



AAUW

NEW YORK STATE

**Convention Arrangement Team**

**Job Descriptions**

# AAUW NYS Convention Arrangement Team

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## **NYS CONVENTION DIRECTOR**

1. Serve as the direct liaison between AAUW NYS Board, Arrangements Team, and hotel.
2. Negotiate contract with the convention site hotel at least one or two years in advance. Work with the Program VP to look at and select sites for future conventions for approval of the NYS Board.
3. Prepare convention budget and submit to the board for review and approval at the NYS Winter Board meeting preceding the convention.
4. Select members of Arrangements Team. Involve as many branches as possible.
5. Meet with the hotel contact person and the Program VP by the Winter Board meeting. Provide the Arrangements Team with specific job guidelines by the September preceding convention and be sure all questions are answered. Check with the Communications Director for files that are available on the website so there is no duplication of effort.
6. Reinforce that the Convention Director is the primary contact with the hotel.
7. Arrange a master account with the hotel. This is for meals/overnights for presenters/guests and meals for day trippers. Those not taking the hotel's weekend package will have to order meals through convention registration.
8. Coordinate with the Registration Chair to ensure the correct number of meal tickets are placed in the convention packets and that correct money is paid the hotel.
9. Prepare a list of the Arrangements Team with addresses.
10. Determine convention deadlines with Program VP for distribution to appropriate NYS Board and Arrangements Team members.
11. Meet with the Program Planning Committee at the NYS Summer Board to be aware of space, time, and special arrangements that will be required of the hotel and the Arrangements Team to implement the program developed.
12. Arrange AV/room set ups with the hotel. Determine if hotel will make the workshop signs. Inform Signage Chair of signs needed.
13. Provide a list of Arrangement Team members to the Program Book Chair who will be receiving information from others.
14. Handle registration, transportation and hotel arrangements for presenters and special guests as needed. Send list of names and information to Credentials and/or Registration Chair for nametags, packets and record keeping.
15. Arrange for reserved tables as requested. Ask incoming NYS officers if they would like a table reserved for their branch. Also they are entitled to one paid guest at the meal at which they are installed.

16. Approve or disapprove budget overages after consultation with Program VP.
17. Forward invitations for First Timers Reception, President's party, etc. and for those who will be asked to sit at a special place at various meals to the Convention Packets Chair with a list of the invited individuals so it can be included in the convention packets. These invitations and lists should be prepared by the NYS President, LAF Vice President, EF Vice President, Membership VP, and District Director
19. Provide gifts for non-AAUW presenters. Let the NYS Board members know you are doing this so there will be no duplication.
20. Arrange for e-mail addresses, envelopes and address labels of branch presidents to be given to Advertising Chair to be used to solicit ads.
21. Secure an ad from the next convention site for the program if possible.
22. Encourage all who have information for inclusion in the mailing packet to send it to the Convention Director electronically. The mailings packet should be sent out by e-mail whenever possible.
23. Arrange for the registration packet to be produced electronically so it can be sent by email. This might be done by the Mailing Chair. The items below concern this registration packet:
  - a. Prepare materials for the registration mailing packet (hotel and convention registration forms, convention check list, transportation options, directions to hotel, others as needed).
  - b. As materials come in, make sure that the copy is clear and professional-looking. Have all copies sent electronically so that editing can be easily done. Clear each piece with the Convention Director for both content and style - and for consistency with any of the "overall" pages.
  - c. Gather all the materials. Included should be:
    - President's cover letter. (This can be in the Program and not the packet)
    - Credentials info-from the credentials chair – this may be done separately.
    - Convention and Hotel registration information - from the Convention Director.
    - Transportation information and specific directions to the hotel - from the Convention Director.
    - Resource room info - from the Resource Area chair.
    - Tour info if appropriate - from the Tours chair.
    - Also might include "schedule at a glance", overview of some of the highlights, info on an EF walk/run, LAF Baskets, Bus information if needed, & convention book ad information (this may be a separate mailing also).
    - Include the fact that updates and changes may be found on the NYS AAUW website. Give the web address.
  - d. Minimize the electronic size of the document by standardizing headers, minimizing graphics, etc. There will be some who cannot receive and/or print - send a hardcopy if necessary.
  - e. Send to the Mailing Chair for duplication and mailing by January 1.
24. Prepare a final report for the NYS Summer Board meeting.

