

Guide for Preparing the State Convention of the American Association of University Women – North Carolina

Convention Planning Committee, Hila R. Stratton chair (report adopted in 1980)
 Edited to update terminology and facts with no substantive changes, Raleigh Committee, Summer, 1992

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HELPFUL HINTS, SUGGESTIONS AND POLICIES

for the

AAUW-NORTH CAROLINA STATE CONVENTION

We believe that the following suggestions will help everyone from the State President to the individual member will each do her part and follow the rules.

We have tried to put things to do in sequence for orderly planning and execution of the Convention. Take it from those of us who know—CONVENTIONS DON'T JUST HAPPEN.

TIME TABLE

Fifteen (15) months before the Convention

The State President, after consulting with Branch President shall appoint the Convention Chair/Coordinator. The place and date of the Convention shall be decided by the State President, Branch President and Convention Chair in consultation after ascertaining the available hotels/facilities and dates, with approval by the Executive Committee.

Thirteen (13) months before the Convention

A firm contract with the facility/hotel should be secured so that an announcement can be made at the State Convention as to the time and place of the next convention. The new State Convention Chair should attend the State Convention as an observer the year before her convention. Be sure to send in reservations. Take note as to what is effective/ efficient and what goes wrong and make notes of ideas for improvements.

Nine (9) months before the Convention

The Branch President shall appoint the Convention Treasurer. She shall meet with the Treasurer, Convention Chair, and State First Vice President to plan the convention arrangements and get a schedule of meetings and meals worked out, and to plan for invited guests and speakers.

Six (6) months before the Convention

The Convention Chair shall appoint her committees for the smooth running of the convention; see Committee structure, pp. 4-7. She shall meet with the convention manager of the hotel/facility and plan menus and get meal prices and deadlines for reservations for rooms and meals.

Five (5) months before

Contact the State President and First Vice President about possible menus and prices before confirming to hotel and sending pre-registration information to N.C. BULLETIN. Meet with Committee Chairs and make local plans.

Four (4) months before

Consult with State President and First Vice President as to physical needs such as number and size of rooms desired and when needed, and the need for chalkboards, screens, projectors, etc., and discuss rental fees. Be sure facility will provide lectern and microphone and tables for displays.

Three (3) months before

Inform Branch Board of plans and ask for suggestions. Check with facility manager to review details and reserve equipment needed, or reserve A-V equipment elsewhere if necessary. Also, reserve meeting rooms and programmed meals if needed.

Plan to attend the Winter Board meeting and go over the final plans with State officers.

All information for the State Bulletin including a registration form should be sent to the State Bulletin Editor by her deadline. Send a copy, also, to State President, First Vice President and your hostess Branch President.

Host Branch President and Convention Chair should send a letter to all branch presidents inviting members to Convention and giving them information that is sent to Bulletin. If appropriate, enclose a few room reservation cards. Most of these can be distributed at Winter Board meeting (cut cost).

Check to be sure your committee chairs have members and know what they are responsible for.

Make room reservations for speakers and invited guests using list from First Vice President. (First VP)

One (1) month before

Information should be in local newsletter for members encouraging them to attend the Convention.

Check again with committee chairs for progress report.

Send list of committee chairs and members to State First VP for inclusion in program brochure, or for insert.

Two weeks before

Check again with Convention Manager of the facility and review any last minute changes needed. Go over, if possible, the details, of the Convention with the person(s) on duty during the Convention days (weekend staff).

Ask the manager for a printout of rooms with names and towns of those who have made reservations. Call presidents of branches from whom no reservations have been received. Give hotel/facility the final meal reservation count including those for speakers/invited guests. Find out how many extra meals can be served to meet last minute demand (57. or ___).

Check again with Committees! TIME IS RUNNING OUT.

NOTE TO CONVENTION CHAIR AND STATE PRESIDENT

In dealing with the facility/hotel, get 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. State President should sign contract and 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)

COMMITTEE STRUCTURE AND DUTIES

A. Convention Chair and Duties:

Overall responsibility for the Convention as far as local arrangements are concerned.

