

EURYPAA Host Committee Position Outline & Guide

This is list of projected service positions for your EURYPAA Host Committee. Positions may also be combined depending as needed. Some may not be necessary and/or you may have other positions necessary for the planning of your EURYPAA convention. The election of following roles should be your initial priority. This should be done after you are awarded the convention. Summary details are below with a more detailed outline

1. **Chairperson** (works in partnership with all members of the host committee, area service concerns, and is responsible for effective meeting planning to ensure that all members of the host area are included in decisions.)
2. **Co-Chairperson** (works in close partnership with the committee Chairperson & other members of the committee. Co-Chairperson should be aware of all actions taken by the Chairperson to act as back-up or stand-in for any concerns)
3. **Secretary** (keeps a record of meeting notations and committee decisions)
4. **Treasurer** (keeps a close watch on the financial welfare of the convention and keeps the other committee members updated)
5. **Program/ Programme** (organizes the meetings at the convention, VERY important this done correctly)
6. **Hotel/Facilities** (works as primary contact for the hotel, VERY important this is done correctly)

Other Roles

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| <ul style="list-style-type: none"> • Outreach Chairperson • Host Web Technology Chairperson • Registrar/Registration Chairperson | <ul style="list-style-type: none"> • Event/Entertainment Chairperson • Graphics Chairperson • Prayer / Meditation Chairperson • Archives Chairperson | <ul style="list-style-type: none"> • Al-Anon/Alateen Representative • Outside Media Chairperson • Supporting Co-Chairs roles can be filled later. |
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Suggested Election Procedure

In electing people to fill service positions, it is suggested to use AA's third legacy procedure. Reminder: subcommittees can be created to build teams for areas of planning your EURYPAA convention. Everyone who wants to be a part of the Host Committee should be made to feel welcome and involved.

EURYPAA Board member participation

If available, members of the EURYPAA Board may attend the initial elections to assist in the facilitation of the elections and/or to answer any related questions. This is strongly encouraged so you can make use of the past experience of EURYPAA to make your EURYPAA better. We also encourage Board member participation in host meeting to offer any past experience that might be helpful.

Some Items to Keep In-Mind that align with the AA's 12 concepts and the 12 traditions (long form).

1.—Each member of Alcoholics Anonymous is but a small part of a great whole. A.A. must continue to live or most of us will surely die. Hence our common welfare comes first. But individual welfare follows close afterward.

2.—For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience.

3.— Our membership ought to include all who suffer from alcoholism. Hence we may refuse none who wish to recover. Nor ought A.A. membership ever depend upon money or conformity. Any two or three alcoholics gathered together for sobriety may call themselves an A.A. group, provided that, as a group, they have no other affiliation.

Concept III: To insure effective leadership, we should endow each element of A.A. —the Conference, the General Service Board and its service corporations, staffs, committees, and executives—with a traditional **Right of Decision.**

•Do we trust our trusted servants?

Concept IV: At all responsible levels, we ought to maintain a traditional “Right of Participation,” allowing a voting representation in reasonable proportion to the responsibility that each must discharge.

Concept V: Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration

Concept XII: The (EURYPAA CONVENTION) shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and, whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government, and that, like the Society it serves, it will always remain democratic in thought and action.

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Chairperson: The Chair does not govern. It is very important that the Host Committee always act as informed group whenever possible. As a trusted servant, the Chair may need to make some decisions on behalf of the whole convention, but for the most part it should always come to group conscience. However good leadership should also be required. (***This applies for all positions***) The main responsibility of the Chair is to set the agenda and run the Host Committee meetings, and be the primary point of contact concerning your EURYPAA convention. Most actions will involve checking in with the other trusted committee members about how their service/responsibilities are progressing and addressing and/or helping as needed. They are often a 2nd or 3rd signatory on any Host City accounts.

Co-Chairperson: Supports the overall committee and Chairperson & acts on their behalf if not available. Also supports all other positions as needed. The Co-Chairperson duties are generally not that demanding, so they are usually more available to support the rest of committee as needed. We have found that working in close partnership with Chairperson most effective.

Treasurer: Accountable for the financial welfare of the EURYPAA funds. **GREAT Care should be taken in filling this role.** Whoever is chosen should be able to handle financial concerns and be trust worthy. Responsible for opening bank accounts and maintaining financial records. Assists in developing budgets for all areas of the convention and staying updated on the status. First signatory on the Host accounts. Also work closely with EURYPAA Board treasurer so that financial status and welfare of the convention are transparent.

Alt. Treasurer: Backs up the Treasurer. May also act as a second (or third) signatory on accounts, if needed.

Secretary: Keeps accurate records of Host Committee meetings. This is to ensure that group decisions do not become redundant and the group does not get too slowed down by too much discussion. They will often make sure group all group members have an equal voice. Secretary will also send copies of meeting minutes/records to EURYPAA Board when available or post to committee Page for review. They may also act as administer of on-line meetings as needed.

