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## The 64th ICYPAA Host Committee Positions

[Full Bylaws are located here](#)

### A. Position Descriptions

Position	Suggested Sobriety	Qualification and Responsibilities
<b>Steering Committee</b>		
Chair	5 years	<ul style="list-style-type: none"> <li>● A.A. committee service with knowledge of A.A. principles and ICYPAA.</li> <li>● Familiarity with A.A. 12 Steps, 12 Traditions, and 12 Concepts (A.A. 36 Principles).</li> <li>● Proficiency in implementing Robert's Rules of Order in committee proceedings.</li> <li>● Responsible for the overall functioning of the Host Committee and Steering Committee.</li> <li>● Hold elected committee members accountable and ensure timely completion of tasks.</li> <li>● Inform removed members about the host committee's decision.</li> <li>● Stay informed about the Steering Committee's activities and provide necessary support.</li> <li>● Chair host committee meetings, maintaining order and proper meeting procedures.</li> <li>● Create agendas for host committee meetings, considering relevant topics and priorities.</li> <li>● Notify the Secretary of upcoming meetings and schedule changes.</li> <li>● Lead meetings, encourage focused discussions on agenda items, and manage member participation.</li> <li>● Facilitate the process of calling for motions and votes, and announce the results.</li> <li>● Familiarize with The 64th ICYPAA Host Committee Guidelines and Bylaws.</li> </ul>

		<ul style="list-style-type: none"> <li>● Act as a liaison between the host committee and ICYPAA Advisory Council, maintaining communication.</li> </ul>
Alternate Chair	4 years	<ul style="list-style-type: none"> <li>● Capable of fulfilling obligations similar to the Chair position.</li> <li>● Assists in overseeing the overall functioning of The 64th ICYPAA Host Committee.</li> <li>● Assumes full duties of the Chair in their absence.</li> <li>● Acts as a signer and has access to The 64th ICYPAA Host Committee bank account.</li> <li>● Works closely with the Chair to ensure smooth committee operations.</li> <li>● Collaborates with other committee members to achieve goals.</li> <li>● Ensures understanding and compliance with committee bylaws.</li> <li>● Manages and delegates tasks to other committee members as needed.</li> <li>● Monitors the committee's finances and promotes responsible fund usage.</li> <li>● Provides support to address issues or conflicts within the committee.</li> </ul>
Treasurer	4 years	<ul style="list-style-type: none"> <li>● A.A. committee service experience and managing large budgets.</li> <li>● Familiarity with The 64th ICYPAA Host Committee Guidelines, Bylaws, and A.A. 36 Principles.</li> <li>● Responsible for maintaining accurate and up-to-date financial reports, tracking income and expenses.</li> <li>● Ensure availability of financial reports for approval at committee meetings.</li> <li>● Possession of all bank statements, deposits, and checkbooks during meetings.</li> <li>● Prepared for deposits and disbursements as required.</li> <li>● Maintain comprehensive financial records for a conference with a budget of approximately \$200,000.</li> <li>● Collaborate with the host committee and ICYPAA Advisory Council to develop conference and committee budgets.</li> <li>● Regularly report to the ICYPAA Advisory Council Treasurer.</li> <li>● Act as a signer and have access to The 64th ICYPAA Host Committee bank account.</li> <li>● Ensure timely payment of rent and all bills.</li> <li>● Coordinate money collection from events and assign a committee member , alt treasurer or events chair for handling.</li> <li>● Coordinate with Registration, Hotel, Outreach, and Events Chairs to establish financial accountability, including online and onsite sales.</li> <li>● Balance the books within 90 days before and after ICYPAA.</li> <li>● Collaborate with chairs from each sub committee and delegate responsibilities to subcommittee chairs as needed.</li> <li>● Manage signers on the bank account, adding or removing them when necessary.</li> </ul>
Secretary	4 years	<ul style="list-style-type: none"> <li>● Custodian of all committee materials.</li> <li>● Send timely email notifications for committee meetings and events.</li> </ul>

		<ul style="list-style-type: none"> <li>● Respond promptly to correspondence following ICYPAA's spirit.</li> <li>● Provide and review previous minutes for approval during meetings.</li> <li>● Track attendance and notify the Chair of absences.</li> <li>● Maintain accurate minutes of host committee meetings, including motions and major points of discussion.</li> <li>● Ensure compliance with The 64th ICYPAA Host Committee Guidelines and Bylaws.</li> <li>● Collect minutes and reports from subcommittee meetings and keep them on file.</li> <li>● Collaborate with the Website Chair to publish meeting minutes on the committee website.</li> <li>● Email minutes to the committee and The ICYPAA Advisory Council within 7 days of a meeting.</li> <li>● Maintain an updated contact list of committee members and their positions.</li> <li>● Collaborate with the Chair to maintain a current outreach email list.</li> <li>● Make relevant correspondence copies accessible to committee members.</li> <li>● Foster effective communication channels among committee members and external stakeholders.</li> </ul>
Hotel Chair	4 years	<ul style="list-style-type: none"> <li>● A.A. service committee experience, contributing expertise and past experience.</li> <li>● Develop and negotiate hotel contracts in Austin for the conference.</li> <li>● Arrange appropriate insurance coverage to protect the hotel contracts.</li> <li>● Effectively communicate conference requirements and preferences to hotels.</li> <li>● Act as a liaison between the hotel, host committee, and Advisory Council.</li> <li>● Ensure conference needs are met and resolve facility conflicts in line with ICYPAA's spirit.</li> <li>● Chair a subcommittee and provide regular updates to the full committee.</li> <li>● Authority to establish additional subcommittee positions as needed.</li> <li>● Collaborate closely with all committees requiring hotel space.</li> <li>● Provide regular pick-up reports to the Chair regarding hotel-related matters.</li> <li>● Submit a tentative and final program of events to the hotel by agreed-upon deadlines.</li> <li>● Bring a copy of the hotel contract to host committee meetings and ICYPAA for reference.</li> <li>● Locate and secure the rental of walkie-talkies for conference use.</li> <li>● Assist in developing a comprehensive security plan for the hotel.</li> <li>● Attend meetings with the hotel, including walk-throughs with various committees, security, pre-conference, and post-conference meetings.</li> </ul>
Program Chair	2 years	<ul style="list-style-type: none"> <li>● A.A. committee service experience, working with Hotel Chair and Graphics Chair.</li> <li>● Coordinates a comprehensive conference program with the Hotel Chair and Graphics Chair.</li> </ul>

