

# IAYPAA

## Iowa Young People in Alcoholics Anonymous Bid Committee Information Packet

### **Bid Committee Definition:**

- 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 committee must notify the Advisory Council within 30 days of the Conference of their intent to Bid for the Conference.
- 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 (12 copies are requested).*

### **Bid Committee Requirements:**

- 1) Bid cities must notify the Advisory Council within 30 days of the conference with their intent to bid.
- 2) Prospective bidders must read, understand, and be prepared to agree with the requirements as written in the Host Committee Responsibilities.
- 3) Bid cities are to provide bid packet copies to the Advisory Council Chairperson after the Friday night speaker of the Conference. All bids will be considered.
- 4) Bid cities must present their bid to the Advisory Council at the Saturday morning bid session in 30 minutes or less.

## 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 packet, how bid presentations work 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.*

#### Committee Officers

- Chairperson (1 year – Sobriety Suggestion)
  - Oversees all business/bid committee operations.
  - Is responsible for organizing and leading meetings (including developing and following a meeting format).
  - Prepares agenda for meetings.
  - Assures that the committee is operating according to the 12 Traditions of A.A.
  - Is responsible for calling emergency meetings.
  - Maintaining records throughout the year.
  - Communicates regularly with the Advisory Bid Committee Chair.
- Co-Chair (1 year – Sobriety Suggestion)
  - Is responsible for taking over the Chair position in emergency situations.
  - Shall accept the same responsibilities as the chair and/or duties designated by the chair.
  - May be the second signature on financial accounts.
- Treasurer (2 year – Sobriety Requirement)
  - It is recommended that this individual has previous treasurer experience and is currently employed.
  - Coordinates all monetary functions (reporting/reimbursement/account management).
  - Is one of the authorized signatures on all financial accounts.
  - Shall give a written report to the committee every meeting.
  - ~Co Treasurer~

- Secretary (1 year – Sobriety Suggestion)
  - Is responsible for keeping the minutes at all meetings.
  - Provides copies of the minutes, via email and/or 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~**

## **Sub Committee Chairpersons**

- Events Chair
  - Coordinates all planned committee events other than Bid Committee meetings.
  - Creates a proposed budget for each event.
  - If needed, assemble an events subcommittee to assist with event planning and day of execution.
  - **~Events Co-Chair~**
- Outreach Chair
  - Is responsible for getting all fliers distributed to meetings, Intergroup/Central offices, Alano clubs, as well as to other young people's committees.
  - Is responsible for informing bid committee members of meetings and events sponsored by other YPAA committees.
  - **~Outreach Co-Chair~**
- Flyers
  - Is responsible for the design, production, and distribution of the flyers and to the committee for events and/or bid packet.
  - Coordinates with the other chairs to ensure the correct dates and information is listed on the flyers and that they get where they need to be.
- Bid Packet Chair
  - Shall ensure the completion, production, and transportation of the committee's bid packet to the conference.
  - Shall ensure that the bid packet is in accordance with the conference bidding requirements.

- **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 packet.
- Will communicate with Advisory's Hotel Chair as needed.

## **Bid Packet Checklist**

You should come to the conference prepared with the following items in your bid packet:

- 1) Membership Roster which lists member's names, contact information, sobriety date, and service position on the committee.
- 2) The committee's post box or mailing address and the URL of any websites, social networking pages/groups, or any other web/internet presence.
- 3) A concise written statement illustrating the committee's reason for bidding and how hosting the Conference in your area will serve to carry the A.A. message to other alcoholics.
- 4) A list of any large-scale A.A. or other recovery-related events that are scheduled near the proposed conference dates. This is done in the spirit of cooperation and to demonstrate our due diligence in avoiding conflicts with other events.
- 5) Include letters of approval from the local DCM, A.A. area chairperson and/or Intergroup secretary of the planned conference site showing support from midstream A.A., including confirmation that there is no known large scale A.A. events around the proposed dates for your conference.
- 6) A treasurer's report detailing all income and expenses for the bid committee and/or accounting statement must be included. Must demonstrate the committee's financial autonomy and responsibility within the spirit of A.A.'s 12 Traditions.
- 7) A contract or written agreement, unsigned, from each of your potential hotels/venues. Each committee is responsible for providing at minimum two contracts for review.

- All Hotel contracts should include the following:
  - Proposed Dates
  - 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).
  - Be aware of Attrition, try to avoid agreeing to a set number of rooms if possible.
  - A proposed food and beverage commitment, if any
  - A ballroom with a 300-person capacity
  - 2 or 3 other breakout rooms with a 50-person capacity
  - 2 meeting/conference rooms available for the exclusive use of the Host Committee and Advisory Council for the duration of the conference

8) Pre-Registration flyers in the event you are awarded the conference. Flyer should not include dates or hotel information as that information may be subject to change. It should only include:

- IAYPAA #
- Proposed Host city
- Space for the registrants contact information and state in which they reside
- Special Conference Pre-Registration Price

9) Bring enough copies of your bid packet for all members of Advisory and one copy for the IAYPAA Archives.

10) During presentations, the Advisory Council wants to see that your committee is excited and enthusiastic about the conference. In the past, committees have presented a skit, rap, etc. to demonstrate this.

11) A tentative date for Host Committee elections (to be scheduled one month following the conference)

## What should we do if we were NOT awarded the Bid?

*If your bid committee was not awarded the bid, the Advisory Council provides the following recommendations:*

1. **Utilize Remaining Funds:** If there are any remaining funds from the bidding process, consider using them for another YPAA (Young People in Alcoholics Anonymous) bid attempt in the future. Alternatively, if your committee decides not to pursue another bid, strongly consider using the remaining funds to support the A.A. community in which the funds were raised

## 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 generate and distribute Host Committee election flyers. Make sure to provide a copy to the Advisory Council.
- 2) 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.
- 3) At the election 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.
- 4) At the election the Bid Committee Treasurer will coordinate with the Advisory Council Treasurer to turn over all funds raised up until this point to the newly elected Host Committee.
- 5) The newly elected Host Committee will then set a date, time and place for their first meeting. At the first meeting review the Host Committee Requirements outlined in 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 A.A. to your area.*

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