

## **Michigan Convention of Young People in Alcoholics Anonymous (MCYPAA)**

### *Host Committee Responsibilities*

*(Formerly Notice of Convention Procedures & Host Committee Responsibilities, revised September 2017)*

#### 1. General Procedures

- 1.1. The Convention will be held annually on the weekend prior to, the weekend of, or the weekend following Thanksgiving. The sponsoring area will be chosen from the bidders, during the previous convention by the Michigan Convention of Young People in AA Advisory Council.
- 1.2. The Host Committee will strive in all activities to follow the principles, traditions, and concepts of Alcoholics Anonymous and the goals set forth in the Aims, and Purposes of MCYPAA.
- 1.3. Each Convention must be designated by an ordinal number proceeding MCYPAA (e.g., MCYPAA 1, MCYPAA 22, MCYPAA 31, etc.) This is to preserve the autonomy and character as well as MCYPAA's continuity.

#### 2. Forming the Host Committee

- 2.1. Start to register people at the current convention! The Bid Committee that has been awarded the Convention should consider itself the Interim Host Committee until Host Committee elections are held. This allows for sales of pre-registrations prior to formation (see below).
- 2.2. The successful Bid Committee is required to return to the Host City and disband as a committee. Open elections are to be held after public announcements have been made to form the Host Committee.
- 2.3. The Host Committee is to be comprised of the following officers:
  - 1 Chair of the Convention
  - 1 Co-Chair of the Convention
  - 1 Registration Chair
  - 1 Program Chair
  - 1 Treasurer Chair
- 2.4. The Host Committee may have any number of other committee chair positions as deemed necessary by the Committee (i.e. secretary, fundraising, hotel, literature, public information, general service liaison, hospitality, merchandise etc.).
- 2.5. Inform the Advisory Council on when the Host Committee elections will be. A couple of members from Advisory will join you to help with the election process.
- 2.6. The MCYPAA Host Committee is responsible for setting up a bank account. You may use the MCYPAA Tax ID information that the Advisory Council will provide. It would be suggested that you use PNC Bank (same as Advisory Council) for your account - but you are able to use the bank of your preference. Your Chair, Co-chair, and both Treasurers will be signers on the account.
- 2.7. The Host Committee must provide a permanent mailing address for the convention, typically in the form of a P.O. Box for both discretion and the mass mailing amounts received.

### 3. During the Host Year

#### 3.1. General

3.1.1. Each convention Host Committee will select four (4) representatives and two (2) alternates from their Host Committee who will serve a four (4) year term on the Michigan Convention of Young People in Alcoholics Anonymous Advisory Council. The alternates will represent the Council in the event of one of the four representatives dropping off the Council. In the event of an alternate rotating onto the council, that person will finish out the four (4) year term held by previous member. Representatives and alternates must have a minimum of 1 year of uninterrupted sobriety. This selection should be done by the Thursday prior to the convention.

3.1.2. There will be a joint meeting planned six months prior to the convention. Attendance is expected by both Advisory Council and Host Committee. This generally includes a walkthrough of the hotel and convention center.

3.1.3. The Host Committee Secretary shall send monthly reports containing Host Committee meeting minutes and updated contact information for all Host Committee members to Advisory Council Secretary. NOTE: please only send minutes AFTER they are approved by the Committee.

#### 3.2. Registration

3.2.1. Registration forms must include a space for the following:

- All hotel information – name, address, phone number, price
- Name, Address, City, State, Zip Code and email address of registrant
- Accessibility Needs (specify)
- Willingness to volunteer – chair a meeting, outreach, speak on a panel
- Donation to offset coffee prices
- Any other information specifically for your convention.

3.2.2. The Registration Chair of the Host Committee is responsible for presenting a registration report detailing the number of registrations quarterly to the Advisory Council Secretary and Chair, as well as monthly within the last three months before the convention.

#### 3.3. Finances

3.3.1. All funds disbursed must be approved in the Host Committee meetings by a majority vote. If such meeting is not possible, approval must be obtained from a steering committee. (The Advisory Council Treasurer will audit each Convention's financial statements and that Committee is accountable for all funds.)

3.3.2. Your convention must be insured for \$1,000,000 (one million). This insurance policy must be purchased thirty days prior to the convention. Some hotels will provide this insurance for your convention. If not – insurance can be purchased at reasonable rates through insurance brokerage companies. Please ask the Advisory Council for suggestions of these agencies if necessary.

3.3.3. The Host Committee should be directly involved in any activity from which funds are generated.

3.3.4. The Host Committee Treasurer shall send monthly financial reports to Advisory Council Chair and Secretary and shall present a proposed budget to advisory council by the 6 month meeting at the hotel.

### 3.4. Events

3.4.1. The Advisory Council will arrange and Host a midyear camp out. The Host Committee is responsible for chairing and arranging the Friday and Saturday night meetings.

