

IAYPAA

Iowa Young People in Alcoholics Anonymous Bid Committee Information Packet

Bid Committee Definition:

- a) An IAYPAA Bid Committee is a committee comprised of at least 3 members of alcoholics anonymous who have at least one year of continuous sobriety. The rest of the committee can have any length of service.
- b) The committee must notify the Advisory Council within 30 days of the Conference of their intent to Bid for the Conference.
- c) The Committee must meet all the Bid Requirements to be considered for the Conference Site Selection by the Advisory Council at the Conference.

The completion of the following requirements must be met, in writing and presented in the form of a "Bid Packet" to be considered an IAYPAA Bid Committee. This "Packet" must be presented to the Advisory Council immediately following the Friday night speaker at the conference. (7 copies are requested)

Bid Committee Requirements:

- 1) We strongly encourage members of all ages to participate; however, we do ask that each committee have at least three members who have one or more years of sobriety. Provide a complete list of committee members with contact information and position.
- 2) Bid cities must have commitments from at least two hotels including dates showing availability of speaking rooms in the hotels, and proof that the

hotels require no commitment as to the number of people attending.
Provide copies of the hotel contracts.

- 3) Supply a list of any large-scale AA or other recovery related events that are scheduled near the proposed conference dates. This is done in the spirit of cooperation and in an effort to demonstrate our due diligence of avoiding conflicts with other events.
- 4) Bid cities must provide a statement of support from the AA area chairperson and intergroup secretary.
- 5) Bid cities must notify Advisory Council 30 days prior to the conference with their intent to bid.
- 6) Bid cities will be required to provide financial records from all committee activities, demonstrating financial autonomy and responsibility within the spirit of AA's 12 Traditions.
- 7) Bid cities must present their bid to the Advisory Council at the Saturday morning bid session in 30 minutes or less.
- 8) Bidders must provide a concise, written statement illustrating the need for this conference in their area.
- 9) Bid cities must have available a temporary pre-registration flyer. Do not include dates or hotel information.

10) Prospective bidders must read, understand, and be prepared to agree with the requirements as written in the Host Committee Responsibilities

11) Bid cities are to provide enough complete copies of the above stated bid requirements for all members of Advisory and any funds raised to the Advisory Council Chairperson after the Friday night speaker of the Conference. All bids will be considered.

Helpful hints for your IAYPAA Bid Committee

Below are some helpful hints, from our collective experience, that will help guide you as a bid committee. These are suggestions that will help you elect your committee, what committee positions to use with brief descriptions, how to run your committee meetings, how to put together a bid package, actually bidding and what comes after you are awarded the conference. Good luck!

Suggested Bid Committee Positions and descriptions

These are simply guidelines that have worked in the past, a greater or fewer numbers of positions may be necessary as determined by your Committee.

1) Committee Officers

a) Chairperson

- *Oversees all business/bid committee operations

- *Is responsible for organizing and leading meetings (including developing and following a meeting format and adhering to Roberts Rules of Order for discussion)

- * Prepares agenda for meetings.

- * Assures that the committee is operating according to the 12 Traditions of AA.

- * Is responsible for calling emergency meetings.

- * Maintaining records throughout the year.

b) Co-Chair

- * Is responsible for taking over the chair position in emergency situations.

- * Shall accept same duties as the chair and/or duties designated by the chair.

- * May be second signature on financial accounts.

c) Treasurer

- * Coordinates all monetary functions.

- * Is authorized signature on all financial accounts.

- * Is responsible for keeping the financial books for the committee.

- * Shall give a written report to the committee every meeting.

- * 2 year sobriety requirement with suggested treasurer experience. Must have a job.

~Co Treasurer~

d) Secretary

- * Is responsible for keeping the minutes at all meetings.

- * Provides copies of the minutes, via email and written when requested.

- * Is the liaison between the meeting facility and bid committee.

* Is responsible for creating, updating, and maintaining the Bid Committee's phone and email list and attending to any other secretarial business.

~Secretary Co-Chair~

2) Sub Committee Chairpersons

1) Events chair

*Coordinates all planned events other than committee meetings.

~Events Co-Chair~

2) Outreach Chair

*Is responsible for getting all flyers distributed to meetings, intergroup/central offices, Alano clubs, as well as to other young people's committees.

*Is responsible for informing members of meetings and events sponsored by other committees.

~Outreach Co-Chair~

3) Flyers

*Is responsible for designing, copying, and supplying flyers to outreach chair for events.

* Coordinates with the other chairs to ensure that correct dates and information is on the flyers and gets to where they need to be.

