

**CALIFORNIA STATE FEDERATION OF CHAPTERS  
GUIDELINE 16 (H)  
PREPARATION AND MANAGEMENT OF FEDERATION CONVENTIONS**

**COMMITTEES AND RESPONSIBILITIES**

**CHAPTER 3**

**I Committee Appointments**

- A. The Convention Host Committee (CHC) Chair shall appoint a Vice Chair, Secretary, Treasurer and Facilities Coordinator. These officers are considered the Core Committee.
- B. The District Vice President (DVP) shall be the ex-officio member of the Core Committee and serve as liaison to the FEB.
- C. The Core Committee shall select and appoint the Chair for the Sub-Committees which are considered necessary to carry out the various functions of a successful convention. Additional Sub-Committees may be added at the discretion of the CHC Chair.
- D. The Chair of each Sub-Committee shall select and appoint the desirable number of members to work with them on their respective committee. Recommended sub-committees are:
  - 1. Audit
  - 2. Decorations
  - 3. Delegate Packets
  - 4. Entertainment
  - 5. Hospitality
  - 6. Host/Hostess
  - 7. Information
  - 8. Meals
  - 9. Photographer
  - 10. Program Book
  - 11. Publicity
  - 12. Registration
  - 13. Ways and Means

**II Contract Agreements**

- A. The CHC must be knowledgeable of the contract and is responsible to ensure all the contract agreements are met.
- B. The Core Committee must establish contact with the hotel convention coordinators, develop a rapport and work with them throughout the next two years.
- C. Only the Core Committee officers should work with the hotel representatives except that the Federation President or his/her delegated representative may get involved, if necessary.

**III Committee Responsibilities**

- A. Core Committee
  - 1. Chair

**CALIFORNIA STATE FEDERATION OF CHAPTERS  
GUIDELINE 16 (H)  
PREPARATION AND MANAGEMENT OF FEDERATION CONVENTIONS**

**COMMITTEES AND RESPONSIBILITIES**

**CHAPTER 3**

- a. Oversees all the Committees and ensures required actions are taken as scheduled.
  - b. Ensure all Committee Chairs understand their duties and responsibilities.
  - c. Provides each Committee Chair with the guidelines herein describing their respective duties. The CHC Chair may alter these guidelines at his/her discretion.
  - d. Ensures the DVP is invited to all committee meetings.
  - e. Recognizing there are two years to plan for the next convention, the Chair should have his/her team appointed and the first CHC meeting scheduled within the first three (3) months of this two (2) year period. Henceforth, meetings should be scheduled monthly or more often, if necessary, as the date of the convention approaches.
  - f. Prepare an organizational chart identifying the Committee Chairs. See sample chart, **Appendix (A)**.
  - g. Prepare a convention committee “Tasks and Target Completion Dates” chart delineating each task and the expected completion dates. See **Appendix (B)**.
  - h. Input from the Federation President and/or the Federation Executive Vice President shall be considered, since either of these will preside over the next convention.
  - i. A great deal of time and effort may be required to complete the task of planning the convention, but the end result will be a smoothly organized and managed convention.
  - j. Any apparent deviation from the contract agreements shall be immediately brought to the attention of the Federation President.
  - k. Prepare letter for **Call to Convention**. Letter to be forwarded to chapters by the Federation Secretary. See **Appendix (C)**.
  - l. Compose a letter of welcome to be included in the **Program Book**.
2. Vice Chair
- a. Fills-in for the Chair as necessary and conducts the meetings in the absence of the Chair.
  - b. Serves as Protocol Chair, and establishes Head Table seating arrangements for the General Sessions and the Banquet, with the approval of the Federation President and/or Federation Executive Vice President who will be presiding at the convention.
  - c. May also be a Chair of one or more Sub-Committees.
3. Secretary
- a. Record and issue, to the Federation President, the Executive Vice President, the DVP and the Committee Chairs, the minutes of each CHC meeting.

