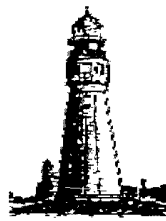


Western Region PTA



Event Procedures
2010

Contents

FOUNDERS DAY PROCEDURES.....	1
LEGISLATIVE BREAKFAST PROCEDURE.....	3
NOMINATING COMMITTEE.....	4
PRE- CONVENTION WORKSHOP PROCEDURE	5
PRESIDENTS AND PRINCIPALS DINNER PROCEDURES	6
PRESIDENTS ROUNDTABLE PROCEDURE.....	9
REFLECTIONS PROGRAM PROCEDURE	11
SPRING CONFERENCE PROCEDURES	14
SUMMER LEADERSHIP PROCEDURE.....	20

FOUNDERS DAY PROCEDURES

The chair, a member of the Region Board, shall be appointed after Spring Conference.

A location for this event shall be arranged as soon as possible, with the approval of the Executive Committee.

It is the responsibility of the chair to obtain the files from the previous Founders Day Chair.

The Founders Day Committee shall be composed of the following:

- The Founders Day Chair
- Associate Director of Special Events
- Treasurer
- Region Board members
- Awards Chair
- Region Director – Ex officio

The chair shall review the budget prior to setting the price of the event.

The Executive Committee shall approve the price according to the recommendation from the Founders Day Committee.

Three months before the date of the event, the theme, entertainment, price, menu to include a vegan choice and guest speaker, if any, will have been decided and approved by the Executive Committee.

Two months before the date of the event the committee shall have met and discussed:

- Table decorations and who is to make them
- Program and who will lay it out and have it printed
- What awards to present

The mailing should go out no later than 45 days before the date of the event. The mailing shall be sent to unit and council presidents, region board members, past region directors, neighboring region directors including Niagara, Southwestern and Genesee, and others as appropriate.

Possible awards to be given out at the Founders Day dinner include the NYS Honorary Life Award, the NYS Distinguished Service Award and the Gloria Aschenbrenner Award. It should be noted that generally not all three are given in the same year. One month before the date of the event the Awards Chair shall order any state awards from NYSPTA.

One week before the date of the event, the number of attendees and choice of menu selection shall be given to the banquet personnel.

At the dinner the committee shall recognize and honor past recipients of the NYS Honorary Life Award, the NYS Distinguished Service Award and the Gloria Aschenbrenner Award.

After the Founders Day event, the Committee along with the Executive Committee should make recommendations for future Founders Day Dinners. The chair shall make a report and recommendations at the next Executive Committee meeting.

FOUNDERS DAY PROCEDURES - Continued

Within 7 days, the chair must submit an Event Form to the Region Director and copies to the Treasurer and Recording Secretary.

Approved 1/20/09

LEGISLATIVE BREAKFAST PROCEDURE

The Legislative Breakfast is co-sponsored event. Western Region PTA sends a representative to the planning meetings.

1. The representative shall be assigned by the Region Director with preference to the Legislative Chair.
2. Contact the Erie County Association of School Boards by September 1st to introduce yourself and provide name and contact information so as to be informed of the dates, times and places for the scheduled meetings for the co-sponsored Legislative Breakfast.
3. With the approval of the Executive Committee before the first meeting, develop an idea or topic that you would like to see presented at the event. Involve the Board members and send out a questionnaire in August for their input. There are usually 3-4 topics presented by the various sponsors.
4. Attend the scheduled Erie County Association of School Boards legislative team meeting and assist in planning the event. The representative may be asked to present a topic.
5. Flyers are prepared by the ECASB. Confirm that it is appropriate to use to distribute to our PTA members as it may have to be tailored.
6. Distribute the flyers approximately 60 days prior to the event. Members have been directed to contact the ECASB directly to register and make payment. Contact their office periodically to check responses as we may need to send out reminders.
7. Attend the event with your colleagues in the PTA. Retain documents provided at the event.

Provide a written report for the next Western Region Board meeting and article for the Beacon.

