

Lehigh Valley Host Committee for PENNSCYPAA XXXVII

Trusted Servant Structure & Position Descriptions

(Adopted June 29, 2025 - Version 2)

Organizational Structure

- Committee Chair
- Committee Co-Chair
- Secretary
- Treasurer
- Co-Treasurer
- Program Sub-Committee Chair
 - Speaker Coordinator
 - Workshop & Panels Coordinator
 - Meetings Coordinator
 - Entertainment & Activities Coordinator
 - Members-At-Large
- Site & Operations Sub-Committee Chair
 - Registration Coordinator
 - Housing Coordinator
 - Hospitality Coordinator
 - Accessibility Coordinator
 - Audio-Visual Coordinator
 - Members-At-Large
- Content & Outreach Sub-Committee Chair
 - Outreach Coordinator
 - Website Coordinator
 - Graphic Design Coordinator
 - Merchandise Coordinator
 - Members-At-Large
- Events Sub-Committee Chair
 - Event Registration Coordinator
 - Event Hospitality & Supplies Coordinator
 - Members-At-Large
- Unity & Service Sub-Committee Chair
 - Fellowship Coordinator
 - Service Entities Coordinator
 - Members-At-Large

Officers of the Corporation

Officers have important responsibilities and signatory rights. They work under the Committee Chair to ensure the Host Committee runs effectively.

Officer Positions:

- Committee Chair
- Committee Co-Chair
- Secretary
- Treasurer
- Program Sub-Committee Chair
- Site & Operations Sub-Committee Chair
- Content & Outreach Sub-Committee Chair
- Events Sub-Committee Chair
- Unity & Service Sub-Committee Chair

Requirements for Officers:

- Use full legal names on all official documents.
- Provide valid legal identification.

General Participation Expectations

- Must be a member of Alcoholics Anonymous (AA).
- Attend regular in-person committee meetings, usually on held on Sundays at 1:45 PM at Star of Bethlehem Lutheran Church, 514 3rd Avenue, Bethlehem, PA (schedule to be confirmed).
- Have internet access and be comfortable using email, video conferencing (example Zoom Workplace, Google Meets), and GroupMe app (free group messaging app <https://groupme.com/>) for communication.
- Demonstrate honesty, open-mindedness, and a willingness to learn about AA's 12 Steps, Traditions, and Concepts.

Note: Any member can hold two more Coordinator positions. Members cannot hold more than one Officer position.

Position Descriptions

Committee Chair

Summary

The Committee Chair leads the Host Committee, ensuring effective organization and communication among members. This role is crucial for guiding the committee's activities and maintaining accountability.

Requirements

- Suggested minimum length of continuous sobriety: at least 2 years
- Previous experience on the Lehigh Valley Bid Committee (preferred)
- Understanding of AA's 12 Concepts, Traditions, and Steps
- Must meet Officer requirements and General Participation Expectations
- Provide a permanent home address

Duties

- Organize and lead committee meetings, convening them in the spirit of AA's 12 Steps, Traditions, and Concepts.
 - Follow parliamentary procedures to ensure meetings are conducted in an orderly and fair manner, remaining neutral and impartial regarding all motions and discussions.
 - Serve as the primary liaison to PENNSCYPAA Advisory.
 - Hold fellow Officers accountable, ensuring that tasks, actions, and documentation are progressing towards completion.
 - Ensure fellow Officers complete their assigned tasks effectively.
 - Delegate responsibilities to the Committee Co-Chair as needed.
 - Assume the duties of vacant positions, including Treasurer, Site & Operations Chair, and Unity & Service Committee Chair, as necessary.
-

Committee Co-Chair

Summary

The Committee Co-Chair supports the Committee Chair and steps in when the Chair is unavailable. This role is essential for maintaining continuity in leadership and operations.

Requirements

- Suggested minimum length of continuous sobriety: at least 2 years
- Previous experience on the Lehigh Valley Bid Committee (preferred)
- Understanding of AA's 12 Concepts, Traditions, and Steps
- Must meet Officer requirements and General Participation Expectations

Duties

- Assist in organizing and leading committee meetings, ensuring they are conducted in an orderly and fair manner.
 - Support the Committee Chair in remaining neutral and impartial regarding all motions and discussions.
 - Serve as a liaison to the PENNSCYPAA Advisory as needed.
 - Help hold fellow Officers accountable, ensuring that tasks, actions, and documentation are progressing towards completion.
 - Ensure fellow Officers complete their assigned tasks effectively.
 - Assume the duties of the Committee Chair in their absence.
 - Assume the duties of the following positions if vacant: Secretary, Program Committee Chair, and Content Committee Chair.
 - Report directly to the Committee Chair
-

Secretary

Summary

The Secretary manages documentation and communication for the committee, ensuring that all records are accurate and accessible. This role is vital for maintaining organizational efficiency.

