



June 28, 2008

Virginia Association of the Deaf

VAD is required by state law to hold annual membership meetings

Mini- and Regular Conference Guidelines for the Host Chapter

Purpose

The purpose of these Guidelines is to help the host chapter plan an annual Conference for the benefit of VAD members.

Steps

- ✚ The host chapter, with the approval of VAD Board, picks a Conference Committee General Chair to plan the Conference.
- ✚ The Chair and the host chapter form a Conference Planning Committee (CPC).
- ✚ Members of the Conference Planning Committee shall be members of the host chapter and the VAD. The president of the host chapter is an ex-officio member of the Conference Planning Committee. The VAD Vice-President is Ex- Officio (as opposed to General) Chair of the CPC
- ✚ The Conference Planning Committee selects a secretary and treasurer from among its members.
- ✚ Each member of the Conference Planning Committee oversees specific duties/responsibilities (entertainment, meals, special programs, etc.), and appoints sub committees/volunteers to assist with these duties/responsibilities. Members of the sub committees/volunteers shall be members of the host chapter.
- ✚ The Conference Planning Committee checks with possible meeting sites and ascertains these sites are accessible. When a site is selected, delegates (2-3) from the Conference Planning Committee meet with the site manager and formulate preliminary plans for the Conference. It is ideal for the CPC to meet at the selected location a couple of times prior to the Conference.
- ✚ The Conference Planning Committee arranges (1) the Conference dates, (2) site, and (3) combo ticket prices as early as possible before the Conference, with the VAD Board's approval.
- ✚ The Chair sends all the Planning Conference Committee minutes to each member of the CPC. The Chair will seek advice on Conference matters from the VAD Vice President.
- ✚ If the hosting chapter fails to plan the VAD Conference with due diligence, then the VAD Board will take appropriate action to ensure a Conference takes place according to state law.
- ✚ All monies received from the Conference, after all bills are paid, shall be divided between the host chapter and the VAD on a 50-50 basis.

Major Duties

Conference Chair

- ❖ The Chair/Conference Planning Committee discusses with the site manager the following details:
 - Conference dates, expected number of attendees, meeting rooms, space for exhibit booths and the Miss Deaf Virginia Pageant (for the regular Conference only) and room reservations
 - site floor plan
 - guest room blocking, and one or two complimentary rooms if the blocking requirement is met. The first complimentary room should be assigned to the VAD President; the second complimentary room, if available, should be assigned to the Chair
 - a tentative Conference schedule
 - menu selection planning, according to budget
 - list of cost estimates
 - oversees all Committee (Sub-Committee/volunteer) duties/responsibilities

The Chair, with approval of the Conference Planning Committee also:

- Shares the draft hotel contract with the Conference Planning Committee for their feedback,
- Shows the draft hotel contract to the VAD President and VAD Vice-President for their approval. The contract will not be signed without this.
- Discusses the draft contract with the site manager for all room-set ups and Conference events. Meets with the site manager regularly to review any changes in the program and meal counts. Meets with the site accounting department to review all bills and verifies that charges are correct,
- Obtains the appropriate liability insurance coverage from VAD and makes sure that the site's liability insurance requirement is met.
- Makes sure that the VAD President, or the designated agent authorized by the VAD Board, and the Chair sign the site contract with the site manager.
- Reviews the final hotel invoice after the Conference, settles any dispute with the hotel, and authorizes payments relating to the Conference.
- Selects at least three members from the VAD as auditors at the end of mini-and regular Conferences.

Treasurer:

- ❖ The Treasurer, with approval of the Conference Planning Committee opens a bank account and with the Chair, signs the bank authorization card (dual signatories)
 - makes deposits and withdrawals and oversees financial transactions
 - keeps all deposit slips, invoices and written financial records
 - prepares the final Conference financial report, has it audited and gives it to the VAD Treasurer for CPA reporting

Secretary:

- ❖ The Secretary records and keeps all minutes of Conference Planning Committee meetings on file, and accessible to members
- ❖ Makes sure all minutes are approved by the CPC before becoming official

Various committee duties**The Chair and the host chapter select committee members for the following duties (some duties can be combined):**

- ❖ Arranging for interpreter and other accessibility services (i.e. contacting agencies such as VDDHH, Sign Language Associates, etc.) for ASL, oral, and deaf- blind interpreting, CART, lecterns, LCD projectors, microphones, screens and raised stages or platforms
- ❖ Arranging reserved seats for VIPs,
- ❖ Fundraising through various activities (i.e. seeking donations, selling boosters and raffles, obtaining sponsors)
- ❖ Preparing the program book (to include workshops, the Conference schedule and agenda, hotel information, letters from local officials, VAD president, paid advertisements and a list of boosters, sponsors; solicit advertisers; send thank you letters/acknowledgements to all advertisers, sponsors, exhibitors, etc.)
- ❖ Making sure that the VAD website is set up for the Conference registration, and displays all pertinent information on the Conference
- ❖ Checking with the VAD Awards Chairperson for awards presentations,
- ❖ Working closely with the Pageant Director on Pageant details (for the regular Conference only),
- ❖ Preparing ID badges for registrants, interpreters, sponsors, and vendors,
- ❖ Contacting vendors and sponsors for booth exhibits,
- ❖ Recognizing sponsors during the Conference,

- ❖ Soliciting and preparing Conference goody bags if any,
- ❖ Distributing evaluation forms at the Conference conclusion and collating results,
- ❖ Writing letters of thanks and appreciation to all major contributors to the conference within 2 weeks of the Conference.