

Appendix B (Guidelines for Annual Meeting) to the GAFCS Handbook

This document is intended to serve as a guide to the President-elect, rather than to establish policies. It is the combined work of the Vice Presidents for Annual Meeting, representing four years. This guide should be reviewed and updated each year by the President-elect.

I. ANNUAL MEETING MANAGEMENT:

- A.** A professional conference planner should be used, if possible. Criteria for selection should include:
 - 1.** experience in planning a GAFCS or similar annual meeting.
 - 2.** staff and facilities available to handle all functions of the conference planner.
 - 3.** reasonable fee structure commensurate with expected services.

- B.** Responsibilities:
 - 1.** The President-elect and the conference planner should meet prior to the Fall Executive Board Meeting to establish expectations, time line and organization cost estimate.
 - 2.** A conference planner can assume responsibility or coordinate with the President-elect any of all of the following as determines by the President-elect.
 - a.** meet with program committee
 - b.** develop proposed agenda for review by committee
 - c.** contact speakers & negotiating time, topic and fee
 - d.** submit to AAFCS a request for professional development units (PDU's)
 - e.** confirm speakers, secure vitae and assist with travel and lodging plans
 - f.** develop proposed budget
 - g.** develop preliminary program for registration mailout including: typesetting, art work, registration form, printing, secure mailing labels and mail
 - h.** receive registrations, prepare receipts, nametags, etc.
 - i.** prepare and print final program
 - j.** prepare registration packets with receipt, nametag, program and other relevant information
 - k.** set up for registration and manage procedure with assistance from local area
 - l.** prepare appropriate signs
 - m.** give final meal count and room set-up instructions to hotel
 - n.** assist with audio visual equipment set-up at hotel
 - o.** pay all bills; summarize conference evaluations, prepare participant list; write thank-you notes to speakers
 - p.** prepare detailed financial statement of all income and expenses

managed by conference planner within two months of annual meeting.

II. OTHER ITEMS TO BE ADDED PER NEED OF PRESIDENT-ELECT AND PROGRAM PLANNING

- A.** Even though past service has been appropriate, and has provided needed continuity and excellent support for securing quality speakers, it is recommended that the service be evaluated each year to be certain it still best meets our needs.
- B.** The President-elect should negotiate responsibilities and cost with the conference planner so the individual's personal or business support can be considered. A written report of this negotiations should be presented to the Executive Committee at the Fall business meeting.
- C.** The annual meeting is the shared responsibility of the entire Executive Board. Each Executive Board member should provide appropriate direction to the support for the President-elect.
- D.** The president for Annual Meeting should encourage continuity by involving his/her successor in planning as appropriate and send him/her copies of all correspondence.
- E.** The President-elect and conference planner should work on the following time line:
- F.** GAFCS areas, professional sections, liaisons, etc., must submit written plans to raise funds or sell products at the annual meeting prior to the January board meeting.
- G.** **Executive Board/District Officers Orientation** - Schedule time and facility needed with incoming President.
- H.** **Fall Executive Board Meeting** - Suggest objectives, theme and appropriate presenters. Present written report of conference planner negotiation. Appoint committees and define tasks. Past Vice President of Annual Meeting attends and presents a written report on evaluations, attendance and budget outcome of the previous annual meeting.
- I.** **Winter Executive Board Meeting** - Present final budget and tentative printed program. Have secured all speakers and contributions. Call for final changes to programs, and questions concerning board member responsibilities. Set date for registration mailout.
- J.** **Spring Executive Board Meeting (precedes annual meeting)** - Schedule time and facility with incoming President. Review final annual meeting program and

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schedule with the Executive Committee and the Executive Board.

K. Responsibilities of host district members negotiated by President-elect and District Chair could include any of the following options:

1. promote next year's annual meeting at previous annual meeting
2. serve on annual meeting committees
3. sponsor pre/post meeting events
4. host Winter Executive Committee and Executive Board meetings
5. provide hospitality room at annual meeting
6. arrange and handle local tours
7. provide link to local media
8. identify local support resources for annual meeting, such as:
speakers' gifts representing locale
9. decorations
10. transportation - bus/van
11. door prizes
12. photographer

NOTE: *The committee compiling this document recommends working with the conference planner at The University of Georgia, Center for Continuing Education, if after negotiation, the President-elect determines the services to be appropriate.*

III. RECORD KEEPING SYSTEM:

The President-elect should prepare a permanent file containing:

- A. Proposed Budget**
- B. Final Report of Expenses**
- C. Complete List of Sponsors**
 1. Name of Contact
 2. Address and Phone Number
 3. Description of Donation
- D. Sample Letter to Sponsors**
 1. Solicitation Letter
 2. Thank You Prior to Annual Meeting
 3. Thank You Following Annual Meeting
- E. Complete List of Committee Chairs**

