

Ohio Business & Professional Women's Annual Conference Planning Guidelines

The planning of the annual State Conference is the responsibility of the State President. The success of the State Conference depends on sound planning, coordinated presentations and advance work. The Conference Chair shall assist the State President in planning and implementing State Conference programs and activities.

Conference sites should be selected at least 18 months in advance, presented to the EC and approved by the State Board of Directors. The Conference Chair shall submit a proposed registration packet to the State Board of Directors for approval by the mid year board meeting. "Accessibility" for persons with disabilities should be considered when selecting potential conference sites.

CONFERENCE COMMITTEE

BPW/OHIO President provides direction to the Conference Chair regarding the format and programming for the upcoming Conference at which she will preside. BPW/OHIO President-Elect provides direction to the Conference Chair regarding installation ceremony planning.

The Conference Chair is selected during the Presiding President's term as President-Elect. This early selection affords both individuals the time needed to identify qualified and motivated individuals who will serve on the Conference Committee and to identify the theme and content of the conference.

Once formed, the committee develops ideas and suggestions. The President reviews all matters and is the ultimate decision-maker as to what will transpire and what will not transpire at that year's State Conference. As ideas and suggestions are approved, the committee, as a team, then becomes responsible for successful and profitable implementation

PURPOSE OF ANNUAL CONFERENCE

- 1) Act on recommendations, resolutions and other business presented.
- 2) Adopt a budget.
- 3) Adopt state legislative platform.
- 4) Approve state bylaw amendments.
- 5) Elect officers and State Nominating Committee Chair for the upcoming year.
- 6) Present the state program for the upcoming year.
- 7) Receive annual reports of the State Board of Directors.
- 8) Provide opportunities for development and networking.

DUTIES OF THE STATE PRESIDENT:

- 1) Appoint a State Conference Chair and State Conference Treasurer. Present a copy of the Conference Planning Guidelines to the Chair upon appointment.
- 2) Appoint a State Conference Committee Chair for Elections and Resolutions; and approve all other Conference committee appointments as made by the Conference Chair.
- 3) Assist the State Conference Chair in meeting with a hotel representative to evaluate hotel facilities and needs of the State Conference.
- 4) Schedule all business sessions to be held during the State Conference.
- 5) Prepare "Call to Conference" article for publication in the OBW.
- 6) Decide head table seating for all Conference activities and present to Conference Chair 30-45 days prior to Conference. (Note: The President is entitled to four guests at the Saturday evening meal and function. If there are more than four (4) guests, the President will assume any extra costs.)
- 7) Assist the Conference Chair with facilities contract negotiations, or appoint a contract negotiations team in accordance with Article 4, Section H (Contracts) of the P&P manual.

DUTIES OF THE STATE CONFERENCE CHAIR:

As a courtesy, invite the State President to all Conference planning meetings. Also invite the President-Elect and following year's Conference chair to various planning meetings.

- 1) Appoint members of the Conference committee with the concurrence of the State President.
- 2) Appoint chairs and inform them of their responsibilities that include keeping accurate records of all activities. Each chair will be asked to submit a written report of ideas and suggestions for change within 45 days following the State Conference.

- 3) Responsible for coordinating all activities between BPW/OHIO and the hotel. Arrange meetings and tour of site for Conference committee and State executive committee with site representatives.
- 4) Prior to mid-year Board meeting, prepare a Conference budget and make necessary revisions with the assistance of the State Conference Treasurer, State President and State Treasurer for approval by the State Executive Committee.
- 5) Present proposed Conference registrations and meals fees to the State Board of Directors, for approval, at its mid-year meeting. The proposed budget is submitted as a support document.
- 6) Invite dignitaries who will participate in opening ceremonies at the State Conference (mayor, hotel representative, color guard, minister, etc.)
- 7) Present the official Conference Program for approval at the opening business session of the State Conference.
- 8) Submit a final Conference report to the State President, new State Conference Chair and State Treasurer for permanent record. A copy of the final report is to be submitted to the immediate Past President and the State Executive Committee no later than the August Executive Committee meeting.
At a minimum, the final report from the State Conference Chair shall include:
 - a) Final reports from committees.
 - b) Budget vs. Actual Expenditures
 - c) Final financial report from Conference Treasurer.
 - d) Samples of printed materials including program.
 - e) Recommendations from the State Conference Committee for future Conferences.
 - f) Copies of all financial agreements that were entered into as a function of the Conference.
- 9) President and Conference Chair meet to go over the Conference facility contract specifications.
- 10) Review initial contract provisions with facilities representatives. This meeting should take place approximately 18 months out from Conference and should be attended by the President-Elect and Conference Chair.
 - a) Clarify costs associated with room usage, set-up charges, equipment, available menus and associated meal costs, applicable deadlines, etc.
- 11) If, and when negotiation is needed, the Conference Chair can attempt to negotiate more favorable terms. If unable to accomplish objectives, the Conference Chair should seek assistance from the State President.
(Note: ANY contractual items MUST be reviewed in advance of signature by BPW/OHIO legal counsel and must be handled in accordance with Article 4, Section H (Contracts) of the P&P manual.)
- 12) Schedule a meeting of the Conference Committee at the Conference facility for an on-site tour and question/answer session early in the planning year.
- 13) In order to properly build the Conference budget, the following items need to be determined:
 - a) What are the charges for private rooms, public rooms and suites? How is a suite defined?
 - b) Clarify exactly what items are included as 'gratis' within the terms of the contract.
 - c) Clarify specifics as to the meals: costs/meal, deadlines for guaranteed meal counts, the percentage they can serve above guaranteed number of meals, whether cost/meal includes service charges/gratuities, any penalties that will be imposed if minimum guaranteed isn't served, etc.
 - d) Water - Does the facility provide pitchers of drinking water as part of their room charge? If not, what is the charge for drinking water at the podium and at the back of the meeting room?
 - e) Set-up charges and set-up times: What are the charges to set up rooms and to skirt tables? Is there a union involved, and do they impose special charges of any sort? How much time is required to set-up or re-set-up a room?
 - f) Equipment: What types of equipment are needed? (microphones, video tape player, projectors, etc.) BPW/OHIO owns a copier, projector, 2 laptops, a printer and signage that should be present at every conference.
 - g) Obtain the cost of a double room rate and the amount of chargeable 'room' tax from the hotel. Build appropriate room costs into the budget. [See 'Conference Finances', item 3(g)]
 - h) Security: Will security need to be arranged for the Exhibitor/Vendor's area? If so, what additional costs will be incurred?
- 14) Work with the hotel to determine an acceptable form to be used by members in making hotel reservations to attend the Conference. Also identify the reservation deadline.
- 15) Arrange for early check-ins for those who will need them. For example, Executive Committee members (Remember their pre-Conference meeting is generally held in a suite occupied by members of the EC.), Conference Chair, Facilities Chair, etc.
- 16) Arrange for late-check-out for the following: Conference Chair (and other Conference committee members

