sent to the Bid committee’s secretary to be forwarded to the rest of the committee so that committee members can stay updated on what the sub-committee is doing.
* A sub-committee has no limitation on how many members it may include. In our experience, the more members, the better, especially when serving on a bid committee. Sub-committees are a great way to get newcomers, or those new to YPAA committee service structure, involved in a way that is fulfilling without the pressure of serving as a chairperson.
* If you are already serving in a position on the Bid committee or another sub-committee where, you can help your fellow committee members by getting involved on multiple sub-committees.

# What is a Bid Skit

* The Bid Skit may be a creative expression as decided by the Bid’s group conscious
	+ Creating a “script” incorporating your Bid Committees theme, using conference approved literature
	+ Previous examples include:
		- “Billy Wonka and the Sober Factory” - Your imagination will be fired
		- Passengers being rescued on a boat - Rescue from Shipwreck
		- Helping another alcoholic - Thus We Grow
* The presentation is suggested to be inline with the AA’s 12 Traditions
* The presentation may be pre-recorded or presented live
	+ Please know that the current hotel may not have the capacity to meet your AV needs and may require you to bring your own AV needs. Please contact the current Host Committee for those AV needs.

# Outreach Strategies

* Contact the current host committee for their most current pre-registration flier.Note that pre-registration prices will change throughout the year as they get closer to the conference.
* Outreach may include the following:
	+ Private YPAA Facebook Groups
	+ Area 74 and [Area 75](https://area75.org/calendar/)
	+ All Districts within Area 74 and 75
	+ Central Offices/ Local Intergroups
	+ Hosting an Outreach/Pre-Reg table at YPAA Conferences (if the current Host committee is already scheduled to outreach at a conference, offer your assistance in outreach efforts)
	+ Clubhouses
	+ Meetings
		- Announcing upcoming events for bids/ distributing fliers
		- WICYPAA conference
		- Scheduling near and far meeting raids
* Please remember it is every committee members responsibility to outreach WICYPAA

# Business Meeting Format

Agendas are to follow this order:

* Opening prayer
* Announcements and Attendance
* Review and approval of the previous meeting’s minutes
* Committee Reports
* Old Business
* New Business
* Scheduling of next meeting
* Closing Prayer

# Third Legacy Procedure

