

ALTRUSA INTERNATIONAL, INC.

DISTRICT EIGHT

**CONFERENCE
PLANNING
MANUAL**

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ATTACHMENTS – SAMPLE REGISTRATION FORM AND SAMPLE BUDGET

THE DISTRICT CONFERENCE

The heralded highlight of the Altrusa year is the Conference held for members of clubs within territorial limits of its geographical grouping.

The chief “architect” is the Governor, with full responsibility for the planning of the Conference program and for approving all arrangements.

It is fully recognized that District Conferences differ widely in size and custom and care has been taken not to impose a rigid pattern on procedures in this Guide. Basic guidelines are provided to facilitate carrying out the “mechanics” of a Conference and point the way for the planners to apply their own ingenuity and the District Board’s individuality to make the Conference an enlightening, inspiring and action-generating event.

CONFERENCE SCHEDULE, ASSIGNED DATES

The District Conference will usually begin on the fourth Friday in April. Exceptions have and will occur because of the dates of Easter and events that limit the availability of facility space in the host city. When Easter Sunday follows the fourth Friday in April, District Conference will be changed.

Conferences will rotate between the four District Eight States, Arkansas, Oklahoma, Kansas and Missouri, in that order.

ALTRUSA INTERNATIONAL, INC. DISTRICT EIGHT CONFERENCE PLANNING HANDBOOK

PURPOSE OF THE DISTRICT CONFERENCE:

- A. Conduct the official business of the District: Conduct elections; propose amendments to International Bylaws and District Standing Rules; make recommendations for changes in policies and procedures; and propose, discuss and pass recommendations to International for action.
- B. Consider matters submitted to the District by the International President and Board of Directors.
- C. Renew understanding and appreciation of Altrusa's principles, ideals, programs and purposes. Identify individual and collective roles in attaining them.
- D. Recognize and reward club achievements.
- E. Provide leadership and officer training.
- F. Provide educational workshops and other workshops of interest to the members.
- G. Expand circles of Altrusa friendships and service.

PURPOSE OF THE DISTRICT EIGHT CONFERENCE PLANNING MANUAL

This Manual has been written by the District Eight Board of Directors to assimilate the majority of the policies, procedures and directives needed to plan the District Eight Conference. This guide will be utilized by the Board and Conference Committee. Thank you to District SIX for their template of this manual.

An appendix will be included with samples and forms needed by the Host Committee and the Board of Directors.

Revisions in this manual will be made as needed. The manual is designed to:

- A. Assist the District Eight Governor, officers and chairmen, the Conference Host Club and others who may be involved in the planning and implementation of the District Eight Conference.
- B. Provide a complete guide to the function and operation of the Conference in consideration of the purposes of District Conference as identified by the District Eight Board and Altrusa International, Inc.
- C. Provide a timetable for the steps necessary to organize and present a conference.
- D. Outline the duties and responsibilities of all the Conference Committee Chairs.

DISTRICT EIGHT BOARD CONFERENCE PLANNING **TIMETABLE/OVERVIEW**

This timetable is developed as a guide for the District Board to meet the major planning needs of the conference. This section should be used in conjunction with the sections describing the

responsibilities of each District Officer or Conference Chair.

Three years prior to Conference

Club Presents their intent to Bid	Governor, Host Club
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Two years prior to Conference

Presents their Invitation to Conference	Host Club
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Twelve Months before date of conference (April):

Duty	Responsible Party
Prepare a Conference preview for the Conference prior to the one you are to host. Time allowed and when will be given in the Conference Program. This presentation should be a lively and fun activity designed to whet the appetite of members and encourage attendance at Conference the next year. The presentation should include information about the community and its recreation and special attractions. The Governor will advise amount of time allowed.	Host Club & Governor
Obtain District Policies and Manual concerning conference.	Host Club & Governor
Verify that the Conference facilities are adequate, and the date is confirmed. Meet with the facility staff member responsible for the Conference arrangements. Confirm that the host club be allowed to bring in items for a hospitality room, rather than being required to purchase from the hotel. Get this in writing from the hotel.	Host Club
Approve the appointment of a Conference Chair (and co-chair) and Treasurer from Host Club.	Governor with Host Club President
Go over the responsibilities for Conference. Involve club membership with preliminary plans.	Host Club Chair & Governor
Provide Conference advance to Host Club	District Treasurer
Arrange for the October/November Board meeting to be held at conference site.	Governor & Host Club Chair

Eight months before date of Conference (July/August):

Duty	Responsible Party
Review previous Conference data and share with host club	District Treasurer
Divide Conference responsibilities among the club membership. Select the Conference Committee Chairs and prepare a timetable for their duties. Give job descriptions to all conference chairs.	Chair/Co-Chair
Develop conference Budget using previous Conference budget data and attendance as a guideline prior to District Mid Year Board Meeting, as well as preliminary Conference plans before the Mid Year Board Meeting	Conference Chair, Finance Chair and Governor
Reserve rooms for the Mid-Year Board Meeting	Chair & Governor
Review the responsibilities of Host Club.	Governor, Host Club
Meet with facility staff to review preliminary contract, the mechanics of the conference, the meeting room needs, and the contact/liaison person for the facility and Altrusa.	Conference Chair(s), District Board

Five to six months before date of Conference (October/November) (Mid-Year Board Meeting)

Duty	Responsible Party
Appoint Awards Committees, and send deadlines and criteria for awards to club presidents. Publish deadlines in DSB	Governor & District Board
Consult on Conference Committee selections and define their preparations for Conference.	Governor, Conference Chair(s)
Prepare a brief presentation for the Mid-Year Board Meeting. Include a proposed conference budget, registration form, registration fee deadline, preliminary program and suggestions for speakers and proposed theme. Present packet with information for approval by Board at Mid-Year Meeting	Governor, Host Club
Prepare program schedule.	Governor
Establish due dates for registration, hotel reservations, and reports and material needed for Conference packets.	Governor, Conference Chair(s)
Contact International Representative to Conference. Inform her of the Conference program and plans. Make any special requests you have of her. Give her the information about the hotel and staff person in charge of the conference.	Governor
Contact special seminar leaders. Make firm commitments.	Governor & Host Club Chair