## Advertising Chair

1. Place an ad in the fall *Focus* to encourage each branch to advertise in the convention program book. Update the section of the registration packet to include this information as well.
2. Send email in December to all branches across the state. Suggest that if they are celebrating anniversaries and/or have a member who is a candidate for a NYS office, they might want to emphasize this in their ad. Send all branches a detailed description of the sizes and prices of the ads and sample copy of an ad from a previous year.
3. Send a letter with ad prices and samples of ads from previous years to each branch president in early January.
4. Send a mailing to state-wide organizations and businesses that might consider advertising in the program booklet. Ask for suggestions at the summer board meeting.\*
5. Receive ad copy from Convention Director for next convention site hotel.
6. Have advertisers send their ad in a camera-ready form electronically, if at all possible, to the Program book designer. Have checks payable to AAUW NYS Convention sent to the Advertising Chair. Check with program book designer to be certain she received all ads.
7. Ad revenues should cover the cost of printing the program. If additional funds are received, they will be used to cover convention expenses.
8. Obtain:
  - Current AAUW NYS Directory
  - Previous year's AAUW NYS Convention program booklet
  - Labels for board members and branch presidents (ask Convention Director for these)
9. Send checks received to the NYS Convention Treasurer.
10. Summarize your activities and send this with all records and permanent files to the NYS Convention Director by May 20.
11. Itemize any expenses (with receipts) and send to the Convention Treasurer by May 10. Expenses without receipt must be sent to the Convention Director for approval.

### **Ad sizes and costs are as follows:**

- Full page (7-1/2 x 10) -----\$150.00
- Half page (7-1/2 x 5) ----- 100.00
- Quarter page (3-3/4 x 5) ----- 50.00
- Eighth page (3-3/4 x 2-1/2) --- 25.00

\* Some possibilities: Barnes & Nobel, Avon, Mary Kay Cosmetics, Bath & Body Works, Thomasville Furniture, Whole Foods, Trader Joe's, Filenes. Federated Stores, Lord & Taylor, Curves, Liberty Travel, Vacations-to-Go.

## Credentials Chair

1. Prepare a credentials registration form and cover letter to be duplicated and given to the Mailings Chair or prepare a separate mailing to branch presidents, NYS past presidents, and board members. If possible do this by email.
2. Ascertain from NYS Treasurer the number of members per branch and compute the number of delegates per branch as per NYS bylaws. Prepare Branch form, duplicate it and complete name of Branch and number of delegates. Mail completed form to be included in general mailing packets.
3. Prepare a list of the names of voting delegates and alternates with their branches in alphabetical order based on the returned credentials registration forms. Update the list as necessary.
4. Arrange a cross-reference system with the Registration Chair as to the count of delegates and alternates. This number is used to determine the number of specific colored name tags needed for attendees.
5. Set up a credentials area immediately next to the registration area at designated times - such as Friday 4 - 5 PM and Saturday 8 - 8:15 AM.
6. Prepare and post a sign explaining the dot code on the name badges (i.e. delegates, alternates and guests) and stating that name badge is necessary for admission into business sessions. Include times that credential problems can be resolved.
7. Business session procedures:
  - a. Have a member at each door checking name tags.
  - b. Assign six row tellers for each business meeting.
  - c. Be sure row tellers have motion forms.
  - d. Deliver credentials report to convention at opening of each business session
8. Serve as head teller at business sessions to coordinate voting figures and deliver correct voting percentages to the presiding officer. Have a calculator on hand to determine percentages quickly.
9. Instruct row tellers before convention as to procedure for tallying a standing vote.
10. Prepare a ballot for election of officers.
11. Summarize your activities and send this with all records and permanent files to the NYS Convention Director by May 20.
12. Itemize any expenses (with receipts) and send to the convention treasurer by May 10. Expenses without receipt must be sent to the convention director for approval.

## Convention Packet Chair

1. Appoint a registration committee of six to eight members early in the convention year. The committee's duties shall include making copies of required material and helping to stuff the packets given to the convention registrants.
2. All registrant information will come from the Registration Chair.
3. Check supply of ribbons, name tag holders, name tag labels, packet envelopes and any other needed supplies early in the fall.
4. Make sure that a packet is prepared for each registrant containing all official materials (list provided by the Convention Director) and meal tickets.
5. Prepare packets for speakers, session leaders, and guests (about 25). This information comes from the Convention Director.
6. Bring extra programs, tickets, and name tags to convention to replace any missing pieces.
7. Name tag ribbons (with adhesive) should be placed in the packet for First Timers, NYS Board members and NYS Past Presidents.
8. Prepare name tags from registration data base (including delegate status, workshops & branch)
9. List of convention attendees should be placed in the packet.
10. Summarize your activities and send this with all records and extra supplies to the NYS Convention Director by May 20.
11. Itemize any expenses (with receipts) and send to the Convention Treasurer by May 10. Expenses without receipt must be sent to the Convention Director for approval.

