



SERCYPAA

**SUGGESTED POSITION DESCRIPTIONS**

**Chairperson:** Suggested 2 years of sobriety time.

- Arrange for and announce the agenda for all Committee Meetings prior to meetings.
- Open Committee Meetings and maintain meetings in reasonable order.
- Recognize members entitled to the floor.
- State and put to vote all motions properly made and seconded.
- Announce the results of all votes.
- Affix his/her signature to all appropriate Committee actions.
- Must be one of the four signatures on all bank accounts. Any two of the four bank signatures may sign checks after receiving two-thirds vote of approval from Committee Members.
- Other duties that are consistent with the role of Chairperson.

**Co-Chairperson:** Suggested 2 years of sobriety time.

- In the absence of the Chairperson, shall accept the full duties of the Chairperson.
- Carry out the various duties assigned by the Committee.
- Act as a liaison between the Host Committee and General Service by having written correspondence between the Host Committee and the General Service Office.
- Must be one of the four signatures on all bank accounts.
- Other duties, which are consistent with the role of Co-Chairperson.
- Should keep well informed of what is happening on each sub-committee and assist as needed.

**Treasurer/ Co-Treasurer:** Suggested 2 years of sobriety time

- Keep accurate records of all Host Committee financial transactions.
- Give financial report at Host Committee meetings.
- Have in possession all bank statements and checkbooks at all meetings in order to be prepared to make deposits and disbursements during meetings.
- Maintain all accounts subject to inspection at any time.

- Must be one of the four signatures on all bank accounts.
- Other duties, which are consistent with the role of Treasurer.

**Secretary/ Co-Secretary:** Suggested 1 year of sobriety time.

- Act as custodian of all Host Committee materials.
- Keep and transcribe minutes to be emailed to Committee Members within two weeks of the meeting.
- Furnish information from our records to anyone who requests it.
- Must be one of the four signatures on all bank accounts. Any two of the four bank signatures may sign checks after receiving two---thirds vote of approval from Advisory Council Members.
- Other duties, which are consistent with the role of Secretary.

**In reach:** Suggested 6 months of sobriety time.

- Shall be responsible for coordinating and attending weekly In reach meetings within our area, particularly meetings and fellowships that are not well represented within our committee..
- Distributes fliers to A.A. clubhouses, central offices, treatments centers, individual members, meetings, and other A.A. functions throughout your local area, the surrounding areas, state, and to infinity and beyond.
- Shall distribute all committee fliers in person and online.
- Willing and able to travel across state to share SERCYPAA news and events.

**Outreach:** Suggested 6 months of sobriety time

- The outreach chairperson shall outreach all SERCYPAA functions within the Twelve Traditions of A.A.
- Willing and able to travel across the region to share SERCYPAA news and events.
- Should develop and implement an outreach plan that includes the entire region of SERCYPAA
- Responsible for outreaching all SERCYPAA committee functions.
- Works closely with the Events and Graphics Chairs in order to produce outreach materials for all scheduled events
- Coordinates announcements about SERCYPAA committee meetings and events.
- Forwards all pertinent outreach information to the Website Chair.
- Stores the out reach table materials.
- Responsible for coordinating volunteers and transportation of outreach table materials to and from all SERCYPAA presence requests.
- May form a sub-committee and should keep the full committee informed of discussions and actions taken at these meetings.

**Events:** Suggested 1 year of sobriety time.

- Shall find locations and arrange events that promote unity and recovery among young people in AA, regardless of age.
- Has knowledge of A.A. Traditions and plans events in conformity with them.
- Coordinates committee-approved budgets with the Treasurer.
- Develops ideas for events and arranges all aspects of such events, including but not limited to the place, date, time, speakers, costs, refreshments, music (if necessary), etc.
- Recruits volunteers to help organize and run all events.
- Works closely with the Outreach and Graphics Chairs in order to produce outreach materials for all scheduled events.
- May form a sub-committee and should keep the full committee informed of discussions and actions taken at these meetings.
- Present a proposal for events to committee for approval.
- Is responsible for finding committees to co-host our events.