3.4.2. The Host Committee will hold events (i.e. Bowling, dances, game nights, etc.) throughout the year before the convention. These events will raise funds for your convention and your Host committee needs. These events will also produce awareness and outreach to potential MCYPAA attendees. As per Tradition 5, it is required that you have a speaker and/or meeting at all events.

### 3.5. Outreach

3.5.1. Three months prior to the Convention the Host City is asked to send an announcement of the Convention to the Grapevine.

3.5.2. The Host Committee is responsible for outreach on a local, region, state and national level. You will be responsible for attending local meetings, districts, and area assemblies to support your convention. It is suggested that the Outreach Chair utilizes an Outreach Committee, as to delegate this large responsibility.

3.5.3. The Host Committee is encouraged to set up public communication. This could either be in the form of Private Facebook Groups, Websites, or other social media outlets. The Host Committee shall work with the Website Chair on the Advisory Council to coordinate the link from the Advisory council.

## 4. At the Convention

### 4.1. General

4.1.1. Audio recordings of all lead speakers should be available to all persons attending the Convention at the lowest possible price.

4.1.2. It is strongly recommended that Al-anon and Alateen be invited to participate in the MCYPAA Convention.

### 4.2. Facilities

4.2.1. The Host Committee is responsible to provide a comfortable meeting facility for the Advisory Council for the duration of the convention. (The Advisory Council will be spending a majority of the weekend in this room.) We ask that this room:

- Be a conference room for at least 16 persons
- Have coffee service available
- Access to restrooms (or close by)

4.2.2. The Host Committee will be responsible for determining a set amount of coffee and other beverages that will be provided for convention attendees. The Host Committee will also be responsible for meeting the minimum Food & Beverage Requirement as detailed in your Hotel Contract (if applicable) such as coffee, snacks, banquet, etc.

4.2.3. The Host Committee will provide meeting rooms at the convention for meetings of Alcoholics Anonymous. A Friday night meeting, Saturday night meeting, and a Sunday morning meeting are suggested, as well as other panels and meetings throughout the weekend. The variety, frequency, and topic of meetings are of the Committee's choice.

4.2.4. The Host Committee will provide a Registration Area for pre-registered and unregistered attendees, where they can receive their Registration Packet. This packet will likely include their program, name tag, lanyard, and other swag. This will also be a great place to sell merchandise such as t-shirts, hoodies, etc. Please make sure the Registration Area is accessible to all attendees.

4.2.5. At the Convention, wherever the main Convention registration is located, or the main focal point, we urge that nothing but Conferenced Approved AA Literature be sold. Experience has shown that “those who are unfamiliar with our Traditions can be misled, especially the press, radio, and films”. Please keep AA's 12 Traditions in mind at all times.

4.2.6. The Host Committee is responsible for reserving two (2) tables for ten (10) people each at the Saturday night Banquet for the Advisory Council. Council members will be responsible for purchasing their own banquet tickets.

#### 4.3. Programming

4.3.1. A Q&A session (How to Bid) should be scheduled on the Friday of the convention starting after the main meeting. Please include this in the printed/digital program

4.3.2. A Bidding session should be scheduled on the Saturday of the Convention starting at 8:00 AM with no specific closing time. This room should seat about 100-150 people and have a head table for at least 16 people with a microphone. Please include this in the printed/digital program.

4.3.3. Please leave time for the council to make announcements at the conclusion of the Saturday night main meeting.

4.3.4. A time for MCYPAAC to meet with individual Bid Committees and the newly awarded Host Committee should be scheduled for Saturday after the main meeting. Please include this in the printed/digital program.

#### 4.4. Finances

4.4.1. The Host Committee Treasurer will keep a very close tally of all moneys incoming and outgoing throughout the weekend of the convention as well as continuously taking cash from the points-of-sale into a locked room / facility to limit the amount of moneys on the floor.

4.4.2. The Host Committee is responsible for securing a locking room, closed to convention traffic. It will be held for MCYPAA Archives, treasury, and other sensitive information.

### 5. After the Convention

5.1. All proceeds after expenses will be turned over to MCYPAAC within 60 days of the close of the convention. Council will consider a statement of recommendation from the Host Committee for disbursements.

5.2. The Advisory Council requests each MCYPAA Committee to provide:

- One (1) Convention T-Shirt (two (2) if there is printing on both sides)
- Ten (10) programs (or one for each page, if there are more than ten (10) pages)
- One (1) Convention registration flyer (two (2) if there is printing on both sides)
- Three full registration packets

5.3. Within 60 days of the close of the convention, the Host Committee Chair shall be responsible for submitting a Final Convention Report which will include the following:

- Financial statement of overall revenue and expenses
- Copies of monthly financial statements covering the entire host year
- A final tally of registrations
- Room nights (blocked and sold)
- A final report of all costs associated with the convention and events

*These are general responsibilities. There are variations of these responsibilities as left to the autonomy of each Host Committee. If you have any questions – please contact your Advisory Council for direction.*