

GENERAL CONFERENCE CHAIRMAN

General Conference Chairman: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Other Phone: _____

The General Conference Chairman appoints all Committee Chairmen.

It is the General Chairman's duties to correlate activities of all committees, to receive periodic progress reports of committee activities, to call committee meetings as may be necessary and to approve all budget items.

The General Conference Chairman shall be an ex-officio member of all committees.

CONFERENCE CO-CHAIRMAN

Conference Co-Chairman: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Other Phone: _____

A Co-Chairman is sometimes appointed in case the General Chairman cannot always be available (due to travel or living in another city), in this case the General Chairman and the Co-Chairman must have a thorough understanding of all of the plans for the Conference at all times and maintain good communications.

It shall be his duty to assist the General Chairman as requested. Sometimes there is someone who the chapter wishes to place in this position as an honor or specific recognition.

LADIES PROGRAM COORDINATOR

Chairman: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Other Phone: _____

Assistants:

Name: _____ Phone: _____

Name: _____ Phone: _____

This committee will be responsible for coordinating the spouse and Ladies Auxiliary programs.

To keep the Officers of the Auxiliary informed as to the scheduling of events during the Conference in order to help in avoiding conflicts.

They should obtain the schedule of Ladies programs in time to have them included in the advance mailings.

BANQUET AND ENTERTAINMENT COORDINATOR

Chairman: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Other Phone: _____

Assistants:

Name: _____ Phone: _____

Name: _____ Phone: _____

This committee will have charge of the Awards Luncheon and banquet meal planning, ascertain cost of meals, including all charges such as taxes and gratuities.

The committee should work closely with the General Chairman so that the established price of the tickets will cover all costs of the meal and entertainment.

It is recommended that a close account be kept by registration on ticket sales so that a close count can be given to the hotel one day before the banquet.

Avoid any guarantee of count and try to have an agreement for a few either way allowance on this count.

This committee will obtain estimates on entertainment for the banquet and other social events. This information should be submitted to the General Conference Chairman, and with the approval of the Conference Committee, enter into such contracts as are necessary.

The committee will see that seating arrangements at the banquet provide for a head table for all Officers of the Association, the General Conference Chairman, the Regional Director and any International Dignitaries, and their wives.

Head table seating order will be arrange in cooperation with the General Conference Chairman.

This committee shall also coordinate with the property committee to assure that such things as the Canadian and American flags are properly displayed, and podium is in the proper position and the audio-visual equipment is in good working order.

SCHEDULE AND PROTOCOL FOR BANQUET

1. Invocation
2. Between salad and main meal.
 - (If Conference is in USA)
 - a. Toast to the President of the United States.
 - b. Toast to the Queen and the Prime Minister of Canada.
 - (If Conference is in Canada)
 - a. Toast to the Queen and the Prime Minister of Canada.
 - b. Toast to the President of the United States.
3. Main Meal is served.
4. Introductions. (Either the Conference Chairman or an appointed Master of Ceremonies)
 - a. Persons at Head Table.
 - b. Any International Officers and Past International Officers.
 - c. Any other dignitaries
5. Entertainment, if planned.
6. Installation of new Officers. (By guest International Officer or Regional Director).
7. Speakers:
 - a. Guest Speaker.
 - b. International Representative.
 - c. Regional Director.
8. Recognition of Committee Members. (General Conference Chairman).
9. Recognition of Member Chapter.
10. Next years Conference Site. (Representative from Host Chapter).
11. Announcements.
12. Conclusion.

PUBLICITY COMMITTEE

Chairman: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Other Phone: _____

Assistants:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

The work of the Publicity Committee is of utmost importance to a successful Conference.

The Committee shall co-operate with the General Chairman and the full Conference Committee when laying out the publicity material.

The forms and material to be mailed should be compressed as much as possible and the number of pieces to be kept to a minimum. This will avoid excessive postage costs. Be aware that postage to Canada is approximately one-third higher.

Search out any and all possibilities of publicizing the Conference.

Solicit assistance, both moral, physical, and financial from other industry association, wholesalers and manufacturers.

Contact all chapters in the regional association and ask that they promote the Conference in their area. Ask them to contact their local vocational schools. These are our future members. Place announcements in trade papers and magazines. It will be hard to get them to publish large articles and Conference Schedules, however, they will place your Conference announcement in their calendar of events.

Place ads and announcements in newspapers and on local radio and television events programs.

Mailing labels and computer print out listings of all chapters within the regional association can be obtained from International Headquarters. There is a nominal charge for the labels.