Approved 9/17/09

NOMINATING COMMITTEE

1. The committee's purpose is to ascertain and study the qualifications of all candidates in order that those candidates who are best qualified to serve the Region may be nominated.
2. The Nominating Committee shall be selected as stated in the Region Bylaws. No board member shall serve on this committee more than once (1) in three (3) years. The Chair shall be nominated and elected by a majority vote of the Region Board when the Nominating Committee is formed.
3. The Recording Secretary shall prepare a list of candidates for the Nominating Committee and the officers of the Board by Dec 31st. The list shall be given to the Region Director.
4. Nominating guidelines shall be sent by the Region Director to the Nominating Committee Chair no later than February 1st. The Chair shall send out a mailing to the entire Board for recommendations by March 1st using a no-reply email or postal service. The Chair shall set a date for forms to be returned to him/her. The Chair will maintain the confidentiality of the recommendations until the Nominating Committee meets.
5. The Nominating Committee Chair shall call a meeting of the committee no later than March 31st to prepare a slate of officers to be elected at Spring Conference:
 - Associate Director of Assistant Directors (2 positions)
 - Associate Director of Chairmen (1 position)
 - Associate Director of Special Assignments (1 position)
 - Recording Secretary
 - Treasurer
 - Corresponding Secretary
6. The date, time and place of meetings shall be coordinated by the Chair. If it is not possible for a member to meet with the committee, the alternate shall be notified. If it is still not possible for the full committee to meet, a majority of the committee shall act and shall notify the absent member of whatever action has been taken.
7. No member of the Nominating Committee, including the Chair, shall approach any potential nominee as to willingness to serve until the name has been favorably acted upon by the Committee. At the point the committee selects a name the potential candidate will be contacted by the committee to see if the person is willing to accept the nomination to serve.
8. Once the slate is finalized or is as complete as possible, the report of the committee will be signed by every member of the committee and forwarded to the Region Director and the Spring Conference Committee Chair.
9. The Nominating Committee Chair shall present the slate for a vote at the Spring Conference.

Approved 9/17/09

PRE- CONVENTION WORKSHOP PROCEDURE

Establish committee at least 60 days prior to the event

Committee includes: Region Director, Treasurer, Presenter, and at least one additional member.

Committee members need to educate themselves on the Resolutions being retained, updated, rescinded and newly introduced prior to the meeting.

Arrange to meet at least once before the event.

Set up an agenda before the event:

Include instruction of what a resolution is, descriptions of retentions, updates, rescinding, and how a resolution is developed.

- Instruct on the General Session and use of proper microphones.
- Instruct on the voting process.
- Include what is necessary to bring with you to convention (PTA membership card and/or credentials card, money, checks, phone cards, what to wear, etc.)
- Explain the registration process.
- Instruct on how the workshop process works.
- Inform them on the vendor showcase.
- Open the floor to general questions.
- Include directions to the venue.

Approved 9/17/09

PRESIDENTS AND PRINCIPALS DINNER PROCEDURES

Members of the Presidents and Principals Dinner minimally includes the Chair, Member in charge of registration, the Treasurer, Member in charge of the Speaker, Member in charge of Hospitality, Member in charge of the Program, Member in charge of the Entertainment, the Awards Chair, and Region Director, ex officio.

CHAIRMAN:

1. Get menus and prices as soon as date is set – check availability of the restaurants on the date set.
2. Decide with the Region Director or the Committee (if chosen) where the dinner will be held at least six (6) months ahead.
3. Arrange with the Region Treasurer to send in the required deposit. Also send a tax exempt certificate to the restaurant. (Also take tax exempt certificate with) you on night of dinner.
4. Have a committee meeting soon after the committee is formed to decide assignments of the various members. Suggestions for a speaker and entertainment should also be discussed. Choose the menu including a vegan choice.
5. Obtain a floor plan from the restaurant to prepare seating arrangements and room for the performers.
6. The restaurant will need to know:
 - Number of guests
 - We need a registration table
 - Need for a microphone and type
 - Number at the head table
 - Room for the performers (if applicable)
7. After the dinner, send thank you notes to the guest speaker and music director. (if applicable)
8. Meet one (1) month before the dinner to check details.

