



International Association of
Administrative Professionals®

**ARIZONA-NEVADA-NEW MEXICO DIVISION
ANNUAL MEETING GUIDELINES**

Dated: 2006/2007

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THE CURRENT DIVISION BYLAWS AND STANDING RULES PERTAINING TO THE ANNUAL MEETING WILL BE USED AS A GUIDELINE FOR THE ARIZONA-NEVADA-NEW MEXICO DIVISION ANNUAL MEETING (ANNUAL MEETING).

Whenever possible and appropriate, communications should be transmitted via E-mail and/or fax since not all information needs to be sent via the United States Postal Service. E-mails and faxes contain dates and times of transmission for verification of sending date and time the same as postmarks on envelopes.

I. DIVISION OFFICER RESPONSIBILITIES

A. Division Board

1. Review the Annual Meeting bids received according to the Division Bylaws.
2. Approve dates for the Annual Meeting proposed by Host Chapter.
3. If any Annual Meeting cannot be held at the time and place previously chosen, or if no bids for the Annual Meeting are received, the Board of Directors shall designate the time and place at which the Annual Meeting shall be held.
4. Responsible for the Thursday evening chapter networking event, business sessions, leadership workshops, installation of officers (except for physical arrangements), and suggestions to assist the Host Chapter.
5. Approve, based upon the Host Chapter's recommendation and proposed budget, the registration fee, guest fees, and if applicable, separate seminar fee(s).
6. Review and approve registration form and seminar registration form in sufficient time to allow for printing and inclusion in the April *ICON*.
7. Prepare and submit to the Annual Meeting Coordinator the Annual Meeting Rules, meeting agenda, and Omega information to be included in the Annual Meeting Program book.
8. Adhere to *Robert's Rules of Order (Newly Revised)* as outlined in the Parliamentary Procedures Briefing prior to start of the Annual Meeting.

B. President

1. Serve as Board Contact to the Annual Meeting Host Chapter Committee. The President-Elect will serve as Board Contact for the Host Committee for the following year (two years out).
2. Notify, no later than April 30th, those chapters bidding to host the Annual Meeting whether their invitation fulfills all requirements and if the bid may be presented at the upcoming Annual Meeting.
3. Assist the Annual Meeting Coordinator, as needed, in coordinating workshops/seminars and business sessions.

4. Appoint a Parliamentarian/Parliamentary Advisor to serve during the Annual Meeting. The Parliamentarian/Parliamentary Advisor will provide a briefing for delegates and alternates prior to the opening of the meeting.
5. Approve all materials proposed for distribution at the Annual Meeting.
6. The Division President shall provide the Annual Meeting Coordinator a list of all required audio/visual equipment needed for the weekend at least one month prior to the Annual Meeting. This is an expense of the Annual Meeting.
7. Fourteen days prior to the Annual Meeting, ensure that the Annual Meeting Coordinator has received end-of-the-year reports from the Division Officers, Chapter Presidents, and Committee Chairmen for inclusion in the Annual Meeting packet given to attendees. These reports can be sent directly to the Annual Meeting Program Chair as long as the Division President is also sent a copy.
8. Fourteen days prior also ensure that the Division Treasurer forwards a copy of the Annual Financial Statements and a copy of the auditor's letter to the Annual Meeting Coordinator for incorporation into the registration packets.
9. Prepare and submit a draft meeting script to all Board Members and the Annual Meeting Coordinator at least two weeks prior to the Annual Meeting. The final script should be given to Board Members and the Annual Meeting Coordinator at the host committee/board meeting held Thursday prior to the Annual Meeting.
10. The Division President will inform the members of the Registration and Credentials Committee of their duties prior to the beginning of the Annual Meeting.
11. Preside at the Annual Meeting.
12. Install the newly elected Division Officers, if special arrangements for an International Officer to install the officers has not been made (highest ranking officer in attendance should install the Division Officers).
13. Inform the Annual Meeting Coordinator and Annual Meeting Treasurer that all financial records, including a report of income and expenses, are to be sent to the Audit Committee Chairman within 30 days after the close of the Annual Meeting (or five days after the receipt of the last bank statement). The ***unopened*** final bank statement should be forwarded to the Auditor.

