

ARIZONA FEDERATION OF GARDEN CLUBS, INC.

Board of Directors

PROCEDURE

GUIDELINES FOR PLANNING A STATE CONVENTION

Hosting the AFGC Biennial Convention, held in the odd-numbered year in April or May, is a challenging and unifying experience. Districts accept the responsibility on a rotating basis. The AFGC President, President-Elect and the District Director agree on a Convention Chairman, after which the District Director serves only as the Convention Honorary Chairman. Planning by the Convention Chairman and the AFGC President should get under way by a year and a half before the meeting.

PRESIDENT'S RESPONSIBILITIES

- Present to the Board of Directors for approval the date and location of the Biennial Convention and the name of the Convention Chairman.
- Once during a term of office, when the names of the NGC President and PRGC Director at the time of the Annual Meeting or Biennial Convention are known, invite to attend either the Biennial Convention or the Annual Meeting. Due to travel time, courtesies should include one day prior to and one day following the Annual Meeting or Biennial Convention.
- Confer with the Convention Chairman as to speakers. Make initial contact with the proposed people or delegate this responsibility to the chairman.
- Invite participants other than main speakers and workshop presenters (i.e. timekeeper, committee to approve minutes, members to give invocation, pledge of allegiance, etc.)
- Draw up a tentative program to be presented to the Convention Chairman's Committee Meeting. Approve the completed program prior to its printing in the *Greenleaf* and to its release for publicity purposes.
- Submit a call letter electronically to the NGC President or PRGC Director; Board of Directors; and guests. Mailing to be completed at least sixty days before the meeting.
- Give the Convention Chairman seating plans for the head table and set-up requirements for each meeting.
- Send electronically the names of VIPs attending to the Convention Chairman six weeks before the meeting.
- Conduct all business sessions of the Annual Meeting.
- Send notes of appreciation electronically or regular mail to the Convention Chairman and other participants, as appropriate.
- The President-Elect should be invited to sit in on the planning of the Annual Meeting at which she will be installed as president. **She should have the date the first Annual Meeting of her administration approved at a Board of Directors meeting before her installation.**

CONVENTION CHAIRMAN'S RESPONSIBILITIES

- Secure agreement by the State President on a location and a tentative date. Clear the proposed date with the AFGC Event Calendar Chairman and notify the State President.
- Facilities considered for the Annual Meeting must be adequate for business sessions, programs and other planned activities. After approval of the Board of Directors, sign a

contract for the meeting accommodations and send a copy electronically to the AFGC President and AFGC Finance Committee Chairman.

- Appoint chairmen for all activities. Chairmen include: Badges, Corsages, Door Prizes, Exhibits, Gifts, Hospitality, Hostess, Invitational(s), Invocation, Memorial, Pages, Printing/Signs, Program, Program Book, Protocol, Publicity, Raffle, Reception, Registration, Staging, Social, Table Decorations, Travel/Tours, Vendors, and Workshops. A Secretary and Convention Treasurer should also be appointed. Each chairman may appoint a co-chairman.
- Contact program and workshop speakers as directed by the State President or write letters of confirmation as a follow-up to the president's contacts. Sign a contract with all speakers when agreement of fees, travel expenses, accommodations, materials and other arrangements have been finalized. Send them a complete schedule of events and directions for reaching the meeting site.
- Request biographies and pictures of program speakers and workshop presenters for publication in the *Greenleaf*.
- Consult with the State President on all major matters: theme, program, menu, speakers, presenters and other participants. The president's wishes are to be given first priority.
- Conduct meetings of your committee and coordinate all preparations for the Annual Meeting. Report progress to the District Director and to the Board of Directors.
- At the preceding Annual Meeting, extend an invitation to those present and announce the location and date.
- Attend each of the district meetings to stimulate interest in the Annual Meeting. The co-chairman or other representative may do this if the general chairman is unable.
- With the concurrence of the State President, determine the registration fee on the basis of expected expenses, such as, accommodations, meals, speakers' fees, equipment rental, programs, non-paying guests, etc.
 1. Non-paying guests include the NGC President or the PRGC Director, the AFGC President and the main speaker(s).
 2. The meeting is planned on a break-even basis. If it fails to meet expenses, the state will cover the loss. Of any proceeds above expenses, the district retains 10% and 90% is returned to the state.
 3. No registration fee shall be charged non-member spouses and/or guests who attend the Convention.
- Request an advance from the State Treasurer according to the Standing Rules #7.
- Submit registration forms and travel direction or map for publication in the spring issue of the *Greenleaf*. **Information to be in the hands of the editor by Feb. 1.**
- At the Convention, see that all chairmen function capably and that the overall meeting runs smoothly.
- Write notes of appreciation to the featured speakers and to the members of your committee.
- Submit a full financial report to the State President and State Treasurer.
- Prepare a scrapbook as a record of the meeting and as an aid in planning future meetings. This book will be given to the State President for her review and then it will go to the State Historian.

Submit a final report electronically to the AFGC President, Former AFGC President, Recording Secretary and Archivist by two (2) weeks before the Board of Directors at its fall meeting.