COMMITTEE MEMBER IN CHARGE OF REGISTRATION OR TREASURER:

1. Keep a record of those attending and the checks received.
2. Turn money over to the Region Treasurer the night of the dinner
3. Make a list of those attending – a separate list of board members who will be present for the Region Director.
4. Make name tags. Arrange name tags by school district, school and last name of individual.
5. Meet with the dinner chairman to finalize seating arrangements.
6. Send personal invitations to the State president, area consultant, neighboring region directors, past region directors and anyone else the committee decides to invite.
7. Have sign-in sheets or registration book available at the registration table.
8. Arrive one (1) hour before the dinner to set up the registration table.

COMMITTEE MEMBER IN CHARGE OF THE SPEAKER:

1. Contact the designated speaker
 - Find out if he/she is available
 - Time limit (20 minutes)
 - Topic

PRESIDENTS AND PRINCIPALS DINNER PROCEDURES - Continued

- Invite spouse
 - Find out their dinner selections
 - If from out of town – will they need to be picked up or do arrangements need to be made for a hotel
2. At the dinner:
- Greet speaker and introduce to the region director and others
 - Be available if the speaker is left alone
 - Escort to dinner and show him/her where he/she will be seated

COMMITTEE MEMBER IN CHARGE OF HOSPITALITY:

1. Check for the number of performers and order cake accordingly.
2. Make place cards for head table.
3. At the dinner, make sure the cake is in the proper room. (if applicable, if no performers not necessary)
4. Help at the registration table.

COMMITTEE MEMBER IN CHARGE OF THE PROGRAM:

1. Design program cover.
2. Arrange for typing and printing of the program.
3. Arrange for favors – if desired by the committee.
4. Arrive early enough at the dinner to distribute programs and favors.
5. Help at the registration table.

COMMITTEE MEMBER IN CHARGE OF THE ENTERTAINMENT:

1. Contact music director
 - Time to arrive
 - Where cake and punch will be served before performance
 - Equipment needed (piano, plugs, etc.)
 - Set up equipment before dinner starts, if possible
 - How long to perform (preferably 20 minutes)
 - Names of participants (correct spelling) for program
 - Notify council president and unit president that the entertainment will be from their district/school.
2. At dinner:
 - Greet and escort to the room arranged
 - Notify when it is time to perform
 - Make sure enough punch is available, request more if necessary

PRESIDENTS AND PRINCIPALS DINNER PROCEDURES - Continued

AWARDS CHAIR:

1. Shall meet with Awards Committee and select recipients for the following awards:
 - Community Service
 - Jane Skrzypek Educator of the Year
2. Awards Chair shall order the plaques to be given at the dinner. Contact recipients and notify member in charge of registration or Treasurer of dinner choices of recipients.

ALL COMMITTEE MEMBERS:

1. SMILE – BE FRIENDLY. If not otherwise occupied, circulate, bring people together make introductions.
2. At the appropriate time – move guests to dinner.

DINNERS PAID BY REGION:

Region Director
Award Recipients
Guest Speaker and guest

CONCLUSION OF EVENT:

After the event, the Committee along with the Executive Committee should make recommendations for future Presidents and Principals Dinners. The chairman shall make a report and give recommendations at the next Executive Committee meeting.

Within 7 days, the chairman must submit an Event Form to the Region Director and copies to the Treasurer

Approved 9/17/09

PRESIDENTS ROUNDTABLE PROCEDURE

Committee Members: Event Chair, Region Director and Associate Director of the Assistant Directors

Location: Arrange location at least 3 months in advance and confirm within a month of the event. Site suggestions are: school, library, reserved room in a restaurant.

Food: Set up to fit the location.

Notification Schedule:

Initial Notice: Event Chair sends out a save the date notice to Presidents and Co-Presidents 60 days prior to the date of the event. This may be sent by e-mail.

Second Notice: Event Chair completes a flyer in the interim of the initial and second contact and forward to the Presidents and Co-Presidents by mail 30 days prior to the event.