Requirements

- Suggested minimum length of continuous sobriety: at least 1 year
- Previous experience on the Lehigh Valley Bid Committee (preferred)
- Willingness to learn about AA's 12 Concepts, Traditions, and Steps
- Must meet Officer requirements and General Participation Expectations

Duties

- Manage committee materials, including:
 - Keeping an updated committee member roster
 - Taking minutes during meetings
 - Distributing draft minutes within 72 hours after meetings
 - Collecting reports from sub-committees
 - Maintaining a log of committee motions
 - Assist the Committee Chair with communication and attendance tracking
 - Act as the archivist for the committee
 - Respond to communications from the website or email
 - Assume the duties of the Committee Co-Chair in their absence
 - Report directly to the Committee Chair
-

Treasurer

Summary

The Treasurer oversees the financial operations of the Host Committee, ensuring proper management of funds and financial reporting. This role is critical for maintaining the committee's financial health.

Requirements

- Suggested minimum length of continuous sobriety: at least 2 years
- Understanding of AA's 12 Concepts, Traditions, and Steps
- Must meet Officer requirements and General Participation Expectations
- Provide a permanent home address and valid documentation for banking
- Proficiency in Microsoft Excel or similar software
- Experience in budget management is essential

Duties

- Oversee the financial health of the Host Committee
 - Account for all funds, including revenue and expenses
 - Ensure timely payments and proper accounting
 - Develop effective financial management procedures
 - Collaborate with Officers to establish budgets
 - Maintain and manage bank accounts
 - Prepare and submit financial reports
 - Hold Officers accountable for financial matters
 - Report directly to the Committee Chair
-

Co-Treasurer

Summary

The Co-Treasurer assists the Treasurer in managing the committee's finances and takes over financial responsibilities when the Treasurer is unavailable. This role supports the financial integrity of the committee.

Requirements

- Suggested minimum length of continuous sobriety: at least 2 years
- Willingness to understand AA's 12 Concepts, Traditions, and Steps
- Must meet Officer requirements and General Participation Expectations
- Provide a permanent home address and valid documentation for banking
- Proficiency in Microsoft Excel or similar software
- Experience in budget management is essential

Duties

- Support the Treasurer in financial responsibilities
- Assist the Committee Chair in the Treasurer's absence
- Report directly to the Treasurer

Program Sub-Committee Chair

Summary

The Program Sub-Committee Chair leads the planning and execution of the PENNSCYPAA program, coordinating various activities and ensuring a cohesive experience for participants.

Requirements

- Suggested minimum length of continuous sobriety: at least 2 years
- Willingness to understand AA's 12 Concepts, Traditions, and Steps
- Must meet Officer requirements and General Participation Expectations

Duties

- Lead the Program Sub-Committee in creating and executing the PENNSCYPAA program
- Oversee committee members, including various coordinators
- Organize a schedule of program activities with other sub-committees
- Organize and develop the Friday and Saturday main meeting program, including opening ceremonies, closing ceremonies, sobriety countdown, county roll call, speakers, special guests, chairs/readers/guests, and all related logistics, facilitating communication and coordination
- Develop budgets and negotiate program expenses
- Manage the sub-committee's work and provide leadership
- Report directly to the Committee Chair

Speaker Coordinator

Summary

The Speaker Coordinator is responsible for selecting and managing speakers for the main meetings, ensuring that the program features engaging and relevant presentations.

Requirements

- Suggested minimum length of continuous sobriety: at least 1 year
- Must meet General Participation Expectations
- Knowledge of audio file management (e.g., Google Drive)

Duties

- Coordinate the selection of main meeting speakers
- Manage speaker travel and housing logistics

- Serve as the liaison between the committee and speakers
 - Support the Program Sub-Committee Chair in organizing and developing the Friday and Saturday main meeting program
 - Develop project budgets related to speaker engagements
 - Report directly to the Program Sub-Committee Chair
-

Workshop & Panels Coordinator

Summary

The Workshop & Panels Coordinator organizes and manages workshops and panel discussions, creating opportunities for learning and sharing among participants.