desiring late check-out), members of the Executive Committee, Photographer and others as designated by the President, President-Elect and/or the Conference Chair.

CONFERENCE FINANCES:

- 1) The Conference bank account shall be established and designated "BPW/OHIO CONFERENCE (YEAR)" with all checks made payable to this account and all Conference expenses paid from this account. This account will be administered by the Conference Treasurer who will be an authorized signer. The State Treasurer and the Conference Chair will also be authorized signers. Documentation is required on ALL expenditures.
- 2) All checks made out in payment of Conference expenses are to be marked: **MUST BE CASHED WITHIN 30 DAYS.**
- 3) Conference expenses shall include:
 - a) Conference Committee meetings and related expenses (postage, copying, etc.)
 - b) Payment not to exceed \$100 for installation expenses, plus an amount equal one times one-half of the double occupancy room rate (plus applicable taxes) for the installing officer(s).
 - c) Registration fee for the presiding President, plus the costs for up to four Saturday evening meal/entertainment functions.
 - d) Four Saturday evening meals/entertainment functions for the Incoming President.
 - e) Meals, as approved, for special guests/dignitaries (speaker(s), photographer, minister, etc.).
 - f) Rooms will be provided at State Conference for all members of the Executive Committee, either as part of any gratis room arrangement with the hotel or as part of Conference expenses. Where rooms are provided as a Conference expense, the following structure should be used in compiling the budget
 - ½ double occupancy rate (plus applicable taxes): Vice President, Treasurer, Recording Secretary, Parliamentarian, and Corresponding Secretary, if applicable. (Note: If officers share rooms, pay only appropriate amounts to cover their room costs. These budget line items aren't meant to put money in anyone's pocket.)
 - 1 Night @ ½ Double Occupancy Rate (plus applicable taxes): Installing Officer (if more than one are used, this can be split among them but the Conference budget reflects monies for only the 1/2 of one double room rate plus applicable taxes).
 - Full occupancy rate (plus applicable taxes): President, President-Elect, and Conference Chair (Suites to be paid for the President and President-Elect if available.)
 - Thursday night room expense for the Executive Committee belongs to BPW/OHIO not the conference. They are attending an Executive Committee meeting prior to the start of the annual conference.
 - g) Expenses for equipment/services to be provided by the hotel/vendor, such as: audio visual equipment, microphones, spot-light services, etc.
 - h) Costs associated with the purchase of liability insurance, if required by the facility.
 - i) Meal expense incurred in conjunction with the Conference Committee event prior to Conference.
- 4) Anticipated Conference fund income may include:
 - a) Registration fees
 - b) Meal fees
 - c) Entertainment/special - event fees
 - d) Tours
 - e) Space fees from exhibitors/vendors
 - f) Conference Program advertising proceeds
 - g) Sponsorships
 - h) Workshop/Seminar fees
 - i) Underwriting
- 5) To attend any functions, members must pay the 'Registration' fee. Exceptions to this are:
 - a) Guests attending only the Saturday evening meal/entertainment function.
- 6) Refund of registration fee, meal reservations, and any other applicable fees shall be made in accordance with deadlines established by the Board of Directors as recommended by the Conference Chair. NO refunds will be approved for requests received/postmarked after the designated cut-off date (cut-off should be established as not less than 3 days before the date meal reservations must be confirmed). Registration is non-transferable but meal can be transferred with approval from the original registrar.
 - a) Closely monitor income. If actual registrations are lagging projected registrations, action must be

taken immediately, with the concurrence of the State President, to adjust the budget and corresponding allowable expenditures.

- b) A voucher system will be used that requires both Conference Chair and Conference Treasurer approval prior to payment.
- 8) SALES TAX IS PAID by the Conference fund. Federation IS NOT TAX-EXEMPT. BPW/OHIO's non-profit-organizational TAX ID# is 31-0683623.

OTHER FINANCIAL CONSIDERATIONS:

- 1) Check with the hotel to see if extra fees might be charged for spotlight services, display lights, audio-visual equipment, microphones, easels, drinking water at the back of meeting rooms, room set-up and tear-down, etc., in advance of preparing the Conference cost package. Should you find the need for these extra items, it is recommended you incorporate some funding into your budget.
- 2) Always keep in mind that the Conference should pay for itself – therefore, negotiated meal prices should be padded (Hotels typically will not commit to meal prices more than 90 days in advance, therefore use current meal prices + 10-15%, then pad this cost to, obtain the price to be charged to members.) Prices charged for meals should at least equal the total amount to be expended. The same should be true for entertainment, tours, seminars or other Conference activities. Any other expenditure should be covered by registration fees, advertising, sponsors, etc.