Three months to four months before date of Conference (December/January):

Duty	Responsible Party
Finalize plans for registration forms and conference budget. Confirm workshop leaders and finalize Conference program.	Governor, with Board and Conference Chair(s)
Discuss publicity for Conference.	Governor, Conference Chair(s)
Notify District Offices and Committee Chairs of their involvement and responsibilities for Conference.	Governor
Establish Conference rules.	Governor, Parliamentarian/Parliamentarian Advisor
Develop an agenda for the business session.	Governor, Conference Chair(s)
Provide <i>DSB Editor</i> with Conference information for Call to Conference issue.	Governor

Two months before date of Conference (February):

Duty	Responsible Party
Determine the number of Delegates and Alternates to which each club is entitled and instruct District Secretary to mail out list to clubs with the Credentials Form.	Governor, District Secretary, District Treasurer
Publish pre-Conference issue of DSB	Governor, DSB Editor
Send District Store form to Host Club Chair in charge of the store.	Governor
Order store supplies from Doc Morgan and Altrusa International.	Host Club Store Chair

Thirty days before date of Conference (March):

Duty	Responsible Party
Prepare certificates for awards.	Governor, District Secretary
Finalize workshops materials.	Workshop presenters.
Double check with hotel and Banquet Manager reservations and meal reservation.	Conference Chair & Facilities Chair
Put together Conference packets.	Host Club

Three weeks before date of Conference (Late March):

Duty	Responsible Party
Send program to printer.	Conference Chair(s)
Arrange head table seating for each of the Conference events.	Governor

One week before date of Conference (April):

Duty	Responsible Party
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Check to see that all information needed for the Conference Program Book is in the hands of the Conference Printing Committee.	Governor, Conference Printing Committee
Double check all details. Make any last minute arrangements. Review Conference arrangements with hotel staff.	Governor, Conference Chair(s)

GOVERNOR’S RESPONSIBILITIES FOR DISTRICT CONFERENCE

The Governor is responsible for the District Conference. She has the responsibility for planning the Conference program with the District Board at the Mid-Year Board Meeting. The location of conferences is decided at least three (3) years in advance, and preliminary arrangements are made with the hotel/motel. The Governor reviews the Selection of the Conference Hotel with the Host Club. The Governor should have a current Conference Planning Guide and should see that the Host Club receives a copy of the Conference Guide. The Guide contains a detailed time schedule for all arrangements that need to be made in order to have a smooth and worthwhile program. Refer to it when planning your Conference.

- A. The Governor approves the appointment of the Conference Chair, Conference Finance, Registration and Credentials Chairs, and may appoint other Conference Committee Chairs.
- B. The Governor, at her discretion, may appoint a club to host a conference event.
- C. The Governor will develop a Conference program which inspires enthusiasm and determination for new plans and projects in the clubs and which ensures good fellowship between attendees at Conference.
- D. The Governor presents a proposed Conference Budget in collaboration with the Conference Chair and Conference Finance Committee to the Mid-Year meeting of the Board of Directors. The Governor, with the District Board, will determine what the Conference fee will include and what the amount will be.
- E. The Governor, with suggestions from the District Board, will prepare the agenda for all sessions of the Conference.
- F. The Governor will work with the District Parliamentarian to review the “Rules of the Conference”.
- G. The Governor will issue invitations to all program participants.
- H. International Visitor(s)
 1. The International President assigns an elected International Officer to make an official visit. The Governor acknowledges and extends an invitation to the assigned International Representative.
 2. Consult with the International Representative in planning the Conference program and her participation in it. Send her a copy of the tentative program as soon as it is available.
 3. See that reservations are made for the International Representative’s hotel accommodations and that all local expenses for her attendance at the Conference are included in the Conference Budget and are paid.

- J. Elected representatives of other districts and the International Foundation may be invited to participate. If they participate in a workshop and/or program, refer to the Conference Fiscal Policies in Standing Rules.
- K. Awards:
- 1) Supply each local club with copies of the criteria and deadlines for awards as necessary
 - 2) Responsibilities for selecting judges for award entries and presenting the awards at the Awards Luncheon will be assigned to the District Eight Service Chair.
- M. Call to Conference:
- 1) As the prime vehicle for Conference information sharing, the Call to Conference issue of the *DSB* is published by the Governor and the *DSB* Editor in February to be delivered at least sixty (60) days prior to Conference to all District Officers, Committee Chairs, all members of the International Board of Directors and International Chairmen, International Office and all members within the District.
 - 2) Content should include, but is not limited to:
 - i. Notice of International Representative attending.
 - ii. Conference Program.
 - iii. Registration Form for Conference.
 - iv. Hotel and travel information.
 - v. Workshop information.
 - vi. Photos and write-ups about candidates for elected office (in election years)
 - vii. Information about Keynote Speaker.
 - viii. Award information.
 - ix. Fun Night activities.
 - x. Request names for Memorial Service from clubs.
- N.. In-Coming Officer Training:
- 1) Plan training workshops for in-coming Officers (Presidents, Presidents- Elect, Vice Presidents, Treasurers, and Secretaries.
 - 2) In an election year, assure that in-coming officers' training is conducted for those elected to District Office.
 - 3) Conference Printed Material: Most information is reviewed and copied in advance and may be included in the Conference packets. It may include, but is not limited to:
 - a) Conference Program content – prepared by Governor .
 - b) Annual Reports – prepared by the Governor, District Officers & Chairs
 - c) Workshop information.
 - d) Financial reports as necessary – prepared by the Treasurer.
 - e) Membership reports as necessary – prepared by the Treasurer.
 - f) Copies of other vital documents, such as BRR proposals and recommendations.

