

# Manual of Instruction

## Section Name: Structure & Organization

### Section Number: 3.07a

#### Title: State Meetings: Board, Conference on site

**Description:** The Board of Directors meeting shall be held either face to face or in electronic/technical format at least twice a year. The Annual Conference is to take place before the end of the fiscal year, June 30<sup>th</sup>. At least one year prior to the scheduled state meeting, the President-Elect begins planning location, theme and tentative schedule.

#### **Meeting Locations:**

A Future Meetings Committee will be appointed by the State President-Elect that will be charged with recommending the date and location of the two board meetings and the annual conference for the following year in consultation with the Executive Committee

**Structure of Committee:** The Futures Meeting Committee, as appointed by the President-Elect, will become the Meetings Committee when the President-Elect takes office as President. The Meetings Committee shall include the members of the Executive Committee, Region Director or appointee of the host Region(s) and other members. The Regions will sequentially take turns hosting a meeting, e.g., during year 1, Regions 2,3,5 will take turns hosting the board meetings and annual conference; during year 2, Regions 6,7,8 will be the host regions.

**The Future (and / or) Meeting Committee** shall be responsible for all pre-meeting / conference responsibilities:

1. Select the date and location
2. Send Request for Proposal (RFP) and Select Hotel
3. Plan the theme and schedule
4. Select Meals, entertainment and speakers
5. Prepare budget
6. Prepare the registration, reservation and other forms
7. Prepare the board packet / Conference book including Business Agenda and other items listed in the TK
8. Receive Registrations and prepare name tags
9. Credentials
10. Vendors
11. Conference: Installation/President's March

**The Host Region** shall be responsible for all on-site responsibilities:

1. Registration table – distributing Board Packet/Conference book, name tags and other items
2. Collect Evaluation forms and name tags after the meeting/Conference
3. Page and Time Keeper
4. Set up rooms / decorations
5. On-site coordinator – rooms, equipment, set up/break-down
6. Conference: set up Memorial Service, help with President's March

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See TK 3.07a for full description of each responsibility

## **Duties of the State/Meeting Chair**

After being appointed by the President-Elect, the Future Meetings Chair begins the process of selecting the venues for approval by the Executive Committee for the next year's two board meetings and annual conference. Such process may include:

- 1) Obtain from the President-Elect an idea of space requirements
- 2) Arranges for a site visit for the President-Elect or designee
- 3) Prepares and sends to the hotels, a request for proposal (see Toolkit RFP sample).
- 4) Presents hotel recommendations to the EC for approval

Once the President-Elect becomes President and the Futures Meetings Chair becomes the Meetings Chair, the Meetings Chair is responsible for coordinating the actions of all committees. She shall appoint committee Chairs as are necessary for the planning and preparation for the Meeting/Conference, except those appointed by the State President. She shall confer with the President and keep her informed on activities and progress.

- 1) Obtains from the State President-Elect or President, a preliminary schedule
- 2) Prepares and sends to the hotels, a request for Proposal (see Toolkit RFP sample)
- 3) Prepares forms (see TK Hotel Reservation form, Board Meeting and Conference Registration form, Ad, Vendor and Memorial Service (conference only) for EC approval and posting to website and print publications
- 4) Present invitation at the state meeting preceding the event
- 5) Select and coordinate with meeting chairs, e.g., the finance chair (to monitor income and expenses), registration chair and on-site coordinator. Review the responsibilities of the members of the host Region. See Guidelines Toolkits for detailed role of meeting chairs.
- 6) At the end of the meeting, arrange for transportation to the next event any materials that can be used for future meetings – name tags, page slips, stop-watch, etc.

## **Duties of the Region and Chapter Officers**

- 1) Provide members with information about scheduled state meetings and annual conference
- 2) Be available to members, especially those attending for the first time
- 3) Encourage members to accept a task at the meeting/conference (See Duties of Host Region)

## **Financial Implications**

Financial goals for each meeting are contained in the state budget. Separate budgets for each meeting are prepared and approved by the NYSW State Executive committee

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**For more information go to Toolkit section TK 3.07a:**

Forms:

- Advertising in Conference/Board Book
- Exhibitor & Vendor Invitation
- Memorial Service: Annual Conference form
- Registration Form: Board Meeting
- Registration Form: Annual Conference
- Reservation Form: Hotel room only
- Reservation Form: Hotel package

Guidelines for Chairs:

- Conference Awards, Installation, Memorial, Presidents March
- Board Meeting Packet and Conference Book
- Finance
- Hospitality / Information
- Hotel Selection
- On-Site Coordinator
- Program/meals/Speakers
- Registration
- Vendor

Samples:

- Business Agenda
- Call to Meeting
- Evaluation Form
- Expense Reimbursement Request Form (TK 1.08)
- Motion Form
- Name Tag - Example
- PAGE Request Card
- Place (Tent) Card - Example
- Registration Report (for Board/conference book)
- Request for Proposal – example to solicit bids from hotels
- Script – State President Installation
- Standing Rules for Board Meetings
- Standing Rules for Annual Conference

Worksheets:

- Budget
- Registration tracking worksheet

**Date of Board Approval:** 10/13/12, amended 9/29/18

**Effective Date:** 10/13/12

\* Underlined passages denotes wording from the NYS Women, Inc. Bylaws

Article XVII: State Conference, Article XIII: Duties of the Officers, Section 1, Article XIV: Board of Directors, Section 2,3