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- F. Copies of Media Releases**
- G. Complete Set of Registration Mailout Materials**
- H. Conference Program**
- I. Registration Records**
 - 1. Total Number Registered
 - 2. Breakdown by District
 - 3. Breakdown by Professional Section
 - 4. Number of Newcomers, Retirees, or Others, as Appropriate
- J. Professional Development Units Granted**
- K. Evaluation Information**
- L. Copies of Report to the Executive Committee and the Executive Board**
- M. Photographs - Dated and Identified**
- N. Other Information Important for Record Keeping**

NOTE: *One copy of this file should be provided to the Executive Assistant, and one copy placed in working files transferred to successor. The conference planner also prepares records for his/her use and maintains them at the conference planner's center or agency.*

IV. SELECTION OF SITE, FACILITY AND DATES:

- A. Suggested Site Rotation** (4 years in advance) - Meet in Atlanta every fourth year to coincide with the year in which gubernatorial election is held. Other years should rotate north to south and east to west.
- B. Procedure for Site Selection** - The Executive Committee shall receive bids from districts at the January meeting for the meeting four years in advance.
- C. Procedure for Facility Selection** - The President-elect will secure the facility (2 years in advance) with guidance from the Executive Board, local District Chair, conference planner, Executive Assistant or other appropriate person.
- D. Dates for Annual Meeting** - The meeting should be held on Thursday and Friday. Business should be conducted on Friday. Pre- or post-events should be planned as appropriate with thought given to rotating year to year.

V. PROGRAM CONTENT AND PLANNING:

- A.** The President-elect should distribute a form requesting input on objectives and program content to Executive Board members at the Leadership Workshop.
- B.** Program content should be based on recommendations of the Long Range Program Planning Committee and input from Executive Committee and Executive Board members. The President-elect should consider this input when setting objectives and establishing a theme for the annual meeting. This should be approved by the Executive Committee and the Executive Board at the Fall meeting. The President-elect should work with the conference planner to select appropriate speakers based on input received, and meeting objectives and theme.
- C.** Plan for funding quality speakers when appropriate.
- D.** The meeting format can be changed each year to facilitate planning and facility used.
- E.** Have an appropriate balance between speakers from within and outside the profession.
- F.** Provide association information and written session objectives to each presenter.
- G.** Provide an evaluation instrument for all sessions.
- H.** Exhibits should be included at the discretion of the President-elect. Consider facilities, program content and availability of exhibitors.
- I.** Awards presentations are scheduled at the discretion of the President-elect, based on the recommendations of the appropriate Executive Board member.
- J.** Association business should be conducted on Friday. The need for an open forum should be decided each year by the Executive Committee. An open forum provides membership time to discuss items on the business agenda, so decisions can be made more quickly at the official session.
- K.** The President-elect should be very concerned about head table protocol. Example: President should always be invited to sit at the head table.
- L.** Session agendas are established by the President-elect. As much as possible, elected officers should be invited to preside, and Executive Board members given responsibilities at the annual meeting.
- M.** In order to promote the annual meeting, be certain that the budget includes funds

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to do an adequate job. Consider mailing information to other groups that might be interested in program content.

- N. A photographer should be available. (This might be a skilled GAFCS member or a professional photographer, if the budget allows.)

VI. BUDGET:

- A. Distribute a budget request form to all Executive Board members at Leadership Meeting.
- B. Conservative management is expected, but not to the point that it affects program quality and professional image.
- C. Budget line items should be based on the average of the past several years' costs.
- D. Complimentary rooms provided by the hotel should be given to the GAFCS President and President-elect. Any others made available should be assigned by the President-elect.
- E. **Annual Meeting Budget should include -**
 - 1. **Income:**
 - a. Registration Fees - payable to conference planner
 - b. Donor contributions - payable to GAFCS
 - 2. **Expenses:**
 - a. Speaker honorarium and expenses
 - b. Awards - cost of frames, plaques, etc. (Information can be provided by President-elect)
 - c. Outgoing President's gift - purchased by President-elect
 - d. Printing
 - e. Mailing
 - f. Rental of AV equipment, if necessary
 - g. Meals for special guest of GAFCS President and President-elect
 - h. Registration fees for President-elect
 - i. Decorations, draping, flowers, etc.
 - j. Workshop supplies that received prior approval
 - k. Lodging (complimentary rooms) and meal expenses for President-elect and GAFCS President
 - l. Gifts and speakers
 - m. Support services for President-elect (secretarial services, postage, copies, etc. and other expenses at the discretion of the Executive Committee.)
 - n. Registration supplies
 - o. Funds for event to promote next meeting

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3. **Registration fees:**

- a. All members, including retirees, and Home and Community Section should pay full registration.
- b. GP/GS members should pay reduced fee.
- c. Non-members should pay increased fee.
- d. Refunds should be allowed only on cancellations made 48 hours prior to annual meeting.
- e. Last minute meal tickets should be based on availability.
- f. Late registration fee should be an additional \$20 or more.
- g. Registration fee for exhibitors or presenters who wish to participate in the entire meeting should be determined by the President-elect.
- h. Consider allowing GAFCS member contributions to cover GP/GS members registration or meal cost.