

ANNUAL MEETING JOB DESCRIPTIONS

COMMITTEES WILL BE ESTABLISHED TO ASSIST THE CHAIRS

CHAIR

- Plan and oversee all phases of the annual meeting
- Contact previous year's chair and read through documents provided
- Work closely with state Program VP as this person plans and coordinates all aspects of the program and the program evaluation
- Appoint all committee chairs or co-chairs
- Recruit committee members
- Establish a budget with the help of committee chairs and the state program VP
- Assist publicity chair by helping to write articles suitable to be sent throughout the state.
- Coordinate submission of articles with the Program VP and the Communications VP for the Marylander.
- Identify venue and reserve space at least 9-12 months in advance
- Contact hotel frequently to assure open communication and to ensure hotel personnel is aware of annual meeting needs.
- Meet with convention planners at hotel and develop contract of needs/costs
- Meet with caterer and select meals. Include vegetarian and gluten-free options and other special meals as needed.
- Maintain close contact with all committee chairs and with others involved in annual meeting.
- Ensure that all bills and receipts are submitted to the state treasurer.
- Expect to fill in for people who have emergencies.
- Ask a member to take photos during annual meeting and submit them to the Program Vice President.
- Ask each branch Scholarship Chair to contact current and former branch scholarship recipients with special invitation letters and request their attendance at annual meeting. Ask the branch to cover the cost of their lunch or banquet meal.
- Contact all former scholarship recipients and invite them to register and participate.
- Be available at all times by phone and email
- Make sure each committee member has list of their responsibilities.
- At the conclusion of the annual meeting, write a report with detailed results, including advice for next annual meeting chair. Include input from each committee chair.

ANNUAL MEETING TREASURER

- Monitor the budget
- Keep record of income, expenses, and receipts for the state treasurer.
- 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.
- At the conclusion of the conference/convention, expense vouchers for costs not covered by the advanced funds must be submitted to the state

- treasurer. The treasurer will provide reimbursements within a week.
- Produce updated financial lists for everyone who needs them e.g., annual meeting chair, state treasurer and state Program VP.
 - Write the financial report as soon as possible and send multiple copies to annual meeting chair and to the state treasurer

REGISTRATION CHAIR

- Determine the registration fee. Estimate a conservative meeting cost to cover the following items:
 - meeting room rent
 - pre-meeting refreshments
 - breakfast and 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)
 - 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. Registration 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.
 - Cost of Information Technology support, such as for teleconference service for those who cannot attend in person. is not included in determining the registration fee. IT support will be paid from the state budget for programs/meetings.
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- Set deadline for registration and be sure it is included in the Marylander notice
 - Design registration form including delegate status
 - Establish late fee amount and have printed on registration form
 - Handle online, mail-in and on-site registrations
 - Keep a record of all registrations
 - Send all registration money to the state treasurer
 - Send all registration information to the person handling the computer registration (treasurer or other)
 - Set up registration table, signs and be sure all essential materials are available
 - Create a method of identifying meal selections for each registrant

- Keep annual meeting chair updated on registration in all categories

CREDENTIALS CHAIR

- Receive membership count for each branch from State Membership VP
- Send information to all branches about their number of delegates
- Keep a running check on numbers and delegate status of registrants during the annual meeting
- Report verbally to the annual meeting at each business meeting the total accredited delegates by category and other attendees.
- Approve any changes in delegate status during the annual meeting

HOSPITALITY CHAIR

- Assign a hostess for each workshop to assist speakers and collect evaluation forms
- Place appropriate signs for all meetings in a number of places to assure attendance
- Arrange for meeters and greeters to be available to answer questions during registration
- Arrange help for disabled members
- Know the layout of the venue to provide accurate assistance
- Make arrangements for Welcoming Dinner and tours on the day before the annual meeting. (These events are optional)

GIVEAWAY BAGS CHAIR

- Contact various community organizations and retail stores for items to be included
- Gather information about local attractions
- Obtain bags from a donor
- Assemble bags and bring to Registration Desk early Saturday morning

PUBLICITY CHAIR

- Prepare advance notices of date, location, times, costs to be sent by email to all branch presidents to be distributed within each branch
- Prepare notices to be sent to *Marylander* and sent to local/area newspapers and social media.
- Arrange for local newspaper to cover the annual meeting, especially Keynote Speaker

DECORATIONS CHAIR

- Be responsible for room and table decorations

ADMINISTRATIVE CHAIR

- Create banners, signs and all materials necessary for registration and credentials tables
- Produce nametags
- Prepare the annual meeting booklets, proof, duplicate, and handle binding of all annual meeting materials

FUNDRAISER

- Select a chair for the fundraiser and committee to assist.
- Determine type of fundraiser, such as silent auction or raffle, define the purpose and set financial goal.
- Include description and purpose of fundraiser in announcement of the conference/convention so attendees can prepare to participate.
- Request donation of gift baskets or auction items from members, if appropriate. Make the request two or more months in advance.
- Set up tables for auction items, if appropriate.
- All checks and cash donations received for the fundraiser must be recorded individually, listed as "item" and amount raised by the item. Checks must be made payable to AAUW MARYLAND, not to the branch.
- A list of all items in the auction with the amount each one raised, along with all checks and cash, must be given to the state Treasurer by the fundraiser chair. The Treasurer will deposit funds promptly. A report of the amount received must be submitted to the state President.
- Treasurer shall keep the records of the fundraiser in case of audit.
- Proceeds of the fundraiser will be sent to the appropriate AAUW fund or other beneficiary within two weeks of receipt.