C. President-Elect

1. In the absence of the President, preside at the Annual Meeting.
2. Serve as the Board Contact for the following year's Annual Meeting Coordinator(s).
3. Coordinate the Thursday Evening Chapter Networking Event.
 - a. Thursday evening's networking event is a Division Board sponsored event. It is open to all IAAP members in attendance even if they are not participating in the entire weekend's program (RSVPs are requested).
 - b. This Event will be coordinated by the Division Board and will be a Division expense. The refreshments and room costs will be put on the master account since this cost can benefit the Host Committee's hotel minimum expenses. The Division Treasurer will reimburse the Host Chapter at the end of the weekend.
 - c. The purpose of this event is to allow time for the members to network, get acquainted, and for the Division Board to provide an educational, but fun experience for members. Information sharing by Chapter Presidents and other members regarding the past year, their plans, and goals for the coming year are of significant importance to the Division Board.

D. Vice President

1. In the absence of the President and President-Elect, preside at the Annual Meeting.
2. Publish the Annual Meeting Registration information in the April ICON.
3. Prepare and read the courtesy resolution at the close of the Annual Meeting Business Session.

E. Secretary

1. Distribute, in January via E-mail, an invitation to all chapters to bid to host the Annual Meeting two years out. Instruct the chapters that bids must be postmarked, E-mail dated, or fax dated no later than April 15.
2. Send written notice to all Chapter Presidents and Members-at-Large concerning the date, time, and location of the Annual Meeting, at least 4 months prior to the scheduled meeting date.
3. Provide copies of the International and Division Bylaws and Standing Rules to the Annual Meeting Coordinator for inclusion in attendees' meeting packet.

4. Brief the Credentials Committee prior to the Annual Meeting on procedures to be followed during the meeting. Supply the Committee with all necessary forms.
5. Verify, for the President, that there is a quorum present for the business sessions.
6. Present the Annual Meeting Rules and Meeting Program for adoption at the Annual Meeting.
7. Coordinate and present the Omega Service at the Annual Meeting.
8. Within 90 days after close of the Annual Meeting, prepare and distribute the Annual Meeting Minutes to the Minutes Approval Committee for their review.
9. After the Annual Meeting Minutes have been reviewed by the Minutes Approval Committee, distribute minutes to the Division Officers, Chapter Presidents, and Members-at-Large. Chapter Presidents will distribute to their members.
10. Maintain a record of the Annual Meeting as a part of permanent files of the Division. A copy of the Annual Meeting Program Book should be included with the Annual Meeting Minutes.

F. Treasurer

1. Contact the Annual Meeting Coordinator to find out if a loan from the Division in the amount of \$500.00 will be needed. If a loan is needed, the Annual Meeting Coordinator will submit a request via E-mail to the Treasurer with a copy to the Division President and President-Elect.
2. Ensure that the Annual Meeting Treasurer has contacted the Controller at International Headquarters to request Liability and Third Party Insurance for the upcoming Annual Meeting. The following information should be provided.
 - a. The Annual Meeting date, name, and address of the hotel where the Annual Meeting will be held.
 - b. An estimate of the number of members attending (based on attendance from previous Annual Meeting).
 - c. The current number of chapters in the Division.
 - d. The name, address, and work telephone number of the Annual Meeting Coordinator.
 - e. Additional Insured's name (if any), address, and telephone number.