FINANCIAL POLICY:

- 1) TIGHT FINANCIAL CONTROLS MUST BE EXERCISED:
 - a) No unbudgeted expenditures will be authorized unless approved by the conference chair and the State President..
 - b) Contracts for goods and/or services will be reviewed by BPW/OHIO legal counsel before being signed and will be approved in accordance with Article 4, Section H [!Contracts] of the P&P manual.
- 2) With respect to underpayment/overpayment of fees:
 - a) UNDERPAYMENTS: The registration chair must notify the applicant of their under payment prior to the conference requesting payment of the 'balance due'. If there is no time for this notification, it is recommended that the registration chair place a bill on the registration envelope indicating what funds are due. Funds MUST be collected at time of registration.
 - b) OVERPAYMENTS: It is recommended that the registration chair place refund check in the registration envelope.

PRINTING NEEDS:

General printing needs for the Conference will include:

- 1) Plastic Conference Badges and Inserts. The minimum size of the badge should be 3" x 4". The insert should have 'BPW/OHIO State Conference' printed along either the upper or lower border. The Conference's logo and/or theme can be printed along the opposite border.
- 2) Conference Program Booklets: The State President approves all information that goes into the booklet. When complete, it contains the entire Conference Program, lists of Committee Chairs and members, advertisements, and other pertinent information. Have a sufficient quantity printed so that copies can be mailed after the Conference to advertisers and other interested persons. Print at least 125% of the average attendance figures at past State Conferences.
- 3) Use of the copier at Conference will be restricted to the following: Resolutions, Ballots, Proposed BPW/OHIO Legislative Platform, and Documentation requested by the Body.
- 4) Mariwyn Heath Memorial Programs: Programs MUST be printed. The number of copies would be dependent upon anticipated attendance totals.
- 5) Covers for Awards Event / Installation Banquet- Print if this is applicable. This information could be included in the program booklet.
- 6) Tickets for various functions- Tickets are typically issued for functions such as various meal functions, tours, workshops, etc. Tickets should be printed on different colored stock for easier identification. Estimate the number needed by checking previous Conference attendance totals, and, add 25%
- 7) Ticket/Registration Insert Envelopes: These are handy to hold all forms and tickets that are handed out to Conference attendees at the Registration desk.
- 8) Ribbons (if used): contact a local novelty/advertising supply firm.

- 9) Seminar Hand-Outs, etc.: For cost effectiveness, these materials must be prepared in advance. Program planners should diligently ask them to do this so that everything is in readiness for their presentation. NO on-site provisions should be afforded to print items that could have been printed in advance.
- 10) Conference Evaluation Forms (as needed): Program planners can prepare this prior to Conference and have them ready for use when needed.

COURTESIES FOR THE CURRENT PRESIDENT:

- 1) This is the current State President's Conference. Make every effort to satisfy the President's wishes, whether you agree with everything or not.
- 2) Members of the President's Region should have reserved, up-front seating for all scheduled Business sessions.
- 3) The Conference Chair has the right to set up committees and develop ideas and/or suggestions. However, all things must be cleared with the State President. Give the President the courtesy to review all matters.
- 4) The Conference Fund is not obligated for overnight guests of the current State President.

COURTESIES FOR THE INCOMING PRESIDENT:

- 1) The Incoming President will probably have definite ideas about installation. Remember coordinate the installation with the Incoming President.
- 2) Members of the Incoming President's Local Organization should have reserved, up-front seating for Saturday evening meal and installation function.
- 3) Guests of the Incoming President will be given front seating. The Incoming President will provide a list of names of the paid four guests and any additional guests to the Conference Chair, along with table seating 14 days prior to the Conference.
- 4) Guests attending only the banquet are not required to pay the registration fee.
- 5) The Conference Fund is not obligated for overnight guests of the Incoming President.

COURTESIES FOR THE EXECUTIVE COMMITTEE:

- 1) Check on the arrival time of members of the Executive Committee so that their rooms are available upon their arrival.
- 2) Facilitate lunch arrangements for a lunch for the Executive Committee. Costs for this lunch will be the responsibility of the Executive Committee.
- 3) The State Conference Committee will host a meal, at Conference expense, for members of the Executive-Committee, Conference Committee and any guests of the Chair or President.
- 4) The little 'extra things' you can do to make the Executive Committee's arrival more pleasant are greatly appreciated (e.g., flowers in rooms, fruit basket, candy, soft drinks, ice, etc.).

COURTESIES FOR INSTALLING OFFICER(S):

- 1) A layout of the room for the installation should be provided to each installing officer(s) and the Incoming President so they can provide set-up information by the designated deadline.
- 2) Invite to a conference meeting prior to that year's conference.

FUNCTIONS IN CONJUNCTION WITH/CONFERENCE

- 1) Pre/Post Conference State Board Meetings
- 2) Pre/Post Conference Executive Committee Meetings
- 3) Legislative Platform Meeting

ESSENTIAL CONFERENCE FUNCTIONS

- 1) Registration
- 2) Opening Ceremony
- 3) General Business Sessions
- 4) Presentation of Resolutions
- 5) Candidates' Forum
- 6) Election of Officers
- 7) Installation of Officers and Board Members

OPTIONAL CONFERENCE FUNCTIONS

- 1) Workshops/Seminars/Tours
- 2) First-Timer's Briefing
- 3) Remembrance/Memorial Event
- 4) Awards Presentation event
- 5) Entertainment/Galas
- 6) Exhibitor/Vendors Booths
- 7) Hospitality (for welcome bags etc.)
- 8) Resource Centers
- 9) Past State Presidents function
- 10) Distinguished Member celebration
- 11) Photography Sessions
- 12) Meal functions with or without speakers

EXECUTIVE COMMITTEE MEETINGS:

Both pre- and post-Conference meetings are held.

