

# AAUW NC State Convention Preparation Guide and Checklist

## NOTES

### Documentation:

- ◆ 2004 Convention Guidelines Revision Committee: Mary Peterson, Lill Van Order and Marty Folsom. Edited to make copy more concise, reflect technology advances, update officer and board members' titles, deadlines, reformat to a checklist and provide for annual evaluation and revisions. Adopted October 2004.
- ◆ 1992 Convention Planning Committee, Hila R. Stratton chair, edited to update terminology and facts with no substantive changes, Raleigh Committee, Summer 1992.
- ◆ Report adopted in 1980.
- ◆ Convention guidelines committee will solicit feedback from officers and chairs below immediately following each convention and make appropriate revisions prior to copying and distributing to new officers and convention team. The committee consists of the program vice-president, outgoing convention chair and *Tar Heel News* editor.

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- ◆ AAUW NC Officers and Board Members
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### AAUW NC Officers and Board Members

- ◆ President
- ◆ Program Vice-President and Committee\*
- ◆ Treasurer
- ◆ Legal Advocacy Fund Chair
- ◆ Educational Foundation Chair
- ◆ *Tar Heel News* Editor
- ◆ Webmaster
- ◆ Membership Vice-President

*\*Committee includes Diversity Chair, C/U Chair, Educational Equity Chair, International Relations Chair, Public Policy Chairs, TLAF Chair, EF Chair, Tar Heel News Editor*

### Convention Committee – Host Branch

- ◆ Branch President
- ◆ Convention Chair
- ◆ Convention Treasurer
- ◆ Subcommittees (each has a leader)
  - Registration Process
  - Registration Packets/Favors
  - Hospitality
  - Physical Arrangements
  - Decorations
  - Transportation
  - Publicity

## AAUW NC President

## NOTES

### ***15 months prior to convention:***

- Appoint the convention chair/coordinator based on the recommendation of the branch president.
- Read state convention guidelines.
- Receive information about available hotels/facilities and dates from the convention chair/coordinator and branch president, and together, choose the location and date for the convention.
- Get approval from the Executive Committee.
- Instruct convention chair to obtain a contract stating what charges will be made, what will be FREE, block of lodging rooms available and number each will accommodate with the room rates for delegates. Avoid likelihood of deficit in making commitments. If possible, meeting room should be separate from eating room unless there is a banquet with program. General meeting room should seat at least 125, banquet 90-95, and Sat. lunch c. 100. (estimates used in 1992 and confirmed to be current in 2004.)
- Sign the contract and return to convention chair.
- Give information to *Tar Heel News* editor.
- Be available to everyone involved with convention throughout process.
- Present Convention Guidelines to all persons listed above.

### ***12 months prior to convention:***

- Announce location of next year's convention during current year's event.
- Introduce convention chair to participants.

### ***5 months prior to convention:***

- Review possible menus and prices with convention chair and program vice-president.

### ***3 months prior to convention:***

- Receive reports from convention chair and program vice-president of all plans.
- Make suggestions if needed.

### ***2 weeks prior to registration deadline:***

- Contact all branch presidents to remind them registration deadline is near.
- Encourage them to bring as many branch members as possible.

### ***1 month prior to convention:***

- Receive report from convention chair and program vice-president of all plans.
- Review physical needs of officers and the board (such as number and size of rooms desired and equipment (lecterns, microphones, display tables, flip-charts, chalkboards, screens, projectors, Internet feeds, etc.) with program vice-president, who will advise convention chair.
- Make suggestions if needed.

### ***Convention:***

- Preside at opening, closing and business sessions.

## AAUW NC Program Vice-President

## NOTES

### ***9 months prior to convention:***

- Read state convention guidelines.
- Review post-convention evaluation forms with the convention chair and branch president. Discuss changes that need to be made.

### ***Prior to Fall Tar Heel News deadline:***

- Determine convention theme. Report to *Tar Heel News* editor and webmaster.

### ***Prior to Winter Tar Heel News deadline:***

- Develop program agenda. Report to *Tar Heel News* editor and webmaster, with any other information available.
- Begin securing program, panel and workshop leaders and banquet speaker. Ask for their biographies and photos when they accept.
- Work with program committee to arrange programs as part of the convention.

