ONE DAY CONFERENCE/BOARD MEETING

In addition to the annual meeting, the state normally plans summer and fall meetings, which include a program and board meeting. This document focuses on host branch responsibilities.

State Responsibilities:
- The President is responsible for selecting the host branch and providing the business meeting agenda.
- The Program Vice President is responsible for overall coordination with the host branch and content of the non-business portion of the meeting.
- The Communications Vice President is responsible for publicity through the *Marylander*, other mailings, the website, and other social media.
- The State Treasurer is responsible for depositing checks and paying expenses.

Branch Responsibilities
1. The host branch appoints a state meeting chair and identifies branch members to handle logistics, food, and registration. Branch volunteers will be needed to check people in on the day of the meeting--determine whether the fee has been paid, provide name tags (those prepared in advance plus others on site), handle any checks delivered at the meeting and provide a list of checks along with the checks to the State Treasurer.
2. The host branch may request funds before the event to cover advance costs such as meeting space rental and catering deposit. These funds will be subtracted from final remittance of the conference/convention money.
3. The chair and state program vice president work closely to arrange the meeting. As needed, the branch meeting chair works with the State President and Communications Vice President.
   - Confirm the day's schedule with the Program Vice President.
   - Confirm with State Vice Presidents that they need/do not need breakout rooms.
   - Confirm the *Marylander* deadline with the Communications Vice President.
   - Obtain signs from the last host branch.
4. Registration
   - Estimate a conservative meeting cost to cover the following items:
     - meeting room rent
     - pre-meeting refreshments
     - lunch
     - table decorations + additional items such as plastic tableware, napkins, paper plates, etc.
     - check with State Program Vice Presidents to determine what the state is providing (e.g., costs of copies of handouts, gift for speaker or honorarium if applicable)

- cost of Information Technology support, such as for teleconference service for those who cannot attend the conference in person. is not included in determining the registration fee. IT support will be paid from the state program/meetings budget.
- Establish the registration charge
- Determine the late and in-person registration fee to encourage pre-registration.
- Determine if you want to use an on-line registration system (e.g., Eventbrite) in addition to mail-in. On-line payments must be coordinated with the State Treasurer and payable to AAUW Maryland.
- The on-line registration system must be configured to accept several registrations at one time. This permits the branch president or treasurer to register several members at one time and use scholarship funds to pay the fees.
- Require pre-registration. Approximately 10% will not pre-register. Have a fair policy on cancellations. There needs to be ONE name only per paper registration form.
- All registration checks and online payments must be payable to AAUW MARYLAND. Checks are not to be payable to the host branch.
- The registration chair creates a list of attendees and send checks to State Treasurer. Checks must not be deposited in the branch account.
- The registration chair should coordinate with person who will prepare name tags for attendees.

5. Meeting Space Issues
- Identify a Branch member responsible for finding a space and determining costs of room rental.
- Determine if breakout rooms are needed.
- Contract for space may need to be signed--probably by Branch President.
- Contact the State Treasurer for a copy of the AAUW Maryland liability coverage.
- Determine how many tables and chairs are needed. Consult with the State Program Vice Presidents.
- Monitor registrations so that if attendance is greater than anticipated you can confer with the location manager about increasing the number of tables/chairs etc.
- The meeting room will need a computer, audio technology, e.g., microphone, projector, and screen/white wall.
- The meeting room will need to have internet access if there are remote speakers or attendees. Hot spot or tethering is an option.
- Identify a hotel near the meeting site for attendees, including speakers, who wish to stay overnight and provide information in time for publication in *Marylander.*

6. Publicity
   - Prepare directions to meeting site and provide in time for publication in the *Marylander*
   - Prepare a registration form and provide in time for publication in *Marylander*
   - Identify any events or places to visit that may be of interest to attendees.
   - Are there any special handouts that the host branch would like each attendee to have?
7. Be sure to thank all branch members who participated in planning and executing the meeting.