3. Purchase a position bond for the Annual Meeting in the amount of the anticipated (estimated) gross income. A transmittal letter/e-mail to International Headquarters will be sent by the Division Treasurer. The bond should cover the Annual Meeting Coordinator and Treasurer since both positions sign checks.
4. Work with the Annual Meeting Treasurer to ensure that all reporting and financial requirements are followed, according to the guidelines sent out by International.
5. Obtain interim financial reports, as needed, from the Annual Meeting Treasurer to keep Division Board apprised of income & expenses.
6. Obtain all financial records, including an audit letter, from the Annual Meeting Audit Committee with 45 days of the close of the Annual Meeting.
7. Obtain a Final Income and Expense Statement, as well as a check in the amount of the Division's net share of the proceeds for the Annual Meeting. *In the event of a financial loss, the Division and Host Chapter will split the cost equally.

II. DIVISION COMMITTEES

The following represents the committees appointed by the President that are directly involved in the Annual Meeting and their respective duties.

A. Audit Committee:

1. Review the books and financial records of the Annual Meeting.
2. Submit a written report of the condition of the Annual Meeting books to the Division Board of Directors within 30 days after receipt of financial records from the Annual Meeting Treasurer.
3. Transfer the Annual Meeting records to the Division Treasurer for further distribution to the Host Chapter Coordinator of the next Annual Meeting.

B. Bylaws and Standing Rules Committee:

1. Present at the Annual Meeting any proposed amendments to the Division Bylaws and Standing Rules.
2. Summarize any proposed amendments to the International Bylaws and Standing Rules at the Annual Meeting.

C. Committee on Nominations:

1. Distribute letters, via E-mail, to the Division Board, Chapter Presidents, and Members-at-Large no later than November 1, requesting letters of nominations and qualifications by February 1.
2. Include proposed slate of officers in the April *ICON*.
3. Present, at the Annual Meeting, the report of the Nominations Committee (i.e., names of candidates nominated for offices of the Division) verifying that each candidate has met the requirements in accordance with the Division Bylaws and Standing Rules.

D. Minutes Approval Committee:

The Division President will appoint a Chairman and two additional committee members at the Annual Meeting. Responsibilities of this Committee include:

1. Review copies of the Annual Meeting Minutes provided by the Division Secretary.
2. Corrections, deletions, and comments will be compiled by the Committee Chairman. The Chairman will then forward all the changes to the Division Secretary.

3. The Minutes Approval Committee and the Division Secretary should reference *Robert's Rules of Order, Newly Revised* for information concerning the proper contents of the official minutes of the Annual Meeting.

E. Tellers Committee:

A chairman and two committee members appointed by the Division President are responsible for:

1. Keeping a list of the Division Officers and Delegates eligible to vote (this list is provided by the Registration & Credentials Chairman).
2. At the conclusion of each ballot vote, the Chairman will give an oral report of the results of that vote. Copies of the report will be given to the Division President and Division Secretary.
3. At the end of the business session, all ballots shall be given to the Division Secretary for destruction.
4. A ballot vote is only required if there is more than one candidate for any given office. If there is only one candidate for each office the Tellers Committee will be dismissed and the President will call for a viva voce vote.

F. Timekeeper:

1. The Timekeeper will sit at the front of the assembly room for each business session.
2. The Timekeeper will ensure that appropriate time is allowed every speaker and that the time allowed is not exceeded (i.e., Good of the Order - each member is allowed to speak for 2 minutes.) The Host Chapter shall provide a stopwatch or watch with a second hand for this purpose.

III. ANNUAL MEETING HOST CHAPTER RESPONSIBILITIES

- A. Select a member to serve as the Annual Meeting Coordinator and Treasurer. Duties of each of these positions are outlined in more detail later in these guidelines.
 - 1. The Annual Meeting Coordinator works directly with the president and president elect (two years out) who then becomes the Division President. An Assistant Annual Meeting Coordinator position is optional.
 - 2. It is recommended that the Annual Meeting Treasurer be a past chapter treasurer, not necessarily the current chapter treasurer.

