CALIFORNIA STATE FEDERATION EXECUTIVE BOARD
POLICY NO. 11 (C)
SPECIAL ASSISTANT TO THE PRESIDENT
CONVENTION SITE COORDINATOR

The Convention Site Coordinator, appointed by the Federation President, serves as the Federation liaison to provide eligible, acceptable venues for the Federation Convention in accordance with the CSFC Constitution and Bylaws, Article VI, Section 1, to locate a site, and bring those bids to the Federation Executive Board prior to the preceding Federation Convention.

I.   **DUITES & RESPONSIBILITIES:**

A. Will solicit bids from hotels and/or conference centers using a "Request for Proposal" (RFP), included herein as Attachment A.

B. Review bids received and establish which sites meet the "Guidelines for Preparation and Management of the Biennial Convention, Federation Guideline 16."

C. Negotiate with bidders to obtain lowest cost possible. Normally the total cost of lodging drives the ultimate selection of a site. Other amenities, such as meeting rooms, which are not as conducive as desired may be considered with alternate innovative planning

D. Prepare a spread sheet of bidders with pertinent information and provide to the Federation President.

E. Narrow the site bidding, to three. The Federation President may assist in this process after review of the spread sheet.

F. Visit sites to ensure physical requirements comply with the Guidelines.

   1. Obtain assistance from appropriate DVP when travel would exceed 100 miles.

G. Present three or fewer potential convention sites to the Federation Executive Board for their selection through a majority vote.

H. Advice hotels/conference centers of the selection made.

I. Schedule meeting with site selected or develop contact for the next convention.

   1. Federation President and/or the designated Federation representatives shall attend this meeting.

J. When the contract is agreed upon and signed by the Federation President or his designated Federation Representative, the duties of the Convention Site Coordinator are complete.