## **Entertainment Chair**

1. The time for the entertainment, the type of entertainment, and the budget are set by the NYS Program VP, the Convention Director and the Convention Arrangement Team.
2. After consulting with the Program VP and the Convention Director, make the final arrangements for the entertainment.
3. Serve as escort and general assistant to entertainers as necessary while they are in the hotel.
4. Let the Convention Director know what set up and equipment the entertainer needs (microphone, lectern, piano, etc.) that are not supplied by the entertainer.
5. Arrange for payment upon completion of performance or whatever time is agreed upon. Arrange with Convention Treasurer for the check.
6. Summarize your activities and send this with all records and permanent files to the NYS Convention Director by May 20.
7. Itemize any expenses (with receipts) and send to the Convention Treasurer by May 10. Expenses without receipt must be sent to the Convention Director for approval.



## Evaluations Chair

1. Prepare the evaluation sheet. Contact the Communications Director to get a file of the evaluation form from the previous year and make needed changes. Send to the Convention Director for approval then to the Registration Chair for duplication and insertion into the packet.
  - a. 200 copies should be printed on bright color paper.
  - b. Use convention theme logo on the form. Get logo from the Program VP or Convention Director.
2. Be sure your name and return address are on the sheet as well as the deadline for returning the forms.
3. Arrange for two or three boxes to be available throughout convention in which registrants can place their completed forms. Place boxes strategically, i.e., at the rear of the dining room on Saturday and Sunday and at the registration table.
4. Provide a reminder at several meals.
5. Have extra evaluation sheets at the registration table.
6. Highlight rating scale to avoid confusion as to which number was most positive response.
7. Have a committee to help tally the results.
8. Leave a short space for comments.
9. Summarize your activities and send this with all records and permanent files to the NYS Convention Director by May 20.
10. Itemize any expenses (with receipts) and send to the Convention Treasurer by May 10. Expenses without receipt must be sent to the Convention Director for approval.

## Mailings Chair

The majority of the mailings are sent to members via email or obtained from the website. The Mailing Chair sends hard copies to the branch presidents about January 1. ListServ or eGroups are directed to the NYS website by the Communications Director. There are some requests for hard copies of the Convention Packet or an email attachment.

### In the fall

1. Obtain the following lists. Most should be available from the state president or communication director. Try to get the name, full address, state position, branch name and position, phone number and email address -
  - NYS past presidents
  - Current branch presidents
  - Current state board and state committee numbers
  - C/U members (should come from the AAUW NYS C/U Director)
  - Attendees at the previous convention - if the Convention Director wants the mailing to go to them. Obtained from the previous year's Convention Director's or Registrar's file.
  - If possible, get a list of email addresses used for previous year's communications.
2. Decide whether or not to try to contact Individual Members (MALs) in the area of the convention – has not been done for several years but was done in 2005 and only 1 attended.
3. Compile all the names into a spreadsheet or database. Eliminate duplicates. Test email addresses by sending a note that the packet is coming. Hard copies will need to be sent to branch Presidents and NYS Past Presidents. Print the labels for the hard-copy mailing. Be sure to include the branch or state board status on the label if you're including the credentials information so you'll know what forms to send to each.
4. Obtain from the Administrative Assistant enough large envelopes (#10) for the regular mailings - those who either cannot be contacted by email or who cannot print hard copies – try to keep the mailing small enough for a legal size envelope.
5. Print labels which would indicate on the envelope that the contents are convention dated material.

### In early January

6. Have copies made – make about 10 extras.
7. Put the hard copies in the mail, including credentials if you're doing them. Email the convention package to everyone on the list with an e-mail address. Hard copies should be sent to NYS past presidents and all current branch presidents. All others should be emailed.
8. If corrections need to be announced, check to see what state communications might include the information. The state website should have all corrected information.
9. Summarize your activities and send this with all records and permanent files to the NYS Convention Director by May 20.
10. Itemize any expenses (with receipts) and send to the Convention Treasurer by May 10. Expenses without receipt must be sent to the Convention Director for approval.

