

# CONGRATULATIONS!!!!!!

Welcome to the world of being a WICYPAA Hosting City! On behalf of Advisory Council, we are here for you with open arms.

This packet is put together for guidance and ideas that have worked from past conferences. Remember, we have all been where you are today.

Included:

1. What to do After the Bid
2. Conference Committee Positions
3. Helpful Hints
4. Advisory Council Membership Guidelines
5. Advisory Council Membership Phone list, Addresses & Emails

We hope that this information will be of help to you. If you have any questions, problems or ideas please do not hesitate to contact anyone on the Advisory Council or check the website [www.wicypaa.org](http://www.wicypaa.org).

Yours in Service,

WICYPAA Advisory Council

(Updated 1.26.09)

# 1. AFTER THE BID

Here is a checklist to help you organize:

----- Hold meeting with all involved in your successful bid  
----- Disband bidding committee  
----- Have new elections for your principal officers – open it to everyone & read the responsibilities listed in the pages to follow as a guideline of what is to be expected by this position:

- **Chair**
- **Co-Chair**
- **Treasurer**
- **Co-Treasurer**
- **Secretary**
- **Registration**
- **Hotel**
- **Events**
- **Outreach**
- **Merchandise/Graphics**
- **Program**
- **Security**
- **Special Needs**
- **Hospitality**
- **Archives**
- **ETC, Webmaster, email guru**, whatever else is needed

----- Committee heads should get their own co-chair and sub-committee together as quickly as possible. (The chairs only have voting power it is important for the entire sub-committee to be involved and to have as much participation and decisions as possible)

----- ***Have FUN!!!***; remember this is an opportunity to learn more about service work and how to work with other people.

## 2. Conference Committee Positions

Here is a list of positions along with suggested descriptions of responsibilities. These are used as guidelines they are not set in stone. Adding chair positions is not uncommon. The needs of the Host Committee change from conference to conference.

### Chair Person – *Executive Committee*

- Coordinates the elections of member to Chair various committees
- Calls committee meetings (time & place) and prepares agendas, action items and current information updates
- Writes notes of appreciation to speakers before & after conference
- Keeps close check on all phases of planning & progress
- Participates in individual committee meetings as requires
- Be one of **THREE** signatures on all bank accounts
- Have a vote on committee motions **ONLY** in the case of a tie
- Advises conference committee that all expenses are not to be incurred without approval of the committee
- Insures Banner is in place for kickoff meeting Friday night

### Co-Chair Person – *Executive Committee*

- In the absence of the chairperson, shall accept the full duties and responsibilities of the chairperson – Know what the chair knows!
- Is the liaison between the Conference & General Service
- Contacts Central Office or Intergroup Office and Grapevine (GSO) to list event
- One of **THREE** signatures on all bank accounts

### Treasurer – *Executive Committee*

- *SHOULD BE EMPLOYED*
- One of the Post Office Box key-holders
- Opens Conference checking account, with 3/4 signatures required for each check (Treasurer, co-treasurer, Chair AND/OR Co-Chair)
- One of **THREE** signatures on all bank accounts
- Coordinates with Registration Chair to pick up mail, extracting checks & making deposits (always keeping copies of everything)
- Pays all bills. The conference committee should put any expenses to a vote (ie. DJ \$500 – vote on by conference committee, not just sub-committee)
- At conference, personally makes money drops with Registration Chair from registration table every 2-3 hours during the time the registration desk is open
- Have his/her possession at all meetings, all bank statements, deposit receipts & checkbooks balances all in order
- Shall be prepared to accept money & make disbursements of funds at all meetings & events present – Keep change bank
- Shall prepare a Conference Budget based on information provided in the Hotel contract from the Hotel Chair, the Program Chair, the

Entertainment/ Event Chair and the Registration Chair to determine a registration price adequate to cover the cost of the conference expense

- Submit final financials to Advisory Council after all expenses are paid

## **Co-Treasurer – *Executive Committee***

- *SHOULD BE EMPLOYED*
- One of the Post Office Box key-holders
- One of **THREE** signatures on all bank accounts
- In the absence of the treasurer, shall accept the full duties and responsibilities of the treasurer – make sure to have extra checks on hand