- O. Final duties:
 1. Arrange head table seating for each Conference event, and notify the Expeditors Chairman two weeks in advance.
 2. In an election year, invite all candidates to audit the Pre-Conference Board Meeting.
 3. Review Memorial Service list.
 4. Check with Secretary on delegate and Alternate list.
 5. Review award assignments.
- P. Follow-up duties: The Governor and those she delegates to the responsibility for follow-up duties. This may include but not limited to:
 1. Letters of appreciation (public functions).
 2. Thank you cards (catering staff, printer, etc.).
 3. Mailing uncollected awards.
 4. Minutes of the business session – prepared by District Secretary.
 5. Examination of the Conference Treasurer’s books by the District Treasurer.
 6. Payment of all Conference bills within 30 days after Conference and remittance of any excess funds to the District Treasurer.
- Q. Conference Report: A Report of Conference should be sent to all of the members in the Conference Report Issue of the *DSB*. This should be the first issue after the close of the Conference. The issue should include, but is not limited to:
 1. Summary of Board Meetings and actions taken.
 2. Results of elections.
 3. Awards presented and winners.
 4. Results of Foundation Auction – amount of money and fund designated by Board.
 5. Bylaw changes, if any.
 6. Total registration.
 7. Date and location of next Conference.
 8. Financial Report of the Conference.

GOVERNOR-ELECT’S RESPONSIBILITIES FOR DISTRICT CONFERENCE

- A. Assume full authority of the presiding officer over the Conference proceedings in the absence of the Governor or in the event of her inability to act. (Bylaws, Article XII, Sections 3 and 4). If it is necessary to fill in for the Governor, all courtesies, arrangements, and amenities afforded to her are extended to the Governor-Elect.
- B. Participate in the Conference as directed by the Governor.
- C. Attend planning meetings as requested by the Governor.
- D. Year of Installation as Governor:
 1. Prior to Conference, present selected Committee Chairs and Secretary for Board approval.

2. Introduce to the Conference body all those appointed to committees for the next biennium.
 3. Prepare with your appointed Program Chairs a biennium program presentation to be given at a general meeting to all Conference attendees.
 4. Prepare an acceptance speech to be given following your installation. This is a speech to accept the office only and may include suggestions as to your plans for the future. It is not the time to present your biennium theme or do your program presentation.
 5. Post-Installation Reception is the responsibility of the Governor-Elect's home club.
- E. Attend Pre-Conference and Post-Conference Board Meetings.

OTHER DISTRICT OFFICERS RESPONSIBILITIES FOR DISTRICT CONFERENCE

- A. Attend planning meeting(s) as requested by the Governor.
- B. Prepare and conduct workshops as directed by the Governor.
- C. Act as Emcee of a luncheon as requested by the Governor.
- D. Attend Pre-Conference and Post-Conference Board Meetings.

SECRETARY'S RESPONSIBILITIES FOR DISTRICT CONFERENCE

- A. Attend and record planning meetings as requested by the Governor.
 1. Record the proceedings of the Pre-Conference Board Meeting, the Conference Business Meeting and the Post-Conference Board Meeting.
 2. Prepare a summary of the District Board actions from the Pre-Conference Board Meeting to be given at the Saturday Business session
 3. Read greetings at the Opening Session.
 4. Read Roll Call of Clubs at Business Session.
- B. Obtain delegate information and mail forms to Local Club Presidents:
 1. Two months before the Conference, obtain from the District Treasurer a membership count for each club to determine the number of Delegates and Alternates to which they are entitled.
 2. Send the credentials form to the club presidents for them to return by a specified date with the names of Delegates and Alternates listed. Remind them to bring a copy of the credentials form for the Delegates and Alternates to Conference properly signed and authorized.

- C. Furnish Delegate/Alternate list for Credentials Committee:
 1. At least fifteen (15) days prior to Conference, furnish the Credentials Chair with the official list of club Delegates and Alternates, and Past Governors attending the Conference and District Board Members.
 2. Fifteen (15) days prior to the Conference, provide the following information to the Elections Committee:
 - a) In odd-numbered years, a certified list of candidates for District Office.
 - b) In even-numbered years, a certified list of candidates to present to International for International Nominating Committee and for Trustee for the International Foundation, if applicable by International Bylaws.
 3. At Conference, approve any club Delegates and Alternates whose names were not submitted and compiled on the official list prior to Conference. This must be completed before they can be registered with Credentials.
- D. Furnish voter list for Elections Committee. For each election, furnish the Elections Committee Chair with a list of qualified voters (Delegates, Past Governors and District Officers) at least two (2) hours before the polls open for voting.
- E. Report Newly-Elected District Officers. Within ten (10) days after election of new District Officers, the RETIRING Secretary shall send the names of the newly-elected officers and the newly-appointed Secretary to the International Office using the official forms.
- F. Prepare and conduct a workshop for incoming Club Secretaries, at the discretion of the Governor
- G. Attend pre-Conference and post-Conference Board Meetings.

TREASURER'S RESPONSIBILITIES FOR DISTRICT CONFERENCE

- A. Attend the planning meetings as requested by the Governor.
- B. As directed by the District Standing Rules, pay advance to Host Club at least ten (10) months prior to their Conference. The Host Club returns the advance no later than sixty (60) days after the end of their Conference.
- C. Finalize membership count for awards:
 1. Two (2) months before Conference, finalize the membership count of clubs for all paid memberships for the purpose of determining awards and Delegates at Conference.
 2. Forward a copy of the count to the District Secretary, the District Membership Development Chair and the Governor.
- D. Prepare reports and budgets:
 1. Submit an annual Finance Report to the District Board of Directors at the Pre-Conference Board Meeting.
 2. Prior to the Annual District Conference, the Treasurer, Finance Committee and Governor prepare a budget review for presentation to the Conference body.

3. At Conference, conduct a budget briefing prior to business meeting and present Budget; Finance Report and Compilation Report during the business meeting.
- E. Other Conference Responsibilities:
1. Prepare and conduct a workshop for Incoming Club Treasurers.
 2. Assist in various Conference events as requested by the Governor.
 3. Prepare the monetary award checks paid by the District for presentation at the Conference Award Luncheon.
 4. Attend pre-Conference and post-Conference Board meetings.
- F. Financial Wrap-up of Conference:
1. Receive from the Conference Finance Chair any unexpended funds, including the Conference advance, and return these to the District Funds.
 2. Receive copies of the final accounting of Conference income and expenses and budget comparison; examine and prepare a final report for the Governor to be presented at the Mid-Year Board Meeting.
 3. Return 10% of the net profit back to the Host Club, after the Mid-Year Board Meeting.