IV. ANNUAL MEETING COORDINATOR RESPONSIBILITIES

The Annual Meeting Coordinator and the Division Board will approve committee plans. The Annual Meeting Coordinator, working with and obtaining approval from the Division Board may delegate certain duties shown below, but is still ultimately responsible for their completion.

- A. Prior to the first Board Meeting, prepare and send a report of the Host Committee's preliminary plans for the current fiscal year's Annual Meeting to the Division President. The report should include a preliminary budget and suggested theme. The Annual Meeting Theme should be reviewed and approved by the Division President.
- B. The Annual Meeting Coordinator, or designee, will be responsible for keeping a written record of all committee meetings, correspondence, and plans from the Annual Meeting Committee Chairmen. The Coordinator will provide the Division Board an update of the Annual Meeting activities on a monthly basis. The update should include information relative to vendors, corporate sponsors, and registration (as appropriate).
- C. Appoint Annual Meeting Committee Chairmen. The list should be sent to the Division President, President-Elect, and the Host Chapter(s) President.
- D. Coordinate/oversee the activities of all Annual Meeting committees.
- E. Make recommendations based on the proposed budget, for the overall registration fee and breakout fees for each event for partial registrants. The seminar is included in the total registration fee (basically free to meeting participants). The seminar is open to local administrative professionals as well as members who are unable to attend the entire weekend.
- F. Responsible for overseeing the selection of a keynote speaker(s), social functions, entertainment, decorations, meals, and other items assigned by the Division Board. The Division Board should be apprised of the selection of the keynote speaker. All arrangements are subject to approval by the Division Board.
- G. Serve as the **ONLY** contact with the hotel, keeping the Division President fully apprised of the following items:
 - 1. Written confirmation of meeting date, number of rooms reserved, and reservation deadline cutoff.
 - 2. The hotel contract should be sent to Inge Hafkemeyer at International Headquarters for review prior to being sent to the Division President who will sign the contract on behalf of the Arizona-Nevada-New Mexico Division. All other contracts (i.e., speakers, vendors, etc.) will be signed by the Annual Meeting Coordinator.
 - 3. Coordinate all meal functions with hotel catering department. Most hotels require a separate catering contract. This should be approved by the Division Board prior to signature.
 - 4. Coordinate the order of each function with the Division President and the hotel.

5. Ensure that audiovisual needs for the entire weekend are met and that all equipment has been checked out prior to the beginning of each session.
 6. Make necessary room reservations for the Division Officers, International Officer, and Parliamentarian/ Parliamentary Advisor for the duration of the Annual Meeting, as well as any other Division meeting rooms that might be necessary during the meeting.
- H. Arrange an initial site visit to include the Division President, other Board Members, the Annual Meeting Coordinator, and the Annual Meeting Chairmen, as needed. Any expenses incurred by the Division Board will be paid out of the Division Treasury, not Annual Meeting funds.
- I. Arrange a final meeting with the Division President, other Board members, the Annual Meeting Coordinator, and Chairmen as needed on Thursday prior to the Annual Meeting to review and finalize all plans.
- J. Arrange for the following during the Business Sessions:
1. Head table, which should include the following:
 - a. A center lectern with a microphone for the presiding officer.
 - b. Recording equipment, tapes, and extension cord for the recorder (as needed).
 - c. Glasses, water, and hard candy on the tables.
 2. IAAP banner (provided by Host Chapter), American flag, and if possible, the Arizona, Nevada, and New Mexico state flags (most hotels do not have flags from other states). If the flags from all three states are not available only the state flag for the hosting chapter should be displayed.
 3. Reserved seating for Delegates and Alternates (classroom style is preferred). Alternates should sit directly behind their respective Delegate. Name tent cards should be provided for each Chapter Delegate, Member-At-Large Delegate, Division Officers, and other dignitaries seated at the head table.
 4. Reserved seating and stopwatch or watch with second hand for Timekeeper.
 5. Reserved seating for Page(s) and Teller's Committee members.
 6. Member and guest seating.
 7. An additional row of chairs should be located in the back of the room.
 8. Microphones:
 - a. Head table for the presiding officer.
 - b. Center aisle near the front to be utilized by the delegates and members.

