

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 OR CO-CHAIRS

The Chair *or Co-Chairs* of the Local Arrangements Committee are appointed by and reports to the CACRAO President-Elect. The Chair *or Co-Chairs* should be appointed at least two months prior to the preceding Annual Meeting, so that the President-Elect will be able to make observations and notes from that meeting.

The demands of this committee require a great amount of time. The Chair *or Co-Chairs* 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 *or Co-Chairs* is a one year appointment. The Chair's *or Co-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; and
- Attending the Annual Meeting.

SPECIFIC DUTIES AND TIMETABLES

1. Committee appointments must be made by **January 15**. 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 *or Co-Chairs* should select committee members making calls to each to get a verbal commitment before confirming in writing.

When selecting the committee members, the Chair *or Co-Chairs* 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 *or Co-Chairs* 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 *or Co-Chairs* will have to recruit committee members with certain skills or resources. Committee membership is a one year appointment. Each committee member will serve until all business associated with the annual meeting is finished.

If, at any time, a committee member is unable to fulfill assigned duties, the Chair *or Co-Chairs* may appoint another individual to that position.

2. An appointment letter/email should be sent to each committee member prior to **February 1**, with a copy to the President, Ex-officio, and the member's immediate supervisor.
3. A committee roster must be prepared, sent to the Ex-officio officers, the Program Committee Chair *or Co-Chairs*, and the committee members prior to **February 1**, Name, title, institution, mailing address, e-mail, telephone and fax are required on the roster.
4. Call a Meeting for **January/February**. In the past, this held at the host hotel in conjunction with the first Executive Committee meeting. The committee members should receive a letter/email with the date, place, and time of the meeting, directions, and advance information about the issues to be discussed. The letter/email should be copied to the President and Ex-officio officers, who should also be invited. The Chair

or Co-Chairs should maintain minutes - retain a copy for a working notebook, send a copy to each committee member, the Newsletter Editor, the President, Ex-Officio representatives, and archives committee chair. 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.

5. BUDGET PREPARATION.

CACRAO's fiscal year is January 1 – December 31

As soon as possible, using expenditure reports from the prior annual meeting, begin crafting a budget for the next annual meeting. Present each responsible area of the committee with their respective budgets. The annual meeting's registration fee will need to be determined, so adjust the fee accordingly. The Chair *or Co-Chairs* 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 *or Co-Chairs* 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 submitted. The LAC Chair *or Co-Chairs* should stay in close contact with the CACRAO Treasurer throughout the entire process.

The Chair *or Co-Chairs* will attend the **January** 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 *or Co-Chairs* 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 (<i>ideally, coordinate first EC meeting and LAC meeting at the same time, on-site</i>) Begin to develop overall committee structure and general areas of responsibility Develop tentative schedule and budget 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 Post as much information as possible on the annual meeting on the website (<i>i.e., dates, location, hotel, reservation info, logo, etc., continually adding to the info as it's available</i>)
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/email 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, if applicable
Verify A-V specifications with hotel regarding sessions and exhibitors
Solicit door prizes
- October** Process registrations
Programs, folders, and nametags are delivered
Order and engrave plaque for outgoing President, along with Presidential gift
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 Recognition meal

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
Complete final report for the Executive committee
Prepare notebooks and manuals to be turned over to next Local Arrangements Chair or Co-Chairs

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 (*via email*) 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)
- Vendor Reps

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
- Vendor Reps

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 or Co-Chairs 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 that may be affected.

8. Preference is given to email. If you must mail, please utilize Bulk Mail for any mailing of over 200 pieces. You must allow 2 weeks for delivery of bulk mail. CACRAO stationery, envelopes, and CACRAO membership mailing labels may be requested from the CACRAO Secretary. Use email to announce registration, complimented with a conference webpage hosting all announcements/updates regarding the annual meeting.
9. Prepare a preliminary annual report and submit to the President and Ex-officio officers by **November 15**. At the same time submit:
 - o updates to this procedures manual and
 - o 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 *or Co-Chairs* will give all minutes/working notebook, records, etc. to the new Chair *or Co-Chairs* by **January 1**. (*The new Chair or Co-Chairs will receive a procedures manual from the new President*) The outgoing Chair *or Co-Chairs* is encouraged to be available as needed to respond to inquiries from the new Chair *or Co-Chairs*.
13. Prepare a final annual report for the Executive Committee. This report should be prepared as soon as all financial obligations have been met. This report should include detailed information about finances and number of registrants.

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

January 1, 2012