

LOCAL ARRANGEMENTS COMMITTEE PROCEDURES MANUAL

PURPOSE OF COMMITTEE

According to the Bylaws Article VII, Section 16, The purpose of the Local Arrangements Committee is to plan and implement all non-program activities related to the Annual Meeting. An ad-hoc committee, the Local Arrangements Committee is concerned with such matters as hotel logistics, social activities, conference registration, exhibitors, and hospitality for registrants and special guests.

RESPONSIBILITIES OF THE CHAIR

The Chair of the Local Arrangements Committee is appointed by and reports to the CACRAO President. The Vice Chair is also appointed by the President for all committees of more than five members. The Vice Chair will serve in the absence of the Chair. The Chair should be appointed at least two months prior to the preceding Annual Meeting, so that the Chair will be able to make observations and notes from that meeting. The demands of this committee require a great amount of time. The Chair needs the complete support of their institution for the time away from the office, as well as the demands that may be placed on the clerical staff. The Committee Chair and Vice Chair positions are one year appointments. The Chairs responsibilities include:

- making timely and periodic reports to the President and the Ex-officio officers;
- maintaining close contact with the President and President-Elect, especially relating to the program, budget, and Association matters that must be addressed during the Annual Meeting;
- attending the Annual Meeting.

SPECIFIC DUTIES AND TIMETABLES

1. Committee appointments must be made by February 1. The Executive Committee will provide a list of interested members and the name of the Ex Officio members. The Ex Officio members will be the President-Elect, Vice President, and Treasurer.) From the list, the Chair should select committee members making calls to each to get a verbal commitment before confirming in writing. when selecting the committee members, the Chair should, to the maximum extent possible, ensure that the composition of the committee is representative of the diversity within the CACRAO membership in institutional type, geographic location, gender, and ethnicity, The Chair should solicit additional members, if necessary, to create the proper balance. Consideration should be given to unique experience related to the activities of the committee. With the demands that a particular site or meeting may have, the Chair will have to recruit committee members with certain skills or resources. Committee membership is a one year appointment. If, at anytime, a committee member is unable to fulfill assigned duties, the Chair may appoint another individual to that position.

2. An appointment letter should be sent to each committee member prior to January 1, with a copy to the President and Ex-officio officers.
3. A Committee Roster must be prepared, sent to the CACRAO president, the Ex-officio officers, the program Committee Chair, and the committee members prior to January 1, Name, title, institution, mailing address, e-mail address, telephone and fax are required on the roster.
4. Call a Meeting for January/February. The committee members should receive a letter with the date, place, and time of the meeting, directions, and advance information about the issues to be discussed- The letter should be copied to the President and Ex-officio officers - who should also be invited. The Chair should either designate a committee secretary or arrange for selection by the committee, not later than the first committee meeting. The secretary should maintain minutes - retain a copy for a working notebook, send a copy to each committee member, the Newsletter Editor, the President, and Ex Officio representatives. This committee needs to meet at least three but most likely four times per year. The first meeting takes place in January/February at the site of the upcoming Annual Meeting. The second meeting should be held in May once the meeting begins to come together. A third meeting (if necessary) takes place in the summer prior to registration materials being sent out The final meeting takes place immediately prior to the Annual Meeting at the meeting site. The stuffing of registration packets and addressing any last minute concerns would be the major items at this meeting.

BUDGET PREPARATION

The Annual Meeting Operates on a financial system different from the rest of the Association. A separate checking account is opened by the President-Elect and the Local Arrangements Chair. The account is initially funded by a cash advance from the CACRAO treasury. Once all financial obligations relating to the meeting have been met, the remaining funds are turned over to the CACRAO treasury. The Annual Meeting is expected to return the entire advance, as well as generate any additional revenue that may have been projected in the current CACRAO budget. The LAC Chair must submit the completed and final financial journal and financial report to the Treasurer no later than April 1 following the Annual Meeting.

The LAC Chair and the President-Elect should develop a preliminary budget in January prior to the initial meetings of either committee. While this budget will not be a final one due to changes in food costs and special activities at the meeting, it gives a rough idea to begin and plan the meeting. A final budget should be prepared in May once the activities and presenters begin to take shape and finalize. The budget should be monitored on a regular basis, especially in the last month prior to the meeting when registration fees are being turned in. The LAC Chair should stay in close contact with the CACRAO Treasurer throughout the entire process.

5. The Chair will attend the February Executive Committee meeting and must submit a committee report, a budget proposal, and be prepared to report budget needs and committee plans.

TIMETABLE

NOTE: Due to the unique theme, planned activities, and hotel arrangements of each Annual Meeting, the responsibilities and timetable will vary. It is the responsibility of the Chair to ensure that all planning and arrangements are made well in advance with special consideration given to budget, hotel regulations, and state and local laws.