### ***5 months prior to convention:***

- Review possible menus and prices with convention chair and state president.
- With the state program committee, advise the convention chair what meals will be associated with programming, such as EF and LAF breakfasts or luncheons. Meals and lodging will be paid by AAUW NC.
- Receive names of entire convention committee and leaders from convention chair.

### ***Prior to Spring Tar Heel News deadline:***

- Send program agenda revisions, highlights, biographies of speakers, and all other program information to *Tar Heel News* editor and webmaster.

### ***3 months prior to convention:***

- Submit program report to convention chair and president.

### ***1 month prior to convention:***

- Work with convention chair to make housing and meal arrangements for speakers, including special needs (diet, access).
- Provide names and titles of speakers to convention chair for preparation of name tags and table place cards.
- Review physical needs of officers and the board, program, panel and workshop leaders (such as number and size of rooms desired and equipment (lecterns, microphones, display tables, flip-charts, chalkboards, screens, projectors, Internet feeds, etc.) with president. Advise convention chair.
- Receive schedule of rental fees from convention chair. Reserve equipment if it cannot be obtained elsewhere for less or nothing (i.e., members, other sources, although some hotels will not allow other rental items on their premises).
- Send evaluation form to convention chair for inclusion in convention packets given to delegates at registration.

### ***3 weeks prior to convention:***

- Submit program updates to convention chair and president.
- Send final program agenda revisions to *Tar Heel News* editor.

### ***Convention:***

- Oversee all program functions.

### ***Immediately after convention:***

- Review and revise convention guidelines with outgoing convention chair and *Tar Heel News* editor.
- Tally convention evaluations.

## AAUW NC Treasurer

- Read state convention guidelines.
- Advise convention treasurer as needed.
- Work with webmaster to set-up on-line registration.
- Provide advance to convention treasurer for expenses incurred prior to their receipt of registration fees.

## AAUW NC Educational Foundation Chair

- Read state convention guidelines.

### *5 months prior to convention:*

- Work with program vice-president to arrange meals and speakers as part of overall program.

### *Prior to Spring Tar Heel News deadline:*

- Secure speakers, their bios and photos. Give information to program vice-president, *Tar Heel News* editor and webmaster.

### *1 month prior to convention*

- Determine speakers' lodging and meal needs (including special diets) and advise convention chair and program vice-president, who are responsible for making arrangements.

## AAUW NC Legal Advocacy Fund Chair

- Read state convention guidelines.

### *5 months prior to convention:*

- Work with program vice-president to arrange meals and speakers as part of overall program. Leader-on-Loan travel grant by Association may not be available, or if it is, may not be confirmed until close to the convention date, requiring persistence on part of state LAF chair, and possibly a Plan B.

### *Prior to Spring Tar Heel News deadline:*

- Secure speakers, their bios and photos. Give information to program vice-president, *Tar Heel News* editor and webmaster.

### *1 month prior to convention*

- Determine speakers' lodging and meal needs (including special diets) and advise convention chair and program vice-president, who are responsible for making arrangements.

## AAUW NC Webmaster

- Read state convention guidelines.
- Publish news and information on the same timeline as *Tar Heel News*.
- Provide updates between issues of *Tar Heel News* as provided by program vice-president and convention chair.
- Work with convention chair and state treasurer to develop on-line registration.
- Publish pre- and post-convention reports and news.

## Membership Vice-President

### *7 weeks prior to convention*

- Provide letter to branch presidents specifying the branch delegate allocation to the convention chair for inclusion in the presidents' packets.

## AAUW NC Tar Heel News Editor

## NOTES

- Read state convention guidelines.

### ***Spring Tar Heel News, current year:***

- Publish date, host, and city in Summer *Tar Heel News* "Important Dates."
- During Convention:
- Meet with new convention host. Secure date and location of next convention.

### ***Summer Tar Heel News:***

- Publish new convention date and location.

### ***Fall Tar Heel News:***

- Meet with program vice-president and convention chair at summer board meeting.
- Receive convention theme from program vice-president. Design logo and publish with information in Fall *Tar Heel News*.

### ***Winter Tar Heel News:***

- Publish program agenda and any other information available from program vice-president and convention chair, including names and positions of program, panel and workshop leaders and banquet speaker.
- If available, publish names of Educational Foundation Fellows and Legal Advocacy Fund speaker(s) who will present during convention.
- Send soft copies of information to convention chair for use by publicity committee.

