

# **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 report to the CACRAO President-Elect. The Chair or Co-Chairs should be appointed at least by the scheduled spring site visit following the Annual Meeting and plan to attend the site visit.

The demands of this committee require a great amount of time. The Committee Chair or Co-Chairs is a one-year appointment. The Chair's or Co-Chairs' responsibilities include:

- Coordinate and plan the logistics of the Annual Meeting that takes place in December
- 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 March 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 of Admissions (NC and SC) and Vice of Registrars (NC and SC), and Treasurer. 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. A committee roster must be updated in the CACRAO Committees Google spreadsheet by March 1. Roster must include name, title, institution, e-mail and telephone.
3. In conjunction with the President, schedule a site visit at the host hotel between January - March based on availability. This will also serve as the first Executive Committee

meeting. This committee will require monthly meetings beginning in early summer and will increase to bi-weekly meetings as it gets closer to the Annual Meeting. The final meeting takes place immediately prior to the Annual Meeting at the meeting site.

### **BUDGET PREPARATION**

1. 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.
2. The LAC Chair or Co-Chairs and the President-Elect should develop a preliminary budget in January/February 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. 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.
3. The Chair or Co-Chairs will attend the spring site visit and 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. **\*\***

#### **January - March**

- Work with the President to finalize the date for the first meeting in conjunction with the Conference Services Manager at the hotel (ideally, coordinate first EC meeting and LAC meeting at the same time, on-site).
- Begin to develop overall committee structure and general areas of responsibility.
- Develop a tentative schedule and budget.
- Develop a color scheme based upon theme and location.
- Post as much information as possible on the annual meeting on the website (i.e., dates, location, hotel, reservation info, logo, etc., continually adding to the info as it's available). Appoint committee members.

#### **April - July**

- Include "Save the Date" information on the website, social media and newsletter.
- Work with the Programming Chair to promote session proposals requests on the website, social media, and newsletter.

- Begin monthly committee meetings.
- Open Corporate Partners registration and promote on website and social media.
- Identify a Corporate Partner Liaison to support during the annual meeting, typically a Member-At-Large.
- Connect with the Programming Committee and Communications Committee to ensure usage of CACRAO app and promotion timeline.

## **August**

- Review program copy provided by the Programming Chair.
- Confirm menus for meals in accordance with budget (confirm with hotel) with President-Elect.

## **September - October**

- Work with the President-Elect to open annual meeting registration on websites and promote on social media.

## **November**

- Prepare name tags.
- Plan and coordinate head table and VIP table arrangements through the President.
- Coordinate Presidential gifts and President's Reception with the President and Immediate Past President.
- Collect materials for registration packets, including voting cards if needed.
- Work with the President-Elect to verify and send VIP and/or complimentary room list to the hotel.
- Verify list of registrants to receive ribbons or special designation on their nametags.
- Produce signs to go outside meeting rooms and to identify Corporate Partners areas.
- Schedule volunteers for registration setup and management.

## **December**

- Provide the hotel with guarantees for meals and other food events.
- Hold a final meeting with hotel staff prior to the Executive Committee meeting.
- Hold committee meeting prior to the Executive Committee meeting to stuff packets and take care of last-minute details.
- Present the final schedule and answer any last-minute concerns at the Executive Committee meeting on Saturday night.
- Coordinate on-site registration. Provide necessary place cards for the head table and Executive Committee.
- Review schedule, present door prizes and make announcements at the Opening Session. Coordinate social activities.
- 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 and finalize the budget with the Treasurer and Administrative Assistant.

- Send surveys to all attendees for feedback to be shared with the Executive Committee and the next LAC Chair.
- Complete the final report for the Executive committee and update the Committee report as needed.

### **Things To Remember:**

Registration Materials: Stuffed by the Local Arrangements Committee, the packet should include the following materials:

- Program
- Name Tag and holder
- Information regarding local attractions

VIPS/Special Guests: Should include the following individuals:

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

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

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

1. The CACRAO Newsletter should be utilized as a primary promotional tool for the meeting, The Public Relations Chair should be provided with articles or any other promotional material in a timely manner. The deadlines for submission of information for the Newsletter varied and determined by the Public Relations Chair. The Chair or Co-Chairs need to be extremely sensitive to these deadlines.
2. 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.
3. Provide updates to the Executive Committee in fall meetings prior to the Annual Meeting
4. Attend the Annual Meeting, including any Executive Committee meetings, at which your presence is requested. Mold a final committee meeting.

5. The outgoing Chair or Co-Chairs will give all minutes, records, etc. to the new Chair or Co-Chairs by March 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.

\*\*\* 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.

**Updated May 15, 2025**