STATE BOARD MEETINGS:

- 1) The State Board consists of the Executive Committee (5), the Standing Chairs (6), the Region Presidents, Special Committee Chairs (3-10), Immediate Past State President, the Parliamentarian and the Corresponding Secretary.
- 2) Attendance at the Pre-Conference Board, meeting can vary from 50-75 (including the Board of Directors), depending on anticipated Conference business. Coordinate room layout with the presiding State President.
- 3) Attendance at the Post-Conference Board meeting routinely consists of the Board itself, with few, if any, observers. Coordinate room layout with the President-Elect.
- 4) Incidentals necessary for conducting this meeting include: Flag, timekeeper's bell, stop watch, podium, name plates, a podium microphone, and a 'floor' microphone.
- 5) Coverage from the Pages, Doorkeepers, and Timekeepers should be scheduled.

LEGISLATIVE PLATFORM MEETING:

- 1) Attendance consists of the State Legislative Chair, Region Legislative Reps, PAC Chair, Legislative Consultant, Recording Secretary and State Parliamentarian. Allow for anywhere from 20-50 observers depending upon legislative platform activity anticipated.
- 2) Coordinate room layout with the State Legislative Chair.
- 3) Incidentals necessary for conducting this meeting include: Flag, timekeeper's bell, stop watch, podium, name plates, a podium microphone, and a 'floor' microphone.
- 4) Coverage from the Pages, Doorkeepers, and Timekeepers should be scheduled.

BUSINESS MEETINGS:

- 1) The schedule for the business session is established by the presiding President.
- 2) The room should be arranged in 'theatre' style with EC and Standing Chairs on raised tiers (two levels – each with microphone podium) facing the theatre style seating for membership.
- 3) Incidentals necessary for conducting this meeting include: Flag, region markers, time keeper's bell, stop watch, 2 table-top podiums, name plates, 2 podium microphones, three 'floor' microphones, and water at head tables and at the back of the room.
- 4) Coverage from the Pages, Doorkeepers, Floor tellers, and Timekeepers must be scheduled.
- 5) Check with the President regarding any special presentations that will require special equipment (screens, special effects/props - etc.).

OPENING CEREMONY:

The presiding President plans the opening ceremony. The Conference Chair will coordinate with and assist the President, as requested, in identifying and inviting dignitaries who will be afforded time to welcome Conference attendees.

CANDIDATES' FORUM:

The presiding President is responsible for identifying the person who will conduct the Candidates' Forum and for specifying when it will be held. The Conference committee will coordinate with that person as to room arrangements, equipment needs, etc. A time keeper must be scheduled for this meeting. Door keepers are needed on both sides of the doors so no one comes in or out during speeches.

AWARDS PRESENTATION:

- 1) This event provides a means to recognize, award and remember. The awards presentation can be a separate event, such as a meal function or it can be conducted during a business session, at the discretion of the presiding President.
- 2) Coordinate scheduling of this event as directed by the President.

INSTALLATION OF OFFICERS AND BOARD MEMBERS:

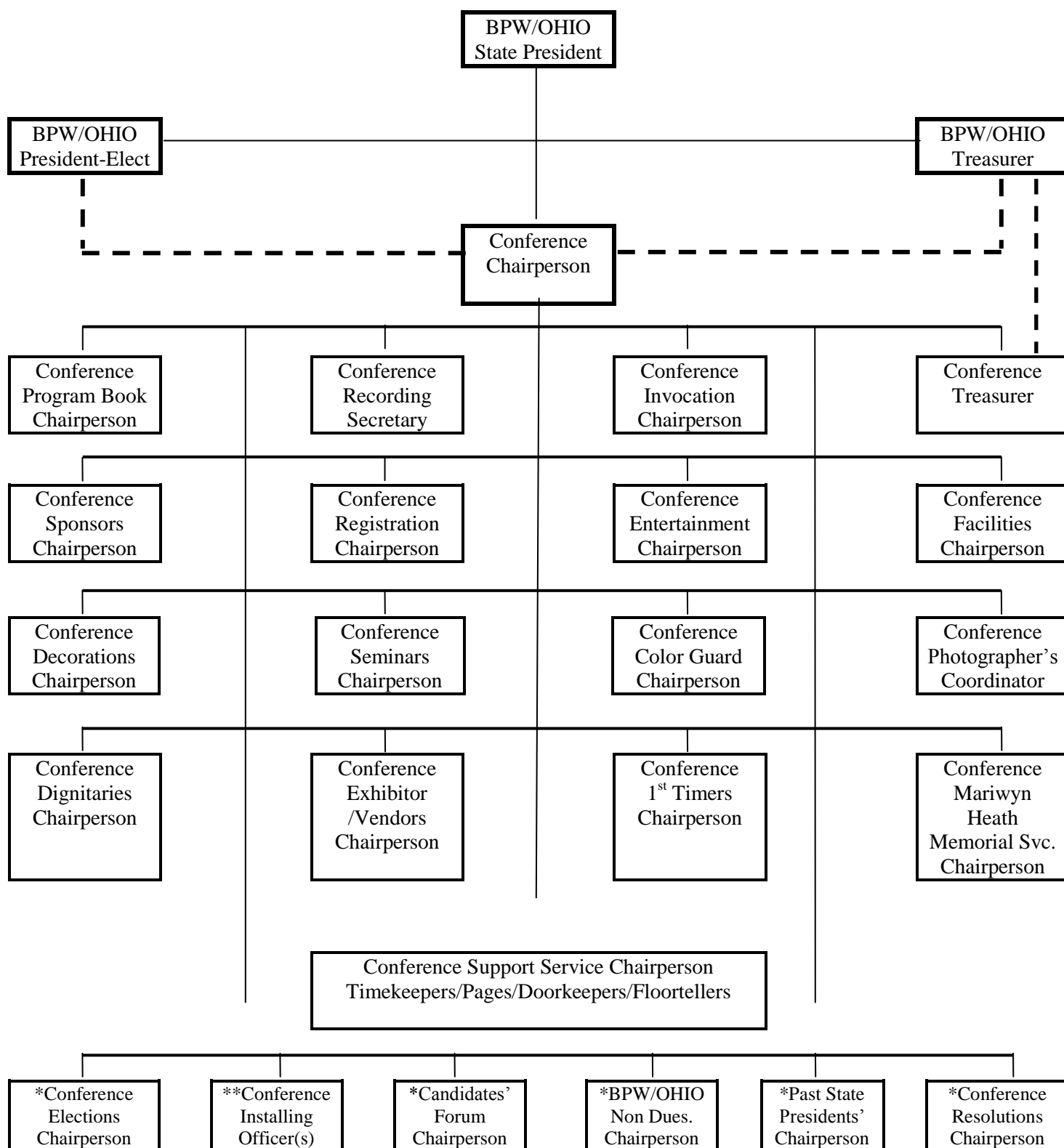
- 1) The Installing Officer(s) is (are) selected by the President-Elect.
- 2) The Conference committee coordinates necessary arrangements with the Installing Officer(s).