Program/ Programme Chairperson: Proposes program schedule, meeting ideas, speakers, and other ideas for the convention. Reviews these ideas with the Host committee for consensus & approval. Also consults with EURYPAA Board as needed and reviews draft program updates. Also reviews past YPAA convention programs for further reference. The final program, speakers, and overall tone of the convention are the responsibility of the EURYPAA Host area for that year. While the EURYPAA Board may offer suggestions they will not make any final decisions regarding program content. They will only be available to consult and advise.

- This role often becomes much larger than this outline, so a subcommittee may be a great idea, if needed. This may include a separate election for a Program Co-Chairperson by any such subcommittee.

- It is also recommended that the Program Chairperson utilize the entire host committee and EURYPAA community to engage speakers and ideas.

Facilities / Hotel Chairperson: Primary contact for the facility (hotel, convention hall, etc.) and the EURYPAA Host Committee. They will work directly with the EURYPAA Board chairperson in the final negotiation of the site contract or any others. They will also keep in-mind that the annual site agreement must have the EURYPAA Board Chairpersons signature to be binding to the EURYPAA Annual Convention. This includes contract updates.

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Facilities / Hotel Co-Chairperson by any such subcommittee.

Host Web /Technology Chairperson: Creates, maintains and moderates the EURYPAA convention website for their convention. Works in collaboration with the EURYPAA Board Technology Chairperson, Host Registration Chairperson and Treasurer to ensure smooth operation of any items associated on-line financial transactions for the convention that year.

Host Committee Outreach Chairperson: Works closely with the EURYPAA Outreach Team. Works in partnership with Host committee to get word out about the EURYPAA convention in any capacity. Some commonly used methods are utilization of Facebook, Email, Web Postings, working with EURYPAA Board electronic mailing chair. Getting the Convention listed in regional GSO postings (when available), AA Grapevine Calendar publications and related.

Registrar/Registration Chairperson: (*This position becomes MUCH MORE active closer to the convention*) Compiles the list of registered participants and puts together the system for checking in attendees during the convention. Consults with EURYPAA Board on the most effective methods for registration and applies whatever works most effectively for their area. May also consult with other past conventions to gain other ideas. Also works with the Host Facilities/Hotel Chairperson to make sure the most practical locations and hours are chosen at the convention location. Also works with Host & Board Technology chairpersons on online pre-registration. Based on past experience the most effective and simple solution is PayPal for on-line registration. They also keep accurate and backed-up records of any persons registered for the convention. Also works with the Facilities / Hotel Chairperson to make certain that all EURYPAA convention attendees that are staying in the hotel are counted toward any contracted room block, if required.

Event/Entertainment Chairperson (pre-convention & convention):

- A. Works to create awareness of EURYPAA Convention by organizing events prior to the convention and at the convention. This is often a lot of fun and can be of assistance to raise necessary up-front costs associated with running the annual convention (if needed). They may also work closely with other YPAA (Young People in AA) events in partnership to create more overall awareness of EURYPAA and other similar events. May also participate in local / area / regional AA events to generate awareness.
- B. They will also work with the Facilities / Hotel Chairperson and entire committee regarding entertainment and events at the Annual convention.

-This role is often becomes much larger than this outline, so a subcommittee may be a great idea, if needed. This may include a separate election for a Events Co-Chairperson by any such subcommittee.

Graphics Chairperson: Works with entire Host committee in the creation of the convention graphics, inclusive of, but not limited to: - logo, flyers, website, souvenirs, program artwork for the EURYPAA convention.

Prayer-Meditation Chairperson: Leads the Host Committee in the Serenity Prayer (or) moment of pause/silence (or) any other prayer of their choice, whenever the need arises during committee meetings. This is often needed when the group just needs to stop and pause when agitated or doubtful. The Prayer Chair can call for a prayer at any time.

Archives Chair: Responsible for preserving at least two copies of everything for the EURYPAA Archives and work with EURYPAA Board Archives Chair to make certain these items are preserved.

AI-Anon/Alateen Representative: Keeps the channel of communication open between the EURYPAA Host Committee and AI-Anon/Alateen. Assist in planning any meetings, activities and events at the annual convention. This person will often work with the Facilities / Hotel Chairperson and Program chair to ensure all plans at the convention are done in cooperation with the convention planning.

Outside Media Chair: Coordinates media requests and ensures maintaining our 11th tradition on anonymity.

11.—*Our relations with the general public should be characterized by personal anonymity. We think A.A. ought to avoid sensational advertising. **Our names and pictures as A.A. members ought not be broadcast, filmed, or publicly printed.** Our public relations should be guided by the principle of attraction rather than promotion. There is never need to praise ourselves. We feel it better to let our friends recommend us.*