## **Secretary – *Executive Committee***

- Keeps meeting attendance records (name, addresses, phone numbers, and committee positions)
- Sends meeting minutes, notices and agendas to committee members, together with updated Committee member list
- Sends copies of minutes and upcoming agenda to members of the Advisory Council
- Prepares and maintains the Committee list, including names, addresses, phone numbers, and committee positions. Also include all Al-Anon Committee members' information.
- Handles correspondence (always with copies to the subcommittee chairperson concerned)
- Is custodian of all the Conference materials
- Furnish any records or information from the records to the committee head requesting it

## **Registration**

- Chairs the Registration subcommittee
- Works with the subcommittee on registration flyer design
- Gets comparison pricing, lead times, deadlines, and places orders for registration fliers
- Keeps a running record of registration by category: AA, Al-Anon, & Alateen. Reporting separate numbers for each person registered under each program
- Keeps a running record of meals ordered: Banquets & Sunday buffets
- Submits copies of registration flier to outreach for distribution
- Provides Hotel Chair with running tally until Banquet cutoff time
- Coordinates placement and seating of hearing impaired with the interpreter
- Prepares registration packets-name badges, banquet status, program, and other special Conference items
- Staffs Registration table at the Conference
- Coordinates with Treasurer to make each money drop at the Conference
- Provides Treasurer with completed budget of expenses for registration packets by deadline set by Treasurer
- Work with Program Chair to see that Al-Anon participation will be at the conference and have their totals for registration kept separately

## **Hotel**

- Acts as liaison between Conference hotel & Committee
- Signs final contract **ONLY UPON APPROVAL** from both the **ADVISORY COUNCIL** and the Conference Committee

- Arranges for set-up of each of the alkathon rooms, banquet rooms, literature, panel, hospitality rooms, and location of the Registration desk and discussed with Program Chair, Registration Chair, and Activities Chair
- Makes sure that any special needs that can be foreseen can be met by the hotel (ie. Wheelchair accessibility, service animals etc.)
- Keeps hotel informed of attendance throughout the Conference
- Work with the facility staff throughout the Conference
- Select menu for banquets
- Schedules with hotel all walk-through or any other business that the committee heads deem necessary along with Advisory Council walk through
- Provides Treasurer with completed budget of expenses for hotel costs by deadline set by treasurer

## Events

- Chairs the Events Sub-Committee
- Holds regular events prior to Conference to spread the word & have fun
- Obtain bids from and make final selection of DJ for the Friday & Saturday night dances at the Conference
- Shall coordinate and plan all events at the Conference that are not program (ie. Scavenger hunt, water volleyball, nature hikes, big book jeopardy, family feud, talent shows, skits, campfire games, etc)
- Coordinate with Registration, Treasurer & Security to insure admission security is covered at dances after Registration desk is closed
- Plan & arrange for all decorations; including Saturday night table decorations (*consult with hotel chair*)
- If there is to be bid city rivalry at any event during the conference, obtain volunteering city names and phone numbers prior to the conference
- Provide Treasurer with completed budget of expenses for any event costs during the conference by deadline set by treasurer

## Outreach

- Chairs the Outreach Sub-Committee
- Maintains updated and completes mailing list
- Obtains from any committee, heads any additions to mailing list as occurring
- Shall be responsible for all aspects of spreading the word about the Conference that does not involve direct mail. **This includes, but is not limited to the following:**
  1. Sends fliers for events to members of mailing list and alano clubs
  2. Contact "The Grapevine" and ANY OTHER local AA newsletters in the state!!! (NOTE-many require Several months' notice for publication)
  3. Shall spend Conference year locating and contacting various newsletters and reporting upcoming conference in those newsletters
  4. Shall coordinate and organize any meeting "raids" that are to take place with other committee and sub-committee members and/or various other volunteers

## Merchandise / Graphics

- Chairs the Merchandise Sub-Committee
- Shall solicit and accept all submissions of ideas for T-shirts emblem or SIMPLE artwork which agrees with the conference theme and which will appear on the memorabilia (remember K.I.S.S. here)

- Conference committee shall vote on final design to appear on the t-shirt and other merchandise **(Budget Approval Needed prior to ordering)**
- Gets comparison pricing, lead times, deadlines, and places orders for merchandise
- Make t-shirts, mugs, pens, buttons, hats, or any other printed objects available at all events prior to the conference and keep registration desk stocked during the conference
- Conference Committee shall vote on whether any other merchandise will be printed, or just t-shirts & mugs
- Responsible for the distribution of merchandise at events before & during the conference
- Coordinates with Events Chair to sell merchandise at all activities & flyer announcements