PAST STATE PRESIDENTS' EVENT:

- 1) In recent years, the Past State Presidents have scheduled a function. They generally have 10-15 persons present and have preferred to be in a separate room. If a meal is served it can be the same as that served at a concurrently planned event.
- 2) Check with the President to identify who will serve as the hosting Past President for this meeting and coordinate the event with her.

On the following pages are: (1) a suggested organizational chart that you can use in establishing your Conference team; (2) a job description for the Conference Treasurer.

**Conference General Information
& Job Descriptions**



1. *Current State President appoints the following Conference positions:
Candidates' Forum Chairperson
Past State Presidents' Chairperson
Conference Elections Chairperson
Conference Resolutions Chairperson
BPW/OHIO Non Dues Chairperson

2. ** Current State President-Elect appoints the Installing Officer(s)

CONFERENCE TREASURER

Job Requirements:

Maintain all financial records pertaining to the State Conference. Ensures all vouchers and payments are in conformance with financial policies that are either established by BPW/OHIO and/or adopted by the Conference Committee

Duties.

- 1) Attend all Conference planning sessions, taking notes when the budget is being discussed and prepared to ascertain what is included in each expenditure/receipt category and the appropriate estimated cost/income.
- 2) Work with the Conference Chair on a proposed Conference budget, along with substantiating statistical data, to be presented for approval to the Board of Directors at the mid-year Board meeting, or in a manner as determined by the State President. A chart of accounts may be used to identify budgetary line items.
- 3) Maintain accurate financial records of the Conference and keep the State President, the State Treasurer, the Conference Chair and designated others apprised of the budgetary status, working with them on any necessary changes or revisions.
- 4) Devise a practical procedure to determine Committee costs, submission and payment of bills, and implementation of the budget. Present this procedure to the Conference Committee Chairs so they will have knowledge of the plan to be followed.
- 5) Send a copy of the monthly Bank Statement to the State Treasurer.
- 6) Prepare vouchers for payment of Conference expenses, attaching expense verification. Unless directed otherwise by the State President or the Conference Chair, the Conference Treasurer shall pay any bills which are included within the current Conference budget. A copy of the vouchers and the invoice(s) paid shall be given to the State Treasurer and the Conference Chair in a timely manner. Payment of bills incurred which are not within the scope of the current budget shall be made after submitting the vouchers to the State Treasurer and the Conference Chair, and securing their approvals.
- 7) Receive all monies for the Conference, categorize and record funds received and bank all funds in an account named, 'BPW/OHIO CONFERENCE (YEAR)' in a designated depository. The State Treasurer and the Conference Chair should be periodically advised of fund totals received to-date. Works in concert with the Registration Chair in accounting for registration monies received.
- 8) Cooperate with the State Conference Chair and the Review Committee who, appointed by the incoming State President, are responsible for reviewing the financial records of the Conference.
- 9) Work with the State Conference Chair to provide a final Conference Report, including the complete Conference Financial Report, to the State President no later than the August Executive Committee meeting.
- 10) Complete other duties/responsibilities which may be assigned by the State Conference Chair.

CONFERENCE CHAIR

As a courtesy, invite the State President to all Conference planning meetings. Also invite the President-Elect and following year's Conference chair to various planning meetings.

- 1) Appoint members of the Conference committee with the concurrence of the State President.
- 2) Appoint chairs and inform them of their responsibilities that include keeping accurate records of all activities. Each chair will be asked to submit a written report of ideas and suggestions for change within 45 days following the State Conference.
- 3) Responsible for coordinating all activities between BPW and the hotel. Arrange meetings and tour of site for Conference committee and State executive committee with site representatives.
- 4) Prior to mid-year Board meeting, prepare a Conference budget and make necessary revisions with the assistance of the State Conference Treasurer, State President and State Treasurer for approval by the State Executive Committee.
- 5) Present proposed Conference registrations and meals fees to the State Board of Directors, for approval, at its mid-year meeting. The proposed budget is submitted as a support document.
- 6) Invite dignitaries who will participate in opening ceremonies at the State Conference (mayor, hotel representative, color guard, minister etc.)
- 7) Present the official Conference Program for approval at the opening business session of the State Conference.
- 8) Submit a final Conference report to the State President, new State Conference Chair and State Treasurer for permanent record. A copy of the final report is to be submitted to the immediate Past President and the State Executive Committee no later than the August Executive Committee meeting.

