

WACYPAA HOST COMMITTEE POSITIONS

CHAIR

Maintains order and runs the regular business meetings, delegates responsibility, keeps overall responsibility to group in mind, resolves committee problems as they arise, upholds group conscience and traditions.

CO-CHAIR

Takes on the duties of the chairperson when the chair is not available. The co-chair helps the overall group by assisting all position holders and committee members.

SECRETARY

Responsible for taking the minutes during business meetings (recording discussion and documenting motions, etc...).

TREASURER

Responsible for the financial aspect of the committee, taking money, making deposits, accurately recording transactions, keeping the group informed of financial status.

HOTEL/FACILITIES

Investigates all possible event locations for the conference, entails hotel/venue negotiations and main meeting site negotiations (if different from conference site).

REGISTRATION CHAIR

Responsible for registration database, collection and entering all pre-registrations, does registration mailings and coordinates registration table at the conference as well as all other registration related duties.

PROGRAM CHAIR

Responsible for designing the entire program, getting speakers, panelists and chairs for marathon meetings. Coordinates times and places for all conference meetings and events and gets program printed.

GENERAL SERVICE LIASON

Keeps activities visible to intergroup/central office, district and area. Attends local assemblies and establishes contacts throughout the area, responsible for getting letters of support.

EVENTS

Plans and coordinates events throughout the year with the purpose of carrying the message of AA, outreaching WACYPAA, and having fun. Some such events are speaker meetings and dances, workshops, etc...

OUTREACH

Everybody is a member of the outreach committee. The outreach chair is responsible for informing local and regional AA's about WACYPAA by passing out fliers and making announcements. Outreach is integral to the success of WACYPAA so it may be beneficial to form a subcommittee to take on this enormous responsibility.

PRAYER PERSON

Leads closing prayer, may find it necessary to pray before a vote or interrupt discussion during business meetings for prayer.

ARTS & GRAPHICS

Responsible for supplying committee with fliers, provides artwork for bid package.