9. If a memorial service (Omega Service) is conducted, provide necessary items as requested by the Division Secretary.
- K. Approve invoices with original receipts attached for payment by the Annual Meeting Treasurer.
- L. Transfer all files pertaining to the planning of the Annual Meeting to the Coordinator of the following year's Annual Meeting within 60 days of the conclusion of the Annual Meeting.
- M. Advise the Division Board if any additions, deletions, or corrections to the Annual Meeting Guidelines are necessary.

V. ANNUAL MEETING TREASURER RESPONSIBILITIES

The Annual Meeting Treasurer will perform the following duties:

- A. Prepare a draft budget to be given to the Division Treasurer two weeks prior to the Division Board's first meeting. The Division Board will provide feedback to the Annual Meeting Coordinator and the Annual Meeting Treasurer. Periodic financial updates will be provided to the Division Board throughout the year.
- B. Contact the Controller at International Headquarters to request Liability and Third Party Insurance for the upcoming Annual Meeting. The following information should be provided.
 1. The Annual Meeting date, name, and address of the hotel where the Annual Meeting will be held.
 2. An estimate of the number of members attending (based on attendance from previous Annual Meeting).
 3. The current number of chapters in the Division.
 4. The name, address, and work telephone number of the Annual Meeting Coordinator.
 5. Additional Insured's name (if any), address, and telephone number.
- C. The Division Board will carry a position bond that covers the Annual Meeting Coordinator and Treasurer since both positions sign checks.
- D. Open a bank account in the name of *XXXX (year) Arizona-Nevada-New Mexico Division Annual Meeting*. Checks should be signed by the Treasurer and/or Annual Meeting Coordinator. A loan of \$500.00 may be requested in writing from the Division Board, or funds may be advanced from the Host Chapter's treasury, if necessary. These funds will be reimbursed to the Chapter or the Division first from the Annual Meeting account at the end of the Annual Meeting.
- E. Receive and deposit all funds in the Annual Meeting account (not the chapter's account). This will include all corporate contributions solicited specifically for the Annual Meeting.
- F. Promptly pay all bills (with receipts attached) approved by Annual Meeting Coordinator.
- G. Maintain a complete record of all transactions.
- H. Prepare and send a Final Income and Expense Statement along with a check in the amount of the Division's net share of the Annual Meeting proceeds.
- I. Prepare and deliver for audit appropriate financial records to the Annual Meeting Audit Committee within 60 days of the close of the Annual Meeting.
- J. Close bank account after completing all necessary financial transactions and checks have cleared.

VI. ANNUAL MEETING COMMITTEES

The following represents the committees appointed by the Annual Meeting Coordinator that are directly involved in the Annual Meeting and their respective duties.

A. Banquet Committee

1. Coordinate menu selection and price commitment with the Annual Meeting Coordinator and the Division President.
2. Obtain speaker and/or entertainment (optional) or arrange for background music. The current Division President and President-Elect should be consulted.
3. Arrange for the invocation. The invocation should be generic so as not to offend anyone's religious beliefs.
4. Coordinate table decorations. (Simplicity should be the rule.)
5. Provide a table near the podium for the installation of officers, gifts, pins, certificates, etc.

B. Corporate Contributions/Sponsors Committee

1. It is recommended that the Host Chapter begin, as soon as they are awarded the bid for their respective year, working on obtaining corporate contributions. (This committee may be a separate committee, or a part of the duties of the Annual Meeting Coordinator, Assistant Coordinator, or Secretary, depending on the Host Chapter's structure.) All corporate contributions must be requested in the name of the *XXXX (Year) Arizona-Nevada-New Mexico Division Annual Meeting* and must be deposited in the Annual Meeting bank account, which is separate from the Host Chapter's bank account.
2. Appropriate advertising should be used to recognize large contributors/sponsors (banner, advertising in program, announcements at specific times during the Annual Meeting).
3. Thank you letters with a copy of the program/flyer should be sent immediately following the Annual Meeting.