At a minimum, the final report from the State Conference Chair shall include:

- a) Final reports from committees.
 - b) Budget vs. Actual Expenditures
 - c) Final financial report from Conference Treasurer.
 - d) Samples of printed materials including program.
 - e) Recommendations from the State Conference Committee for future Conferences.
 - f) Copies of all financial agreements that were entered into as a function of the Conference.
- 9) President and Conference Chair meet to go over the Conference facility contract specifications.
 - 10) Review initial contract provisions with facilities representatives. This meeting should take place approximately 18 months out from Conference and should be attended by the President-Elect and Conference Chair.
 - a) Clarify costs associated with room usage, set-up charges, equipment, available menus and associated meal costs, applicable deadlines, etc.
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(Note: ANY contractual items MUST be reviewed in advance of signature by BPW/OHIO legal counsel and must be handled in accordance with Article 4, Section H (Contracts) of the P&P manual.)
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 - 13) In order to properly build the Conference budget, the following items need to be determined:
 - a) What are the charges for private rooms? for public rooms? for suites? how they define a suite
 - b) Clarify exactly what items are included as 'gratis' within the terms of the contract.
 - c) Clarify specifics as to the meals: costs/meal, deadlines for guaranteed meal counts, the percentage they can serve above guaranteed number of meals, whether cost/meal includes service charges/gratuities, any penalties that will be imposed if minimum guaranteed isn't served, etc.
 - d) Water - Does the facility provide pitchers of drinking water as part of their room charge? If not, what is the charge for drinking water at the podium and at the back of the meeting room?
 - e) Set-up charges and set-up times: What are the charges to set up rooms and to skirt tables? Is there a union involved, and do they impose special charges of any sort? How much time is required to set-up or re-set-up a room?
 - f) Equipment: What types of equipment are needed? (microphones, video tape player, projectors, etc.) BPW/OHIO owns a copier, projector, 2 laptops, a printer and signage that should be present at every conference.
 - g) Obtain the cost of a double room rate and the amount of chargeable 'room' tax from the hotel. Build appropriate room costs into the budget. [See 'Conference Finances', item 3(g)]
 - h) Security: Will security need to be arranged for the Exhibitor/Vendor's area? If so, what additional

costs will be incurred?

- 14) Work with the hotel to determine an acceptable form to be used by members in making hotel reservations to attend the Conference. Also identify the reservation deadline.
- 15) Arrange for early check-ins for those who will need them. For example, Executive Committee members (Remember their pre-Conference meeting is generally held in a suite occupied by members of the EC.), Conference Chair, Facilities Chair, etc.
- 16) Arrange for late-check-out for the following: Conference Chair (and other Conference committee members desiring late check-out), members of the Executive Committee, Photographer and others as designated by the President, President-Elect and/or the Conference Chair.

CONFERENCE FINANCES...

The conference bank account shall be established and designated with all checks made payable to this account and all conference expenses paid from this account. The conference treasurer, who will be authorized signer with the Conference Chair, will administer this account - the Conference Chair will approve all expenditures. A copy of the actual vs. budget should be presented to the committee so they can verify expenses and keep on their budget.

ALLOWABLE CONFERENCE FUND EXPENSES...

- Conference Committee Meeting and related expenses postage copying etc.
- Maximum payment of \$100.00 for installation expenses to the Installing Officer and one night stay @ ½ price.
- Registration Fee for presiding president
- 4 Guests Saturday Night Banquet (presiding president)
- 4 Guests Saturday Night Banquet (incoming president)
- Meals as approved for special guests/dignitaries, speakers, photographer, minister, etc
- Rooms will be provided at state conference for all members of the EC as listed below:
 - President - comp suite
 - PE - comp suite
 - VP – 1/2 room
 - Secretary -1/2 room
 - Treasurer -1/2 room
 - Parliamentarian -1/2 room
 - Corresponding Secretary -1/2 room
- *Thursday night room expense for the EC belongs to BPW/OHIO not the conference. They are attending an Executive Committee meeting prior to the start of the annual conference.
- Rooms will be provided at state conference for:
 - Conference Chair – comp room (3)
 - Installing Officer – 1/2 room (1)
- Expenses for Audio/Visual and Room Equipment
- Meal expense incurred in conjunction with the conference committee, EC, guests and dignitaries of the State President and Conference Chair. prior to conference

TO ATTEND ANY CONFERENCE FUNCTIONS.

- ❖ Members must pay the registration fee.

EXCEPTIONS:

-Guests attending only Saturday evening meal/ entertainment function

REFUND OF REGISTRATION AND MEALS AND ANY OTHER FEES.

- ❖ NO REFUNDS will be approved for requests received or postmarked after designated cut-off.
- ❖ Registration is non-transferable
- ❖ Meals can be transferred with approval from the original registrant.
- ❖ Closely monitor income if actual registrations are lagging projected registrants. Action must be taken to adjust the budget
- ❖ A voucher system will be used that requires both Conference Chair and Conference Treasurer approval prior to payment
- ❖ Payment of over budget items or non-budget items requires approval of the Conference Chair and State President
- ❖ All checks made out in payment of conference expenses are to be marked “***must be cashed within 30 days***”

- ❖ Sales Tax is paid by the conference fund the federation is not tax exempt
- ❖ BPW/OHIO is non-profit organization TAX ID #31-0683623
- ❖ No unbudgeted items will be paid unless approved by the Conference Chair and State President.
- ❖ BPW/OHIO Legal Counsel will review and approve contracts for goods and services

Underpayment and Overpayment of Fees

- ❖ Underpayment -Registration Chair place a bill in the ticket envelope indicating what funds are due and what has been paid for
- ❖ Overpayment -Registration Chair place a note in the ticket envelope indicating funds to be returned
- ❖ Member status will be supplied by the Database Manager.
- ❖ Seminar Handouts - no on site copying provisions - sole responsibility of the facilitator
- ❖ Conference Evaluation forms - will be distributed throughout conference

PRESIDING PRESIDENT COURTESIES

Members of the President Region should have up front seating (right)