		<ul style="list-style-type: none"> <li>● Plans main speaker meetings, panel meetings, marathon meetings, entertainment, and other events.</li> <li>● Secures suitable speakers for main meetings, panels, and workshops.</li> <li>● Handles travel arrangements and accommodations for speakers.</li> <li>● Presents speaker options to the committee for group consensus decisions.</li> <li>● Chairs a subcommittee and provides regular updates to the full committee.</li> <li>● Authority to establish additional subcommittee positions as needed.</li> <li>● Collaborates with the Hotel Chair for logistical coordination.</li> <li>● Works with Graphics Chair for aligned program materials.</li> <li>● Ensures a cohesive and well-rounded conference experience.</li> <li>● Coordinates with vendors and suppliers for conference requirements.</li> <li>● Collaborates with the Treasurer to manage budgets for speaker expenses.</li> </ul>
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<b>Hotel Subcommittee</b>		
Hotel Chair	3 years	<i>Position description listed under steering committee above.</i>
Audio/Video Chair	1 year	<ul style="list-style-type: none"> <li>● A.A. committee service experience.</li> <li>● Oversees audio and video assets for The 64th ICYPAA Host Committee.</li> <li>● Arranges recording of speakers at ICYPAA events and ensures file integrity.</li> <li>● Provides digital audio files to the ICYPAA Archives.</li> <li>● Collaborates with other chairs and A.A. committees for asset availability.</li> <li>● Manages audio/video equipment, transportation, storage, and safekeeping.</li> <li>● Authority to create subcommittee with additional positions if needed.</li> <li>● Maintains high-quality audio and video recordings.</li> <li>● Coordinates with event organizers for audio and video setup.</li> <li>● Ensures consent from recorded speakers for audio and video recordings.</li> <li>● Trains and supervises volunteers in audio and video operations.</li> <li>● Assists in troubleshooting technical issues with equipment.</li> <li>● Regularly reports status of audio and video assets to The 64th ICYPAA Host Committee.</li> </ul>
Accessibility Chair	1 year	<ul style="list-style-type: none"> <li>● Collaborate with local Accessibility committees to engage and accommodate communities with Accessibility Needs for ICYPAA.</li> <li>● Facilitate inclusion of ASL interpreters by obtaining competitive bids and ensuring their availability for attendees who are deaf or hard of hearing.</li> <li>● Work with the Registration Chair to address accessibility needs of all conference participants effectively.</li> <li>● Use ICYPAA Accessibility Best Practices and GSO's Accessibility Guidelines to overcome barriers to accessing the AA message.</li> </ul>

		<ul style="list-style-type: none"> <li>● Authority to establish a subcommittee and additional positions within the scope of responsibilities.</li> <li>● Responsible for specific accessibility-related duties, distinct from the Accessibility Liaison in the Service Subcommittee.</li> <li>● Foster communication between ICYPAA Conference and local Accessibility committees.</li> <li>● Disseminate information on accessibility measures and accommodations accurately and promptly.</li> <li>● Coordinate with venue staff to ensure physical spaces and amenities are accessible to all participants.</li> <li>● Identify and address potential accessibility barriers in conference programming, materials, and activities.</li> <li>● Serve as a point of contact for individuals seeking information or assistance regarding accessibility at the ICYPAA Conference.</li> <li>● Provide regular reports and updates to the ICYPAA Conference committee on accessibility initiatives and progress.</li> </ul>
Security Chair	2 years	<ul style="list-style-type: none"> <li>● A.A. committee service experience, with a focus on security coordination throughout the conference.</li> <li>● Work closely with the Hotel Chair for seamless security operations during the conference.</li> <li>● Coordinate security measures in line with hotel policies and guidelines.</li> <li>● Ensure a safe and secure environment for all conference participants.</li> <li>● Address security concerns promptly and take appropriate actions to resolve them.</li> <li>● Utilize a team of security volunteers to implement security measures effectively.</li> <li>● Serve as a point of contact for attendees regarding security inquiries or issues.</li> <li>● Monitor and enforce compliance with hotel policies by all conference participants.</li> <li>● Coordinate with local law enforcement or security agencies, if necessary, to enhance security measures.</li> </ul>
Hospitality Chair	1 year	<ul style="list-style-type: none"> <li>● Collaborate with the Hotel Chair and follow hotel policies to establish and maintain the ICYPAA hospitality suite.</li> <li>● Coordinate with the Program Chair to involve local groups in hosting the hospitality room during the conference.</li> <li>● Facilitate the participation of local A.A. groups in providing hospitality services in the suite.</li> <li>● Develop and implement strategies to meet the needs and preferences of conference attendees in the hospitality suite.</li> <li>● Ensure availability of refreshments and amenities within ICYPAA standards and budget constraints.</li> <li>● Oversee the setup and teardown of the hospitality suite for a smooth transition before and after the conference.</li> </ul>

		<ul style="list-style-type: none"> <li>● Monitor cleanliness and upkeep of the hospitality suite throughout the conference.</li> </ul>
Food and Beverage Coordinator	6 months	<ul style="list-style-type: none"> <li>● Coordinate food and beverage supplies for committee meetings, hospitality room, and pre-conference events.</li> <li>● Serve as the main point of contact between the hotel and the committee for food and beverage arrangements.</li> <li>● Ensure timely delivery and replenishment of agreed-upon food and drink items, with a focus on coffee.</li> <li>● Manage and coordinate volunteers for food and beverage preparations and arrangements.</li> <li>● Work closely with the Treasurer to establish and manage the food and beverage budget.</li> <li>● Research and liaise with vendors for competitive pricing on supplies.</li> <li>● Maintain inventory records and proper storage of food and beverage items.</li> <li>● Coordinate dietary accommodations and special requests for committee members and conference attendees.</li> </ul>
ASL Interpreter Coordinator	2 years	<ul style="list-style-type: none"> <li>● A.A. committee service experience, working with the Accessibility Chair.</li> <li>● Must be a deaf member of AA.</li> <li>● Works with the Accessibility Chair to find suitable ASL interpreters for the conference.</li> <li>● Works within the confines of the budget we have allocated for ASL Interpreters.</li> <li>● Works with ASL Interpreters and Hotel chair to gather any accommodations from hotel rooms to travel expenses where needed.</li> <li>● Does not have to attend regular business meetings.</li> </ul>
Transportation Chair	1 year	<ul style="list-style-type: none"> <li>● Collaborate with the Registration Chair to distribute transportation information and materials to conference attendees.</li> <li>● Develop a comprehensive transportation plan for the conference weekend, covering transportation to and from the venue, hotels, and other relevant locations.</li> <li>● Coordinate transportation arrangements for speakers, ensuring they have suitable transportation to their designated venues.</li> <li>● Work closely with other committee chairs to synchronize transportation needs with the conference schedule and logistics.</li> <li>● Conduct research and liaise with transportation service providers to secure appropriate options for attendees.</li> <li>● Monitor transportation logistics during the conference weekend and address any issues promptly.</li> <li>● Collaborate with the Treasurer to establish and manage a transportation budget for the conference.</li> <li>● Ensure compliance with relevant transportation regulations and policies, including accessibility requirements.</li> </ul>

