ESCYPAA Roles & Committees Handbook

Table of Contents

- Purpose of This Handbook
- Chairperson
- Co-Chairperson
- Treasurer
- Secretary
- Hotel Chair
- Archivist
- Outreach Chair
- Prayer & Unity Chair
- Web Chair
- Liaison Roles
- Subcommittee Budget Responsibilities
- Service Timelines
- Accountability & Best Practices
- Role Checklists
- Onboarding Guide Appendix

ESCYPAA, Inc. — Roles & Committees Handbook

Purpose of This Handbook

This handbook defines the responsibilities, authority, accountability, and workflows of all ESCYPAA Advisory Council officers, elected positions, and subcommittees. It is designed to ensure continuity, transparency, and effective service across convention years.

SECTION I — GOVERNING OFFICERS

Chairperson

Role Purpose

The Chairperson serves as the chief governance officer of ESCYPAA, Inc., responsible for leadership of the Advisory Council and protection of the organization's mission, finances, and unity.

Authority

- ❖ Presides over all Advisory Council meetings
- ❖ Acts as authorized signer on contracts and bank accounts
- ❖ Represents ESCYPAA in external matters when required

Core Responsibilities

- Set and distribute meeting agendas
- Facilitate orderly meetings and voting
- Ensure bylaws and policies are followed
- Coordinate with Host Committees
- Monitor organizational health and risk

Annual Workflow

- Schedule bi-monthly meetings

- Oversee budget approvals
- Guide convention site decisions
- Lead annual governance review

Co-Chairperson

Role Purpose

Supports the Chairperson and ensures leadership continuity.

Responsibilities

- Assume Chair duties when absent
- Manage vacant roles temporarily
- Support committee coordination

Treasurer

Role Purpose

Protects financial integrity and compliance of ESCYPAA, Inc.

Authority

- Manages accounts
- Issues payments
- Maintains financial records

Core Responsibilities

- Track income and expenses
- Produce financial reports
- Enforce budget controls
- Maintain reserve fund
- File IRS Form 990 annually

Compliance Controls

- Dual signatory system
- Documented reimbursements

- Transparent reporting

Secretary

Role Purpose

Maintains institutional memory and communication flow.

Responsibilities

- Record and distribute meeting minutes
- Maintain digital records
- Manage correspondence
- Archive governance documents

SECTION II — OPERATIONAL LEADERSHIP

Hotel Chair

Role Purpose

Ensures convention venue contracts serve ESCYPAA's best interests.

Responsibilities

- Liaison between Advisory and Host Committees
- Review hotel proposals
- Track contract timelines
- Report progress at meetings

SECTION III — ELECTED CHAIRS & SUBCOMMITTEES

Archivist

Role Purpose

Preserves ESCYPAA history and materials.

Responsibilities

- Maintain archives: bid books, banners, merch, convention programs, etc.
- Coordinate convention displays
- Collect materials annually
- Ensure recording of speaker tapes are taken care of
- Liaise with AA archival entities
- The archivist is responsible for setting up the archives at the convention, but can keep or hand off to host the archives to store for the year with their discretion.

Outreach Chair

Role Purpose

Promotes statewide participation and awareness.

Responsibilities

- Organize outreach calls
- Issue bid invitations
- Coordinate statewide meetings
- Support bid and host committees

Prayer & Unity Chair

Role Purpose

Supports spiritual unity of ESCYPAA service structure.

Responsibilities

- Open/close meetings with prayer
- Organize group inventory
- Coordinate Midyear Event
- Promote unity initiatives

Web Chair

Role Purpose

Manages digital communication platforms.

Responsibilities

- Maintain ESCYPAA website
- Post updates and minutes
- Support Host Committee sites
- Ensure anonymity standards

NY YPAA Committee Liaison(s)

Role Purpose

Serve as the direct connection between the Advisory Council and committees bidding to host future ESCYPAA conventions. Maintain engagement of cities not currently bidding while encouraging future participation.

Authority

- Communicate Advisory expectations and bid requirements
- Represent Advisory in advisory capacity only (no voting or control)

Core Responsibilities

- Maintain regular communication with assigned cities
- Share convention updates and outreach materials
- Encourage attendance at ESCYPAA events
- Support Outreach Chair efforts

- When committee has decided to bid:
  - Ensure bid requirements are clearly understood
  - Assist with preparation of bid packages and hotel proposals
  - Coordinate with Outreach Chair for statewide communication
  - Provide updates at every Advisory Council meeting
  - Be available to help facilitate steering committee elections when requested

Annual Workflow

- Early year: establish contact and review bid requirements
- Quarterly outreach check-ins
- Promote midyear and convention participation
- Identify future bidding interest
- When committee has decided to bid:
  - Pre-Convention: confirm bid readiness and presentation details
  - Convention: support bid sessions

Accountability

- Regular reporting to Advisory Council
- Maintain neutrality and transparency

Past Host Liaison

Role Purpose

Carry institutional knowledge from prior host committees to current service efforts.

Core Responsibilities

- Maintain contact with past host cities

- Offer guidance and experience
- Encourage ongoing participation and outreach

Annual Workflow

- Early year connection meetings
- Midyear check-ins
- Convention follow-ups

Accountability

- Report insights and concerns to Advisory

SECTION IV — SUBCOMMITTEE BUDGET RESPONSIBILITIES

Any Chair with a budget: - Prepare annual projected budget - Track expenses against approvals - Submit changes for Council approval - Work with Treasurer for transparency

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SECTION V — ROLE-SPECIFIC SERVICE TIMELINES

All roles operate within the ESCYPAA service year (from awarding next host to convention):

Start of Year (first two months)

- Review bylaws & policies
- Set goals
- Approve budgets

Mid Host Year

- Outreach expansion

- Event coordination
- Progress evaluations

Pre-Convention

- Final logistics
- Financial reviews
- Bid preparations

Post-Convention

- Reports
- Transitions
- Archive transfers

SECTION VI — ACCOUNTABILITY & BEST PRACTICES

- Open communication
- Documented decisions
- Financial transparency
- Unity and group conscience
- Respect role boundaries

Welcome to service — your willingness makes ESCYPAA possible.