

# SWRAASA 2024 Host Committee Job Descriptions (revised: 6/24/21)

**Active participation in SWRAASA 2024 by committee chairs is encouraged.** If the committee chair cannot attend, it is suggested the Co-Chair attend in their absence. The descriptions listed below are the minimum requirement for each of these committees. Trusted servants have autonomy to add to these job descriptions if they would like (*so long as they stay within the budgetary limitations set for their committee*), but it is suggested that all additions be shared with the full Host Committee at the next committee meeting after they have been decided upon for effective communication and transparency.

## Officers:

**Chair** (*P71 & P73 NETA65 Alternate Delegate*): This trusted servant position will be responsible for the following activities:

1. Chair all SWRAASA 2024 Host Committee Meetings.
2. Will act as the Chairperson for the Area's Host Committee. Also, the Alternate Delegate is traditionally the liaison between the Host Committee and their respective Area.
3. Responsible for providing minutes to the Southwest Regional (SWR) Alternate Delegates and SWR Trustee at SWRDA and Forum.
4. Attends all SWRAASA business meetings.
5. Will Chair the SWRAASA Business Meeting on Sunday, October 13, 2024.

**Secretary:** This trusted servant position will be responsible for the following activities:

1. Attend all SWRAASA 2024 Host Committee Meetings.
2. Take minutes at all SWRAASA 2024 Committee Meetings.
3. Email committee meeting reports to all committee members and will send them to this committee's Technology Chair to be posted on the SWRAASA 2024 website.
4. Revise and update event timeline document as needed and distribute to committee.
5. Provide Secretary Report at committee meetings.

**Treasurer:** This trusted servant position will be responsible for the following activities:

1. Attend all SWRAASA 2024 Host Committee Meetings (Chair SWRAASA Committee meetings in the absence of the Chair)
2. Create and oversee event budget to ensure all committee members remain fiscally responsible.
3. Provide Treasurer's report at committee meetings.
4. Deliver preliminary financial report of expenses at the SWRAASA business meeting on Sunday, October 13, 2024. A final report will be submitted to the Alternate Delegates of the Southwest Region no later than December 15, 2024.

## Committee Chairs/Co-Chairs\*:

*\*Each committee will have a Chair and a Co-Chair. Co-Chairs will work in concert with their Chair to execute the responsibilities of the committee and will have the same responsibilities of the Chair in their absence.*

**Accessibilities:** This trusted servant position will be responsible for the following activities:

1. Attend all SWRAASA 2024 Host Committee Meetings.
2. Coordination of translation equipment for the main presentation room and all break out rooms.
3. Coordination of volunteers for translation of main room, and breakout sessions.
4. Assist Final Report Chair with coordinating a volunteer to translate the Final Report.
5. Will be responsible for providing written and oral translation to accommodate the Spanish speaking members across the Southwest Region.

6. Responsible for securing ASL translation for all meetings as needed.
7. Ensure the event is accessible for attendees who are physically challenged.

**Agenda:** This trusted servant position will be responsible for the following activities:

1. Attend all SWRAASA 2024 Host Committee Meetings.
2. Coordinate with Alternate Delegate Regional Presenters.
3. Creation of program (topic presentations & workshop/breakout sessions) for the weekend as outlined in the SWRAASA Guidelines.
  - a. Other suggestions from the SWRAASA Guidelines:
    - i. Business Meeting should be listed on the Programs.
    - ii. Should include short summary of presentations
    - iii. Have ready to hand out at registration on Friday
    - iv. Needs to be translated into Spanish
4. Create flyer(s).
5. Assist Final Report Chair with gathering of presenters' summaries.
6. Have draft program available no later than 60 days prior to event.
7. Have final program available no later than 30 days prior to event.

**Archives:** This trusted servant position will be responsible for the following activities:

1. Attend all SWRAASA 2024 Host Committee Meetings.
2. Setup SWRAASA archives display at the event
3. Area 57 is the repository of all SWRAASA archives. The Alternate Delegate and the Archives Chair of the Host Committee will ensure that the following archival material is delivered to the Area 57 (OK)

Archives:

- a. SWRAASA Program
- b. SWRAASA Flyers
- c. Final SWRAASA Treasurer's Report
- d. Final SWRAASA Written Report and/or CD (or another electronic format in English and Spanish)

**Communications:** This trusted servant position will be responsible for the following activities:

1. Attend all SWRAASA 2024 Host Committee Meetings.
2. Coordinating the distribution of the event all information to all intergroups and central offices in the Southwest Region.
3. Coordinate with SWRAASA 2024 Chair to ensure SWRAASA information is getting distributed to the Areas of the Southwest Region.
4. Send all SWRAASA related emails to the body and pre-registered attendees (registration, flyers, updates, news, etc.)
5. Flyers will need to be mailed/emailed to all Areas in the Southwest region. (Suggested to bring copies of flyer to SWRDA and Forum)

**District/Group Outreach:** This trusted servant position will be responsible for the following activities:

1. Attend all SWRAASA 2024 Host Committee Meetings.
2. Work with the Districts/Groups and committee Treasurer to secure voluntary contributions.
3. Primary contact for District liaisons.