		<ul style="list-style-type: none"> <li>● Communicate with attendees and provide clear instructions regarding transportation options and logistics.</li> <li>● Manage transportation-related inquiries and provide timely information to attendees.</li> </ul>
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**Program Subcommittee**

Program Chair	2 years	<i>Position description listed under steering committee above.</i>
Entertainment Chair	1 year	<ul style="list-style-type: none"> <li>● Research, propose, coordinate, and oversee conference entertainment.</li> <li>● Collaborate with Event, Program, and A/V Chairs for a cohesive entertainment experience.</li> <li>● Organize entertainment for main meetings, dances, and other events.</li> <li>● Book performers for dances and other entertainment activities.</li> <li>● Provide regular written reports to the Program Chair regarding entertainment planning.</li> <li>● Evaluate and select suitable entertainment options based on conference theme and audience preferences.</li> <li>● Negotiate contracts and fees with entertainers and vendors.</li> <li>● Coordinate logistics and technical requirements for entertainment performances.</li> <li>● Liaise with hotel staff for proper setup and support for entertainment activities.</li> <li>● Assist in developing entertainment budgets and track expenses.</li> <li>● Manage entertainment-related communications with attendees, including announcements and schedules.</li> </ul>
Speaker Research Chair	1 year	<ul style="list-style-type: none"> <li>● Collaborate with the Program Chair to identify potential speakers for all main meetings during the conference.</li> <li>● Conduct comprehensive speaker research, including listening to speaker tapes as needed.</li> <li>● Prioritize representation of the YPAA community in speaker selection.</li> <li>● Prepare written reports for the Program Chair before each host committee meeting, with updates on speaker research and recommendations.</li> <li>● Maintain a database of potential speakers and their relevant information.</li> <li>● Coordinate with other committee members for input and speaker recommendations.</li> <li>● Ensure speaker recommendations align with the conference theme and goals.</li> <li>● Liaise with speakers to gather necessary information.</li> <li>● Facilitate arrangements and logistics for speaker participation in the conference.</li> <li>● Provide support to speakers as needed, addressing their concerns or questions.</li> </ul>
Panel Research Chair	1 year	<ul style="list-style-type: none"> <li>● Collaborate with the Program Chair to research, propose, coordinate, and oversee workshop/panel tracks at the conference.</li> </ul>

		<ul style="list-style-type: none"> <li>● Work closely with the Program Chair to align workshop and panel tracks with the conference's objectives and themes.</li> <li>● Conduct comprehensive research to identify suitable participants and speakers for workshops and panels.</li> <li>● Secure and coordinate the participation of qualified individuals as workshop and panel participants/speakers.</li> <li>● Maintain regular communication with the Program Chair to provide updates on workshop and panel coordination efforts.</li> <li>● Prepare a comprehensive written report for the Program Chair before each host committee meeting.</li> <li>● Evaluate and select relevant workshop and panel topics catering to the conference audience's interests and needs.</li> <li>● Assist in designing the workshop and panel schedule for a balanced and engaging program.</li> <li>● Coordinate logistical details, such as room assignments and audiovisual equipment, for workshop and panel sessions.</li> <li>● Provide guidance and support to workshop and panel presenters, addressing their questions or concerns.</li> </ul>
Marathon Meeting Coordinator	6 months	<ul style="list-style-type: none"> <li>● Coordinate and secure host groups for marathon meetings during the conference.</li> <li>● Ensure each marathon meeting has a designated format, A.A. readings, and literature available.</li> <li>● Collaborate closely with the Program Chair to align marathon meetings with the conference schedule and objectives.</li> <li>● Prepare a comprehensive written report for the Program Chair before each host committee meeting.</li> <li>● Assist in developing guidelines and best practices for marathon meeting organization and execution.</li> <li>● Serve as a point of contact for host groups and address their questions or concerns.</li> <li>● Coordinate logistics, including meeting room reservations, audiovisual equipment, and special requirements for marathon meetings.</li> </ul>
Pre-Conference Event Chair	1 year	<ul style="list-style-type: none"> <li>● Collaborate with the Program Chair to research, propose, coordinate, and oversee the Pre-Conference Event.</li> <li>● Conduct thorough research to gather ideas and proposals for the event, considering conference attendees' interests and needs.</li> <li>● Present well-developed proposals and recommendations to the Program Chair, demonstrating a clear understanding of the event's objectives.</li> <li>● Coordinate all logistical aspects, including venue selection, scheduling, and obtaining necessary permits or contracts.</li> <li>● Establish effective communication with vendors, suppliers, and stakeholders involved in the Pre-Conference Event.</li> </ul>