Requirements

- Suggested minimum length of continuous sobriety: at least 1 year
- Must meet General Participation Expectations

Duties

- Plan and execute PENNSCYPAA panels and workshops
 - Manage the selection of workshop leaders and panelists
 - Develop topics and formats for workshops and panels
 - Serve as the liaison with workshop leaders and panelists
 - Develop project budgets related to workshops and panels
 - Report directly to the Program Sub-Committee Chair
-

Meetings Coordinator

Summary

The Meetings Coordinator is responsible for planning and executing non-main AA meetings, creating a structured and supportive environment for all participants.

Requirements

- Suggested minimum length of continuous sobriety: at least 1 year
- Must meet General Participation Expectations

Duties

- Plan and execute non-main AA meetings, including the opening meeting, marathon meetings, and the closing meeting
- Organize the schedule and format for all meetings to ensure a smooth flow of events
- Select chairs, panelists, and readers for each meeting
- Serve as the liaison between all chairs and participants, facilitating communication and coordination

- Develop project budgets related to meetings to manage resources effectively
 - Report directly to the Program Sub-Committee Chair
-

Entertainment & Activities Coordinator

Summary

The Entertainment & Activities Coordinator organizes social activities and entertainment for PENNSCYPAA, fostering fellowship, safety, inclusion, and fun among participants.

Requirements

- Suggested minimum length of continuous sobriety: at least 1 year
- Must meet General Participation Expectations

Duties

- Coordinate entertainment and activities for PENNSCYPAA that encourage fellowship, safety, inclusion, and fun
 - Organize activities that promote engagement and enjoyment among participants
 - Serve as the liaison with entertainment vendors to secure services and resources
 - Develop project budgets related to entertainment and activities to ensure proper funding and resource allocation
 - Report directly to the Program Sub-Committee Chair
-

Site & Operations Sub-Committee Chair

Summary

The Site & Operations Sub-Committee Chair is responsible for the overall logistical planning, site management, and operational coordination of the conference. This role ensures that all physical and operational aspects of the event—from venue selection and setup to on-site management and breakdown—are executed efficiently and effectively, providing a safe, welcoming, and smoothly functioning environment for all participants

Requirements

- Suggested minimum length of continuous sobriety: at least 2 years
- Willingness to understand and apply AA's 12 Concepts, Traditions, and Steps
- Must meet Officer requirements and General Participation Expectations
- Previous experience in planning and logistics for conferences or large events is preferred

Duties

- Lead the Site & Operations Sub-Committee in comprehensive logistical planning and site management for the entire conference
- Oversee all site-related operations including venue selection, contract negotiation, site layout, signage, security, transportation, and emergency planning
- Supervise and support all Site & Operations coordinators (e.g., Housing, Hospitality, Accessibility, Audio-Visual Support) to ensure seamless integration of their functions
- Serve as the primary liaison with potential and confirmed PENNSCYPAA sites, including venue management, university housing offices, and vendors
- Collaborate closely with other sub-committees to align site operations with program needs and participant services
- Develop and manage the Site & Operations budget, including forecasting expenses, negotiating contracts, and ensuring cost-effective resource allocation
- Coordinate volunteer recruitment, training, and scheduling for site-related roles and activities
- Oversee on-site setup, event execution, and breakdown, troubleshooting operational issues as they arise to maintain smooth event flow
- Ensure compliance with all site policies, safety regulations, and accessibility standards
- Report directly to the Committee Chair

Registration Coordinator

Summary

The Registration Coordinator manages the registration process for the conference, ensuring a seamless experience for participants from pre-registration to on-site check-in.