IMMEDIATE PAST GOVERNOR'S RESPONSIBILITIES FOR DISTRICT CONFERENCE

As a member of the District Board, assist with the work of the District Conference as the Governor may direct.

- A. Attend planning meeting as requested by the Governor.
- B. As a member of the District Board, assist with the work of the District Conference as the Governor may direct.
- C. Plan the Past Governors' Breakfast:
- D. Make plans for and send invitations to the Past Governors' Breakfast.
- E. Serve as host of the Past Governors' Breakfast.
- F. Chair the Governor's Distinguished Award Committee
- G. Attend Pre-Conference and Post-Conference Board Meetings.

PARLIAMENTARIAN'S RESPONSIBILITIES FOR DISTRICT CONFERENCE

- A. Keep the meetings in order by making sure all motions are properly stated and that any amendments made are voted upon in the proper manner.
- B. Present the "Rules of Conference" in the Friday Business Session.
- C. Assist with the work of the District Conference as the Governor may direct.
- D. Work closely with the District Governor to keep the meetings proceeding in an orderly fashion.

DISTRICT EIGHT COMMITTEE CHAIRS' RESPONSIBILITIES FOR DISTRICT CONFERENCE

MEMBERSHIP DEVELOPMENT CHAIR.

- A. Assist with the work of the District Conference as the Governor may direct.
- B. Receive membership statistics on percentage of increase/decrease of members in the club. Present Membership Awards during Awards Lunch.
- C. Prepare a workshop or conference presentation with needed materials as assigned by the Governor.

LEADERSHIP CHAIR.

- A. Assist with the work of the District Conference as the Governor may direct.
- B. Prepare a workshop or conference presentation with needed materials as assigned by the Governor.
- C. Help with training sessions as requested.

COMMUNICATIONS CHAIR & DSB EDITOR

- A. DSB Editor - February issue of the DSB contains all required Conference information and is mailed in a timely manner to be received no later than 60 sixty (60) days prior to Conference.
- B. Communication Chair prepares a workshop or conference presentation with needed materials as assigned by the Governor.
- C. Assist with the work of the District Conference as the Governor may direct

SERVICE CHAIR.

- A. Assist with the work of the District Conference as the Governor may direct.
- B. Prepare a workshop or conference presentation with needed materials as assigned by the Governor.
- C. Contact host club and develop conference service project that benefits Altrusa's image and the host club.
- D. Chair of Service Award Committee as assigned by the Governor and present the Award at Conference.

ASTRA CHAIR.

- A. Assist with the work of the District Conference as the Governor may direct.
- B. Prepare a workshop or conference presentation with needed materials as assigned by the Governor.

BY-LAWS RESOLUTIONS AND RECOMMENDATIONS CHAIR (BRR)

- A. Assist with the work of the District Conference as the Governor may direct.
- B. Prepare a workshop or conference presentation with needed materials as assigned by the Governor.
- C. Conduct a BRR briefing as assigned by the Governor.
- D. Present the proposed BRR changes at the business meeting.

FOUNDATION LIASON CHAIR.

- A. Assist with the work of the District Conference as the Governor may direct.
- B. Prepare a workshop or Conference presentation with appropriate materials as assigned by the Governor.
- C. Assist with the silent auction and any other fund raising activities related to the International Foundation, including Club 21.

NEW CLUB BUILDING CHAIR.

- A. Assist with the work of the District Conference as the Governor may direct.
- B. Prepare a workshop or Conference presentation with appropriate materials as assigned by the Governor.

STRATEGIC PLANNING CHAIR.

- A. Assist with the work of the District Conference as the Governor may direct.
- B. Prepare a workshop or Conference presentation with appropriate materials as assigned by the Governor.

HOST CLUB'S RESPONSIBILITIES FOR DISTRICT CONFERENCE

The Host Club is responsible for handling the mechanics of the Conference. The Conference Chair is approved by the Governor using the suggestions from the President of the Host Club. The Conference Chair, with the approval of the Governor, appoints conference committees.

Committee structure will depend upon the size of the membership of the Host Club and the Governor's decision. In small clubs, some responsibilities may be combined. In large clubs, they can be divided to equalize the workload.

Because the Governor is in charge of the Conference, a close working relationship between the Governor, the District Board and the Conference Chair is vital.

TIMETABLE FOR HOST CLUB

A. TWENTY-FOUR TO THIRTY-SIX MONTHS IN ADVANCE:

1. Assess the abilities of your community and clubs to host a District Conference.
2. Review history of past conferences to determine:
 - a. Room and space needs.
 - b. Number of sleeping rooms needed.
 - c. Number and size of meeting rooms needed.
 - d. Number of food functions.
 - e. Length of stay.
 - f. Handicap accessibility.
3. Acquire background information on hotel rates.
4. Learn hotel's performance for other groups.
5. Convenience of location.
6. Consider budgets of participants.
7. Parking availability, costs and location.
8. Technology availability.
9. Submit a request in writing to the Governor/District Eight Board of your clubs desire to host a conference.

B. EIGHTEEN TO TWENTY-FOUR MONTHS IN ADVANCE:

1. Determine the following with the hotel before booking the meeting:
 - a) Cost:
 - i. Negotiate the sleeping room rate, whether there is a flat rate or range of rates, complimentary rooms included in the price, and "group" rates.
 - ii. Have a price in mind, but let them quote first. Identify any hidden costs not covered, i.e. taxes, gratuities.
 - iii. Inquire about deposit required.