		<ul style="list-style-type: none"> <li>● Manage the budget for the event, tracking expenses and making cost-effective decisions.</li> <li>● Coordinate with relevant departments or committees to secure necessary resources, such as A/V equipment, catering services, and transportation.</li> </ul>
ICYPAA Archivist	1 year	<ul style="list-style-type: none"> <li>● A.A. committee service experience.</li> <li>● Collect flyers, documents, memorabilia, audio/video files, and other relevant data for preserving ICYPAA's history.</li> <li>● Coordinate with other committee chairs and subcommittees to gather materials for preservation.</li> <li>● Ensure timely turnover of all materials to the Advisory Council Archivist after the conference.</li> <li>● Create subcommittees and appoint additional positions to assist with archiving and material management.</li> <li>● Provide updates and reports to the host committee on the status and progress of archiving activities.</li> <li>● Digitize physical materials and establish digital archives for easy access and long-term preservation.</li> <li>● Maintain confidentiality and protect sensitive information during the archiving process.</li> <li>● Facilitate communication and collaboration between different A.A. committees involved in preserving ICYPAA's history.</li> </ul>
Virtual Program Chair	2 years	<ul style="list-style-type: none"> <li>● A.A. committee service experience, working with Program Chair and Graphics Chair.</li> <li>● Coordinates a comprehensive conference virtual program with the Program Chair, Virtual International Program Chair and Graphics Chair.</li> <li>● Plans panel meetings, marathon meetings and other events.</li> <li>● Presents virtual panel options to the committee for group consensus decisions.</li> <li>● Chairs a Virtual Program subcommittee and provides regular updates to the full Program committee.</li> <li>● Authority to establish additional subcommittee positions as needed.</li> <li>● Collaborates with the Hotel Chair for logistical coordination.</li> <li>● Works with Program Chair and Graphics Chair for aligned program materials.</li> <li>● Ensures a cohesive and well-rounded virtual conference experience.</li> <li>● Works with Virtual volunteer chair to get volunteers to chair meetings, tech host to help with virtual support and any other roles necessary.</li> <li>● Works with the Program committee and virtual volunteer chair to get speakers for panels and marathon meetings.</li> <li>● Coordinates with designated AV companies to work on hybrid and virtual program support.</li> </ul>

Virtual International Program Chair	2 years	<ul style="list-style-type: none"> <li>● A.A. committee service experience, working with Program Chair and Graphics Chair.</li> <li>● Coordinates a comprehensive conference International virtual program with the Program Chair, Virtual Program Chair and Graphics Chair.</li> <li>● Plans international panel meetings and marathon meetings.</li> <li>● Presents virtual panel options to the committee for group consensus decisions.</li> <li>● Authority to establish additional subcommittee positions as needed.</li> <li>● Collaborates with the Virtual Program Chair for logistical coordination.</li> <li>● Works with Virtual Volunteer chair to get volunteers to chair meetings, tech host to help with virtual support and any other roles necessary.</li> <li>● Works with the Program committee and Virtual volunteer chair to get speakers for panels and marathon meetings.</li> <li>● This committee member does not need to reside in the state of Texas and should be someone from the international community but is not a voting member of the business meeting.</li> </ul>
Virtual Volunteer Chair	2 years	<ul style="list-style-type: none"> <li>● Coordinate and oversee volunteer management for the virtual program.</li> <li>● Collaborate with Virtual Program committee chairs from various areas to determine virtual volunteer requirements.</li> <li>● Develop and maintain a comprehensive database of virtual volunteers, including their contact information and assigned responsibilities.</li> <li>● Regularly communicate with virtual volunteers, providing updates and addressing any changes or adjustments.</li> <li>● Work closely with committee chairs to ensure effective support from virtual volunteers in their respective areas.</li> <li>● Act as the main point of contact for virtual volunteers, addressing their inquiries, concerns, and feedback.</li> </ul>

### **Registration Subcommittee**

Registration Chair	3 years	<ul style="list-style-type: none"> <li>● A.A. committee service experience.</li> <li>● Maintain a database of 1,500-4,000 registrants and their contact information.</li> <li>● Present updated registration numbers at all committee meetings.</li> <li>● Send confirmation notifications to all registered attendees via email or post.</li> <li>● Keep back-up files or hard copies of registrations for record-keeping purposes.</li> <li>● Submit all collected money to the Treasurer promptly.</li> <li>● Coordinate pre-registration tables at meetings and events leading up to the conference.</li> <li>● Coordinate volunteers for the registration table during the conference weekend.</li> <li>● Handle transportation and set up of cash registers for the registration table.</li> </ul>
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		<ul style="list-style-type: none"> <li>● Work closely with the Treasurer, Graphic Chair, and Secretary to ensure smooth registration processes.</li> <li>● Chair a subcommittee dedicated to registration and provide regular updates to the full committee.</li> <li>● Collaborate with other committee members to create additional subcommittee positions, as needed.</li> <li>● Ensure effective communication within the subcommittee and with the full committee.</li> </ul>
Merchandise Chair	2 years	<ul style="list-style-type: none"> <li>● A.A. committee service experience.</li> <li>● Collaborate with the Graphics Chair to design conference-themed graphics for merchandise.</li> <li>● Research cost-effective production options for merchandise.</li> <li>● Present production options to the host committee for final decision-making.</li> <li>● Establish online platforms for merchandise sales.</li> <li>● Coordinate merchandise availability at pre-conference events and during the conference.</li> <li>● Organize and supervise volunteers to staff the merchandise table during the conference weekend.</li> <li>● Maintain accurate records of merchandise sales and revenue with the Treasurer.</li> <li>● Create and oversee a subcommittee to support merchandise operations as needed.</li> <li>● Delegate roles and responsibilities within the subcommittee for inventory, sales, and logistics management.</li> <li>● Provide regular updates to the host committee regarding subcommittee discussions and actions.</li> <li>● Ensure compliance with the committee's budget and guidelines in merchandise operations.</li> <li>● Monitor and maintain inventory levels to meet demand and avoid shortages.</li> <li>● Coordinate shipping, delivery, and distribution of merchandise as required.</li> </ul>
Graphic Chair	1 year	<ul style="list-style-type: none"> <li>● A.A. committee service experience.</li> <li>● Design and produce printed and digital materials, such as flyers, programs, banners, etc.</li> <li>● Utilize digital technologies and have access to a computer for graphics creation and modification.</li> <li>● Collaborate with the Steering Committee, Outreach Chair, and Event Chair for outreach materials.</li> <li>● Work with the Program Chair to design graphics for the Conference Program.</li> <li>● Collaborate with the Merchandise Chair for conference-themed graphics on merchandise.</li> <li>● Research cost-effective production options for graphics and present them to the committee for final decision.</li> </ul>