### ***Spring Tar Heel News, convention year:***

- Publish names of entire convention committee and leaders.
- Publish complete program agenda, highlights, biographies of speakers, registration form, map, directions, LAF and EF meal registrations.
- Send soft copy to convention chair for publicity.
- Publish request for branch presidents to send names of deceased members to be included in memorial service to the convention chair.

### ***One month prior to Convention:***

- Reformat information used in *Tar Heel News* into 11 x 17 and 8.5 x 11 fliers. Send originals to host branch for duplication and distribution.

### ***Three weeks prior to Convention:***

- Reformat information used in *Tar Heel News* into convention program.
- Work with program vice-president and convention chair to obtain names of meeting rooms, special designations for name tags, and send proofs to them for approval.
- If convention committee approves, print outside cover of program on color printer for cost of paper, black and color inkjet cartridges, as well as the sheets of labels for the front of the convention folders. Cost of labels also to be reimbursed by convention committee. Inside pages of program to be run on standard copier in black at a fast copy shop at cost of convention committee. Ship or deliver to convention chair for folding, collation and stapling at least one week prior to convention.

### ***Immediately after convention:***

- Review and revise convention guidelines with outgoing convention chair and *Tar Heel News* editor.

### ***First Tar Heel News following convention:***

Publish photos, features and reports.

## Branch President

## NOTES

### *15 months prior to convention:*

- Read state convention guidelines.
- Recommendation a branch member to the state president to be appointed as convention chair.
- With the convention chair/coordinator present information about available hotels/facilities and dates to the state president. Together, choose the location and date.

### *When appropriate:*

- Advise/assist convention chair.

### *Convention:*

- With the convention chair, greet state officers.
- Welcome the convention during the opening ceremony.

## Convention Chair

Overall responsibility for local arrangements, including serving as a liaison between the state officers and subcommittee leaders.

### ***15 months prior to convention:***

- Read state convention guidelines.
- Accept appointment as the convention chair/coordinator based on the recommendation of the branch president.
- Collect information about available hotels/facilities and dates.
- Report to state president and branch president, and together, choose the location and date for the convention, subject to approval by state executive committee.
- At the instruction of the state president, obtain a contract stating what charges will be made, what will be FREE, block of lodging rooms available and number each will accommodate with the room rates for delegates. Avoid likelihood of deficit in making commitments. If possible, meeting room should be separate from eating room unless there is a banquet with program. General meeting room should seat at least 125, banquet 90-95, and Saturday lunch 100. (estimates used in 1992 and confirmed to be current in 2004.)
- Obtain the signature of the state president on the contract.
- Give date, location and rate information to *Tar Heel News* editor.

### ***12 months prior to convention:***

- Make presentation about site of next year's convention during current year's event.
- Give brochures and other paper materials to *Tar Heel News* editor.

### ***9 months prior to convention:***

- Review post-Convention evaluation forms with the program vice-president and Branch president. Talk about changes that need to be made.
- Appoint subcommittees and leaders.
- Provide specific instructions to them from these guidelines.

### ***5 months prior to convention:***

- Review possible menus and prices with state president and program vice-president before confirming to hotel and sending pre-registration information to *Tar Heel News* and webmaster. The program vice-president and her state program committee will advise the convention chair what meals will be associated with the programming, such as EF Luncheon, LAF breakfast.
- Check with subcommittees on progress.

### ***Prior to Winter Tar Heel News deadline:***

- Provide complete hotel registration information to *Tar Heel News* editor and webmaster, including room rate and code, if not furnished previously, and cost of meals and convention registration.
- Provide information about sight-seeing and local events during the convention period to *Tar Heel News* editor and webmaster.
- Provide names of entire convention committee and leaders to state president, program vice-president, *Tar Heel News* editor and webmaster.
- Prior to Spring Tar Heel News deadline:
- Upon receipt of proof, confirm content of registration form to *Tar Heel News* editor and webmaster.

***3 months prior to convention:***

- Work with program vice-president to make housing and meal arrangements for speakers, including special needs, i.e., access, diet. The program vice-president and her committee will advise what meals will be associated with programming, such as EF and LAF breakfasts or luncheons.
- Arrange for a local dignitary to welcome the convention participants during the opening ceremony.
- Provide report to state president, branch president, and program vice-president of all plans.
- Ask questions, if any, and receive their suggestions.