Requirements

- Suggested minimum length of continuous sobriety: at least 1 year
- Must meet General Participation Expectations
- Preferred experience in database management and customer service

Duties

- Oversee the entire registration process, including pre-registration, on-site registration, and follow-up all inquiries about registration
- Develop and maintain an accurate database of registered participants, ensuring all information is up-to-date and secure
- Create and implement registration forms and systems, both online and on-site, to facilitate easy access for participants
- Communicate with participants regarding registration details, confirmations, and any changes to the schedule
- Manage on-site registration logistics, including check-in procedures, name badge distribution, and information desk operations

- Collaborate with other sub-committees to identify and accommodate participants with accessibility needs or requests
- Develop project budgets related to registration activities to ensure effective resource management
- Report directly to the Program Sub-Committee Chair

Housing Coordinator

Summary

The Housing Coordinator manages all aspects of participant lodging for the event, including hotel accommodations and dormitory housing when the conference is held on a university campus, ensuring that attendees have safe, comfortable, and accessible accommodations.

Requirements

- Suggested minimum length of continuous sobriety: at least 1 year
- Must meet General Participation Expectations
- Preferred experience in housing coordination, hospitality, or event lodging management

Duties

- Coordinate housing arrangements for participants, including securing hotel blocks and/or dormitory housing on university campuses
- Negotiate rates and manage room assignments across all lodging types
- Serve as the primary liaison with hotels and university housing offices
- Maintain an up-to-date database of housing availability and assignments
- Communicate housing information clearly to participants, including reservation procedures, key facility policies, and other lodging guidelines
- Collaborate with the Accessibility Coordinator to ensure accessible lodging options are available across all housing types
- Develop project budgets related to housing activities
- Report directly to the Site & Operations Sub-Committee Chair

Hospitality Coordinator

Summary

The Hospitality Coordinator ensures a welcoming environment for participants by managing hospitality services and supplies.

Requirements

- Suggested minimum length of continuous sobriety: at least 6 months

- Must meet General Participation Expectations

Duties

- Manage hospitality suite operations with the Site & Operations Sub-Committee
 - Oversee hospitality planning, supply management, and volunteer scheduling
 - Ensure a clean and welcoming environment
 - Serve as the primary liaison with the site's staff
 - May also serve as the Hospitality Coordinator for the Event Sub-Committee
 - Develop project budgets related to hospitality activities
 - Report directly to the Program Sub-Committee Chair
-

Accessibility Coordinator

Summary

The Accessibility Coordinator ensures that all participants have the necessary accommodations to fully engage in the event.

Requirements

- Suggested minimum length of continuous sobriety: at least 6 months
- Must meet General Participation Expectations

Duties

- Coordinate accessibility and accommodations for participants
 - Learn about site accessibility features and policies
 - Prepare reserved seating for participants needing additional space
 - Liaise with participants with accessibility needs
 - Develop project budgets
 - Report to the Program Sub-Committee Chair
-

Audio-Visual Support Coordinator

Summary

The Audio-Visual Support Coordinator manages all audio-visual needs for the event, ensuring high-quality presentations and experiences.

Requirements

- Suggested minimum length of continuous sobriety: at least 6 months
- Must meet General Participation Expectations

Duties

- Coordinate sound, lighting, and visual equipment

- Plan and manage audio-visual systems
 - Serve as the primary contact for audio-visual services and vendors
 - Oversee technical production for meetings and entertainment
 - Develop project budgets
 - Report to the Program Sub-Committee Chair
-

Content & Outreach Sub-Committee Chair

Summary

The Content & Outreach Sub-Committee Chair leads efforts to create and share content and outreach initiatives, enhancing the visibility and engagement of the event within the community.

Requirements

- Suggested minimum length of continuous sobriety: at least 1 year
- Willingness to understand AA's 12 Concepts, Traditions, and Steps
- Must meet Officer requirements and General Participation Expectations
- Past branding, marketing, or public relations experience preferred

Duties

- Lead the Content Sub-Committee in creating and delivering timely, accurate, and engaging content across various platforms (e.g., website, social media, newsletters)
 - Develop and implement outreach strategies to attract AAs to events and PENNSCYPAA
 - Serve as the point of contact for media inquiries and public information
 - Develop budgets and negotiate content-related expenses in partnership with the Treasurer/Co-Treasurer
 - Manage the sub-committee's work and provide leadership and support to its members
 - Report to the Committee Chair
-

Outreach Coordinator

Summary

The Outreach Coordinator is responsible for showcasing committee events and PENNSCYPAA at AA events, conferences, conventions, and roundups.