## Programs

- Chairs the Program Sub-Committee
- Line up speakers and chair-people for all of the AA meetings at the conference
- Shall have alternate speakers available for emergency sake
- Plans the program format in consultation with other Committee heads, including Al-Anon and Alateen, if applicable
- Obtains information from the Activities Chair for events and information for program
- Designs topics and format and obtains volunteer chair-people from events at various cities in the state throughout the year for the Alkathons (smoking and non-smoking)
- Listens to tapes and contacts desired speakers
- Arranges for recording of main event and panel.
- Advises Bidding Cities of their part of the program if applicable, and obtains names and cities of those participating
- Arranges for panels, including topics, times and speakers
- Has program layout ready but holds as long as possible for changes, asking Registration for deadline date
- Contacts DCM's for volunteers from each district
- Use pamphlets, pervious programs and personal suggestions for topics
- Provides Treasurer with completed budget of expenses for Program by printing by deadline set by Treasurer

## Security

- Chairs the Security Subcommittee
- Shall maintain a sign-up sheet for volunteers for security at the conference and make this sign-up sheet available at events throughout the year (usually 8 volunteers per three hour shift – obtain name, phone number & city)
- Coordinate with Hotel Chair to see that all hotel rules & regulations are known & followed
- If the hotel has security of their own, Hotel Chair will coordinate a meeting with them & Security Chair to plan working together
- Assure respect for all guest areas, manners are expected AT ALL TIMES – we are guests
- Shall work on additional subcommittees such as events, merchandise, or outreach throughout the year

- Is responsible for obtaining any communications equipment necessary for conference (ie. Walkie talkies)
- See that each person on security has some identification indicating they are security (while on duty) and able to help participants (ie. Ribbon on nametag, serenity keeper t-shirts etc.)

## Special Needs

- Is the liaison between the Conference and the Interpreter(s) (i.e. Sign Language, Spanish)
- Work with Hotel Chair for special seating arrangements & wheel chair accessibility
- Coordinate with Registration Chair to make sure special needs are put on flyer and that all needs requested are met
- Arranges for the interpreter for the hearing-impaired at main speakers. Coordinates seating of hearing impaired with the interpreter

## Hospitality

- Chairs the Hospitality subcommittee
- SMILE, SMILE, SMILE!!! Find volunteers to greet your guests for hours in which areas of the Conference are open
- Have a desired number of people near the Registration Table and in hallways to greet attendees, answer questions, give directions, etc. Allocate hours of service for each helper
- Coordinate with the Hotel Chair to set up a WICYPAA hospitality suite, following their guidelines
- Invite other Conferences to have a Hospitality Suite at WICYPAA, following our guidelines
- See that each greeter has a ribbon or some identification indicating they are greeters and able to help participants
- Greeters can also help the Events committee at the dance etc.
- Contact bidding cities throughout the state during the Conference year and ask them to prepare "warm fuzzies" for the conference
- Request donations of cakes, candies, cookies, soda, snacks, etc from meeting groups
- Prepare sign-up sheet for hospitality room staffing throughout the Conference, request volunteers. Obtain other volunteers from your community to get them involved!
- Shall act as a liaison between the Conference and groups using other hospitality suites if applicable
- It is suggested that the hospitality suite post location/hours in the program

## Archives

- Chairs the Displays/Literature/Archives subcommittee
- Work with Hotel Chair to insure a room is made available during the conference for literature sales & displays
- Staff literature room at the conference with ALL conference approved literature available for sale
- Responsible for displays and posters and having AA literature available to all. The literature committee at GSO does have a convention kit display available
- Contact Archives member of the Advisory Council to obtain all displays for separate Archives room, if available

- Obtain any information throughout the Conference preparation year to be donated to the archives display (For Example, one mug, one t-shirt, program, photos, etc).
- Staff separate archives room if it is made available, or incorporate archives material into a separate half of the Literature Room

### 3. HELPFUL HINTS

Over the years, experience has found several simple things very successful in increasing involvement with WICYPAA. We would like to share these experiences with you, these are just suggestions. We encourage you to use your own creativity in holding this conference.