***6 weeks prior to registration deadline:***

- Mail convention packet to all branch presidents and state president. Packet to include invitation, registration forms for convention, EF and LAF events; map, directions, hotel information, and letter from membership vice-president about delegation allocation.

***3 days prior to registration deadline:***

- Ask hotel for printout of registrants. Compare with individual registrations received by convention committee. Contact presidents of branches which are not represented, and encourage them to attend and bring as many branch members as possible.

***1 month prior to convention:***

- Receive report of physical needs of officers and the board (such as number and size of rooms desired and equipment (lecterns, microphones, display tables, flip-charts, chalkboards, screens, projectors, Internet feeds, etc.) from program vice-president, and give to physical needs subcommittee.
- Meet with hotel to determine availability and cost (if any) of these items, but do not contract at this point. Report to program vice-president, who will make arrangements.
- Report names or numbers of all meeting rooms to *Tar Heel News* editor for inclusion in convention program.
- Provide report to state president and program vice-president of all plans.
- Hold a general meeting with all subcommittees to check on status of arrangements. Make final plans for each area.
- Plan memorial service for Sunday morning, possibly asking others from around the state to participate. *Tar Heel News* will publish a request in the Spring issue asking branch presidents to send the names, but e-mail, phone or snail mail reminders are essential. Confirm time and day with program vice-president.

***Convention:***

- With branch president, greet state officers.
- Meet with state president and program vice-president to assure all arrangements meet requirements. Be available to them, if needed.
- Supervise subcommittee leaders.
- Lead memorial service.

## Convention Treasurer

## NOTES

*Beginning 1 year prior to convention, and then on a timely and appropriate basis:*

- Read state convention guidelines.
- Set up Convention account at a local bank in name of AAUW NC Convention Fund.
- Consult with state treasurer and webmaster about on-line registration possibilities at least six months before convention.
- Receive checks for registration fees and meals.
- Set up books for receipts and disbursements. Make deposits, listing names of registrants (last names).
- Give to registration chair all registration forms and work with her/him to place meal tickets paid for and name tags in envelopes with name thereon to be put in registration packets.
- Treasurer or designee with her records should be available during convention at all times in case any question arises at registration times. She/he should collect any monies from on-site registrants, (possibly use receipt for cash).
- Refunds for meals can only be given if the tickets are sold to someone else. Treasurer should attend to this.
- Pay all authorized convention bills. Registration and meal monies left over should be sent to state treasurer . Close account at local bank as soon as all checks have cleared, usually a month or a bit longer.

## Registration Process:

- Before convention, prepare name tags with large print (Name, Branch) for pre-registrants, including all speakers, whose names and titles will be provided by the program vice-president. Name tags of delegates, board members, officers and workshop presenters must have identification ribbons attached.
- Put name tags and meal tickets in envelopes. Put name and number of tickets enclosed on envelope; separate and mark those not paid for which can be with on-site registration. Registration fee and tickets must be paid for before giving out. These should be inserted in alphabetized registration portfolios.
- Set-up and supervise the registration table(s); be present throughout convention.
- Staff Friday, 4-7:30 p.m. and after board meeting, 9-10 p.m.; and Saturday, 8 a.m. to 5:30 p.m.; coordinate schedule with program vice-president.
- To avoid lines, provide two tables/ends of table with packets for pre-registrants and those for on-site registration or who owe fees.
- If reserved meal tickets are not picked up when registration is open, they may be sold prior to each meal scheduled.
- Have tags and pens for on-site use, plus numbered meal tickets up to maximum extras facility will serve beyond number actually registered.
- Have list by branch of pre-registrants with delegate status by names in portfolios and at registration table. On-site registrants' names can be added. This helps everyone, including voting credentials committee. Give update list to state president and credentials chair.
- The credentials chair must make a report prior to each business session of the number attending convention and break it down by delegates, alternate delegates, past state presidents, guests. The state membership vice-president will provide a list of voting delegates by branch to the registrar, who will supply this information to the credentials chair.