Requirements

- Suggested minimum length of continuous sobriety: at least 6 months
- Must meet General Participation Expectations
- Ability to drive across states and access a vehicle is preferred
- May require self-financing of travel and accommodations

Duties

- Organize outreach activities at AA events and conferences
 - Manage display materials, merchandise sales, registration, and supplies
 - Build connections with other AA service organizations at events
 - Develop project budgets
 - Report to the Content Sub-Committee Chair
-

Website Coordinator

Summary

The Website Coordinator manages the Host Committee's online presence, ensuring that the website is up-to-date and user-friendly.

Requirements

- Suggested minimum length of continuous sobriety: at least 6 months
- Must meet General Participation Expectations
- Experience in web content creation and management is preferred

Duties

- Manage the website and keep content updated
 - Collaborate with other committee members to gather and publish relevant content
 - Ensure the website is user-friendly and accessible to all visitors
 - Coordinate with Treasurer/Co-Treasurer for e-commerce activities
 - Develop project budgets
 - Report to the Content & Outreach Sub-Committee Chair
-

Graphic Design Coordinator

Summary

The Graphic Design Coordinator creates visually attractive materials and content for Host Committee activities, events, and PENNSCYPAA, enhancing branding and communication efforts.

Requirements

- Suggested minimum length of continuous sobriety: at least 6 months
- Must meet General Participation Expectations
- Access to design resources is preferred

Duties

- Collaborate with the Content Sub-Committee to coordinate the creation of visually attractive documents for both print and digital distribution

- Utilize desktop publishing software and/or template resources to combine text and graphics, creating visually appealing documents
 - Lead the development of branding for PENNSCYPAA XXXVII
 - Oversee design projects for merchandise, event materials, website content, PENNSCYPAA materials, signage, swag, and more
 - Develop project budgets
 - Report to the Content & Outreach Sub-Committee Chair
-

Merchandise Coordinator

Summary

The Merchandise Coordinator is responsible for managing the sale of event merchandise, which contributes to revenue generation and enhances branding efforts.

Requirements

- Suggested minimum length of continuous sobriety: at least 6 months
- Must meet General Participation Expectations
- Ability to store merchandise and access a vehicle is preferred

Duties

- Manage the sale of merchandise to generate revenue for the event
 - Oversee inventory management, vendor sourcing, and organization of sales processes
 - Collaborate with other committee members to ensure merchandise aligns with event branding and messaging
 - Coordinate the design and production of merchandise items
 - Ensure effective communication with vendors and suppliers for timely delivery of merchandise
 - Develop project budgets
 - Report to the Content & Outreach Sub-Committee Chair
-

Events Sub-Committee Chair

Summary

The Events Chair is responsible for leading the Events Sub-Committee in the planning and execution of engaging events that foster increased awareness and generate revenue in support of PENNSCYPAA.

Requirements

- Suggested minimum length of continuous sobriety: at least 1 year
- Willingness to understand AA's 12 Concepts, Traditions, and Steps

- Must meet Officer requirements and General Participation Expectations
- Past event management experience preferred

Duties

- Lead the Events Sub-Committee in creating and executing engaging events, ensuring that all activities are well-coordinated
- Create attractive and engaging event ideas that align with PENNSCYPAA's goals
- Coordinate all logistical aspects of events, including venue selection, hospitality, AA meeting program, and volunteers
- Create detailed budgets for each event, monitor expenses, and assist in financial management
- Collaborate with the Content & Outreach Sub-Committee to attract event attendance and engagement
- Recruit, train, and manage volunteers to assist with event execution, ensuring that all team members understand their roles and responsibilities
- Manage the sub-committee's work and provide leadership
- Develop budgets and negotiate expenses
- Report to the Committee Chair

Event Registration Coordinator

Summary

The Event Registration Coordinator oversees the registration process for events, ensuring a smooth experience for participants.

Requirements

- Suggested minimum length of continuous sobriety: at least 6 months
- Must meet General Participation Expectations

Duties

- Coordinate registration for events
- Develop registration processes and manage on-site registration
- Manage merchandise sales during events, including inventory tracking and sales reporting
- Develop project budgets
- Report to the Events Sub-Committee Chair

Event Hospitality & Supplies Coordinator

Summary

The Event Hospitality & Supplies Coordinator manages hospitality services and supplies for events, creating a welcoming atmosphere for participants.