Third Notice: AD's send out individual invitations

Fourth Notice: Event Chair sends out a gentle reminder 7 days before the event by e-mail.

Attendees (beside the Presidents): Region Director, Treasurer, Associate Director of AD's, AD's, Secretary

Event Schedule:

Follow either the 60 minute or 90 minute agenda. If not, meet 30 days prior with committee to set up an agenda.

Meet and Greet with AD's

Entire meeting 90 minutes max

Supplies:

Paper, pens/pencils,

Optional items: crayons, markers, easel with chart paper, overhead projector, computer to provide a power point presentation.

PRESIDENTS ROUNDTABLE PROCEDURE - Continued

Suggested Handouts:

- A Sample PTA Agenda
- A Sample PTA Meeting
- Important Unit Information
- Bylaws Pattern
- PTA Treasurer's Reference Materials
- Organizational Chart
- Region Calendar
- Current AD list
- Example of a Budget
- Tax Exempt Form
- Nominating Committee Handout
- Parliamentary Procedures

Resources:

NYS PTA Resource Guide
Robert's Rules

Approved 3/29/10

REFLECTIONS PROGRAM PROCEDURE

Members of the Reflections committee include:

- Reflections chair (or co-chairs)
- Awards chair or member in charge of awards
- Reception site (host) unit PTA hospitality chair or member in charge of hospitality
- Member in charge of program
- Member in charge of entertainment
- Region treasurer
- Region director
- Other members

Chair/Co Chair:

Budget

Determine annual budgeted amount.

Track costs.

Establish Reflections year calendar.

Set dates and times for Region Reflections entry drop off. Drop off should be based on State deadlines. Drop off is in early December.

Region Reflections reception. Region reception is at the end of April.

Coordinate calendar with Region newsletter deadlines.

Secure sites for drop off and reception. Obtain any permits or insurance riders required for sites.

Secure judges for each art category.

Contact all unit/council presidents and unit Reflections chairs in September. Pass along all current information regarding rules, timelines, state procedures, and contact information.

Schedule committee meeting by October to assign duties and arrange details for Reflections drop off and reception.

Write articles and announcements to submit to Newsletter. In November, send reminders to unit Reflections chairs re date, time, and other specifics for drop off. Include directions and contact information for drop off site.

Contact By-laws chair and Membership chair to make sure all participating schools are “units in good standing”.

Sort entries according to art category and age division and send out to Region level judges.

Pick up judged entries from Region judges, go over student contact information, record Region winners (student name, school, grade, address, and phone number) and mail Region winners to NYS Reflections chair. Include all proper documentation for NYS PTA judging. Get copies or take pictures of entries moving on to State level competition, to display at Region reception.

Submit Region winners’ names to Region newsletter with brief article.

Send notification of all Region winners to unit/council presidents and Reflections chairs. Direct unit chairs to notify their schools’ winners at this time.

Return all non-winning entries to unit Reflections chairs.

Have committee meeting in February to go over details for Reflections reception.

Upon notification of State winners (February)

Mail Reflections reception invitations to all Region winners

Notify State Reflections winners.

Mail Reflections receptions invitations to unit chairs and Region judges. Include details of event, RSVP information, and directions to the site.

REFLECTIONS PROGRAM PROCEDURE - Continued

Notify unit/council presidents and unit Reflections chairs of any State winners from our Region.
Contact committee members one week before Region reception to confirm all final details.
Speak on stage the evening of Region Reflections reception.
After reception, make sure all remaining entries are picked up or returned to units.
Send thank you notes to entertainment, judges, host school principal, and any unit members who helped.
Notify Region board members, unit/council presidents, and unit chairs of National judging results.
Announce the next year's Reflections theme as soon as it is released.

Awards chair or member in charge of awards
Work with chair on certificates and ribbons to present to all Region winners.
Check correct spelling of names of winners for printing.
Secure ribbons and certificates sent from NYS PTA for any State winners.