**Graphics:** Suggested 6 months of sobriety time.

- Designs and produces all approved printed and digital material requiring graphics (fliers, tickets, banners, t-shirts, etc.)
- Has access to a computer with appropriate digital technologies.
- Works closely with the Events and Outreach Chairs in order to produce outreach materials for all scheduled events.
- Researches economical production options and presents them to the committee for final decision by group conscience.
- Works with registration chair on registration flier.

**Program:** Suggested 1 year of sobriety time.

- Shall fulfill AA meeting obligations at SERCYPAA events.
- Works in collaboration with events chair, entertainment chair, speaker chair, and graphics chair.
- Shall come up with schedule for actual SERCYPAA conference and make readily available to attendees however host committee sees fit (printed programs, posters etc..).
- Is responsible for creating “podium book” for conference.
- May form sub-committee and should keep the full committee informed of discussions and actions taken at these meetings.
- Responsible for coordinating marathon meetings if host committee decides to do so at conference.

**Prayer:** No minimum sobriety.

- Responsible for opening and closing all committee meetings with a prayer.
- Responsible for reminding the committee of the spiritual aspect of our service work.
- Has full authority to stop committee meeting for a prayer during heated debate, ever reminding us of our primary purpose.

**Literature:** Suggested 90 days of sobriety time.

- Act as the caretaker of AA literature and making sure it is available at committee meetings and all events..
- Obtains literature from GSO, central office, and The A.A. Grapevine Office when necessary.
- Acts as a liaison between SERCYPAA and the Area Literature and Area Grapevine/La Viña Committees to ensure that literature and Grapevine/La Viña materials are available for purchase or distribution at all SERCYPAA events, as the committee deems appropriate.
- Informs the Grapevine/La Viña of upcoming SERCYPAA events.

**Hospitality:** Suggested 6 months of sobriety time.

- Shall create a menu for conference.
- Be responsible for purchasing and making available all food, and beverages at conference.
- Should recruit help during conference and work closely with program chair and hotel chair to ensure fluidity and be aware of any restrictions the hotel may have.
- Responsible for creating a budget and present to committee for approval.
- Responsibilities include procuring silverware, cups, plates, bowls, etc.
- Will submit receipts to treasurer prior to event.
- Coordinates with treasurer to make each money drop at the conference.

**Coffee:** No minimum sobriety.

- Responsible for the production of coffee at all SERCYPAA events and conference.
- Should work closely with hotel chair to be aware of any restrictions the hotel may have.
- Should recruit help during the conference to ensure coffee is available at all times.
- Responsible for creating a budget to present to committee for approval.
- Responsible for procuring all coffee supplies including coffee makers/ urns.

**Unity:** No minimum sobriety.

- Is responsible for hosting activities and meeting to promote unity among SERCYPAA committee members.
- These activities can be anything that brings members closer together and enhances the spiritual atmosphere and sense of community within our committee. Including but not limited to plain ordinary whoopee parties.

**Website:** Suggested 1 year of sobriety time

- Responsible for creation and maintenance of SERCYPAA website upon establishment.
- Shall update the website for each event, but with a minimum of one update every month.
- Responsible for creating any social media page if committee agrees to have one. If social media page is created for the committee, the web chair is responsible that the settings are in agreement with AA traditions and concepts as well as any other requirements the committee sees fit.
- Works together with the Events, Graphics, and Outreach Chairs to make sure all outreach/events materials are posted and removed from the website in a timely manner.
- Works with registration chair to maintain the SERCYPAA email system and promptly updates whenever there is a change in the SERCYPAA committee roster.
- Makes sure website has ability to take registrations for conference and allows attendees to pay online if the committee agrees to do so.
- If and when committee decides to have a e-pay account, web chair shall work closely with treasurer and registration chair to ensure that they are aware of any payments or registrations that have been made.

**Entertainment:** Suggested 1 year of sobriety time.

- Coordinates all planned events at convention.
- Responsible for finding entertainment for the conference in timely manner.
- Prepares and submits budgets for the sound equipment or any other entertainment related expense, for conference to the committee. This includes, but is not limited to, all aspects of said events.
- May need to work closely with hotel chair to ensure hotel has no restrictions that may affect any entertainment.