		<ul style="list-style-type: none"> <li>● Ability to establish a subcommittee and appoint additional positions as needed.</li> <li>● Keep the host committee informed of subcommittee discussions and actions.</li> <li>● Adhere to the committee's budget and guidelines in graphics design and production.</li> </ul>
Event Chair	1 year	<ul style="list-style-type: none"> <li>● A.A. committee service experience.</li> <li>● Identify event locations aligned with ICYPAA's mission of promoting recovery, service, and unity among YPAA.</li> <li>● Organize events incorporating A.A. meetings and adhering to A.A. 12 Traditions.</li> <li>● Generate innovative ideas for events and oversee the planning process, including venue selection, date and time determination, speaker acquisition, cost management, refreshments, and potential music coordination.</li> <li>● Collaborate with the Outreach Chair and Graphics Chair for outreach materials.</li> <li>● Recruit and manage a team of volunteers to support event organization and execution.</li> <li>● Lead a dedicated event planning subcommittee and maintain communication with the host committee regarding subcommittee activities and decisions.</li> <li>● Authority to establish additional subcommittee positions within defined responsibilities.</li> <li>● Prepare and submit event budgets to the Treasurer for approval, ensuring financial transparency and accountability.</li> <li>● Maintain clear and efficient communication channels with event attendees.</li> </ul>
Website Chair	2 years	<ul style="list-style-type: none"> <li>● A.A. committee service experience and prior experience with website design and implementation.</li> <li>● Maintain The 64th ICYPAA Host Committee website.</li> <li>● Ensure website content is regularly updated and complies with A.A. 12 Traditions.</li> <li>● Collaborate with the Event Chair, Graphics Chair, and Outreach Chair for accurate posting and removal of outreach and event materials on the website.</li> <li>● Authority to establish subcommittees and appoint additional positions as needed within responsibilities.</li> <li>● Regularly monitor the website for technical issues and implement necessary fixes or improvements.</li> <li>● Serve as the primary point of contact for inquiries related to the Host Committee website.</li> <li>● Collaborate with the Graphics Chair to maintain visual consistency between website design and promotional materials.</li> <li>● Handle sensitive information on the website with professionalism and confidentiality.</li> <li>● Regularly communicate updates and progress regarding website maintenance and enhancements to the committee.</li> </ul>
Volunteer Chair	6 months	<ul style="list-style-type: none"> <li>● Coordinate and oversee volunteer management for the entire conference.</li> </ul>

		<ul style="list-style-type: none"> <li>● Collaborate with committee chairs from various areas to determine volunteer requirements.</li> <li>● Develop and maintain a comprehensive database of volunteers, including their contact information and assigned responsibilities.</li> <li>● Regularly communicate with volunteers, providing updates and addressing any changes or adjustments.</li> <li>● Work closely with committee chairs to ensure effective support from volunteers in their respective areas.</li> <li>● Act as the main point of contact for volunteers, addressing their inquiries, concerns, and feedback.</li> </ul>
IT Chair	1 year	<ul style="list-style-type: none"> <li>● A.A. committee service experience.</li> <li>● Prior experience in website design and implementation.</li> <li>● Ownership of a computer.</li> <li>● Responsible for maintaining the "icypaahost.org" email system.</li> <li>● Set up web meeting access for the host committee, if applicable.</li> <li>● Create subcommittees and appoint additional positions as required within responsibilities.</li> <li>● Coordinate Zoom conferencing for main business duties and subcommittee meetings.</li> <li>● Operate Zoom meetings during hybrid main business meetings (in-person and through Zoom).</li> <li>● Responsible for setting up calendar events on Google and Facebook for business meetings and events.</li> </ul>
Prayer and Unity Chair	1 month	<ul style="list-style-type: none"> <li>● Reminds The 64th ICYPAA Host Committee of the spiritual aspect of service work.</li> <li>● Calls for prayer during heated debates, emphasizing the primary purpose.</li> <li>● Provides spiritual guidance and perspective to the committee.</li> <li>● Encourages unity and cooperation among committee members.</li> <li>● Facilitates moments of reflection and mindfulness within committee meetings.</li> <li>● Encourages committee members to participate in non-committee activities promoting unity and fellowship.</li> <li>● Actively promotes the integration of spirituality and service throughout the committee's work.</li> </ul>
Bid City Liaison	6 months	<ul style="list-style-type: none"> <li>● A.A. committee service experience.</li> <li>● Liaise with bid cities.</li> <li>● Compiles bid city contacts.</li> <li>● Facilitate communication between bid cities and the organization.</li> <li>● Coordinate accommodations for bid cities during conferences.</li> <li>● Provide support and guidance to bid cities throughout the bidding process.</li> <li>● Assist bid cities in understanding conference requirements and expectations.</li> </ul>

		<ul style="list-style-type: none"> <li>● Collaborate with bid cities to develop competitive and compelling proposals.</li> <li>● Maintain accurate records of bid city correspondence and documentation.</li> <li>● Represent the organization in interactions with bid cities for a positive bidding experience.</li> </ul>
Virtual Outreach Chair	2 years	<ul style="list-style-type: none"> <li>● A.A. committee service experience.</li> <li>● Works with the Outreach subcommittee to outreach the virtual program to various online meetings, conferences, and websites.</li> <li>● Distribute flyers to various online meetings, websites and pertinent places to outreach the virtual conference option..</li> <li>● Coordinate announcements during online A.A. meetings.</li> <li>● Cultivate relationships with online A.A. groups worldwide for international outreach efforts.</li> <li>● Identify potential outreach opportunities and partnerships within the online A.A. community.</li> <li>● Leverage social media and online platforms for outreach initiatives.</li> </ul>