*Responsible for the copying of all documentation that the committee deems necessary.

4) Bid Package Chair

* Shall ensure the completion, production, and transportation of the committee's bid package to the conference.

*Shall ensure that the bid package is in accordance with conference bidding requirements.

5) Hotel Chair

* Is responsible for locating, coordinating with, and contacting prospective hotels and venues for the potential conference site.

*Will work directly with the chairperson on negotiating contracts with and/or making any decisions involving commitments to use said hotels.

* Will find at least two viable options for conference sites to include in the bid package.

A working checklist for your Bid Packet

You should come to the Conference prepared with the following items in your bid package:

- 1) Membership Roster which lists member's names, contact information, sobriety date, and service position on the committee.
- 2) A contract or written agreement, unsigned, from each of your potential hotels/venues.
- 3) The committee's post box or mailing address and the URL of any websites, social networking pages/groups, or any other web/internet presence.
- 4) A treasurer's report of all income and expenses of the bid committee.
- 5) A written statement of understanding that the Host Committee shall turn over all funds after the conference expenses to the Advisory Council within 30 days after the last day of the Conference.

- 6) A statement illustrating the committee's reason for bidding and how hosting the Conference in your area will serve to carry the AA message to other alcoholics.
- 7) Include letters of support from the local DCM and/or Intergroup secretary of the planned conference site showing support from midstream AA, including confirmation that there are no known large scale AA events around the proposed dates for your conference.
- 8) Pre-Registration flyers in the event you are awarded the conference. Flyer should not include dates. It should only include:
 - a. IAYPAA #
 - b. Proposed Host City
 - c. Space for the Registrants contact info
 - d. Special conference pre-registration price
- 9) Bring enough copies of your bid package for all members of the Advisory and one copy for the IAYPAA Archives
- 10) All Hotel contracts should include:
 - a. Proposed dates
 - b. A maximum of 150 room nights total (75 each for both Friday and Saturday) a flat room rate if possible (the same rate for single, double, or quad occupancy.)
 - c. Be aware of Attrition, try to avoid agreeing to a set number of rooms if possible.
 - d. A proposed food and beverage commitment, if any
 - e. A ballroom with a 300 person capacity
 - f. 2 or 3 other break out rooms with a 50 person capacity
 - g. 2 meeting/conference rooms available for the exclusive use of the Host Committee and Advisory Council for the duration of the conference

11) A treasurer's report and/or accounting statement must be included. The treasurer must demonstrate the committee's financial responsibility and autonomy in keeping with the spirit of the 7th Tradition

What do we do after we have won the Bid?

The following are suggestions by the Advisory Council to be considered by the newly chosen Host Committee. They are based on previous Conference experience and may be helpful following your site being selected.

- 1) Return to your city and have one more meeting where you will disband as a Bid Committee and plan your Host Committee elections. Take the next month after the conference to announce that you will be forming a Host Committee and begin outreaching for your elections immediately.
- 2) Once the date, time, and place of the elections is determined communicate this to the Advisory Chairperson as they will facilitate your Host Committee elections.
- 3) Outreach the elections at your home groups, other AA meetings, district meetings and Central offices/Intergroup as much as you can! Encourage people from all over to get involved.
- 4) At your elections the Advisory Council members will facilitate elections filling committee officer positions using the third legacy voting procedure outlined in the AA Service Manual. Once the officers have been selected the elections will be turned over to the new Host Committee.
- 5) Once your committee has been formed, set a date, time and place for your first meeting. At the first meeting review the Host Committee Requirements outlined in the IAYPAA Host Committee Packet and the IAYPAA Advisory Bylaws provided by the IAYPAA Advisory Council.

Remember each Bid Committee is autonomous, so ultimately, decisions are up to the group conscious and a loving God. But, when in doubt call or email a member of the IAYPAA Advisory Council. Take advantage of the collective experience that IAYPAA shares to continue to carry the message of Alcoholics Anonymous to those still suffering and bring the Iowa Conference of Young People in AA to your area.

Advisory Council Contact Information

Bree L. (DSM)

Chair

(515) 721-1399

bryanne.amos@outlook.com

Jordan B. (DSM)

Co-Chair

(515) 371-8726

Jordan.t.breitbach@gmail.com

Carson. L (DSM)

Treasurer

(515) 822-1869

Lightcarson@gmail.com

Kaitlyn H. (DSM)

Secretary

(515) 402-6702

kjhumpal@gmail.com

Matt H. (Iowa City)

Archivist

(319) 621-1701

mhillery88@gmail.com