## Monitors Chair

1. Check session rooms ahead of time to be sure all requested tables, chairs, mikes, & other AV equipment is in place. Contact Convention Director to correct any situation which needs attention. Assign monitors to each individual session or workshop. You "float" so as to remain available if needed.
2. Provide room arrangements and speaker introductions for each workshop monitor and review the responsibilities of workshop monitors with them. Introduction information can be obtained from the NYS Program Vice President.
3. Contact the Convention Director for quick solutions to logistical problems. Ask for extra chairs for people who change their minds about which workshop they wish to attend.
4. Provide any special hospitality to invited guest as requested by the Convention Director.
5. Summarize your activities and send this with all records and permanent files to the NYS Convention Director by May 20.
6. Itemize any expenses (with receipts) and send to the Convention Treasurer by May 10. Expenses without receipt must be sent to the Convention Director for approval.

## **NYS Program Vice President**

1. Provide the material for the FOCUS and the Convention Program and convention mailing.
2. Prepare the program for the convention and provide the Convention Team an overview of the program and attend any scheduled Arrangement Team meeting.
3. Work with the Convention Director to look at and select sites for future NYS conventions for approval of the NYS board.
4. Develop and send Speaker Information Sheets to guest speakers and workshop presenters. Give copies of the completed forms to the Convention Director who will see that the necessary hotel/equipment arrangements are made.
5. From the information provided by the speakers, write an introduction for the speakers of each workshop and send to the Monitors Chair.
5. Develop deadlines for the Arrangement Team chairs and Convention Director.
6. Work with the Convention Director to plan space, meal, and entertainment requirements for the hotel.
7. Summarize your activities and send to the NYS Convention Director by May 20, for inclusion in the convention report.
8. Itemize any expenses (with receipts) and send to the Convention Treasurer by May 10. Expenses without receipt must be sent to the Convention Director for approval.

## Photographer

1. Arrange to have pictures taken throughout the convention. This person should be a member who is free of other duties and meetings.
2. Use color film. If a digital camera is available, that would be another option for FOCUS and the website.
3. Check time and location of all events.
4. Send photography promotion flyer to Registration chair for insertion in registration packet.
5. Suggested photos:
  - Board of Directors meeting on Friday afternoon
  - Arrangement Team at work
  - Head table or MC with speaker or award winner(s) at all meals
  - Speakers
  - Business meeting
  - Session presenters and participants
  - Newly elected officers
  - Recipients of special awards
  - Branch presidents—-incoming and continuing
  - Entertainment
  - Any special function or activity at meals
  - Candid photos showing various activities throughout the convention (LAF baskets, EF Run/Walk)
6. Set up a table and sell individual photos (\$1 each) at convention. Find a one-hour photo lab in the local area. Keep receipts for film and processing. Compile a report of income and expenses. Send all receipts to the Convention Treasurer. Try to staff table before and after scheduled events when members are walking through area.
7. Encourage the FOCUS editor to pick pictures at the photography table.
8. Summarize your activities and send this with all records and permanent files to the NYS Convention Director by May 20.
9. Itemize any expenses (with receipts) and send to the Convention Treasurer by May 10 for reimbursement. Expenses without receipt must be sent to the Convention Director for approval.

## **Program Book Designer**

1. Responsible for the design of the cover of the convention program. This should reflect the theme and direction as provided by the NYS Program VP.
2. Receive material for the program from the NYS Program VP, Convention Director, Advertising Chair, Public Policy Director, and Nominating Committee Chair. Ask Program VP if there are other items such as bylaws revisions that need to be included. Establish appropriate deadlines to meet the convention time requirements.
3. Prepare the book with approval of the Program VP & Convention Director for printing.
4. Work with the Advertising Chair on the size of the ads for the program.
5. Arrange for printing the convention program.
6. Arrange to have program books transported or shipped to the Registration Chair.
7. Submit the bill to the Convention Treasurer.
8. Summarize your activities and send this with all records and permanent files to the NYS Convention Director by May 20.
9. Itemize any expenses (with receipts) and send to the Convention Treasurer by May 10. Expenses without receipt must be sent to the Convention Director for approval.

## **Publicity Chair**

1. Submit articles to local newspapers, radio, and TV stations on a schedule to give the best media coverage.
2. Arrange for press conferences with local media for keynote speaker or other convention guests whenever possible.
3. Work with the AAUW-NYS Visibility Director concerning the press release for convention.
4. Prepare press release for convention attendees to personalize and submit to their community paper after convention. Send a copy to the Convention Director at least 3 weeks prior to convention so it can be duplicated and placed in convention registration packet. Also have some at the registration table.
5. Send short monthly articles to Communication Directors for distribution to each branch for inclusion in their monthly newsletter.
6. Prepare the Fall FOCUS articles according to the deadlines developed.
7. Summarize your activities and send this with all records and permanent files to the NYS Convention Director by May 20.
8. Itemize any expenses (with receipts) and send to the Convention Treasurer by May 10. Expenses without receipt must be sent to the Convention Director for approval.