### Outreach Subcommittee

Outreach Chair	2 years	<ul style="list-style-type: none"> <li>● A.A. committee service experience.</li> <li>● Develop and implement a comprehensive outreach plan encompassing local, national, and international A.A. communities.</li> <li>● Ensure outreach efforts extend to all 64th ICYPAA Committee functions.</li> <li>● Collaborate with the Events and Graphics Chair for effective outreach materials.</li> <li>● Distribute flyers to various A.A. locations to promote ICYPAA events.</li> <li>● Coordinate announcements during A.A. meetings related to ICYPAA, committee meetings, and events.</li> <li>● Serve as a subcommittee chair and keep the full committee informed of subcommittee discussions and actions.</li> <li>● Establish additional subcommittee positions as necessary for outreach responsibilities.</li> <li>● Conduct subcommittee meetings with City Outreach Liaisons to synchronize outreach plans.</li> <li>● Cultivate relationships with A.A. groups worldwide for international outreach efforts.</li> <li>● Identify potential outreach opportunities and partnerships within the A.A. community.</li> <li>● Leverage social media and online platforms for outreach initiatives.</li> </ul>
International Outreach Chair	1 year	<ul style="list-style-type: none"> <li>● A.A. committee service experience.</li> </ul>

		<ul style="list-style-type: none"> <li>● Lead the implementation of the international outreach plan devised by the Outreach subcommittee.</li> <li>● Represent ICYPAA by attending YPAA conferences in various countries to promote the conference globally.</li> <li>● Utilize social media and advanced communication technologies for international outreach.</li> <li>● Demonstrate a willingness and ability to travel internationally for outreach efforts.</li> <li>● Establish and nurturing A.A. and YPAA contacts in different countries or regions.</li> <li>● Act as a liaison between ICYPAA and international outreach contacts.</li> <li>● Actively participating in Outreach subcommittee meetings.</li> <li>● Assist with translation efforts for outreach materials.</li> <li>● Advocate for the inclusion of diverse cultural perspectives in outreach initiatives.</li> </ul>
National Outreach Chair	1 year	<ul style="list-style-type: none"> <li>● A.A. committee service experience.</li> <li>● Oversees the implementation of the national outreach plan devised by the Outreach subcommittee.</li> <li>● Represent ICYPAA by attending YPAA conferences in various states to promote the conference nationally.</li> <li>● Utilize social media and advanced communication technologies for nationwide outreach.</li> <li>● Demonstrate a willingness and ability to travel within the country for outreach efforts.</li> <li>● Establish and maintain A.A. and YPAA contacts across the country.</li> <li>● Act as a liaison between ICYPAA and national outreach contacts.</li> <li>● Actively participating in Outreach subcommittee meetings.</li> <li>● Provide support and resources to local YPAA communities in promoting ICYPAA.</li> </ul>
Regional Outreach Chair	1 year	<ul style="list-style-type: none"> <li>● A.A. committee service experience.</li> <li>● Lead the implementation of the outreach plan developed by the Outreach subcommittee within Texas and neighboring states.</li> <li>● Represente ICYPAA at YPAA conferences in the local region to promote the event and encourage participation.</li> <li>● Utilize social media and advanced communication technologies for effective outreach in the region.</li> <li>● Demonstrate a willingness and ability to travel within the country for outreach efforts.</li> <li>● Establish and maintain A.A. and YPAA contacts within the region and beyond.</li> <li>● Act as a liaison between ICYPAA and national outreach contacts, coordinating regional outreach efforts.</li> <li>● Actively participating in Outreach subcommittee meetings, providing valuable input.</li> </ul>

		<ul style="list-style-type: none"> <li>● Coordinate with other committees to integrate regional outreach initiatives into ICYPAA planning.</li> <li>● Emphasize inclusivity and diversity in outreach initiatives, respecting the diverse backgrounds and cultures within the region.</li> </ul>
Social Media Outreach Chair	1 year	<ul style="list-style-type: none"> <li>● A.A. committee service experience, working with the Outreach Chair.</li> <li>● Coordinates and strategizes with the Outreach chair and all other positions that need social media outreach to post approved messaging to private social media pages.</li> <li>● Must be a part of private Facebook groups to outreach approved messaging from the Outreach chair.</li> <li>● Attends Outreach subcommittee.</li> <li>● Is an admin on The 64th ICYPAA Private Facebook Page</li> </ul>
Spanish Inclusion Outreach Chair	1 month	<ul style="list-style-type: none"> <li>● A.A. committee service experience.</li> <li>● Bilingual proficiency in English and Spanish is required.</li> <li>● Responsible for outreach efforts to Spanish-speaking meetings and the Spanish District in Austin.</li> <li>● Attract and inform Spanish-speaking communities about the host committee's events and business meetings.</li> <li>● Actively engaging in outreach activities within Spanish-speaking meetings and District 21.</li> <li>● Build strong relationships with Spanish-speaking A.A. groups to promote participation in ICYPAA events.</li> <li>● Assist with the translation of outreach materials for effective communication with Spanish-speaking audiences.</li> <li>● Represent ICYPAA at Spanish-speaking meetings to raise awareness and foster enthusiasm for the upcoming conference.</li> <li>● Coordinate with other committees to integrate Spanish outreach initiatives into the overall event plan.</li> <li>● Participate in regular meetings with the Outreach subcommittee to share progress and insights.</li> </ul>
LGBTQ+ Outreach Liaison	1 month	<ul style="list-style-type: none"> <li>● A.A. committee service experience.</li> <li>● Actively attending LGBTQ+ meetings for outreach related to business meetings, events, and the 64th ICYPAA.</li> <li>● Represent ICYPAA in LGBTQ+ meetings to promote the event within the community.</li> <li>● Establish connections with the LGBTQ+ community to encourage participation in ICYPAA activities.</li> <li>● Provide information about ICYPAA during LGBTQ+ meetings, highlighting its significance and benefits.</li> </ul>