- b) Space. Inquire as to whether there will be any other groups in the hotel at the same time. Make sure the hotel has enough space and that it will be available at the time of the meeting including:
 - i. Hotel Rooms.
 - ii. Meeting rooms.
 - iii. Registration locations.
 - iv. Club sales, silent auction and store space that can be locked.
 - v. Dining and banquet room. Make sure there are no room rental fees for meal functions.
 - c) Food and Beverage rules. Ask if we can we bring in food to the conference areas.
 - d) Miscellaneous Costs. Inquire as to whether there are additional costs for:
 - i. Room set-ups.
 - ii. Technology support, and access.
 - iii. Security costs.
 - iv. Parking facilities
 - v. Other costs
2. Determine the Contacts for the Conference.
 - a) Determine the main contact person from the District (usually the host club Facilities Chair). This person coordinates arrangements with the hotel for sleeping rooms, meeting rooms, banquet facilities and food.
 - b) Determine the main contact person from the Hotel Management Team.
 - c) Determine Hotel Policy regarding deposits and contract deadlines.
 3. Miscellaneous Information.
 - a) Get everything in writing.
 - b) The Governor will sign all contracts.

C. TWELVE TO THIRTEEN MONTHS IN ADVANCE

1. Propose the name of the Conference Chair to the Governor for approval.
2. Start working on a theme. The theme will be approved by the District Board at the Mid Year Board Meeting.

D. ELEVEN MONTHS IN ADVANCE:

1. Appoint Finance Chair, Registration Chair with the approval of the Governor.
2. Reassess potential attendance.
3. Confirm that the negotiated hotel room rate is in the contract which is signed by the District Governor.

E. NINE TO TEN MONTHS IN ADVANCE:

1. Send a list of committee chairs to the District Governor.
2. Contact the hotel for menus and prices and explore entertainment and speaker options. Check to see if there is an additional charge for special dietary needs such as for those who are gluten or lactose intolerant, or diabetic. Also, get prices for children who sometimes attend.
3. Contact the Visitors and Convention Bureau to determine what help they can give you.
4. Prepare a preliminary budget based on a tentative registration fee. The final fee will be approved by the District Eight Board. Open a checking account with the advance from the District Treasurer.

F. SIX MONTHS IN ADVANCE:

1. Attend the Conference planning at the Mid-year Board Meeting as requested by the Governor.
2. Explain the Conference plan to date.
3. Present a proposed budget, to be approved by the District Eight Board.
4. Present proposed menus and prices.
 - a) Present suggested registration forms with arrival and departure details for the hotel
 - b) Learn more details of the Conference program.

G. FOUR TO FIVE MONTHS IN ADVANCE:

1. Report any changes made at the Conference Planning Session to club and committees involved and modify plans as necessary.
2. Get detailed information to the hotel on the program and any additional rooms that are needed.
3. Reconfirm prices with the hotel for meals, meeting rooms and equipment needed.
4. Design and distribute promotional material to the District Governor.
5. Contact speakers, if requested to do so by the District Governor.
6. Confirm entertainment.

H. THREE MONTHS IN ADVANCE:

1. Get a firm commitment from printer.
2. Send publicity for the Pre-Conference mailing to the District Governor to be included in the "Call to Conference" issue the District Service Bulletin (DSB).
3. Prepare a publicity campaign for Conference
4. Learn deadlines and the type of material wanted. Give the media information on Altrusa and District Personnel.
5. Confirm speakers, times, subject or title as requested by the Governor.
6. Secure door prizes.

I. TWO MONTHS IN ADVANCE:

1. Receive and verify banquet event form – includes set-up, location, time, menu, refreshments, equipment, etc.

J. ONE MONTH IN ADVANCE:

1. Get the program to the printer if requested by the Governor.
2. Proof the program if responsible for printing.

K. FIFTEEN (15) DAYS IN ADVANCE:

1. Reconfirm speakers, entertainment and needed equipment.
2. Reconfirm with the hotel what equipment they will provide.
3. Print tickets and nametags for the Conference packets.
4. Start to assemble Conference packets.

L. 48 HOURS IN ADVANCE:

1. Give catering a guaranteed set-up number for meals.
2. Review any last minute changes.
3. Finish Conference packets.

M. DAILY:

1. Check with registration for any additions for meals.
2. Give catering any daily additions for meals in compliance with the hotel's deadlines.

N. BEFORE CHECK OUT:

1. With Finance Chair, review all charges for meals and breaks.
2. With Finance Chair, review master bill. Make any adjustments necessary and pay the hotel.
3. Present a preliminary post Conference report to the District Board at the post-conference board meeting.

O. ONE (1) MONTH AFTER CONFERENCE:

1. Prepare final accounting of Conference income and expenses and budget comparison and send to District Treasurer and Governor.
2. Send money left in Conference account after payment of bills to the District Treasurer and close account.
3. Send list of attendees to District Governor and District Treasurer.

CONFERENCE CHAIR'S RESPONSIBILITIES

A. PRESENTATION OF THE PREVIEW TO DISTRICT CONFERENCE.

1. The Host Club prepares a preview of what a great Conference they will provide. This is presented at the Conference prior to the one they will host, during the time scheduled in the conference program. (as may present at other Conference prior to theirs)
2. The presentation is a lively and fun activity designed to whet the appetites of members and encourage attendance at Conference next year.
3. The presentation should include information about the community and its recreation and special attractions.

B. SELECTION OF COMMITTEE CHAIRS.

1. The two most critical committee chairs are Registration and Finance. Each of these persons must be able to handle the organization and detail that goes with each responsibility.
2. Develop a procedure for selecting the chairs of the other committees that allows the flexibility to choose members who have a particular talent for the specific job, who will be able to form a good working team and have the reliability to see the tasks to completion.
3. Utilize the information in Host Club Responsibilities to assist members in making their decision to accept assignments.

C. ORIENTATION FOR COMMITTEES.

1. Prepare a working guide that contains committee responsibilities and a preliminary timetable for task completions.
2. Prepare a meeting schedule for committee chairs and a reporting schedule to track progress.
3. Plan and conduct an orientation specifically for committee chairs and for the entire club, so they will learn what has to be done. This will create enthusiasm for their involvement in Conference preparation.

D. COORDINATING CONFERENCE "MECHANICS" AND ASSIGNED PROGRAMS.

1. Your contact will be more frequent, so developing a good working relationship with the committees will be most important.
2. Appoint a Facilities Chair to contact the facility staff and arrange for a meeting with them to establish limits and guidelines.