C. Credentials Committee (Registration & Credentials)

The Chairman, appointed by the Annual Meeting Coordinator, will oversee the Registration & Credentials Committee. Responsibilities of this committee:

1. The Division President will inform the Chairman and Committee members of their duties prior to the beginning of the Annual Meeting.
2. The Committee is responsible for ensuring that appropriate credentials have been provided to the Division Board, Delegates, Alternates, and members prior to the beginning of the Annual Meeting.

3. The Chairman shall prepare and present a Registration & Credentials Report of the number of authorized voting Division Officers, Delegates, Alternates and Members present. This report will be given at the beginning of the morning and afternoon business sessions.
4. The Chairman will provide the Division President and Division Secretary a copy of the Registration & Credentials Report immediately following the oral report.

D. Page Committee:

The Chairman will enlist members to assist with the duties of a Page during the business session at the Annual Meeting. Responsibilities of the Pages are:

1. Transmit messages, as needed, between Chapter Delegates and the Division Board.
2. Pages will carry written motions from the Delegate at the microphone to the Division President/Presiding Officer.
4. Pages should be easily identifiable and know the individuals seated at the Head Table and those in special seating areas.
5. Pages should be knowledgeable about seating arrangements in the meeting room.

E. Program Book Committee:

1. Prepare the Annual Meeting Program Book, which will include:
 - a. Cover displaying the meeting theme, date, and location of meeting.
 - b. Welcomes letters/messages, from International President, Southwest District Director, Division President, Host Chapter President, Annual Meeting Coordinator and City Officials (as available).
 - c. Speaker(s) and Officer Candidate(s) bios.
 - d. Officer, Committee, and Chapter Listing.
 - e. Business Meeting Section, which will be furnished by the Division President. This section will include the meeting agenda and the Annual Meeting minutes and financial statements to be approved by the membership.
 - f. Proposed Division and International Bylaws.
 - g. Meeting Rules and Code of Ethics.
 - h. Annual reports from the Division Officers, Division Committee Chairmen, and all Chapter Presidents.
 - i. Sponsor and Vendor acknowledgment page(s).

- j. List of Arizona-Nevada-New Mexico Division Chapters and current presidents; past Division presidents, current Division Committee Chairmen.
- k. Well-wisher ads
- l. Sponsor(s)' ads.
- m. List of attendees (identifying delegates and alternates) with Chapter affiliation and name of employer (optional).
- n. General Information which will include hotel floors plans, if available, local restaurants, sites of interest.

Much of the work on the program can be done well in advance. The format can be obtained on disk from the previous year's committee.

- 2. Include evaluation forms for the entire weekend in the packets at the time of registration. Also included should be an official name badge, agenda for the Friday seminar, and any other items the host committee wishes to provide attendees.

F. Publicity Committee - Friday Seminar:

- 1. Promote the Friday seminar to administrative professionals from the local area businesses. Separate flyers and registration forms are needed for this purpose. This provides the host chapter an excellent opportunity to recruit new members.
- 2. Provide general information on the seminar, including date, place, type of meeting, speakers, etc.
- 3. Provide background of speakers (obtain from the Annual Meeting Coordinator).
- 4. Ensure chapter recruitment materials are available (i.e., chapter brochure, IAAP membership applications, etc.)

G. Registration Committee:

- 1. Include the following in the Annual Meeting materials to be distributed via E-mail or U.S. Postal Service:
 - a. Registration form developed by the Committee.
 - b. Instructions for making hotel reservations.
 - c. Tentative program (approved by the Division President).
 - d. Seminar information.
- 2. Distribute materials to each member of the Arizona-Nevada-New Mexico Division and the International Board of Directors no later than April 15.

