

NAWCC Convention Committee Guidance
Approved December 6, 2008
Amended January 28, 2010

The board of directors shall use the following guidance in selecting, orienting, and supervising a chairperson of the convention committee.

Part A: General

1. The purpose of the convention committee is to ensure that national conventions and regional meetings are planned, scheduled, and conducted fairly, with low risk (liability), and in accordance with NAWCC's Bylaws and Standing Rules.
2. The convention committee chair and his committee members shall take overall direction from the Board. In case of disputes and irreconcilable differences in opinions, the Board makes the final decision.
3. The convention committee chair shall populate his committee with the skills necessary to complete the required assignments, tasks, and projects.
4. The convention committee chair shall **collect data and** generate an annual report of activities, including statistics covering the last year's national convention and regional meetings. Such statistics shall include but not be limited to: Number of **member attendees including name and NAWCC#, number and category of non-member attendees, updated regional committee member contact information**, number of tables sold, various costs to attendees, etc., **all collated by event**. The report shall be due and submitted to the board chair one month prior to each national convention and a condensed report submitted to the editorial staff in time for publication in the October Bulletin.
5. The convention committee chair shall submit a detailed, next fiscal year committee budget to the board chair by November 1 of each year, with a copy to the executive director, for board approval.
6. The convention committee shall maintain a collaborative posture with chapters hosting national conventions and regional meetings to ensure that the committee and those chapters work together.

Part B: Responsibilities

1. The convention committee shall ensure that national conventions and regional meetings meet the purposes of Article VIII, Section 1 of the Standing Rules.
2. The convention committee shall approve all regional meeting dates and submit those dates to the editorial staff in a timely manner for publication in the Bulletin and MART. The convention committee shall own the official calendar of conventions, regional meetings, and symposiums.
3. The convention committee shall ensure that all conventions and regional meetings have the required liability insurance.
4. The convention committee shall develop draft rules for allowing two or more regional meetings to be held on the same dates (or overlapping dates) and shall receive approval from the board before implementing such rules.

5. The convention committee shall initiate and be responsible for site selection for each national convention and ensure that the site is reasonable and adequate in size, facilities, and cost, and in proximity to reasonably priced lodging. The convention committee shall recommend national convention sites and dates for approval by the board of directors, with the objective of ensuring a minimum of three years forward approval.
6. The convention committee shall ensure that contracts for national conventions are created and negotiated favorably toward the NAWCC and are submitted in a timely manner to legal counsel and the board for approval and signatures.
7. The convention committee shall ensure that the educational offerings at national conventions are balanced among members' interests.
8. The convention committee shall be responsible for preliminary and final national convention budgets and shall submit them, in a timely manner according to the standing rules, to the board for approval. The target minimum surplus for those budgets shall be \$50,000.
9. The convention committee shall ensure that a board-approved up-to-date convention handbook exists and is available to hosting chapters in both paper and electronic forms.
10. The convention committee shall **coordinate National's efforts to open up regional meetings to the public, including sharing of information from those Chapters who are doing it well and benefiting accordingly. Furthermore, the convention committee shall** periodically review public participation policies (i.e., Sponsored Visitors, Escorted Visitors, and Public Days) and recommend modifications and upgrades to the board **as appropriate.**
11. When appropriate, the convention committee shall provide to the board recommendations for improved regional meeting and national convention formats for consideration. **This shall include collection and dissemination of best regional and national convention practices with regard to such items as registration, education, business meetings, security and the mart.**
12. The convention committee shall ensure that regional committees are kept informed of the latest and most useful forms of registration software and arrange training if requested. The convention committee chair may choose to send a convention committee member to regional meetings to help with on-site registration software training and debugging issues provided that the convention committee member's travel expenses are paid for by the regional or the member himself.