



SERCYPAA Advisory Council

Conference Guidelines

*In the following document the Host Committee will be referred to as '*Committee*' and Advisory Council as '*Council*'.

1. Return to your city and disband as a Bidding Committee. Hold a meeting of all those involved and interested in your successful bid, and as a whole elect your principal officers (see suggested position document) and establish your various committees. It has been the experience of the Advisory Council that these elections may best be conducted over two sessions and that it may be best facilitated by a person from the local service structure who does not intend to serve on the host committee. All Sub-Committees including outreach fall under the umbrella of the *Committee*. Sub-Committees are but a branch arm of the *Committee*, and therefore have no autonomy. All Sub-Committees must turn over all money and materials to the *Committee* upon their completion.
2. Although each *Committee* may determine their own requirements, experience has shown that the Conference does a greater job of carrying the message to the young alcoholic when the *Committee* is comprised of members who are Alcoholics, forty (40) years of age and under, with a minimum of one (1) year sobriety, and when the *Committee* is comprised of fifteen (15) to thirty (30) members. Although each *Committee* may determine their own requirements
3. Many of us travel great distances to hear and meet with other young alcoholics to learn how to achieve sobriety. With this in mind, it is suggested the *Committee* endeavor to obtain speakers in the age group of forty (40) and under.
4. Knowing that there are many excellent young alcoholics who make good speakers for the Conference, and who are willing to attend, it is our experience that all speakers on the program be reimbursed for their expenses (*travel & board*). Experience has shown that the *Committee* can refer to their pre--registration or mailing list for Chair-people and other participants excluding Speakers.
5. At the Conference, wherever the Main Conference Registration is located, or wherever the central focal point is, nothing but A.A. material and *Committee* merchandise may be sold. Experience has shown that a "flea Market" can develop and, those unaware of our endeavor can be misled, especially by the press, radio and TV. Keep the Twelve Traditions in mind at all times.
6. The *Council* will be put on the program for a Friday night workshop (Bid City Meet & Greet). This is our way of answering any questions, which may arise, or to help those who wish to have information for future bids. The *Council* will also address the purpose and financial statement of the *Council* at the Saturday night meeting. Meeting space should be made available for the *Council* for the duration of the conference. The program will allow for a Saturday morning bid session allowing bidding cities to present their bid for the following year's conference.

7. In the event that the *Committee* becomes indebted to the hotel or any vendor following the Conference it will be the responsibility of the *Committee* to hold supportive events to pay off their debts, including the seed money to the *Council*.
8. The *Committee* agrees to provide the *Council's* Secretary with copies of the minutes of their meetings that include a detailed financial report, hotel room block update and number of registrations within a month after their meetings.
9. The *Council* is at your disposal; please feel free to email us at any time at sercypaaadvisory@gmail.com.
10. Pass on all experiences of the Conference to the *Council* to keep for the next Conference.
11. All SERCYPAA Host Committees shall be designated with a year and place, (i.e. SERCYPAA '91 Memphis, TN and Bermuda '92, BDA) so as to preserve their autonomy and character. (This must be reflected on any legal documentation or contracts) They shall not be held in conjunction with an AA function keeping in mind our Sixth Tradition. Prior to signing any major documents such as hotel agreements, documents must be presented before the *Committee* and *Council* for approval. All major documents require two *Committee* members' signatures.
12. The *Committee* agrees to keep Al-Anon and AA registration money separate for distribution by the *Council*.
13. The *Committee* should submit recommendations for distributing excess revenue following their disbandment.
14. The *Committee* will coordinate with the *Council* Archivist prior to Conference in order to reserve space to display Archives from previous Conferences.
15. The *Committee* should disband at maximum 30 days after the Conference conclusion and, as part of their disbandment meeting, should compile experience, strength, and hope from each committee chair to provide guidance for the next Host Committee. This information will be passed through the Advisory Council for the new Host Committee.
16. The *Committee* will use the Budget Template provided by *Council*, prepare a budget for the conference year, and submit it to the *Council* for approval within 90 days of being awarded the Conference. The budget should account for initial seed money.
17. The *Committee* will obtain the necessary event insurance policy for a minimum coverage amount of 1,000,000 (one million) dollars. The policy shall cover personal injury and property damage to the contracted meeting space as well as AV equipment.
18. Upon being awarded the conference, The *Committee* agrees to make introductions between applicable hotel representatives and the *Council* Hotel Liaison. The *Council* Hotel Liaison will negotiate on behalf of the *Committee* and present any viable options to The *Committee* to be discussed and voted on for selection. Once The *Committee* has voted on a proposed site The *Committee* will present the finished hotel contract to The *Council* for final approval prior to signing.