## Registration Packet/Favors:

- Purchase pocket folders to hold convention materials, including programs, agendas, list of convention participants, evaluation forms, area map and attractions, etc., and insert the materials. Full-color labels with the convention logo, date and place are available from the newsletter editor for the cost of the blank labels plus black and color inkjet cartridges. They will be shipped to the committee chair in plenty of time for placing on the folders.
- Contact local merchants and businesses for favors. Include a sheet giving recognition to the donors in the registration packet.

## Hospitality:

- Provide greeters for out-of-town members/guests.
- Work with convention chair to designate hospitality suite.
- Determine whether facility allows food and beverages to be brought in. If so, ask other branches in cluster to provide beverages/snacks and staff hospitality room at times prearranged with program vice-president. One of these periods is the First Timers Reception on Saturday evening.
- Prior to Spring *Tar Heel News* deadline, provide hospitality schedule and host branch names to convention chair, to pass on to *Tar Heel News* editor for inclusion in newsletter and convention program.
- Take up tickets at all meal functions, count carefully, and give to convention chair who will consult with facility to be sure number for each meal is agreed upon (this avoids losses).

## Transportation:

- Meet or arrange for someone to meet planes for out-of-town speakers or invited guests; program vice-president will provide schedule.
- See that those same persons are taken to meet flights for return trip; review leaving facility and departure flight times several hours before they are to leave. Assist them in getting meals if arrival/departure does not coincide with group meal times. If time permits, ask if they would like a short tour of local highlights.

## Physical Arrangements:

- One month prior to convention, receive report of physical needs of officers and the board (such as number and size of rooms desired and equipment (lecterns, microphones, display tables, flip-charts, chalkboards, screens, projectors, Internet feeds, etc.) from convention chair, who will advise as to the sources (hotel, members, etc.)
- Be sure rooms are set-up and ready for meetings as needed; clarify with facility and program vice-president in advance as to style of seating.
- Check to see if microphones are in place and operating prior to meetings. Adjust for different speakers so all may hear. Request low lecterns, if possible, so shorter speakers can be seen by the audience.
- Monitor temperature of meeting room to avoid extremes.
- Be sure water and glasses are available on all tables during meetings.
- Provide signage for outside of rooms for workshops and name cards for head tables for all meetings and meals.

## Decorations:

- Provide table decorations for banquet. Keep them low so as not to obstruct the view of persons listening to others.

## Financial Responsibility:

- ◆ The Association (AAUW) sets policy on who pays for rooms and travel for the regional director and the Association Leader-on-Loan. The program vice-president will advise convention chair so appropriate arrangements can be made. The convention chair makes room reservations and meal reservations for these two and any other speakers and invited guests.
- ◆ The state program budget pays for meals for the regional director and Leader-on-Loan, as well as for lodging and meals for any non-AAUW program participant.
- ◆ Any convention expenses in excess of receipts for meals and registration fees have to be paid by the AAUW NC. Do not contract for any large amount without consent of the state president, as the state is responsible for making up deficit, if any. Careful planning, solicitation of some items from businesses or members and wise decision making in guaranteeing meals to be paid, close contact with and guidance of committees' expenditures, and adding a late fee (\$5 in 1992) for pre-registrations postmarked after deadline and on-site should help avoid a deficit and result in a balance remaining.
- ◆ Registration fee and surplus of meal income over expenses pay for:
  - Communication: Hostess branch letters of invitation to branches, map to facility, pre-registration forms. Essential letters/calls to assisting branches and to state president and program vice-president.
  - Registration materials not contributed by others.
  - Entertainment fees if host branch decides to include entertainment at reception prior to banquet.
  - Rental fees for audio-visual equipment or supplies.
  - Hospitality costs such as coffee/tea and snacks and supplies if not donated by host or cluster branch members. Wine, cheese, snacks and punch for First Timers' Reception, if not hosted by a cluster branch.
  - Ink cartridges, paper and labels, etc. for convention programs, and packet labels.
- ◆ Members, including College/University members, pay for:
  - Room and meals.
  - Registration fees.
  - Transportation.
  - All expenses for their own guests (spouses, friends, etc.)No registration fee is required for non-AAUW eligible persons.

## General Policies:

- ◆ Rooms that are not reserved by the facility deadline cannot be guaranteed.
- ◆ Members make their own lodging reservations.
- ◆ Meals not purchased by the deadline cannot be provided unless the facility agrees or there are cancellations.
- ◆ Meals not cancelled before deadline cannot be refunded unless tickets are sold to someone else.