		<ul style="list-style-type: none"> <li>● Collaborate with the Outreach subcommittee to develop tailored outreach strategies for LGBTQ+ audiences.</li> <li>● Assist in the creation of LGBTQ+-inclusive outreach materials for effective communication.</li> <li>● Advocate for inclusivity and diversity within ICYPAA events to resonate with LGBTQ+ attendees.</li> <li>● Coordinate with other committees to integrate LGBTQ+ outreach initiatives into the overall event planning.</li> <li>● Participate in regular meetings with the Outreach subcommittee to provide updates and insights on LGBTQ+ outreach.</li> <li>● Engage in open and respectful dialogue with the LGBTQ+ community to address concerns and feedback.</li> </ul>
City of Austin Outreach Liaison	18 months	<ul style="list-style-type: none"> <li>● A.A. committee service experience.</li> <li>● Responsible for outreach efforts for the 64th ICYPAA and ICYPAA events in Austin.</li> <li>● Engage with local A.A. groups and individuals to promote and raise awareness about the upcoming ICYPAA event.</li> <li>● Collaborate with the Outreach subcommittee to develop effective outreach strategies specific to Austin.</li> <li>● Attend ICYPAA events in Austin to actively engage with attendees and encourage their participation in the main event.</li> <li>● Provide updates and insights on outreach efforts during business meetings, offering a report on progress and outcomes.</li> <li>● Utilize various communication channels to spread the word about ICYPAA events within the Austin community.</li> <li>● Conduct follow-up communications with interested individuals to ensure continued engagement.</li> <li>● Actively participating in Outreach subcommittee meetings to share experiences and coordinate outreach activities.</li> <li>● Offer support and guidance to local A.A. groups in Austin for their involvement in ICYPAA events.</li> </ul>
City Outreach Liaison	18 months	<ul style="list-style-type: none"> <li>● A.A. committee service experience.</li> <li>● Responsible for maintaining regular correspondence with the Outreach Chair.</li> <li>● Lead and coordinate outreach efforts for the 64th ICYPAA, host committee business meetings, and events within the assigned city.</li> <li>● Collaborate with the Outreach Chair to align outreach strategies with the overall ICYPAA event objectives.</li> <li>● Engage with local A.A. groups and individuals to promote and raise awareness about the upcoming ICYPAA event.</li> </ul>

		<ul style="list-style-type: none"> <li>● Represent ICYPAA at various events and meetings within the assigned city to foster participation and support.</li> <li>● Utilize multiple communication channels to effectively reach and engage the target audience for outreach purposes.</li> <li>● Coordinate with other committee members to ensure seamless integration of outreach efforts into event planning.</li> <li>● Provide updates and progress reports on outreach activities to the Outreach Chair and the committee as needed.</li> <li>● Assist with the development of outreach materials and resources tailored to the assigned city's unique needs.</li> </ul>
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**Service Subcommittee**

Service Liaison Chair	2 years	<ul style="list-style-type: none"> <li>● A.A. committee service experience.</li> <li>● Coordinating liaison with various A.A. service bodies, such as General Service (Area &amp; District Levels), central offices, H&amp;I committees, PI/CPC committees, and the A.A. Grapevine.</li> <li>● Act as a liaison to facilitate communication and collaboration between the host committee and different A.A. service bodies.</li> <li>● Chair a subcommittee responsible for liaising with the various service bodies, ensuring effective information exchange and coordination.</li> <li>● Compile all liaison reports into a comprehensive report for host committee meetings, keeping the committee informed of discussions and actions taken.</li> <li>● Creates additional subcommittee positions as necessary to fulfill liaison and coordination responsibilities effectively.</li> <li>● Coordinate and organize service projects within the host committee and extend them to City Service Liaisons throughout the state.</li> <li>● Delegate tasks to City Service Liaisons to ensure service projects are implemented on a broader scale across the state.</li> <li>● Collaborate with the Events Chair to integrate service projects into the overall ICYPAA event planning.</li> <li>● Facilitate regular meetings with City Service Liaisons and other subcommittee members to provide guidance and support for service projects.</li> <li>● Ensure that service projects align with the host committee's goals and principles, reflecting the spirit of A.A. service work.</li> <li>● Communicate with the host committee to update and inform about the progress and outcomes of service projects.</li> <li>● Promote a spirit of service and unity within the host committee and among City Service Liaisons.</li> <li>● Evaluate the impact of service projects and liaising efforts and making recommendations for improvements.</li> </ul>
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		<ul style="list-style-type: none"> <li>● Advocate for the importance of service work within A.A. and encouraging participation in service opportunities at all levels.</li> </ul>
Youth Outreach Chair	1 year	<ul style="list-style-type: none"> <li>● A.A. committee service experience.</li> <li>● Correspond regularly with the Service Liaison Chair to ensure effective communication and coordination.</li> <li>● Act as a liaison between the Service subcommittee and adolescent programs and facilities involved in service projects.</li> <li>● Lead the implementation of service projects specifically aimed at reaching out to the youth population.</li> <li>● Collaborate with the General Service Structure and use various platforms to engage young people in ICYPAA events and initiatives.</li> <li>● Represent the interests of young people within the Service subcommittee and advocate for their involvement in A.A. service work.</li> <li>● Facilitate productive partnerships with adolescent programs and facilities to enhance the impact of service projects.</li> <li>● Coordinate with the Outreach subcommittee to align youth-oriented outreach strategies with the overall event objectives.</li> <li>● Provide updates and progress reports on youth-related service projects to the Service Liaison Chair and the Service subcommittee.</li> <li>● Identify and create opportunities for young people to participate in service activities throughout the ICYPAA event.</li> <li>● Promote inclusivity and diversity in all youth outreach and service initiatives to create a welcoming environment for young attendees.</li> <li>● Encourage active participation of young people in Service subcommittee meetings to provide valuable insights and perspectives.</li> <li>● Emphasize the importance of service work within A.A. to inspire and involve young people in service opportunities.</li> </ul>
Area Liaison	6 months	<ul style="list-style-type: none"> <li>● A.A. committee service experience.</li> <li>● Regularly corresponding with The 64th ICYPAA Host Committee's Service Liaison Chair to ensure effective communication and coordination.</li> <li>● Serve as a liaison between the host committee and Area 68, fostering productive information exchange and collaboration.</li> <li>● Actively seek opportunities for the host committee to provide assistance and support to Area 68 in their service endeavors.</li> <li>● Facilitate the sharing of relevant information and insights from Area 68 with the host committee to inform decision-making and planning.</li> <li>● Collaborate with the Outreach subcommittee to align outreach strategies and service initiatives with Area 68's needs and priorities.</li> <li>● Participate in meetings and events organized by Area 68 to build relationships and strengthen the partnership between the two entities.</li> </ul>