**Speaker:** Suggested 1 year of sobriety time.

- Responsible for finding any and all speakers for conference the host committee agrees to have.
- Propose budget for all speaker expenses (ex hotel room, travel, gifts, and food).
- Shall find hosts, book flights and hotel rooms for speakers.

- Responsible for organizing any outing committee may have with speakers and their hosts during the conference (ex dinner one night).
- Arranges for the recording of all speakers at SERCYPAA, ensures the integrity of the audio files, and provides a copy of the digital audio files to the SERCYPAA Archives.
- If host committee agrees speaker chair is also responsible for procuring any and all speaker gifts.

**Hotel:** Suggested 2 years of sobriety time

- Is responsible for locating, coordinating with, and contacting prospective hotels, sites, and venues for SERCYPAA.
- Obtains written commitments from facilities to comply with convention requirements.
- Shall represent SERCYPAA in a professional and responsible manner.
- Suggested to bring chair or co chair of committee to ensure consistency and clear recognition of negotiations.
- Must be in direct contact with SERCYPAA Advisory Council during all negotiations.
- Signs final contract ONLY UPON APPROVAL from both the Advisory Council Chairperson and the Host Committee.

**Registration:** Suggested 2 years of sobriety time

- Keeps a running record of registration.
- Submits copies of registration flier to outreach for distribution.
- Prepares registration packets-name badges, program, and other special Conference items (such as markers and stickers).
- If committee agrees registration chair will Coordinates placement and seating of hearing impaired with the interpreter and other special needs requirements.
- Staffs Registration table at the Conference.
- Coordinates with Treasurer to make each money drop at the Conference.
- Informs committee of up to date registration numbers at each host committee meeting.
- Proposes budget of expenses for registration supplies and is responsible for purchasing such items.

**Security:** Suggested 6 months of sobriety time.

- 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.

- Assure respect for all guest areas, manners are expected AT ALL TIMES – we are guests.
- See that each person on security has some identification indicating they are security (ie. Ribbon on nametag, serenity keeper t-shirts etc.).
- Responsible for obtaining any communications equipment (such as walkie talkies) for the conference.

**Merchandise:** Suggested 1 year of sobriety time

- May organize sub-committee.
- Shall solicit and accept all submissions of ideas for T-shirts emblem or artwork which agrees with the conference theme and which will appear on the memorabilia.
- Responsible for proposing budget for all expenses.
- 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 (if desired) and at the conference.
- Responsible for inventory and sales of all merchandise and reporting back to the committee.
- Staffs merchandise table at conference keeping in mind that money will need to be kept and counted.
- Coordinates with treasurer to make each money drop at the conference.

**Transportation:** Suggested 1 year of sobriety time

- Responsible for researching and arranging transportation in various capacities including but not limited to transportation to and from local airports to the conference such as shuttle services if available
- Look into prices of ride sharing services like Uber or Lyft.
- If the committee agrees, arrange for committee members to pick up and drop off people at local airports, train stations or bus stations.

**By-Laws:** Suggested 1 year of sobriety time.

- Have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of AA World Service.
- Hold ad-hoc meetings to draft governing bylaws for presentation to and approval by the committee.
- Be responsible for enforcing and maintaining these rules of procedure set forth in the bylaws.
- Interrupt committee proceedings to clarify points-of-order.

- Organize sub-committee meetings when By-Law amendments are requested by any SERCYPAA member; and have a copy of the current By-Laws at every SERCYPAA business meeting.
- Conduct a Bylaws review meeting once during the committee term, and submit any proposed changes in writing to the following business meeting for approval.

**General Service Liaison:** Suggested 1 year of sobriety

- Keeps activities visible to intergroup/central office, local districts and area.
- Attends Area Assembly and establishes contacts throughout the area.
- Attends local District Meetings and establishes contacts throughout those districts.
- Reports back to the Host Committee any service opportunities or needs within the District or Area level.