3. Schedule meetings with the committee chairs on a regular basis. Have them give you ongoing schedules of their committee meetings. Plan to attend them when any critical decisions are to be made.
4. Use the information in the Conference Planning Timetable to develop your working timetable with the committee chairs.
5. Committee chairs should complete the preliminary organizational tasks and have all planning ideas together before the budget is presented to the District Board.
6. Review all plans submitted by the committees, and review these recommendations with the Governor.
7. Appoint a secretary to record minutes of the Conference Planning meetings and handle correspondence with the District Board.

E. COORDINATION WITH DISTRICT EIGHT GOVERNOR.

1. Open, direct communication between the Governor and the Conference Chair(s) is extremely important.
2. Maintaining close contact with the Governor is MOST VITAL. There are many details that will continually need to be clarified and adjusted prior to Conference. The Governor and Chair(s) should be in contact frequently to confirm progress of plans. Keep notes of these conversations for reference and follow-up needs.
3. The Conference Planning Timetable gives many of the details that will need attention during each month as the Conference is being arranged.
4. The Governor should visit the Conference site at least once prior to the beginning of the Conference. This visit will usually coincide with the Mid-Year Board meeting of the District Board of Directors. The Conference Chair(s) should arrange for a tour of the facility for the entire Board. At the Board meeting the Conference Chairs must present the budget, selection of speakers, and/or entertainment and other plans, the host club has for the conference.
5. The Governor should give the Conference Chair(s) a draft of the Conference schedule at least six (6) months prior to the Conference. This is a working outline to assist the Conference Chair(s) with her work with the facility staff and conference committees. It will be continually changed as each segment is finalized.
6. As the planning moves forward, a strong emphasis should be given to the TIMING for all events. In order for a conference to run smoothly, a strict time schedule must be kept.

F. APPROVE ALL EXPENSE VOUCHERS.

1. Approve Conference expense vouchers for payment by the Finance Chair in accordance with the budget allocations.
2. Discuss any problems which might arise regarding budget line items with the Governor.
3. Become familiar with the information regarding the development of the budget. See attached sample budget.

G. COORDINATION DURING CONFERENCE.

1. Plan to stay at the Conference facility during the entire Conference. Be available to assist committee chairs and attend to last minute details.
2. Two (2) areas in need of close supervision are:
 - a) Seating at all meal functions and business sessions. Arrange enough seating without causing any delay in the start of an event. Maintain a careful watch on the count at all times.
 - b) Arrange with the Expeditors Committee the processional as per the instructions from the Governor, for the business session, luncheons and banquets. Get all persons who are to be in the processional in line so the event can begin on time. (Getting a dozen or more people to be in line (and stay there) by a certain time can be difficult. Be sure that enough personnel is on hand to manage this.)
3. The goal is a Conference that runs smoothly so that any adjustment that may be needed is handled in such a way that members attending have no idea that such needs may exist.

H. FINAL REPORTS.

1. **REPORTS TO THE GOVERNOR:** If the Conference is in an election year, file the final reports with the Immediate Past Governor.
 - a) Registration Committee Report. In addition to the reports given at the Conference, prepare a final report which includes the names of the clubs represented and an itemized list of all who attended, listing name and club and payment made.
 - b) Finance Committee Report. Prepare a final report which includes a final financial statement and a budget comparison with the original Conference Budget along with ledgers and vouchers.
 - c) Conference Chair Report. Prepare a final report which includes information from all of the Conference committees and their participants, as well as an evaluation of the Conference and any recommendations.
2. **REPORTS TO THE TREASURER:** If the Conference is in an election year, file the final reports with the Outgoing Treasurer. Include a check for all unexpended funds and a copy of the final financial statement and budget comparison with the report.
3. Complete and mail all final reports and statements within thirty (30) days of the end of the Conference, but **ABSOLUTELY NO LATER** than sixty (60) days after the end of Conference. The report should be done as soon as the final checks have cleared the account.

I. TRANSFER OF THE DISTRICT FLAGS AT THE CLOSE OF CONFERENCE.

1. District Eight flags are retired at the end close of Conference.
2. The next Conference Chair collects the District Eight flags, standards and bases and stores them.

Host Club Committees' Responsibilities for District Conference

The Host Club is responsible for handling the "mechanics" of the Conference through special committees whose activities are directed by the Conference Chair and subject to the Governor's approval.

The committees represented in the Handbook are those recommended by the District Eight Board of Directors for Conference Planning. These committees and/or the tasks of any particular committee could change as planning needs change.

A. REGISTRATION COMMITTEE

1. Prepare the registration form to be submitted for approval at the Mid-Year District Eight Board Meeting. Send the final copy to the Governor at least six (6) months before the Conference to be included in the Call to Conference.
2. Set up a system to record all information on the registration form (**refer to District Eight sample attached in supplemental information**). Receive advance registrations, and, after recording the necessary information, deliver the money to the Finance Chair for deposit in the Conference account.
3. Send refunds to those who cancel by the deadline.
4. Design and prepare name badges that are easy to read (large print) and easy to wear. Include full name and club name on the badge. Attach appropriate identifying ribbon(s) except the Delegate and Alternate ribbons.
5. Include name badge, the Conference Program and any other information from the District Eight Board or the Host Club in the Registration packets. Give these to participants as they register at the Conference.
6. Distribute the registration packets for the District Eight Board and the International Representative at the Pre-Conference Board Meeting.
7. Arrange with the Facilities Committee for a registration desk large enough to seat at least six (6) people and the necessary equipment to handle new registrants. Have at least three (3) members of the committee at the desk at all times as specified in the Conference Program. Organize efficient distribution of the packets to keep registration moving smoothly.
8. The Registration Committee Chair gives a preliminary registration report at the Opening Session, 2nd Business Session and a final report at the Saturday Governor's Banquet.. The reports should include the number of registrants by clubs, full and partial; District Board Members; Past Governors present; International Representative; number of guests and the total number registered. The District Secretary will provide the form reporting to the Registration Chair.
9. At the close of the Conference, furnish the Governor with the report which will include the names of the clubs represented. An itemized list of all who attended, listing each by

name, club and capacity in which they attended and the payment made will be made in the final report of the Conference Chair.