Visitors from all sections of the country and Canada are expected to attend our Conference. The work of a good Hospitality Committee will be remembered long after the Conference is concluded. The Hospitality Committee should make themselves known to all guests and be available to make suggestions as to:

- Good places to eat
- Points of interest in the area
- Shopping facilities close by

- Churches which are conveniently close
- Available means of transportation
- Parking and servicing facilities for autos and R/V vehicles
- This committee should also offer assistance in obtaining other hotel facilities if needed

Outstanding Achievement Award of the Upper Midwest Regional Association

1. Any individual member in good standing within the Upper Midwest Regional Association is eligible for this award.
 2. The President of UMRA shall appoint a committee who will receive the nominations during the conference. The committee shall consist of the previous year's recipient of the award, and two past Presidents or officers of the association.
 3. Each nomination shall include details of the nominee's past activity within RSES and the regional association. Information should include
 - a. Service to his or her chapter and the association
 - b. Outstanding activity in education and service to his or her community
 - c. Highlights of his or her background and family
 4. The committee will announce the winner at the Awards Luncheon during the conference.
 5. All nominations shall be presented to the committee during the conference before the set time, which will be announced early in the conference.
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Nomination Form

Nominee: _____

Address: _____

City, State/Province, Zip: _____

Chapter Making Nomination: _____

Signatures of two chapter members _____

Use other side for nominee's achievements and other details.

Deliver all nominations to committee before 7:30 AM Board Meeting on Saturday Morning.

CONFERENCE SGT-AT-ARMS COMMITTEE

Sgt-at-Arms Chairman: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Other Phone: _____

Assistants:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

A Conference Sgt-At-Arms and his Committee should be appointed to assist during the hours of all meetings and educational sessions.

It is suggested that one or more of these committee persons be stationed at the entrance to all rooms where meetings and sessions are held.

They shall monitor those entering to assure that all are wearing Conference Badges showing registration.

It will be the duty of this Committee to maintain order during all sessions and not allow any rudeness or disturbance to the speakers and persons making a presentation.

The duty of this Committee will be to see that all necessary equipment is in place and working properly prior to each session.

Committee members should consult program presenters before the Conference to be aware of their needs for their presentation.

A cue sheet should be prepared showing all of this information in the order it will come on the Conference schedule.

The Committee members shall arrange for persons to turn lights on and off when needed, open curtains and change stage settings if required.

There should be persons assigned to operate audio-visual equipment.

The Committee shall arrange for various signs that may be needed during the Conference and see that they are placed in position at the proper time.

CONFERENCE SGT-AT-ARMS COMMITTEE (cont.)

The Committee should check these items prior to each session.

1. American and Canadian flags are properly in place.
2. Audio-Visual equipment.
3. Podium lighted and properly placed.
4. Glasses and ice water at podium.
5. White marker board with markers and appropriate eraser, when needed.
6. Inquire if there will be hand-outs to be distributed.
7. Check to be sure signs are in place where necessary.

TREASURER OF THE CONFERENCE COMMITTEE

Treasurer: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Other Phone: _____

A Committee Treasurer should be appointed (it may be desirable to have this person bonded) and selection of a depository for Conference funds.

He/she will receive, deposit, and disburse all funds upon the approval and co-signature of the General Conference Chairman.

The Treasurer will maintain an accurate record of receipts and disbursements and be ready to furnish an accounting of finances at any time it is needed by the General Chairman and the Committee.

SAMPLE FINANCIAL AND BUDGET WORKSHEETS
RSES – UMRA CONFERENCE

ITEM	COST/PERSON	BUDGET TOTAL	ACTUAL
PRINTING MATERIAL	_____	_____	_____
POSTAGE	_____	_____	_____
COFFEE/POP/PASTRY	_____	_____	_____
RIBBONS	_____	_____	_____
I.D. BADGES	_____	_____	_____
TOKENS FOR SPEAKERS	_____	_____	_____
TOKEN FOR DIRECTOR	_____	_____	_____
TOKEN FOR INT REP	_____	_____	_____
EQUIP RENTAL	_____	_____	_____
TRANSPORTATION	_____	_____	_____
FRIDAY BANQUET	_____	_____	_____
ENTERTAINER (FRI)	_____	_____	_____
ENTERTAINER (SAT)	_____	_____	_____
ALLOWANCE FOR PRIZES	_____	_____	_____
ROOM/UMRA PRES.	_____	_____	_____
ROOM/INT REP.	_____	_____	_____
TYPIST (REG.)	_____	_____	_____
MISC	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTALS	_____	_____	_____

PROJECTED PERSONS IN ATTENDANCE _____

(Be conservative on this estimate. Break even point is usually about 110 persons).

(An additional worksheet similar to this can be used for the ladies program).

SAMPLE FINAL FINANCIAL REPORT
20__ ANNUAL RSES – UMRA CONFERENCE

HOST CHAPTER _____ CHAPTER NUMBER _____

INCOME:

REGISTRATIONS _____

TOURS _____

MEAL FUNCTIONS _____

RAFFLES & MISC _____

INCOME _____

TOTAL _____

EXPENSES:

POSTAGE & PROMOTION _____

TOURS _____

TRANSPORTATION _____

MEALS _____

ENTERTAINMENT _____

MISCELLANEOUS _____

TOTAL _____

NET PROFIT OR [LOSS] _____

TOTAL REGISTRANTS FOR CONFERENCE _____

CONFERENCE FUND LOAN RETURN TO UMRA YES _____ NO _____

SIGNED CONFERENCE TREASURER _____