December	Receive list of prospective committee members from the president
January	Appoint committee. Set date for first meeting in conjunction with the Conference Services Manager at the hotel. Begin to develop overall committee structure and general areas of responsibility, Develop tentative schedule <i>and</i> budget - Open bank account with cash advance requested from Treasurer. Hold initial on-site meeting at hotel. Review general committee assignments.
February	Attend initial Program Committee meeting. Provide CACRAO Treasurer with a copy of the tentative budget. Develop color scheme based upon theme and location, Solicit door prizes.
March	Review tentative schedule and outline of Program Committee activities relative to hotel meeting Space to ensure ample room. Solicit door prizes,
April	Print “Teaser” card to be mailed out in May. Order ribbons for nametags. Send initial mail-out to potential exhibitors. Solicit door prizes.
May	Send “Teaser” card to the membership. Program Committee deadline for session proposals and A-V requirements. Hold second committee meeting. Solicit door prizes.
June	Receive room reservation forms and information brochures from hotel. Send follow-up mail-out to exhibitors (follow-up with phone calls) Solicit door prizes.
July	Print and collect registration materials for August mailing. Conduct third committee meeting. Re-confirm meeting room space for program. Solicit door prizes.
August	Send program copy to printer. Mail registration materials to membership. Process registrations. Confirm menus for meals in accordance with budget (confirm with hotel). Solicit door prizes.
September	Review and return program proofs to printer. Process registrations. Appoint coaches for appropriate sporting events.

Verify A-V specifications with hotel regarding sessions and exhibitors.
Make arrangements for flowers to be used at Opening Session and
Business meeting.

Solicit door prizes.

October

Process registrations.

Programs, folders, and nametags are delivered.

Order and engrave plaque for outgoing President

Plan and coordinate head table and VIP table arrangements through
President.

Collect materials for registration packets, including voting card and
evaluation form

Verify and send VIP and/or complimentary room list to hotel

Verify list of registrants to receive ribbons or special designation on their
nametags.

Produce signs to go outside meeting rooms and to identify exhibitor's
areas.

Solicit door prizes.

December

Provide hotel with guarantees for meals and other food events.

Hold final meeting with hotel staff.

Hold committee meeting prior to start of Annual Meeting to stuff packets
and take care of last minute details.

Present final schedule and answer any last minute concerns at Executive
Committee meeting on Sunday night.

Plan activities for President's Appreciation Reception,

Coordinate on-site registration.

Provide necessary place cards for head table and VIP tables.

Review schedule, present door prizes and make announcements at
Opening Session.

Coordinate presentation of door prizes at appropriate times.

Provide printing services for committee and/or presenters.

Coordinate athletic and social activities.

Present trophies and other awards at

Breakfast/Business Meeting.

Send thank you notes to all committee members, along with any other
individuals or businesses who played a significant role in the meeting
(especially exhibitors and/or sponsors)

Review final report from Recommendations and Evaluations committee.

Finish paying bills and, if leftover funds are available, make refunds to
those registered members unable to attend who have submitted a written
request for a refund.

Return remaining funds to Treasurer.

Complete final report for the Executive committee.

Prepare notebooks and manuals to be turned over to next Local
Arrangements Chair.

COMMITTEE PROCEDURES

REGISTRATION MATERIALS: Stuffed by the Local Arrangements Committee, the packet should include the following materials:

- Receipt
- Folder
- Program

Voting card (received from Nominations Committee)

- Nametag and holder
- Conference Evaluation Form (received from Recommendations and Evaluations Committee)
- Information regarding local attractions and recreation opportunities
- Meal and/or drink tickets, along with admission tickets to any other conference activities

REGISTRATION FORM PACKET: Sent out to the membership in August it should include the following items:

- Registration form
- Annual Meeting schedule of events
- Letter from President-Elect
- Hotel Brochure
- Hotel Room Reservation Form

VIPS/SPECIAL GUESTS: Should include the following individuals:

- President
- AACRAO Representative
- SACRAO Representative
- Keynote Speaker
- Presenters who are not CACRAO members and are having their expenses paid by the Association
- Breakfast/Luncheon Speaker(s)

In addition, the following individuals should be on the invitation list for the President's Appreciation Reception:

- Executive Committee
- Committee Chairs
- Past Presidents
- Honorary Members
- Local Arrangements Committee

6. The CACRAO Newsletter should be utilized as a primary promotional tool for the meeting, The Editor should be provided with articles or any other promotional material in a timely manner. The deadlines for submission of information for the Newsletter are in winter, early spring, and late summer. The Chair needs to be extremely sensitive of these deadlines.

7. Copies of all correspondence must go to the President and the Ex-officio officers. In addition, send copies of correspondence to appropriate Executive Committee members or committee chairs who may be effected.

8. Utilize Bulk Mail for any mailing of over 200 pieces. You must allow 2 weeks for delivery of bulk mail- The registration materials and any promotional teasers must be sent bulk mail. CACRAO stationery, envelopes and CACRAO **membership mailing labels may be requested from the Chair of the Ad Hoc Directory Committee.**

9. Prepare a preliminary annual report and submit to the President and Ex-officio officers by November 15.

At the same time submit:

- updates to this procedures manual and
- recommendations for a new chair (this is a recommendation only and should not be assumed)

10. Attend the Annual Meeting including any Executive Committee meetings at which your presence is requested. Hold a final committee meeting. Present the preliminary annual report to the membership at the business meeting.

11. Send thank you notes to committee members immediately after the Annual Meeting.

12. The outgoing Chair will give all minutes/working notebook, records, etc. to the new Chair by January 1. (The new Chair will receive a procedures manual from the new President) The outgoing Chair is encouraged to be available as needed to respond to inquiries from the new Chair.

13. Prepare a final annual report for the Executive Committee. This report should be prepared as soon as all financial obligations have been met, and any remaining funds have been turned over to the treasury. This report should include detailed information about finances and number of registrants.

*** This manual was designed to be used as a guide. The Chair should use the Local Arrangements Working Manual for samples, former correspondence, details, etc.

January 2006