1. With State President and First VP determine what space will be needed and when needed.
2. With State President and Branch President/consultation with her, decide when and where the Convention will be held and ask Executive Committee approval.
3. With State President and First VP, determine what program meals will be needed and get their O.K. on prices and menu, before contracting with the facility for meals.
4. Make suggestions to Branch President concerning the appointment of Convention Treasurer as you'll work closely with her, in coordinating with committee chairs and First V P.
5. Appoint all committee chairs needed; see listing and duties following, involve nearby members in "Assisting Branches."
6. Notify N.C. Bulletin Editor in time for issue concerning details about Convention registration. Send copies of the registration form, map, and any other information needed to State President and First VP and to local Branch President and branch bulletin/news editor. Send the following:
 - a. Name and address of facility with types of rooms available and prices, map and directions for locating facility Name of nearest airport(s) may be helpful.
 - b. Registration fee is \$10 for all delegates and out-of-town AAUW members, AAUW-eligible guest, College members Hostess Branch members who attend but are not delegates pay \$5 for registration, (fees set by State or Board) No registration fee is paid by speakers, invited guests, non-eligible persons such as spouses or friends. (amt. used in -92) The "late fee" may be added by Convention Chair in consultation with State Pres. and First VP; it tends to encourage advance registrations.
 - c. Group meals scheduled with price including tax and tip.*
 - d. Deadline for reservations and cancellations for meals.
 - e. Date for room reservations to be received to assure room.
 - f. Name, address and phone number of person to whom check and registration-meal reservations should be sent (Treasurer, usually).
 - g. Checks should be made payable to AAUW-NC Convention Fund.

*Note: In figuring meal costs to delegates, add price and tax and gratuity and round up to \$.25, possibly \$.50 increment. (e.g. meal cost is \$5.25 and tax and gratuity is 6% plus 17% (23%) = 6.46; round up to \$6.50 or \$6.75 for charge charge to delegates.)

B. Convention Treasurer

(Chair of Finance Comm.) and Duties;

1. Set up Conv. account at a local bank in name of AAUW-NC Convention Fund.
2. Receive checks for registration fees and meals.
3. Set up books for receipts and disbursements. Make deposits, listing names of registrants (last names)
4. 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.
5. Treasurer or design with her records should be available during Conv. 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)
6. Refunds for meals can only be given if the tickets are sold to someone else. Treasurer should attend to this
7. 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.

C. Registration Committee Chair and Duties:

1. Has charge of the registration table(s), staffing it Fri. (usually 4-7/7:30 p.m. and after meeting c. 9-10 p.m.; and Saturday (about 8 a.m. to 5/5:30 p.m.); coordinate with First VP on schedule. Two tables/ends of table with packets for pro-registrants and those for on-site registration or who owe monies, aid in avoiding lines. If reserved meal tickets are not picked up when registration is open, they may be sold prior to each meal reserved.
2. Prepare name tags with large print(Name, Branch) in advance for pre-registrants. Have tags and pens for on-site use, plus numbered meal tickets up to maximum extras facility will serve beyond number actually registered.
3. 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. Regis. fee and tickets must be paid for before giving out. These should be inserted in alphabetized regis. portfolios.
4. Have list by branches of pre-registrants with delegate status by names in portfolios and at regis. table. On-site registrants names can be added. This helps everyone including voting credentials committee. Give update list to State President and credentials chair.

D. Hospitality Chair and Duties:

1. Be responsible for someone greeting out-of-town members/guests.
2. Coordinate with Conv. Chair to arrange for coffee/tea and "goodies" at times appropriate in schedule determined by the program committee chaired by First VP; this is usually on for reception Sat. evening. Determine whether facility allows food and beverage to be brought in. Some host branches and assisting branches provide refreshments; clarify if they are to be reimbursed for them.
3. Take up tickets at all meal functions, count carefully, and give to Conv. Chair who will consult with facility to be sure number for each meal is agreed upon (this avoids losses).

