

# **WESTERN REGIONAL MEETING GUIDELINE POLICY**

## **I. PURPOSE**

The purpose of this policy is to help guide the region in planning and executing a regional meeting. The goal of the Regional meeting is to network, discuss regional issues and for leadership development. The region as a whole will decide whether or not to have a meeting. The content of the meeting will be to the discretion of the region and should reflect the desires and needs of the group.

The Western Regional Meeting(s) is/are separate from the annual Western Regional business meeting held in conjunction with the AAPA Annual Conference.

## **II. DATE AND LOCATION**

Meeting dates should be scheduled two years in advance to facilitate appropriate planning of the event. The date and location of the Regional meeting will be decided collectively and in conjunction with the planning committee during the Regional meeting.

## **III. VOTING**

The location of the future regional meetings will be decided by a simple majority vote of each regional constituent chapter president or designee. A designee of the chapter president must have written authorization of the chapter president to do so and submit that authorization with his or her vote. A minimum of 6 chapter presidents or designees must vote to approve the site of each meeting. In the event of a tie, the Constituent Relations Committee Representative will break the tie. All votes shall be in writing and signed by the chapter president or designee.

## **IV. PLANNING COMMITTEE**

It is recommended that the region adopt a planning committee comprised of members from multiple constituent chapters as opposed to leaving the responsibility of the whole meeting to a host chapter or chapters.

### **A. COMPOSITION**

1. Liaison-Constituent Relations Committee Representative
2. Representative(s) from any interested participating constituent chapter to be appointed by the Constituent Relations Committee Representative
3. The SAAAPA representative
4. Any other interested individuals to be selected by the chair with committee confirmation
5. Chair will be appointed the first year by the committee and then selected by the previous year's committee annually.

## B. RESPONSIBILITIES

1. Hotel Selection
  - a) Should be readily accessible to attendees
  - b) Should have enough meeting space
  - c) Should be able to meet housing requirements
  - d) Should be able to meet catering needs
2. Hotel Negotiation
  - a) Contract shall be approved by the committee prior to signing
  - b) Requesting funds for hotel deposit (see section Budget and Finance)
3. Develop budget for the meeting at least nine months before meeting
  - a) Printing costs-brochures/name tags/handouts
  - b) Mailing costs-brochures/confirmation letters
  - c) Telephone/fax costs
  - d) Speaker honoraria and travel costs (see IV c. Honoraria)
  - e) Travel grants-rules and conditions
  - f) Catering costs
  - g) Meeting room costs
  - h) Audio/Visual costs
  - i) Bank costs
  - j) Contact CRC representative for withdrawal of funds from Escrow account
4. Set Agenda
  - a) Topic and Speaker selection
  - b) Graduate Track
  - c) Student Track and regional challenge bowl if held to be developed with SAAAPA regional representative
  - d) Contact speakers
5. Marketing/PR
  - a) Develop brochure/newsletter
  - b) Advertise: State PA newsletters/AAPA advertisements
  - c) Mail brochure to state chapters
6. The committee will develop an Implementation Team responsible for on-site duties

## V. BUDGET AND FINANCE CONCERNS

### A. Registration Fees

The purpose of the budget is to run the Western Regional Meeting. The Regional planning committee should set registration fees to break even financially on costs associated with holding the Regional meeting. Any profits made on a meeting will be returned to the Regional fund and do not belong to any constituent chapter. The region may offer complimentary registrations based on need and budgetary allowances.

Student registration fees should be set no higher than necessary to cover meal cost. Student sales will be supported and encouraged at all Regional meetings if it is not in violation with local laws.

## B. Travel Grants

The fund shall also be used to provide travel grants to members of the Western Region. The CRC Representative in consult with the Western Regional Planning committee will award travel grants. The number and amounts of the travel grants will be at the discretion of the planning committee. The sum of all travel grants shall not exceed one half of the balance of the Western Regional meeting fund at the last general business meeting. Travel grants will be submitted a minimum of sixty days prior to the Regional meeting.

### 1. Honoraria

All honoraria will be reviewed and approved by the planning committee. Honoraria should be kept at a minimum to control costs. When possible in lieu of honoraria, registration fees should be waived. Registration fees may also be waived for members of the Western Regional Planning committee by the chairperson in compensation for the time spent before and during the meeting facilitating the on-site smooth running.

### 2. Accountability

The income and expenditure statements will be distributed to all constituent chapter presidents and the CRC Representative within 3 months. The Western Regional Meeting Fund Balance will be presented by the Western Regional Planning committee at each general business meeting of the Western Region. Any changes in the balance will be explained in writing by the Western Region Planning committee at that business meeting. A complete activity statement will be presented bi-annually at the general business meetings held in conjunction with the AAPA annual conference and the Regional annual meeting.

## VI. IMPLEMENTATION TEAM

### A. Composition

1. As designated by the Planning Committee
2. The Planning committee may contract with the AAPA's Constituent Organization Management Solutions (COMS) or one of the region's Constituent Chapters if the Regional budget allows.

### B. Responsibilities

1. Explore hotel options
2. Printing and mailing of brochures
3. Process registrations including check and credit card payments
4. Coordinating with speakers
5. Printing of badges and handouts
6. Providing stationary supplies (badge holders, etc)
7. On site duties

## **VII. POLICY CHANGES**

Once established changes may be made to this policy by the following:

- A. Any chapter president may present in writing to the Constituent Relations Committee Representative and proposed changes.
- B. The CRC Representative will distribute to all chapter presidents the proposed changes within 30 days.
- C. Chapter presidents will have 30 days to comment of the proposed changes.
- D. Amended policy will be sent to all chapter presidents for their vote.
- E. A signed vote will be returned to the CRC Representative within 15 days of notice.
- F. Amended policy may be approved at a regional meeting.
- G. Amendments may be made at a regional meeting.
- H. Any amendments will require a minimum of 8 Chapter presidents to vote and approval by  $\frac{3}{4}$  of those voting.

*Revised Mar 7, 2004*