3. Forward information to the Division Webmaster to place registration information on the Division website.
4. Receive all registration funds and transmit to the Annual Meeting Treasurer.
5. In coordination with the Annual Meeting Coordinator, establish times the Registration & Credentials area will be open.
6. The Chair of the Registration & Credentials Committee Chairman shall prepare and present a Registration & Credentials Report of the number of Division Officers, Delegates, Alternates and Members present. This report will be given at the beginning of the morning and afternoon business sessions.

H. Seminar Committee:

1. The Chairman, with Division Board approval, will search for an appropriate speaker and provide feedback regarding the topic to be presented and any other pertinent details prior to signing a contract.
2. The Committee will obtain the necessary information for CEUs and for recertification points. Prepare and submit appropriate paperwork to Annual Meeting Treasurer who will include applicable fees and forward to International. Headquarters will return appropriate format and CEU and recertification certificates will be produced by this committee. (Sample format is on disk.)

I. Vendor Committee:

1. In conjunction with the Annual Meeting Coordinator, plan for physical arrangements with hotel, verifying electrical outlets for vendors.
2. It will be at the discretion of the Host Committee and Division Board whether to allow space for Chapter Ways & Means. If space is allowed, the Chairman will contact each chapter president to see if their chapter desires space.
3. Historically, vendors have been very popular with seminar attendees. Obtain their commitment as early as possible, ensuring that they do not confuse this event with the Administrative Professionals Week.
4. Contact prospective vendors to ascertain their interest in participating in the Annual Meeting. A confirmation letter, and a vendor registration form, including a cancellation policy and requests for special requirements, will be sent to all vendors. A floor plan of the hotel (when possible) will be included with the letter.
5. Vendors are a good source of income; exclusivity with one vendor should be avoided. It is suggested that a variety of vendors be obtained, representing a good balance of professional and personal goods and services.

6. The vendor fee should include any associated set-up fees (tables, chairs, skirting, electrical outlets, etc.) to be done by the hotel or an outside vendor. It is suggested that the vendor setup fee be negotiated when the Host Chapter is evaluating local hotels to bid for the Annual Meeting.
7. Vendors should be instructed that they are to be set-up prior to the beginning of the seminar so as not to disturb the seminar attendees.
8. Chairman needs to ensure that the total numbers of vendors who will be eating during the event is included in the total food count for the day. Costs for supplying food for the vendors should be considered when establishing the vendor fees.
9. Collect funds and transmit to the Treasurer with written documentation of vendor's name, address, contact person and the total dollar amount being submitted.
10. Some sponsors could receive a vendor table free of charge depending on amount of sponsorship (i.e. OfficeTeam). Also some speakers have books or products for purchase and a table/space should be provided for this purpose. A member of the Host Committee should work with the speaker to see if staffing is needed at this table.
11. After the Annual Meeting a letter of appreciation/thanks should be sent to each vendor and speaker.

VII. ANNUAL MEETING INCOME/EXPENSES

A. Income of the Annual Meeting

1. The Division and Host Chapter shall share equally any profit or loss resulting from the Annual Meeting. If two or more chapters elect to co-host the Annual Meeting, the Division will not receive less than 50%; the other 50% will be shared equally between the Host Chapters.