**Entertainment:** This trusted servant position will be responsible for the following activities:

1. Attend all SWRAASA 2024 Host Committee Meetings.
2. Execute a Friday Night Entertainment event after presentations.
3. Execute a Saturday Night Entertainment event after presentations.

**Final Report/Reporter:** This trusted servant position will be responsible for the following activities:

1. Attend all SWRAASA 2024 Host Committee Meetings.
2. Coordinate volunteers/reporters to take notes for each breakout session.
3. Coordinate volunteers to collect breakout session notes and update Final Report.
4. Collect presentation summaries from presenters and update Final Report prior to the event. This will be done in coordination with Program Chair and Alternate Delegate.
5. Take notes during the Trustee Presentations, and SWRAASA Business Meeting on Sunday. Update Final Report.
6. Create and distribute Final Report to all attendees, this includes emailing the report and mailing report to those attendees that wished to have the report mailed to them.
7. Other Final Report Suggestions from the SWRAASA Guidelines:
  - a. Consist of information gathered by area volunteers (sometimes called cub reporters) during the presentation to go along with the highlights.
  - b. Final Report should be mailed/emailed out no later than 30 days after SWRAASA.
  - c. Translated to Spanish.

**First Timers:** This trusted servant position will be responsible for the following activities:

1. Attend all SWRAASA 2024 Host Committee Meetings.
2. Create and staff a "first timers" table at the event to answer any questions first time attendees may have.
3. Create optional "first timer" activities for engagement purposes (optional).

**Greeters:** This trusted servant position will be responsible for the following activities:

1. Attend all SWRAASA 2024 Host Committee Meetings.
2. Coordinate volunteers for greeting activities.
3. Coordinate volunteers to work local information (i.e., concierge) table.

**Hospitality:** This trusted servant position will be responsible for the following activities:

- Attend all SWRAASA 2024 Host Committee Meetings.
- Coordination of all beverages and food that will be served in the Hospitality Room.
- Coordination of volunteers to work the Hospitality Room.
- Coordination with District Liaisons on additional funding for the Hospitality Room.

**Registration:** This trusted servant position will be responsible for the following activities:

1. Attend all SWRAASA 2024 Host Committee Meetings.
2. Collecting event registrations.
3. Set up of registration sign ups at various AA events throughout the Area.
4. Will be in possession of e-commerce platform to collect registration money.
5. Work with Treasurer to collect registrations that have been received via mail, and online registration.
6. Print name badges / secure ribbons for badges.
7. Getting volunteers to work the registration table during the even starting on Friday afternoon, through Sunday at Noon.

**Scholarships:** This trusted servant position will be responsible for the following activities:

1. Attend all SWRAASA 2024 Host Committee Meetings.
2. Create and distribute a scholarship program for all attendees who would like to attend but cannot due to financial constraints.

**Security:** This trusted servant position will be responsible for the following activities:

1. Attend all SWRAASA 2024 Host Committee Meetings.
2. Work with Venue committee (when applicable) to ensure that all attendees and volunteers are kept safe while attending SWRAASA 2024.

**Signage:** This trusted servant position will be responsible for the following activities:

1. Attend all SWRAASA 2024 Host Committee Meetings.
2. Work with Agenda and Venue committees to ensure that proper signage (in both English & Spanish) is created and posted throughout the venue to ensure that attendees are kept well-informed of where everything SWRAASA-related is located.

**Speaker:** This trusted servant position will be responsible for the following activities:

1. Attend all SWRAASA 2024 Host Committee Meetings.
2. Coordinate with all speakers selected prior for the event to confirm their participation.
3. Will be responsible for coordinating with all speakers to ensure they are prepared and are well informed of their placement on the program and what they will be asked to submit once their presentation is complete.

**Technology:** This trusted servant position will be responsible for the following activities:

1. Attend all SWRAASA 2024 Host Committee Meetings.
2. Creation and Maintenance of website ([www.swraasa2024.org](http://www.swraasa2024.org))
  - a. Website should have the following
    - i. Information/Home Page
    - ii. Online Registration w/PayPal
    - iii. Document Page
3. Set up of email addresses for all committee members.
4. Setup and manage online platform should the event be hybrid.

**Venue:** This trusted servant position will be responsible for the following activities:

1. Attend all SWRAASA 2024 Host Committee Meetings.
2. Research and secure a minimum of three (3) proposals for venue location to present to the Host Committee for approval.
3. Act as venue liaison and negotiate venue contract to meet and or exceed the needs of the event as outlined in the SWRAASA Guidelines.
4. Distribute venue contract to Host Committee once approved and executed for transparency purposes.

**Volunteers:** This trusted servant position will be responsible for the following activities:

1. Attend all SWRAASA 2024 Host Committee Meetings.
2. Coordinate volunteers to chair AA Meetings to be held Saturday Morning and Sunday Morning.
3. Be the primary point person (committee) when a volunteer raises their hand to help.
4. Work directly with all committee chairs to help place volunteers in committees that need assistance.

**YPAA Liaison:** This trusted servant position will be responsible for the following activities:

1. Attend all SWRAASA 2024 Host Committee Meetings.
2. Work with local YPAA's to encourage participation (presenting and attendance) at SWRAASA 2024.