4 dinner tickets Saturday night

INCOMING PRESIDENT COURTESIES

Members of the President's Region should have up front seating (left)

4 dinner tickets Saturday night

Installation -Guests up front seating

FUNCTIONS IN CONJUNCTION WITH THE CONFERENCE

Pre/Post Conference State Board Meetings

Pre/Post Conference EC Meetings

Legislative Platform Approval

ESSENTIAL CONFERENCE FUNCTIONS

- 1) Registration
- 2) Opening Ceremony
- 3) General Business Sessions
- 4) Presentation of Resolutions
- 5) Candidates' Forum
- 6) Election of Officers
- 7) Installation of Officers and Board members

OPTIONAL CONFERENCE FUNCTIONS

- 1) Workshops/Seminars/Tours
- 2) First-Timer's Briefing
- 3) Remembrance/Memorial Event
- 4) Awards Presentation event
- 5) Entertainment/Galas
- 6) Exhibitor/Vendors Booths
- 7) Hospitality (for welcome bags etc.)
- 8) Resource Centers
- 9) Past State Presidents event
- 10) Distinguished Member celebration
- 11) Photography Sessions
- 12) Meal functions with or without speakers

PRE CONFERENCE AND POST CONFERENCE BOARD

Board of Directors

Coverage: Pages, Doorkeepers and Timekeepers

LEGISLATIVE PLATFORM MEETING

Attendance consists of State Legislative Chair, Region Legislative Reps. PAC Chair, Legislative Consultant, Recording Secretary and Parliamentarian

Flag, Timekeeper

Coverage: Pages, Doorkeepers and Timekeepers

BUSINESS MEETINGS

Flag. Region Markers. Timekeeper. Tabletop podium Floor Mics,

Coverage; Pages, Doorkeepers and Timekeepers

OPENING CEREMONY

Welcome and greetings from dignitaries, posting of colors

KEYNOTE ADDRESS

CANDIDATES' FORUM

Moderator and when it will be held

AWARDS PRESENTATION

Recognize and award and remember, separate event or with a meal function or business session

INSTALLATION OF OFFICERS AND BOARD MEMBERS

Installing Officer is selected by incoming president coordination occurs with this person

PAST STATE PRESIDENTS EVENT

PSP hosts it and coordinates meal

PROGRAM BOOK CHAIR

Duties...

- Budget for program book, postage and miscellaneous expenses
- Arrange deadlines with Conference Chair and printer must have it two weeks out for final print
- Develop advertising price schedule - advertising will pay for the program book
- If necessary have a committee to help
- Prepare a final report

Plans and prepares the conference program book with specific deadlines.

Conference Rules

Schedule of Events

Conference Program

Photographs and Bios on keynote, entertainer, YC and ID speakers

Map of conference facilities

Photograph schedule

Listings of the EC with pictures, State BOD, PSPs, Conference Officials, and Chairs, and Any Award Winners

Advertisements

Listing of Exhibitor/Vendors

Election Tally Sheet

Interim and final registration/credentials tally sheet

BPW Mission Statement, General Objectives and the Collect and Benediction

CONFERENCE SECRETARY

Maintain record of conference agendas, planning, and communicating, information.

Work with the Conference Chair as it relates to gathering addresses for correspondence to program participants, speakers, and dignitaries

Duties...

- Attend all conference planning sessions and record all official action taken - see form for documenting this information.

- Provide minutes within 2 weeks to the Conference Committee.
- Assist in writing thank you letter s as directed by the chair
- Complete other duties and responsibilities, which may be assigned by Conference Chair

CONFERENCE TREASURER

Maintain all financial records pertaining to the state conference. Ensure all vouchers and payments are in conformance with the financial policies that are either established by BPW /OHIO and or adopted by the Conference Executive/Committee.

Duties...

- Attend all conference planning sessions, taking notes for budget discussion. Identify expenditures and receipts for appropriating estimated cost/income
- Maintain accurate financial records of the conference and keep Conference Chair apprised of budgetary status working with them on any necessary changes or revisions
- Prepare vouchers for payment of conference expenses, attaching expense verification. Unless directed otherwise by the Conference Chair the conference treasurer shall pay any bills, which are included within the current conference budget
- Receive all monies for the conference, categorize and record funds received, and bank all funds in an account named "BPW/OHIO CONFERENCE YEAR" in a designated depository.
- Work in concert with the Registration Chair in accounting for registration monies received.
- Work with the state Conference Chair to provide a final conference report
- Complete other duties/responsibilities, which may be assigned by the state Conference Chair
- Non Budgeted and over budget items need approval from both the Conference Chair and State President.
- Present report at conference meeting at end of the actual vs. budgeted for the Conference Committee to review.
- Report Budget to Actual at each conference committee meeting.

REGISTRATION COMMITTEE CHAIR

Responsible for managing the conference registration process.

DUTIES PRIOR TO CONFERENCE...

- State Conference Chair will develop a registration form for publication in the OBW and mailed out in BPW/OHIO mailings.
- The Registrations Chair is responsible for registration counts for various conference functions outlined on the registration form.
- Verifying membership is active with the Database Manager
- Communication to Conference Chairs
- Assembling registration packets and ID Badges for conference registrants and for staffing the registration table at all times
- Both the Registration Chair and Treasurer are responsible for tallying registration receipts as a check and balance
- As Registrations are received the Registrations chair shall:
 - Communicate figures for event attendance to Conference Chair and all appropriate conference chairs
 - Provide meal counts to Conference Chair.
 - Communicate with the Conference Committee to obtain names of special guests, dignitaries, speakers, seminars/workshop/presenters, Exhibitor/Vendors, etc.
 - Work with Conference Chair on any public registration forms and on the design of the ID Badges for paid events
 - Confirm a final meal count with Conference Chair and treasurer
 - Work with Conference Chair and Treasurer on a spreadsheet for tracking events
 - Set Registration table hours with Conference Chair
 - Make a special time for the EC and BOD to register for early arrivals prior to conference.
 - Work with database manager in developing needed reports to give registration reports in business sessions. Motions must be written prior to presentation. No Second needed.
 - On registration form ensure the following Support Services area is included; doorkeepers, floortellers, timekeepers, pages