B. Expenses of the Division

1. All expenses (transportation and reasonable expenses) of the Division Officers and the Parliamentarian/Parliamentary Advisor in connection with the Annual Meeting (other than hotel accommodations and the Annual Meeting registration and seminars) shall be considered expenses of the Division.
2. Cost of the Thursday Evening Chapter Networking Event and any Leadership Workshop(s) if separate from the Annual Meeting.
3. International Officer's hotel and transportation is paid for by the Division if the International Officer is presenting the State of Association, a leadership clinic, or performing the installation of officers.
4. At the close of the Annual Meeting a recap meeting will be held with the Annual Meeting Coordinator, Incoming & Outgoing Division Presidents, Outgoing Division Treasurer and the Annual Meeting Treasurers and other invitees as deemed necessary by the Division President. Expenses incurred at this meeting will be shared equally by the Division Board and Annual Meeting Committee.
5. At the discretion of the Division President, a joint board meeting of the Incoming and Outgoing Division Officers may occur following the close of the Annual Meeting. The Annual Meeting Coordinator will arrange for a meeting room if necessary. The Division Board is responsible for all expenses connected with this meeting. If the expense is added to the master account, the Division Treasurer will reimburse the Host Committee.

C. Expenses of the Annual Meeting

1. The Annual Meeting registration and seminars (waived), hotel accommodations, (if not complimentary) for Division Officers, and Parliamentarian/Parliamentary Advisor. Miscellaneous room expenses charged to the master account (i.e., room service) are an expense of the Division and will be reimbursed by the Division Treasurer or the individual board member to the Annual Meeting Treasurer.
2. Registration for International Officer, if International Officer participates in the Annual Meeting (i.e. presents a program, State of Association, Installation of officers).

3. Expenses incurred for keynote speaker and seminar leaders, including audio/visual equipment used in presentation(s).
4. Gift (if no fee is paid), certificate, and meals for entertainers, honor guard, and/or speakers.
5. Liability insurance expense, over and above the Host Chapter's coverage, will be part of the Annual Meeting. Cost of the coverage will be supplied by the current insurance company used by International Headquarters.
6. Printing of the Annual Meeting program, agendas, speaker handouts and reports for attendees' packets.
7. Cost of CEUs, i.e., application fee, certificates, registration, attendance fee and printing of evaluation forms.
8. Signs (tent cards) for head table, chapter delegates, (name of chapter or member-at-large) and Page cards.
9. Audio/visual equipment for business sessions, banquet, leadership workshop.
10. Printing and mailing of promotional information for seminar.
11. Printing of documents for registration packets.
12. At the close of the Annual Meeting a recap meeting will be held with the Annual Meeting Coordinator, Incoming & Outgoing Division Presidents, Outgoing Division Treasurer, the Annual Meeting Treasurer, and other invitees as deemed necessary by the Division President. Expenses incurred at this meeting will be shared equally by the Division Board and Annual Meeting Committee. The Annual Meeting Coordinator should make copies of the Annual Meeting evaluation forms, if possible, to share with the Division Board. If time does not permit, the original copies will be reviewed at recap meeting.

VIII. RETENTION OF THE ANNUAL MEETING FILES

- A. The Division Secretary is responsible for the retention of the Annual Meeting records.
- B. The Annual Meeting Coordinator and Annual Meeting Treasurer should keep a binder containing the following:
 - 1. Hotel contract.
 - 2. Sample letters/memos to the Division President, Board contact, speakers, exhibitors, hotel contact, sponsors, International President and District Director, City Official (Mayor), State Governor, International Dept. of Education regarding CEU's and Recertification certificates for meeting and seminar.
 - 3. Copies of CEU and Recertification certificates for seminar and meeting.
 - 4. Minutes of committee meetings.
 - 5. Financial Statements, budget, bank statements, invoices, audit request and report.
 - 6. The Annual Meeting seminar information and Agenda program
 - 7. Registration lists (both the Annual Meeting and Seminar).
 - 8. Forms – ballot, registration, motion slips, credentials sign-in sheets, instructions on how to apply for CEUs and recertification points, and evaluations
 - 9. Evaluations summaries.
- C. This binder should be forwarded to the Division Secretary who will distribute to the following year's Annual Meeting Coordinator no later than mid August. If the audit is not yet completed this item can be forwarded with the Treasurer's records upon receipt of the audit report.
- D. A copy of the Final Income and Expense Statement and a copy of the Audit letter should be given to the Division Treasurer by the Annual Meeting Audit Committee.