Hosting unit hospitality chair or member in charge of hospitality
Purchase refreshments, paper products, decorations for Reflections reception.
Submit original receipts and expense vouchers to Treasurer.
Check with chair re confirmed attendees to estimate refreshments needs.
Arrange for students from the host school to greet guests as they enter the reception.

Member in charge of program
Design program cover, contents, layout.
Collect all judges' biographical information to include in program.
Confirm correct spelling of names of winners, entertainment, chairs, schools, and host school principal to be printed in program. Acknowledge and thank host PTA unit.
Arrange for typing and printing of program.
Arrive early to event to help distribute programs.

Member in charge of entertainment
Arrange for local entertainment to perform during the first (viewing) portion of the Region Reflections reception.
Let entertainers know that as they perform families will be walking around viewing entries.
Decide on length of performance (30 – 40 minutes).
Set up time to arrive. Determine space and equipment (chairs, plugs, cords, microphones, etc) needed.
Greet them the night of the event and direct them to where they will perform.
Invite performers to stay for refreshments.

All committee members
Decide who will attend entry drop off in December.
Set up and clean up at Region Reflections reception.
Work with chair on compiling Region winning entries to display at Region reception.
Greet and guide visitors at Reflections reception.

REFLECTIONS PROGRAM PROCEDURE - Continued

Expenses

Submit with vouchers and original receipts within 2 weeks of expenditure.

Reflections committee expenses

Printing, paper, and postage for letters to units, winner notifications, invitations, and thank you notes to judges.

Postage, envelopes, and packaging material for State and unit mailings.

Reflections reception expenses

Printing and paper costs for programs and certificates.

Ribbons for winners (may be purchased for more than 1 year).

Flowers for winners.

Decorations for reception.

Refreshments for reception.

Supplies needed for displaying submissions.

Conclusion of Program

Discuss with committee any recommendations or changes for future programs.

Chair submits an events report to Region executive committee within 30 days of event.

Chair submits all receipts and expense voucher to Region Treasurer within two weeks of event.

Approved May 2010

SPRING CONFERENCE PROCEDURES

The Spring Conference is a major part of the leadership program of the State Congress and its promotion is the responsibility of the Region. The Region has a two-way responsibility to sponsor a successful Spring Conference, one to the State Congress and the other to the local units within the Region. As an aid to the smooth running of the Conference, these procedures were prepared.

RESPONSIBILITY OF THE REGION BOARD:

The Region Board and the Region Director are responsible for the conduct and effectiveness of the Spring Conference.

The Region Executive Committee is responsible for selecting the conference site. The site should be rotated when possible among the geographical areas of the Region. (An elementary school should not be used, if possible, because of the small chairs.)

It is recommended that there be a Conference Coordinator, a local arrangements chair, Registration Chair, Workshop/Presentation Coordinator, and a committee to include the Associate Director of Chairmen, Awards Chair, Public Relations Chair, Beacon Editor, Program Chair, the Region Director and such other people as needed.

The plans of the committee will determine with the approval of the Executive Committee the following:

Theme of the conference.

Presentations and/or workshops to be held.

Leaders and assistants of the workshops and hosts, if necessary, to introduce the workshops.

Selection of the official State representative by December 1. The Region Director makes the official request by January 1 giving a first and second choice.

Prepare a master evaluation sheet to be printed for use of delegates.

Set the conference registration fee to help defray expenses, including guests' meals.

All meals and registrations shall be paid for in advance by the participating units and councils with no refunds allowed.

Vouchers should be submitted to the Conference Coordinator for expenses incurred by the committee. The coordinator will submit vouchers to the Region Director. All bills shall be paid by check by the Region Treasurer.

It is important for the region board members to arrive at least one (1) hour before the starting time of the Conference, prepared and informed. Together they should create a gracious and friendly atmosphere for the ultimate success of the Conference.

All region board members are expected to attend the Conference. They must pre-register and pay for the meal only.

The Region Chairmen, who may conduct workshops, are responsible for an exhibit and for notifying the exhibit chairman of space requirements and any special needs by the deadline date.