E. Physical Arrangements Chair and Duties:

(may be done by Conv. Chair with on-site assistance called upon)

1. Be sure rooms are set-up and ready for meetings as needed; clarify with facility in advance as to style of seating.

2. Check to see if microphones are in place and operating prior to meetings. Adjust for different speakers so all may hear.
3. See that requested equipment, supplies, furnishings are available in advance of time and place needed, (easels, chalkboards w. chalk and eraser, projectors, screens, tables for display, etc. First VP should get list to Conv. Chair 2-3 weeks in advance. Consider rental cost.
4. Monitor temperature of meeting room to avoid extremes.
5. Be sure water is available for head table during meetings, and at back of room for members.
6. If requested by First VP have group session numbers or topics on cardboard strips mounted over/beside entrance to locate desired group. She should give list 2-3 wks. in advance.
7. A supply of newsprint/cardboard, markers, masking tape and scissors should be "on hand" as needs arise.

F. Transportation Chair and Duties: (one or two persons)

1. Meet or arrange for some to meet planes for out-of-town speakers or invited guests; First VP will get schedule.
2. 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.

G. Publicity Chair and Duties: (confer with State Conv. Chair)

1. Contact local media in advance with program topics and speakers info. to request publicity.
2. If United Press or Associated Press units are in area, give them highlight information for wider coverage.
3. Try in advance to arrange TV, radio or newspaper interviews with major speakers and State President. Or invite reporters to major programs for coverage.
4. Send copies of news articles to speakers; thank media.

H. Registration Packet/Favors Chair and duties:

I. Decorations Chair and Duties:

1. Be responsible for flowers for headtable in general session meeting room, possibly small arrangement at registration, if not provided by facility/hotel.
2. Be responsible for table decorations for any group meals at which there are programs and at reception, if one. Simple favors are nice for banquet; get head table persons' names and provide placecards.

WHO PAYS FOR WHAT

- A. The Association (AAUW) pays for rooms and travel for the Regional Director and the Association Leader-on-Loan. The Convention Chair makes room reservations and meal reservations for these two and any other invited guests.
- B. The State Program Development Committee budget pays for meals for the Regional Director and Leader-on-Loan. The Committee also pays for lodging and meals for any non-AAUW program participant, and pays for the printed programs . See General Policies 5 and 6 on next page , also 7.

C. Any Convention Arrangement expenses in excess of receipts for meals and registration fees have to be paid by the State AAUW. 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 expense pay for:

1. Flowers for podium and head table, decorations for meals Simple homemade arrangements are fine!
2. Communication: Hostess branch letters of invitation to branches, map to facility, pre-registration forms (distribute at Winter Board meeting and save postage) Essential letters/calls to assisting branches and to State President and State Program VP
3. Registration materials not contributed by others
4. 4. Entertainment guest meals and fee (usually no fee paid)
5. Rental fees for audio-visual equipment or supplies
6. Hospitality costs such as
Coffee/tea and "goodies" and supplies (some members will contribute homemade goodies; clarify in advance whether reimbursement is expected and basis for determining) Reception, if held, such as wine and cheese and punch

D. Members, including College/University members, pay for;

1. Room and meals
2. Registration fees
3. Transportation
4. All expenses for their own guests (spouses, friends, etc.) No registration fee is required for non-AAUW eligible persons.

GENERAL POLICIES

1. Rooms not reserved by the facility deadline cannot be guaranteed.
2. Members make their own lodging reservations.
3. Meals not purchased by the deadline cannot be provided unless the facility agrees or there are cancellations.
4. Meals not cancelled before deadline cannot be refunded unless tickets are sold to someone else.
5. The First Vice President should let the Convention Chair know what room reservations should be made for invited speakers and guests, before the deadline.
6. The First Vice President should send in meal reservations with payment for the meals for invited speakers and guests, before the deadline.
7. All requests for display tables should be approved by the First Vice President and given to the Convention Chair in writing at least two weeks before the Convention.

NOTE Additions to this Guide which may be needed should be discussed with the State President.