



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

HOST COMMITTEE RESPONSIBILITIES

Revised October 15, 2020

Your Committee has been selected to host the International Conference of Young People in Alcoholics Anonymous (ICYPAA.) As such, your Committee is a contracted agent whose individual members will enjoy the protections afforded to those 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. In view of this very large responsibility, the Host Committee must therefore be given a correspondingly large grant of authority and freedom with which to discharge it, except in matters affecting other Host Committees, ICYPAA, or A.A. as a whole. The Advisory Council's primary attitude is one of custodial oversight; however, the Council reserves veto power over any Host Committee action that may harm the Conference. This is legally necessary and right in principle.

Host Committee Structure Responsibilities

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

1. 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. Adhere to ICYPAA's Conflict of Interest Policy and Non-Discrimination and Anti-Harassment Policies.
3. Adhere to ICYPAA's communications guidelines related to as outlined in the Advisory Council and Host Committee Guidelines document
4. Establish various subcommittees for the performance of specific tasks related to planning the Conference (program, events, outreach, etc.)
5. 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.
6. Liaise 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.
7. Select three Host Committee members to serve on the ICYPAA Advisory Council. Elections will 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 Responsibilities

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



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

1. Assign two qualified Interim Host Committee members to serve with the Advisory Council Hotel Committee for the final phases of site selection, which involves picking a local hotel & negotiating the final contract.
2. Return to your city and hold elections to select your principle officers and subcommittee chairs. Experience has shown that outreaching this election will go a long way toward building a large, unified Committee.
3. 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.) Coordinate with the Advisory Council Chairperson to ensure prospective dates are workable for scheduled site visits.
4. Assign the Host Committee Secretary the responsibility of providing the Advisory Council with meeting minutes and committee reports on a regular and timely basis.
5. Establish a finalized registration flyer including 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.
6. 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.
7. Publicize the Conference, including information about "early bird" pre-registration prices and cut-off dates as soon as possible.
8. Provide relevant Host Committee members to serve with the Advisory Council Hotel Committee during the annual Audio-Visual vendor selection process.
9. Make themselves available after hosting to answer questions about their experience.

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 would include updating the Advisory Council chair on the status of the host committee and any issues the Host Committee is facing.
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 Host Committee email account.
4. Respond or delegate responsibility to respond to inquiries on the ICYPAA Secret Facebook Group regarding the Host Committee or conference.



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

5. Responsible for facilitating communication of all business between the Host Committee and the Advisory Council.
6. Be one of the signers on the Advisory Council Host Committee bank account.
7. Be listed as the legal "Registered Agent" of ICYPAA, Inc. in local jurisdiction where necessary.
8. 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 Host Committee will have 30 days from the conclusion of its Conference to forward these reports to the Advisory Council Chairperson. The final report from the Host Committee is to include hotel pick-up, F&B and final merchandise numbers.
9. Responsible for giving the final Host Committee report at the first Advisory Council Quarterly Call following the conference.

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: "Bid Committee Meet & Greet," "Bid Table Visits," "ICYPAA Forum," "Bid Presentations," and "Host Committee Debriefing."
2. Plan a Pre-Conference Event.
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 at the Saturday night meeting.
5. Endeavor to obtain A.A. speakers representative of young people. Many alcoholics travel great distances to ICYPAA to hear and meet with other young alcoholics, and learn how young alcoholics achieve sobriety.
6. 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.
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 race, sex, gender, sexual orientation, language, nationality, ability, etc. when selecting main speakers, panelists, entertainment and activities.
8. 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.

Treasurer Responsibilities

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



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

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. 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.
3. Use the Host Committee Budget Template provided by 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.
4. 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.
5. Be one of the signers on the Advisory Council's existing Host Committee bank account.
6. Ensure that the amount of scholarship contributions received during the conference year equals the amount of scholarship registrations made available at the Conference.

Registration & Web Chair Responsibilities

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

1. Monitor registration data that is submitted via the ICYPAA website.
2. Enter any paper registrations received into the master ICYPAA database.
3. Assign and maintain icypaahost.org email accounts.
4. Develop content, including but not limited to registration, facility, and pre-conference event information to be published via the assigned subdomain of www.icypaa.org (e.g. 54th.icypaa.org, 61st.icypaa.org, etc.)

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



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

- 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 Host Committee Treasurer to ensure proper funds are budgeted to execute accessibility plan.
 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.

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 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.



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

- 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

advisory@icypaa.org

www.icypaa.org HYPERLINK "http://www.icypaa.org"