B. FINANCE COMMITTEE

1. Deposit all Conference funds in a Special Conference account set up by the Host Club. Designate the account as "Conference Fund, District Eight, Altrusa International, Inc."
2. Check all registration receipts received from the Registration Committee and keep a copy of all deposit slips to support the Committee's report to the Governor and to the District Board.
3. Pay all Conference bills upon vouchers approved by the Conference Chair or the District Governor, as instructed. Charge payments against the proper allocations in the Conference Budget.
4. Consult with the Governor and the District Eight Standing Rules to determine what expenses of the District Board and the District Committee Chairs are included in the Conference Budget and what expenses are paid by the District. Keep a list of these items for reference.
5. Have one member of the Finance Committee at the registration desk at all times during its open hours to receive fees paid and assume custody of the funds.
6. Immediately following the close of Conference, pay any bills outstanding. Furnish the Conference Chair with a detailed statement of income and expenses, including a budget comparison along with ledgers and vouchers. Forward this statement to the Governor as part of the final Conference report.
7. Send the District Treasurer a check for any unexpended money and the Conference advance, a copy of the income and expense statement and a copy of the budget comparison. In an election year, give this report to the Outgoing Treasurer.
8. Complete the final reports and the closing of the Conference Fund account within thirty (30) days of the end of the Conference, but ABSOLUTELY no later than by the end of the second month after the Conference.

C. DISPLAYS AND EXHIBITS COMMITTEE

1. Determine the amount of space required to display adequately and attractively the club exhibits and the yearbooks, newsletters, Mamie L. Bass and Letha H. Brown, Nina Fay Calhoun and Governor's Distinguished Service Award entries and any other materials decided upon by the Governor or the Board.
2. Consult with the Facilities Committee in arranging space for exhibits. Arrange with the Facilities Committee for the type of equipment needed for the displays.
3. If directed by the Governor, provide an area for clubs to display their fund-raiser items and ideas and service displays. Individual clubs may bring publicity material. Encourage clubs who have created their own recruitment brochures to bring them to share.

4. Arrange with the registration desk to have contact information available in order to receive displays and arrange the exhibits.
5. Notify the clubs when and where to pick up their exhibits at the close of Conference
6. The District Eight Service Chair will forward the First Place Winners of the Mamie L. Bass, Letha H Brown and Nina Fay Calhoun award winners to the Altrusa International, Inc. Office immediately following Conference.

D. DECORATIONS COMMITTEE

1. Provide flower arrangements for the head table at meal functions and general sessions. When possible use flowers for more than one occasion. Keep in mind the budget allowances for the committee.
2. The Conference Chair or the Governor may ask clubs in the area of the Conference to help provide table decorations for each meal event. Determine the number of table decorations needed based on the average attendance for Conference and the meal/room arrangement.

E. ENTERTAINMENT COMMITTEE

1. Secure entertainment for various Conference events as requested by the Governor and within the budgeted allocation.
2. Make arrangements for the entertainment as early as possible. Give complete information to the entertainers as to the length of performance desired, the place and the time. Arrange for special services or equipment required through the Facilities Committee. Stress the time limit on their performance.
3. Furnish the Governor, in writing, information about the entertainers for appropriate introductions by the presiding officer.

F. EXPEDITERS COMMITTEE

1. Expeditors should have some item of apparel that readily identifies them.
2. Have at least four (4) expeditors available at each business session. There will be occasions when expeditors will be asked to hand out materials to the assembly.
3. Have at least two (2) expeditors available at each meal event. Be ready to add more if expeditors are expected to collect meal tickets.
4. Assign an expeditor to each workshop to assist the workshop presenter as needed.
5. Be familiar with the hotel facilities, District personnel and District Board Members. Be ready at all times to deliver messages and announcements to the platform. Hand out materials and assist the Governor and/or the Conference Chair in every way requested.
6. Prepare the place cards ahead of time, and put them on the table as soon as it is set up, working from the seating arrangement list provided by the Governor.
7. Line up the people seated at the head table at least fifteen(15) minutes prior to a function so that they will be in the right order to proceed in and be seated at their proper places which should be designated by place cards. IT IS VERY IMPORTANT TO HAVE THESE PEOPLE

IN PLACE SO THE EVENT CAN BEGIN ON TIME. Assign enough hostesses to carry out this task

G. HOSPITALITY COMMITTEE.

1. MAKE EVERYONE FEEL WELCOME!!
2. Be responsible for the set up of the Hospitality Room if one is planned by the host committee. Whether the food is supplied by the hotel or brought in by the Host club is up to the facility. Have two (2) hostesses in charge during the hospitality room open hours. Coordinate the hours the hospitality room will be open with the Governor.
3. Have an adequate number of greeters stationed at assembly room doors (ahead of time) to welcome members and guests and to give seating instructions, if needed.
4. Have a greeter at the entrance(s) to the hotel and the registration desk during the time when members are arriving to register; assist as needed.
5. Provide a method of mixing people for seating at meals when this has been requested by the Governor. Clubs should be seated together for the Governor's Banquet.
6. Arrange for flowers, fruits or any other courtesies for the International Representative as requested by the Governor.
7. Cheerfully assume the role of information giver when people have questions.

H. REGISTRATION PACKETS COMMITTEE.

1. Assemble a registration packet for every conference registrant. It can be a sturdy folder with pockets inside to hold materials, or a large envelope. The content of the registration packets is listed below:
 - a) Conference Program Book.
 - b) Meal Tickets in an envelope.
 - c) District Officer and Committee Chair reports.
 - d) Tablet or note pad and pen or pencil.
 - e) Map of the city, information on local attractions, gift items from merchants, etc.
 - f) Ribbons identifying first timers, District Officers, past Governors, speakers, etc.
 - g) A list of local churches and synagogues with time and place of worship.
2. Obtain copies of the head table seating lists and insert the list in the registration packet of each person who is assigned a seat at the head table.
3. Print the registrant's name on the registration packet cover. The packets are filled alphabetically for the Registration Committee.
4. Turn all packets over to the Registration Committee the day before the Conference opens.