1. One definite contact would be the Advisory Council members, being located throughout the state, they like to know what is going on. When they receive such information, they are known to share all they know with any and all meetings that they may attend. Keeping Advisory up to date also keeps the website up to date. Have the website address on all flyers and publications.
2. A “kickoff dance” is a good way to get excitement and participation going in the host area. You can never have too many people involved and it is a good reminder that amidst all the work required to host a conference, it is just as important to have a good time.
3. To help encourage participation with WICYPAA throughout the state consider having a logo design contest. Combine contest submissions and results with events prior to the conference. Have the same logo on the registration flyer and the merchandise and all printed material.
4. Remember unity? Being that pre-events should be **throughout** the state, joint efforts between the host committee and the other bidding cities will be to everyone’s advantage. Joint events with other cities helps spread the word throughout the state of Wisconsin. Get contact information from the other cities that bid. Plan these events as soon as possible.
5. A good idea for continuity is to have either the Pre-registration Deadline or price increase (whichever is appropriate) the same date as the Hotel Registration Deadline. People will be more apt to remember the date if it’s all at the same time. **Get final registration flyers printed and out as soon as the hotel is completely secured.**
6. The registration flyer represents the conference, previous to it. If the flyer looks thrown together people tend to perceive the conference will be as well. Another challenge will be keeping it from getting lost on the bulletin board. A good trick is to use glossy paper; it does stand out and is not as expensive as color printing.

7. Plan events prior to the conference as soon as possible. Experience has shown that joint events and a "Last Chance Dance" (held the Saturday prior to the Hotel Registration Deadline and/or WICYPAA Pre-Registration Deadline and/or pre-registration price increase) are very successful, however the further away the conference seems, the easier it is to take your time and the closer the conference gets the more difficult it can be to plan and promote pre-events. The earlier you can start promoting the dates, the better turnout you will get.
8. A full-page ad as of the registration flyer in ALL available A.A. newsletters is a good way of getting the word out throughout the state. It is expensive but has been known to pay for itself with registrations submitted. Even if a full page is not available, listing WICYPAA everywhere physically possible doesn't take a lot of effort but does increase attendance.
9. Experience has shown that the program committee can refer to the tape company as well as to the pre-registration and mailing list when looking for speakers and panel chairs. Tape companies are usually very happy to recommend speakers and lend tapes to Host Committees.
10. Getting a list of all alano clubs, intergroup/central offices and meetings as well as the mailing list to send registration flyers to. A way to get information on any clubs in and around your area is to contact your intergroup office. They are there to assist you, and will help as best they can to supply you with such information (in the Madison Area, instead of an Intergroup, you have the Madison Area Intergroup Central Office "MAICO"). Please refrain from mailing announcements to any group meeting that may be held in a church, field house, etc. UNLESS they have a separate mailing address from the facility held in. A mass mailing party usually makes it go faster as well as have fun while doing it.
11. It is good idea for you as a group physically to deliver announcements in person wherever and whenever you can, for that generates more interest from people and shows how active you as a group are. Another way of getting the word out, ESPECIALLY pertaining to the Conference is to submit in writing a letter stating the location and dates of where pre-events will be held along with the registration flyer.
12. Another idea used by prior conference is perform "meeting raids". Take plenty of registration flyers as well as flyers for many of your upcoming events and gather at least 4-7 members of your committee, all wearing your logo t-shirts, and attend a meeting in your area. Let them know who you are and where

you're from and invite them to attend your functions, as well as join your committees. (Please do not sell merchandise at meeting raids.)

## 4. ADVISORY COUNCIL MEMBERSHIP GUIDELINES

### Suggested Election Guidelines:

- Elections should not be held earlier than one month prior to the actual conference.
- When possible, the conference committee should wait until at least one member of the existing Advisory Council is present before starting election proceedings – 2 advisory council members works best to conduct the elections 3<sup>rd</sup> legacy (Ref. Service Manual pg. S21).
- Each conference Host City will elect **FIVE MEMBERS** to the Advisory Council and **TWO ALTERNATES** who will become members upon the resignation of any of the original members from that Host City, and will serve on the Advisory Council until the term for that Host City has ended.

### Requirements for Nominations:

- It is suggested nominees have served on the conference committee continuously for at least six months prior to the conference.
- **Nominees should have at least two years of sobriety.**

### ***PLEASE READ PRIOR TO ELECTION PROCESS:***

### 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 simple majority of those in attendance. Though usually the Advisory Council only meets once between conferences, meetings MAY be held 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.
  - D. The Advisory Council will pay for telephone calls, concerning conference problems.
- 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 on 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.*