DUTIES AT/AFTER CONFERENCE

- Supervise and coordinate committee and volunteers to work the registration table
- Register EC and BOD
- Collect monies for on site registration and sell tickets to available events
- Prepare registration tallies as requested by Conference Chair
- Prepare and submit a final report to the Conference Chair detailing the registration process and activities
- Obtain a list of BPW members from the database manager to assist in verifying membership.
- Provide a registration report for the Elections Chair

Registration REPORTS

Each report will include the following information:

Date of Report

Time of Report

Number of Registrants by local within region including PSPs

Number of PSP

Number of Visitors/Guests

Total Registered at time of report

****Have motion filled out to accept report at each presentation...No second needed****

Prepare and submit a final report to the Conference Chair

ELECTIONS COMMITTEE CHAIR...

To conduct the elections of the officers at conference

Duties...

- **MAKE SURE YOU HAVE ONE MEMBER REPRESENTING EACH CANDIDATE FOR ELECTION FROM THE LO OR REGION TO WORK THE CREDENTIALS DESK AT CONFERENCE - SAME GROUP USED IN THE ELECTION PROCESS**
- The Elections committee is responsible for conducting elections of officers at conference. Typical functions performed by members of this committee are as follows:
 - Ensure a room with two entrances for entering and exiting the polls
 - Recruit volunteers and explain to them their duties
 - Procedural Requirement -Each candidate for election is required to provide one volunteer from their LO and or Region to work during elections
 - The elections committee chair will ensure prior to opening elections that representatives for each candidate for election are present and have received instructions relative to voting procedures that will be used
 - Obtain and arrange for ballot boxes, hole punches to punch ID badges
 - After Nominations have been made from the floor, coordinate with the Conference Secretary to prepare ballots to be used for the election.
 - Be prepared to assemble any needed ballots on site
 - Assign volunteers as doorkeepers, ballot distributors, and observers to ensure ballots are deposited in boxes. Once the polls are closed, doors to the room should be locked, with all committee members serving as talliers
 - Prepare (2) copies of the Report of Elections Results one copy is given to the Presiding President, one copy is given to the Recording Secretary,
 - This report is presented to the Membership by the Elections Chair
 - Remember to make a motion to destroy the ballots after the results are announced and confirmed by the President
 - Prepare and submit a final report to the Conference Chair

CONFERENCE SUPPORT SERVICES CHAIR

Coordinate Support Services: Doorkeepers, Timekeepers, Pages, and Floortellers to schedule coverage and availability of volunteers

Duties...

- Attend all conference planning meetings, act as liaison between the various conference committees and support services
- Identify and Coordinate Events and number of volunteers needed for each event

- Work with the Conference Chair on scheduling volunteers
- Assist all other chairs as needed in order to accomplish a successful conference
- Train volunteers on duties/roles of positions.

HOSPITALITY CHAIR

Coordinate welcome items for the Conference.

Duties...

- Solicit and obtain welcome items for registrants.

RESOLUTIONS CHAIR

To prepare resolutions during conference and present to the body for vote for adoption

Duties...

- Resolutions must be presented in writing and signed by the Resolutions Chair with date and time posted for membership to review
- A courtesy resolution will be prepared and presented to the body for acceptance
- Resolutions will be given to the Legislation Chair and State Recording Secretary to be forwarded to the respected recipients

CONFERENCE MARKETING CO-CHAIR FOR EXHIBITOR/VENDORS

Solicit potential Exhibitor/Vendors for the conference and work with obtaining vendors and exhibitors

Duties...

- Solicit vendors and exhibitors for conference
- Send out registration form with contract for space
- Establish with the Conference Chair setup and tear down times, pricing, location, tables and skirting, deadlines, and monies due, electricity and any other needs
- Maintain a log of all contacts

FACILITY CHAIR: EQUIPMENT, WORKSHOPS AND FACILITY

To identify needs of the all meeting and workshop presenters and create facility equipment checklist

Duties...

- Coordinate with the Conference Chair on all of the above items
- Identify room setup for workshops and seminars, business meetings, equipment needs, materials, presenter's needs,
- Awareness of conference schedule and events time line
- Report all information to Conference Chair for discussion and collaboration

COLOR GUARD CHAIR

To coordinate Color Guard at Opening Business Session

Duties...

- Work with Conference Chair and State President on recruiting a Color Guard for the opening business session.
- Coordinate with Color Guard representative on logistics and needs while on site and communicate these needs back to the Conference Chair
- Coordinate with Color Guard representative to determine how to make donation check payable to Note and Special Guests.

DIGNITARIES CHAIR

To coordinate Conference Dignitaries

Duties...

- Coordinate/welcome and Dignitaries such as Mayor, Key Note and Special Guests.
- Identify dignitaries, logistics and needs while on site and communicate these needs back to the Conference Chair

FIRST TIMERS CHAIR

Coordinate welcome to conference orientation for first time attendees and provide an introduction to what occurs at conference and the issues addressed at the annual membership meeting of the federation

Duties...

- Coordinate the first time attendees meeting
- Prepare handouts and information on conference
- Communicate to the Conference Chair for approval of activities to occur
- Discuss with the first time attendees overview of the issues addressed by BPW

MARIWYN HEATH MEMORIAL SERVICE CHAIR

To identify those members who have passed away the prior year and honor their memory

Duties...

- Place notice in OBW to send deceased members names to Chair
- Coordinate memorial service with Conference Chair
- Have a deadline to receive information from LO's