Requirements

- Suggested minimum length of continuous sobriety: at least 6 months
- Must meet General Participation Expectations

Duties

- Coordinate hospitality services and supplies for events
- Plan food and beverage offerings and maintain inventory
- Purchase and transport supplies necessary for events
- Organize food and drink preparation and service, ensuring a sanitary environment at events
- Source and maintain inventory of supplies for events, including pens, markers, signs, raffle tickets, and other materials
- May also serve as the Site & Operations Sub-Committee's Hospitality Coordinator
- Develop project budgets
- Report to the Events Sub-Committee Chair

Unity & Service Sub-Committee Chair

Summary

The Unity & Service Sub-Committee Chair fosters a spirit of AA's unity and service within the committee, ensuring that AA's Traditions and Concepts are upheld. This role emphasizes mutual respect, inclusion, serenity, and humility among committee members as trusted servants.

Requirements

- Suggested minimum length of continuous sobriety: at least 1 year
- Willingness to understand AA's 12 Concepts, Traditions, and Steps
- Must meet Officer requirements and General Participation Expectations

Duties

- Lead the Unity & Service Sub-Committee to maintain Host Committee practices that uphold AA's Traditions and Concepts while fostering a committee environment of mutual respect, inclusion, serenity, and humility
- Ensure compliance with fiduciary, contractual, and legal obligations of the committee
- Oversee the membership of the sub-committee, which includes the Fellowship Coordinator, Service Entities Liaison, and members-at-large
- Possess and share knowledge of parliamentary procedure, Robert's Rules of Order, and AA's Third Legacy voting procedures during meetings
- Raise "points of order" during meetings to clarify parliamentary procedures and restore serenity and order, including facilitating prayer breaks as needed

- Serve as the steward of the Committee's By-Laws, ensuring they are upheld and adhered to in all committee activities.
- Support fellow Officers and manage the sub-committee's work, providing leadership and guidance to its members
- Report to the Committee Chair

Fellowship Coordinator

Summary

The Fellowship Coordinator organizes activities that promote fellowship among committee members, strengthening community bonds.

Requirements

- Suggested minimum length of continuous sobriety: at least 1 month
- Must meet General Participation Expectations

Duties

- Coordinate activities that foster fellowship within the committee
- Organize social activities to strengthen bonds among members
- Recognize and celebrate committee member sobriety milestones
- Report to the Unity & Service Sub-Committee Chair

Service Entities Coordinator

Summary

The Service Entities Coordinator builds relationships with local and regional AA service entities, facilitating communication and support for the committee.

Requirements

- Suggested minimum length of continuous sobriety: at least 6 months
- Must meet General Participation Expectations
- Access to a vehicle is preferred
- Ability to attend meetings of ABE Intergroup, District 37, and District 57

Duties

- Coordinate relations with ABE Intergroup, District 37, District 57, Area 59, and other regional AA service entities, enhancing collaboration and communication.
- Proactively share information about committee activities, events, and plans for PENNSCYPAA
- Network with members of service entities to foster partnerships and support

- Post events and information about PENNSCYPAA on service entities' websites and other relevant intergroup websites outside our area
 - Request support for the host committee and volunteers for PENNSCYPAA operations
 - Facilitate requests from other AA groups or service entities 'events and meetings for speakers from the Host Committee
 - Report to the Unity & Service Sub-Committee Chair
-

Traditions & Concepts Coordinator

Summary

The Traditions & Concepts Coordinator plays a vital role in ensuring that the principles of Alcoholics Anonymous (AA) are upheld within the committee. This position emphasizes the importance of AA's Traditions and Concepts. The coordinator will serve as a resource for understanding and implementing these principles in all committee activities.

Requirements

- Suggested minimum length of continuous sobriety: at least 6 months
- Must meet General Participation Expectations

Duties

- Lead discussions and activities that promote understanding and application of AA's Traditions and Concepts within the committee.
 - Educate committee members on the significance of AA's Traditions and Concepts, establishing their integration into all committee practices and decisions.
 - Monitor and advocate agreement with AA's Traditions and Concepts in all committee actions, raising concerns as necessary.
 - Develop and distribute educational materials that highlight the importance of Traditions and Concepts for committee meetings.
 - Report to the Unity & Service Sub-Committee Chair
-

Members-At-Large

Summary: Members-At-Large participate in the committee and contribute to various sub-committees, supporting the overall mission of the Host Committee.

Requirements:

- Must be a member of AA.

Duties:

- Participate in the committee and/or sub-committees.