SPRING CONFERENCE PROCEDURES - Continued

Workshop hosts or presenters are to turn in the attendance records and workshop evaluations, if used, to the Conference Coordinator immediately at the close of the conference.

The Assistant Directors shall follow up on absentee units and send a written report to the Region Director, to prevent weak spots from developing within the Region.

The membership chair is responsible for all membership awards to be presented at Spring Conference.

The Corresponding Secretary is responsible for a Thought of the Day.

CONFERENCE COORDINATOR:

The coordinator shall carry out the plans and programs of the conference as set up by the conference committee.

The coordinator shall maintain a procedure book for use at the next conference.

The coordinator arranges for those who will have a part in the business meeting of the conference, i.e., guests, administrators and others, and sends thank you notes immediately after the conference.

The coordinator arranges for the printing of the program after clearing the final copy with the Region Director.

The coordinator receives workshop attendance records from the hosts or presenters and general attendance sheets from the Registration Chair. All evaluations are also turned over to the coordinator at the close of the conference. The coordinator compiles these for the procedure book and sends a conference report to the Region Director within 2 weeks. The coordinator must also prepare the Special Event Form provided by the Region.

The coordinator should be a member of the Region.

The coordinator is responsible to assemble the delegate packets.

The packets include:

- The Program (agenda)
- The Minutes of the Annual Meeting
- The Region Director's Report
- The adopted calendar for the next year
- The adopted budget for the next year
- The Nominating Committee Report
- The Membership Awards Report
- The Evaluation form
- The Financial Report
- Recommendation Form for Region Board Members

SPRING CONFERENCE PROCEDURES - Continued

All money collected at the event is to be turned over to the Treasurer at the close of the conference. A receipt shall be given.

The coordinator shall submit an itemized report of income and expenses of the event to the Treasurer within 7 days of the conference.

LOCAL ARRANGEMENTS CHAIR:

The local arrangements chair is the president or the president's representative of the host unit, if applicable.

The local arrangements chair:

Arranges for school building permit for auditorium, cafeteria, gym, hospitality room, and Classrooms for workshops.

Makes all arrangements required by the Conference Coordinator and committee with the school, i.e. equipment, special needs, etc. Arranges for student participation for color guard and National Anthem.

Makes arrangements for dinner, the menu to include a vegan choice, and price with the approval of the Conference Coordinator and Executive Committee.

Is responsible for the stage setting: flag, table with drape, podium, microphone, and water. Also have water available for workshop presenters either in the room or a central location in the workshop area.

Is responsible for setting up the necessary number of registration tables as requested by the Conference Coordinator.

In cooperation with the Conference Coordinator, appoints a local arrangements committee to address:

TABLE & DECORATIONS

HOSTESSES – Greet, direct, and answer questions of all conference participants.

HOSPITALITY – Arrange refreshments for the Hospitality Room and have someone in the room at all times. The Hospitality Room shall be closed when the last workshop begins.

SIGNAGE – Signs directing to cafeteria, gym, telephone, restrooms, registration and any others requested by the Conference Coordinator.

Two members of the committee or appointees are needed to cover the Region registration table.

REGISTRATION CHAIR:

Forward all pre-registration checks immediately to the Treasurer for deposit.

Request a committee of at least three (3) persons to assist with registration.

SPRING CONFERENCE PROCEDURES – Continued

Prepare nametags, ballots, dinner tickets, and whatever else the committee may require.

Maintain a procedure book with specifics for handling registration.

Have a cash box and \$50.00 in change available at the table. Make arrangements with the Region Treasurer for the change.

Be responsible for collecting all outstanding conference fees the day of the conference or within 7 days in special circumstances. Money is to be turned over to the Treasurer at the close of the conference and receipt given.

WORKSHOP/PRESENTATION COORDINATOR:

The coordinator shall:

Present workshop/presentation topics for approval by the Conference Committee and Executive Committee.

Arrange for presenters/speakers of the workshops/presentations with the approval of the Executive Committee.

Write workshop/presentation descriptions for the mailing and program.

