

Region Meeting Checklist

The following is a basic checklist which should be adapted for Region practices (e.g., physical meeting or electronic meeting, hosting duties, agenda, etc.)

The Region Director (RD)

- ✓ Notifies the Host Local Chapter (LC) of their turn to host meeting
- ✓ Request a State Representative (if desired) from the selected Rep and the President-Elect
 - Send invitation with date, time, address
- ✓ Sends a 'call to meeting' to all Local Chapter (LC) Presidents and Region officers and chairs 30 days in advance of the meeting
 - Note: the NYSW database program allows the RD to send email blasts to all members in the region should the RD wish to send the notice to all members.
- ✓ Prepares the schedule, including business meeting agenda, workshops and speakers
 - The business agenda should include the roll call, minutes, treasurer's report, new and continuing business
 - Agenda for the fall meeting should include the selection of a nominating committee and an audit committee
 - Agenda for the spring meeting should include the election of officers and the vote on the proposed budget
- ✓ Arrange for material to be distributed (hard copy or electronic) to each attendee
 - Agenda
 - Directory of Region Officers and chairs
 - Information from NYSW, Inc.
 - Other as required

The Host Local Chapter (LC)

- ✓ Select the venue for the meeting (with the approval of the RD)
- ✓ Send invitation to each LC, for further distribution to all members, which includes the following information: date, time, cost, directions, contact name for payment and registration
 - The cost after taking budget items into consideration (including State Rep expenses, meeting room, cost of electronic-meeting)
 - The Region is responsible for State Rep expenses for lodging and meals
 - Invitation should be sent four to six weeks prior to the meeting
- ✓ Coordinate all events of the meeting
- ✓ Arrange for the following (as needed):
 - Name tags, materials as requested by RD (see above)
 - Podium, flag, microphone
 - Meal (if needed)
 - Lodging for State Representative (if State rep is arriving the night before, a welcome dinner might also be arranged with available Region members)
 - Teleconferencing / electronic communications as needed

- ✓ Notify Chairs of the number of hard copies needed: For example,
 - Election chair prepares sufficient ballots
 - Finance chair prepares sufficient proposed budgets
 - Treasurer's reports and Secretary's Minutes if not sent electronically
- ✓ Send press release to the local media including the names of the State Rep, guest speakers and Local chapter Presidents that will attend. Press release should have the approval of the RD.

Follows an example of an income/expense report. It is provided for those regions and chapter treasurers who would like to use it. It is recommended that a report be sent within 15 days of the meeting to the Region Treasurer.

NYSWI REGION _____
REGION MEETING _____ date _____

Income and Expense Report
(Submit to the Region Treasurer within 15 days after the meeting)

Revenues

Meeting meals ___ Meals at \$ ___/per meal	\$ _____
Fundraisers	\$ _____
Other (Please Specify)	
_____	\$ _____
_____	\$ _____
Total Revenues	\$ _____

Expenses

Meals	\$ _____
Decorations	\$ _____
Printing/Mailing, Etc.	\$ _____
Other (Please Specify)	
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Expenses	\$ _____
Net Income (Loss)	\$ _____

Submitted by _____

Local Chapter _____

Date: _____