## Registration Chair

1. Obtain a copy of the registration form from the Convention Director. There is a Microsoft Excel file with the NYS Communications Director that has been set up to use for registration.
2. Appoint a registration committee of six to eight members early in the convention year. The committee's duties shall include staffing the registration table.
3. Extract from the registration form the information regarding meal counts, specific dietary requests, and any other information related to financial arrangements with the hotel. Relay this information to the Convention Director so she can give this information to the hotel.
4. Maintain daily registration times on Friday and Saturday, checking in all registrants. Committee people assigned to registration should work two hour shifts with four people covering the peak period --Friday noon to 6:00 p.m. Ninety percent of the attendees check-in during this time. Suggested Registration times are Friday 12- 6 PM, Saturday 7:30-8:30 AM and Sunday - no hours seem necessary.
5. Alert committee members that there are no partial registrations allowed other than those listed on the registration form. Refund policy is listed on the Registration Form.
6. Make sure that each registrant receives a packet containing all official materials (list provided by the Convention Director) and meal tickets (if necessary). **Have registrants check contents of packets before leaving the registration area so that any omission can be handled immediately. If the problem is with delegate status, direct registrants to the Credentials Chair.**
7. Record any money received immediately. Send checks on regular basis to Convention Treasurer.
8. Send to the Credential Chair a list of registrants with their delegate status and branch information at regularly agreed upon intervals.
9. Prepare a list of convention attendees and forward to the Convention Director by the deadline specified by the Convention Director to put in the convention packet.
10. Summarize your activities [the report must include total registration (registrants, speakers/guests and Individual Members-MAL's)] and send this with all records and permanent files to the NYS Convention Director by May 20.
11. Itemize any expenses (with receipts) and send to the Convention Treasurer by May 10. Expenses without receipt must be sent to the Convention Director for approval.



## Resource Area Chair

1. Prepare a Resource Area invitation to be included in the mailing packet that goes to all NYS branch presidents, board members, past presidents and C/U reps. Be sure to request the person's address, phone number code and e-mail address on the form. As arrangements vary with hotels, be sure your form reflects the current situation.
2. Branches requesting more than ½ table will be charged a nominal fee.
3. Submit a request to the Convention Director for the appropriate number of tables and chairs (behind each table) to accommodate all the branch displays and sales. Ask that the display tables be covered and skirted, if complimentary. This allows for storage space under the tables.
4. Make a list of branches requesting table space indicating how much space. Assign table space to branches and place a card with branch name on the table. **The tables are to be staffed by each branch involved. Do not agree to staff tables or handle monies for the branches.**
5. Find out from the Convention Director what the security arrangements are for the Resource Area.
6. Summarize your activities and send this with all records and permanent files to the NYS Convention Director by May 20.
7. Itemize any expenses (with receipts) and send to the Convention Treasurer by May 10. Expenses without receipt must be sent to the Convention Director for approval.

## **Signage Chair**

1. Purchase necessary supplies to make convention signs for registration, credentials, tours, workshops, business meeting, forums, and directional signs to direct members and guests from hotel registration to convention registration.
2. Ask the Convention Director about signs from previous conventions. Use any that are still in good condition and relevant. There is a spreadsheet of signs used at the 2006 convention stored on the website. Please update this list.
3. Prepare an information board for each day's activities and place it on an easel near the convention registration area.
4. Be available to prepare, post, and remove convention signs according to the Convention Program booklet which will be sent to you by the Convention Director.
5. Submit bills to the Convention Treasurer.
6. Summarize your activities and send this with all records and permanent files to the NYS Convention Director by May 20.
7. Itemize any expenses (with receipts) and send to the Convention Treasurer by May 10. Expenses without receipt must be sent to the Convention Director for approval.