		<ul style="list-style-type: none"> <li>● Advocate for inclusivity and cooperation between the host committee and Area 68 to promote a spirit of unity in A.A. service work.</li> <li>● Coordinate with the Service Liaison Chair and the host committee to determine areas where the committee's involvement can benefit Area 68.</li> <li>● Provide updates and progress reports to the host committee regarding interactions and collaborations with Area 68.</li> </ul>
District 3B Liaison	6 months	<ul style="list-style-type: none"> <li>● A.A. committee service experience</li> <li>● Regular correspondence with the Service Liaison Chair to maintain effective communication and coordination.</li> <li>● Serve as a liaison between the host committee and District 3B, fostering productive information exchange and collaboration.</li> <li>● Actively seek opportunities for the host committee to provide assistance and support to District 3B in their service activities.</li> <li>● Facilitate the sharing of relevant information and insights from District 3B/3C with the host committee to inform decision-making and planning.</li> <li>● Collaborate with the Outreach subcommittee to align outreach strategies and service initiatives with District 3B's needs and priorities.</li> <li>● Participate in meetings and events organized by District 3B to build relationships and strengthen the partnership between the two entities.</li> <li>● Assist the host committee in developing tailored service projects and initiatives that align with District 3B's needs and priorities.</li> </ul>
District 3C Liaison	6 months	<ul style="list-style-type: none"> <li>● A.A. committee service experience</li> <li>● Regular correspondence with the Service Liaison Chair to maintain effective communication and coordination.</li> <li>● Serve as a liaison between the host committee and District 3C, fostering productive information exchange and collaboration.</li> <li>● Actively seek opportunities for the host committee to provide assistance and support to District 3C in their service activities.</li> <li>● Facilitate the sharing of relevant information and insights from District 3C with the host committee to inform decision-making and planning.</li> <li>● Collaborate with the Outreach subcommittee to align outreach strategies and service initiatives with District 3C's needs and priorities.</li> <li>● Participate in meetings and events organized by District 3C to build relationships and strengthen the partnership between the two entities.</li> <li>● Assist the host committee in developing tailored service projects and initiatives that align with District 3C's needs and priorities.</li> </ul>
Intergroup Liaison	6 months	<ul style="list-style-type: none"> <li>● A.A. committee service experience.</li> <li>● Regularly correspond with the Service Liaison Chair to maintain effective communication and coordination.</li> </ul>

		<ul style="list-style-type: none"> <li>● Serving as a liaison between the host committee and Hill Country Intergroup, fostering productive information exchange and collaboration.</li> <li>● Actively seeking opportunities for the host committee to provide assistance and support to Hill Country Intergroup in their service activities.</li> <li>● Collaborating with the Outreach subcommittee to align outreach strategies and service initiatives with Hill Country Intergroup's needs and priorities.</li> <li>● Coordinating with the Service Liaison Chair and the host committee to identify areas where the committee's involvement can benefit Hill Country Intergroup.</li> <li>● Providing updates and progress reports to the host committee regarding interactions and collaborations with Hill Country Intergroup.</li> <li>● Participating in host committee meetings to share information and insights from Hill Country Intergroup and foster mutual understanding.</li> </ul>
Treatment Liaison	6 months	<ul style="list-style-type: none"> <li>● A.A. committee service experience.</li> <li>● Regular correspondence with the Service Liaison Chair to maintain effective communication and coordination.</li> <li>● Focus on treatment-related service activities to support individuals seeking help for alcoholism.</li> <li>● Act as a liaison between the host committee and other treatment committees within the General Service structure.</li> <li>● Share progress, insights, and potential collaborations with the Service Liaison Chair and the host committee.</li> <li>● Participate in meetings and events organized by other treatment committees to strengthen the partnership.</li> </ul>
Correction Liaison	6 months	<ul style="list-style-type: none"> <li>● Regularly correspond with the Service Liaison Chair to maintain effective communication and coordination.</li> <li>● Serve as a liaison between the host committee and correctional facilities or correctional committees.</li> <li>● Coordinate and actively participate in service activities related to corrections.</li> <li>● Collaborate with the Outreach subcommittee to develop targeted outreach strategies for correctional entities.</li> <li>● Encourage communication and cooperation between the host committee and correctional committees or facilities.</li> <li>● Share progress and insights regarding correctional service activities with the Service Liaison Chair and the host committee.</li> </ul>
Accessibility Liaison	6 months	<ul style="list-style-type: none"> <li>● A.A. committee service experience.</li> <li>● Regularly correspond with the Service Liaison Chair to maintain effective communication and coordination.</li> <li>● Focus on accessibility-related service activities to ensure inclusivity and accommodation for all participants.</li> </ul>

		<ul style="list-style-type: none"> <li>● Act as a liaison between the host committee and other accessibility committees within the General Service structure.</li> <li>● Advocate for the inclusion of accessibility committees in the host committee's outreach and collaboration efforts.</li> <li>● Collaborate with the Outreach subcommittee to develop targeted outreach strategies for accessibility initiatives.</li> <li>● Ensure clear distinction between the Accessibility Liaison position and the Accessibility Chair on the Hotel subcommittee.</li> <li>● Share progress, insights, and potential collaborations with the Service Liaison Chair and the host committee to achieve maximum accessibility for all participants.</li> </ul>
City Service Liaison	6 months	<ul style="list-style-type: none"> <li>● A.A. committee service experience.</li> <li>● Regularly correspond with the Service Liaison Chair to maintain effective communication and coordination.</li> <li>● Actively participating in service projects organized and coordinated by the Service Liaison Chair.</li> <li>● Propose and recommend potential candidates for City Service Liaison positions in major cities outside of Austin.</li> <li>● Collaborate with the Service Liaison Chair to identify underserved cities where a City Service Liaison is needed.</li> <li>● Assist in appointing City Service Liaisons in underserved cities where willing individuals are available to serve.</li> <li>● Foster strong relationships with City Service Liaisons to ensure smooth communication and collaboration.</li> <li>● Provide updates and progress reports to the Service Liaison Chair regarding the activities of City Service Liaisons.</li> </ul>

<b>Other Positions</b>		
Alternate Secretary	4 years	<i>Position description is the same as Secretary.</i>
Alternate Treasurer	4 years	<i>Position description is the same as the Treasurer.</i>
Alternate Hotel Chair	4 years	<i>Position description is the same as the Hotel Chair.</i>
Alternate Program Chair	2 years	<i>Position description is the same as the Program Chair.</i>

Alternate Merchandise Chair	2 years	<i>Position description is the same as the Merchandise Chair.</i>
Alternate Registration Chair	3 years	<i>Position description is the same as the Registration Chair.</i>