**CALIFORNIA STATE FEDERATION OF CHAPTERS  
GUIDELINE 16 (H)  
PREPARATION AND MANAGEMENT OF FEDERATION CONVENTIONS**

**COMMITTEES AND RESPONSIBILITIES**

**CHAPTER 3**

- b. Develop letterhead stationery to be used by the CHC. Letterhead should include the name, address, phone number and e-mail of each Committee Chair. **See Appendix (D).**
  - c. Business cards should be printed for Committee Chairs who deal with the public. NOTE: They may be printed on a computer to save costs.
  - d. Prepare letters of invitation to dignitaries, such as members of Congress, CA Legislature, CA Governor, (**See Appendix (E)**). These letters should be signed by the Federation President. Also send letters to local mayors, (**See Appendix (F)**) and offer a sample Proclamation (**See Appendix G**).
  - e. Any unused or unsold items of monetary value should be turned over to the Federation Treasurer.
  - f. The final minutes of the CHC, including a copy of the final audit report (which details the distribution of all monies received and dispersed) shall be provided to the Federation President and the involved DVP.
  - g. Compile the reports from each Sub-Committee in separate folders and provide to the Federation President.
4. Treasurer
- a. Develop a budget of proposed income and expenses.
  - b. Establish a checking account for paying bills and maintain a ledger of income/expenses.
  - c. Establish at least one other Core Committee member to co-sign checks.
  - d. Establish a master account with the Convention Hotel.
  - e. Surrender all Treasurer Books to the appointed Auditor.
  - f. Funds need to be available to begin operations, such as, funding for office supplies, stamps, telephone, photocopies, and other CHC member expenses. Upon written request from the CHC Chair, the Federation may loan \$1,000 seed money, which must be repaid to the Federation upon completion of the convention. In addition, the Federation shall receive 15% of the profits realized by the CHC from the convention.
  - g. Chapters within the District hosting the convention may loan seed monies which must be repaid upon completion of the convention, or chapters may provide monies as a share which is repaid with interest. The amount of interest is established by the CHC. **See Appendix (H)** for chapter shares.
  - h. It should be recognized that the major fund raiser for the convention is the **Ways & Means** drawing and the **Program Book** advertisements.

**CALIFORNIA STATE FEDERATION OF CHAPTERS  
GUIDELINE 16 (H)  
PREPARATION AND MANAGEMENT OF FEDERATION CONVENTIONS**

**COMMITTEES AND RESPONSIBILITIES**

**CHAPTER 3**

- i. Committee members need to keep records of expenditures related to convention activities, such as: miles driven; long distance phone calls; supplies, photocopies; and postage.
5. Facilities Coordinator
- a. Meets with the convention hotel representative and establishes the logistics for the three day convention. This includes, but is not limited to:
    1. Meeting room assignments and room setup for general assembly, recognition luncheon, banquet, executive board and committees, district caucus, hospitality, SAA, etc.
    2. Microphones, hearing devices, internet connection, projection screen, podiums, American Flag, piano or music player, portable radio, etc.
    3. Location and number of tables for registration, credentials, ballot and tellers, information with bulletin board(s), exhibit tables, Ways and Means needs, memorial service, timekeepers, delegate packets, photographer, etc.
  - b. Prepare signage to direct delegates to various meeting and activity rooms.
  - c. Establish/review Banquet Event Orders (BEOs) to be signed by CHC Chair.
  - d. Sign papers to release hotel from liability of food and beverages in Hospitality and Executive Board meeting rooms.
- B. Sub-Committee responsibilities are detailed separately in Chapter 4.

**IV Master of Ceremonies for the Recognition Luncheon**

- A. The Immediate Federation Past President is generally the MC, unless the Federation President appoints someone else.
- B. Prepare the seating arrangement for the Head Tables at the luncheon
- C. Traditionally the Senior Federation Past President is seated in the front row, and the remainder of the Past Presidents are seated chronologically by the year they served.
- D. Normally two tiers of raised platforms are used to seat about 20 – 24 Past Presidents and their spouses or guests.
- E. Prepare place cards with names for Head Table seating, e.g. a 3"x5" card with letters ¼" - ½" high.
- F. Reserve a table(s) near the Head Table for visiting dignitaries.
- G. Ensure luncheon programs have been distributed.
- H. The MC will introduce each Federation Past President and guest as they are escorted into the dining room.

**CALIFORNIA STATE FEDERATION OF CHAPTERS  
GUIDELINE 16 (H)  
PREPARATION AND MANAGEMENT OF FEDERATION CONVENTIONS**

**COMMITTEES AND RESPONSIBILITIES**

**CHAPTER 3**

- I. After all are seated and Moment of Silence has been concluded, the MC will again introduce each Federation Past President in the order of the year they served, starting with the earliest year and address their achievements, highlights, etc. This can be done before or during the serving of lunch.

**V Master of Ceremonies for the Banquet**

- A. The current (outgoing) Federation President appoints the MC.
- B. Traditionally the installation of (incoming) Federation Officers is conducted during the Banquet.
- C. Generally the current National Field Vice President conducts the Installation Ceremony. However, the incoming Federation President may select someone else to perform the Installation.
- D. The MC duties are:
1. Prepare the seating arrangement for the head table which will include the current (outgoing) four Federation Officers (president, executive vice president, secretary, treasurer) with their spouse/guest; the installing officer with his/her spouse/guest; the MC with his/her spouse/guest; and the special guest speaker (if any) with his/her spouse/guest.
  2. Ensure place cards with names are on the head table.
  3. Reserve seating near the head table for:
    - a. Outgoing District Vice Presidents (DVPs) with spouse/guest.
    - b. Incoming DVPs with spouse/guest.
    - c. Incoming Federation Officers (president, EVP, Secretary, Treasurer) with spouse/guest.
    - d. Dignitaries with spouse/guest.
  4. Welcome all to the banquet and say a few words of interest – be creative.
  5. Introduce people seated at the head table; dignitaries in the audience; Past National Field Vice Presidents/spouses; Federation Past Presidents/spouses.
  6. Introduce the Guest Speaker, if any.
  7. Introduce the Installing Officer.
  8. After the installation ceremony, introduce/identify the entertainment/dance band, etc.
  9. Arrange to have Official Photographer to take photos of newly installed officers, etc.