## **Table Decorations Chair**

1. Arrange for a committee to research, design, and make centerpieces for all tables for each programmed meal except breakfast. Check with the Convention Director to see what the hotel is providing.
2. Consult with the Program VP or Convention Director about the theme for the convention.
3. If appropriate, arrange for selling the centerpieces on the tables after the last programmed meal. Have bags and boxes available as necessary.
4. Ask the Convention Director to consult with the hotel concerning delivering the centerpieces to the hotel, placing the centerpieces on the tables and where will they be stored between meals. Determine if the hotel staff will put them back on the tables.
5. Submit expenses to Convention Treasurer. Collect monies for sales of table decorations and turn over to the Convention Treasurer. If at all possible, plan for sale monies to cover costs.
6. Summarize your activities and send this with all records and permanent files to the NYS Convention Director by May 20.
7. Itemize any expenses (with receipts) and send to the Convention Treasurer by May 10. Expenses without receipt must be sent to the Convention Director for approval.

## **Tours Chair**

1. Before November, arrange details for local tours and arrange local AAUW members to accompany the tours. Tours must pay for themselves. Transportation for tour participants must also be arranged.
2. Supply all necessary information to the Convention Director—according to the preset deadlines—to go to FOCUS and the convention mailing packet sent to NYS branch presidents, past presidents, C/U reps, and board members.
3. The tours are part of the Registration Form and the cost included in the check to the Registration Chair (then to Treasurer). The tour request goes into the database and a separate list is generated. This saves space in emailing & mailing packet and brings the tour to members' attention. Ask the Registration Chair for a list.
4. Arrange for the supervision of hotel departure of the tours by accompanying local AAUW committee members.
5. Arrange for Convention Treasurer to pay the vendor(s).
6. Staff a convention tours and information table located near the registration table.
7. From the hotel, collect and make available information on shopping, church services, and other points of interest. Chamber of Commerce or Convention Bureau should have this information.
8. Summarize your activities and send this with all records and permanent files to the NYS Convention Director by May 20.
9. Itemize any expenses (with receipts) and send to the Convention Treasurer by May 10. Expenses without receipt must be sent to the Convention Director for approval.

## **Treasurer**

1. Open or maintain a no-fee, if possible, account at a local bank for all convention financial operations.
2. Receive a copy of the convention budget from the Convention Director.
3. Receive all monies, pay all bills, and keep an accurate record of all the financial operations.
4. Any bills that are not accompanied by a receipt should be sent to the convention director for approval.
5. Prepare a complete financial statement following the convention and submit it to the Convention Director, Program VP, and the NYS Treasurer – by May 30.
6. Prepare the convention books for audit. Provide books to audit committee established by Convention Director.
7. Forward the balance in the Convention account to the next Convention Treasurer.
8. Summarize your activities and send this with all records and permanent files to the NYS Convention Director by May 30.

## **NYS Board Officers & Directors**

The following is a list of requirements from Board members or their representative to assist the convention team. Program Vice President is a member of the team so requirements are found with the team members.

### **President or Administrative Director**

1. Prepare invitation to President's party and forward to Convention Director with a list of invitees by the deadline specified by the Convention Director.
2. Prepare place cards and seating arrangements for head tables or reserved tables for all meetings under her supervision. At the convention, place these cards in the appropriate places.

### **Educational Foundation Vice President**

1. Prepare invitation to sit at the head table or reserved tables for the Educational Foundation Dinner and forward to Convention Director with a list of invitees by the deadline specified by the Convention Director.
2. Prepare place cards and seating arrangements for head tables or reserved tables for EF dinner. At the convention, place these cards in the appropriate places.
3. Prepare information that is to be placed in the Registration Packets by the Winter Board meeting to get board approval. Forward to the Convention Director by the deadline specified by the Convention Director.

### **Legal Advocacy Fund Vice President**

1. Prepare invitation to sit at the head table or reserved tables for the Legal Advocacy Fund luncheon and forward to Convention Director with a list of invitees by the deadline specified by the Convention Director.
2. Prepare place cards and seating arrangements for head tables or reserved tables for LAF Luncheon. At the convention, place these cards in the appropriate places.
3. Prepare information that is to be placed in the Registration Packets by the Winter Board meeting for board approval. Forward to the Convention Director by the deadline specified by the Convention Director.

### **Membership Vice President**

1. Prepare invitation for First Timers and forward to Convention Director. Let Convention Director know what type of recognition (ribbon on name tag, etc) for these First Timers.
2. If planning a special party or event for membership recognition: let the Convention Director know your requirements, prepare an invitation, and forward to Convention Director with a list of invitees by the deadline specified by the Convention Director.

**District Director**

1. Prepare invitation to sit at reserved tables at the Saturday Award Breakfast for the Emerging Leaders and forward to Convention Director with a list of invitees by the deadline specified by the Convention Director.
2. Prepare place cards and seating arrangements reserved tables for the Emerging Leaders. At the convention, place these cards in the appropriate places.