I. MEMORIAL SERVICE COMMITTEE.

The Governor initiates these actions for Conference planning:

1. Appoints an Altrusan to conduct the Memorial Service. This person will communicate with the Conference Chair about any special arrangements needed for the Service.
2. Selects the time for the Memorial Service.
3. Requests that clubs send names of members who have passed away during the year to her by March 1st.

J. CONFERENCE PUBLICITY COMMITTEE.

1. Prepare a publicity flyer on Conference to be printed in the Call to Conference edition of the *DSB*.
2. Contact local media six (6) weeks in advance of the Conference to promote the Conference and ask how they would like to cover the proceedings. Invite them to attend Conference events including meal functions. Promote the Conference by providing the media with information about Altrusa International, Inc. and the local club.
3. Check with radio and TV stations for interview possibilities for the Governor and the International Representative or other Conference luminaries. Times suggested should not conflict with Conference meetings. Notify the Governor well in advance of any arrangements with the media. This will allow her to alert the International Representative as to specific appointments and other arrangements with the media.
4. Prepare a news release on the Conference. Mail the prepared news release to all local clubs asking that they add the names of those who will attend and the names of their members who will have a leadership role in the conference. Forward the news release with the added information to the local newspaper.
5. Request and display copies of publicity received (newspaper stories, pictures, etc.) at the Conference.
6. Arrange for a local photographer to take pictures of Conference events and post them for sale. Some registrants may want to contract for club or group pictures.
7. Compile a folder of Conference publicity for the Governor.

K. FACILITIES COMMITTEE.

1. The Governor and the Facilities Chair will finalize the contracts with the hotel which will contain the basic set ups for all meeting and meal spaces, the registration areas and hospitality area. Conference spaces needed include:
 - a) Meal space at round tables for 200 people, with room for the head table, for each meal.
 - b) Business meeting space for Friday and Saturday morning to seat 200, with at least 120 in classroom seating.
 - c) Three workshop rooms to each hold at least 50 people, preferably classroom style. The business meeting room can be divided to provide space.
 - d) Space for Club Sales,, Altrusa store, and Foundation Silent Auction. Need space for at least 20 six foot tables with room to sit behind and for people to circulate. Area must be lockable.

- e) Registration area: Need at least two six foot tables for registration and credentials, with plenty of room for people to line in front of them.
 - f) Display area: As directed by the Governor, arrange for tables in a secured area for club displays of general activities, projects, yearbooks, brochures, award entries, etc.
2. Determine basic equipment needs for each event such as tables, microphones and lecterns, along with the cost for each. Find out the cost of resetting rooms, if space requires it, and the time required for resetting.
 3. Determine whether host club can provide laptop computers and projectors for meeting rooms and inform the Governor of number that can be supplied. Arrange for volunteers to set up this equipment where and when it is required.
 4. Ask the Governor about any special needs for equipment or special set-up for any event (e.g. empty floor space for exercise workshop, horseshoe set-up, etc.) Check that these needs are fulfilled before the event starts.
 5. Prior to each business session and meal function check to see that the public address system is working properly; test the microphone and the sound to make sure that those seated in the back can hear.
 6. Arrange for and clearly identify seating arrangements for Delegates and Alternates. Arrange for microphone to be located in delegate section.
 7. Arrange for the flag stands to be in place for the opening session, and ready for the flag ceremony. Following the initial ceremony, see that the flags are in place for each succeeding general session. Following the last session of the Conference, prepare the flags for transfer to the next Conference Host Club.
 8. Obtain from the Registration Committee the number of tickets issued for each meal, and give the count to the Conference Chair or catering manager as specified.
 9. Have committee members available to address last minute needs with seating and equipment.

L. PRINTING COMMITTEE.

1. Arrange for the printing or copying of the following Conference materials, according to copy provided and quantity needed, at the lowest prices consistent with good workmanship:
 - a) Meal tickets.
 - b) Registration forms.
 - c) Any other materials as requested by the Governor.
2. Arrange for the preparation and printing of the Conference Program. The Governor will approve the content of the Conference Program. The Governor will provide the Conference Schedule. Give the Governor time frames for the preparation and printing. Be sure to allow time for proof reading and editing.
3. Maintain a copy source for use during the Conference

M. SPECIAL EVENTS COMMITTEE.

1. Propose such special event activities, as your city can uniquely provide, to offer to Conference attendees during free time. These might include visiting places of historic interest; touring special business or cultural centers; touring museums and art galleries; and/or spending time at a shopping mall. Submit ideas to the Conference Chair and Governor at the Mid-Year Board meeting.
2. Make arrangements for spouses and other guests to participate in some sport or special activity as desired. Provide space on the registration form if it is necessary to make prior arrangements.
3. Prepare a list of churches in the area (denomination, service times and address) and assist with the transportation to services if requested. Include this information in the registration packet.
4. Assist with arrangements for any special events of the Conference.

N. ALTRUSA STORE

1. The Governor should receive from International by early February guidelines for ordering supplies, as determined by the International office, and forward them to the Chairman of the Altrusa Store.
2. The Chairman shall place orders to International Office and Doc Morgan for store sales 9-12 weeks prior to Conference. Items will be shipped to the Chairman's home. Merchandise shall be ordered, inventoried, and priced by the Chairman.
3. The Chairman will be responsible for soliciting adequate assistance for staffing the Store from local club members of the host club or another club in that state, as needed.
4. The District will maintain no inventory of International merchandise unless requested by the Governor or the Board of Directors. It does have an inventory of District EIGHT pins.
5. The Conference Treasurer will send a check to International and Doc Morgan at the end of conference. All remaining merchandise will be returned to International and Doc Morgan by the Host Club Chair.

Revised and Approved by: District Eight Board of Directors

Dated April 29, 2011

Sample Documents Attached:

Budget

Registration Form