

Bid Committee Group Positions

Steering Committee:

Chairperson

suggested 1+ year of sobriety

- Arrange for and announce the agenda for business meetings,
- Shall open meetings and maintain meetings in a reasonable order.
- Maintain consistent contact with various officers so that the group works as a whole.
- Assist other officers in meeting group goals.
- Conduct votes/elections as needed (chairperson does not vote or make motions).

Co-Chair

- Assist and support the Chairperson in responsibilities.
- In absence of the Chair, shall accept the full duties of that position.
- Fill in for open positions until elections are held.

Treasurer

suggested 2+ years of sobriety

- Keep accurate financial records of all transactions.
- Submit a financial statement at each meeting.
- Have in his / her possession at the meetings; all bank statements, deposits and checkbooks, in order to be prepared to make deposits and disbursements.
- Deposit funds promptly to account, reimburse expenses; should be aware of fundraising goals and able to forecast expenses.

Secretary

suggested 6+ months of sobriety

- Acts as a custodian of all materials.
- Take minutes of all meetings and distribute to group members following each meeting.
- Maintain current contact information of Committee members.
- Send reminders for meetings and events to group members.
- Prepare and maintain bid packet to present to the Advisory Council.

Additional Group Positions:

Events Chair

- Plan and coordinate events for fundraising for the bid.
- In charge of finding locations/times/dates for events.
- Maintain communication with the group about upcoming events.
- Coordinate outreach for upcoming events.
- Forming an events subcommittee is suggested to assist with carrying out the responsibilities associated with this position.

Hotels/Facilities Chair

- Research potential hotel and event space for proposed conference.
- Communicate with Advisory and treasurer about appropriate budget for proposed conference.
- Provide information and contracts for at least 2 different potential hotels/facilities for bid packet.

Outreach Coordinator

- Create flyers/graphics to distribute at AA meetings, events, and in private Facebook groups about bid events and meetings.
- Make announcements about upcoming events and bid meetings at other events and AA functions.

Unity Chair

- Coordinate events for the bid committee to hang out outside of the context of a business meeting.

All of these positions are suggestions - feel free to even make up some of your own. In our experience, the best way to keep people involved is to give them a role in the group. Feel free to elect co-chairs for any positions as you see fit. This is **YOUR** bid committee. Keep in mind, the Advisory Council is here to help you and to answer any questions you may have.

Get In Touch:
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