Send out written confirmation, time, map and directions, where to check in, and request a short biography for the workshop host. Workshop presenters **may be** invited to attend dinner at their own expense. (They pay for the meal only.) Speaker may be invited to attend the dinner at the Region's expense.

Give to the Conference Coordinator and local arrangements chairman a list of workshop/presentation special requirements (VCR, TV, etc.) as soon as possible.

Appoint hosts for workshops. Chairman should be hosts in workshops pertinent to their chairmanship.

Provide sign-in sheets for each workshop to host.

Provide list of workshop signs needed to the local arrangements chairman.

Arrange for someone to greet workshop presenters and direct them to the designated area.

Telephone the presenters one (1) week before the conference as a reminder and to answer any questions.

Be available the day of the conference for any problems that may arise. Visit workshops to make sure everything is running smoothly.

Send thank you notes to presenters within two (2) weeks after the conference.

SPRING CONFERENCE PROCEDURES - Continued

ASSOCIATE DIRECTOR OF CHAIRMEN:

The chairman shall arrange for PTA exhibits – flyers to go in the mailing – number of tables required to Conference Coordinator – any special needs to the Conference Coordinator.

The Local Arrangement Chair shall notify the Associate Director of Chairman of Region chairmen who have not notified the Local Arrangement Chair with space requirements. Request Associate Director of Chairman to contact the chairmen and remind them of their obligation.

PUBLIC RELATIONS CHAIR:

The Public Relations person should arrange for all the conference publicity and award recipients with radio, TV, and press.

Take photographs or arrange for local newspapers to send reporters and photographers to cover the conference if requested.

BEACON EDITOR

Shall arrange for photographs to be taken during the conference.

Selects the Newsletter Award recipient, invite the recipient to attend the dinner at his or her own expense and present the Newsletter Award

AWARDS CHAIR:

The Awards Chair is responsible for special awards to be presented at the Conference.

The Jenkins Scholars and one (1) parent, Stanley Marcus winner and one (1) parent, and the Spotlight on Youth Award winner and one (1) parent shall be invited to attend the dinner at no charge. Other family members may attend at their own expense.

The Award Chair shall notify the president of the unit of the Ruth Huber Award recipient and arrange with the president for the recipient to attend Spring Conference at unit expense.

Coordinate with the Reflections Chair to invite national winners from the Region to receive certificates at the business meeting/dinner. Also invite one (1) parent to accompany the student at Region's expense.

PROGRAM COORDINATOR:

The committee member in charge of the Program arranges with the Region Director the order of the program to be inserted in the packet.

The committee member in charge of the Program shall present a logo to go with the theme of the Conference unless another person is requested to do so.

SPRING CONFERENCE PROCEDURES - Continued

The committee member in charge of the Program arranges with the Conference Coordinator for the typing and printing of the program.

The committee member in charge of the Program shall confer with the Conference Coordinator regarding the schedule and be responsible for keeping the schedule the day of the conference.

Assist the Conference Coordinator if necessary.

MAILING:

The Call to Conference shall be mailed at least six (6) weeks prior to the conference. When setting date for mailing, take into consideration Easter Vacation.

The Mailing includes:

The Call

The application for the Spotlight on Youth award

The application for the Ruth Huber award

The application for the Newsletter award

The report of the Nominating Committee

Proposed Bylaws, if any

The Conference Coordinator shall arrange for typing, printing, and mailing of the call.

THE CONFERENCE COORDINATOR OR REGION DIRECTOR MAY REQUEST A POST CONFERENCE MEETING.

ALL MEMBERS OF THE CONFERENCE COMMITTEE MUST SEND A FINAL REPORT, INCLUDING THE RECOMMENDATIONS FOR NEXT YEAR, TO THE CONFERENCE COORDINATOR WITHIN TWO (2) WEEKS OF THE CONFERENCE.

Revised 2008

Approved 1/20/09

SUMMER LEADERSHIP PROCEDURE

Committee Members: Chair, Region Director, Treasurer, Workshop Coordinator or volunteer willing to make contact and coordinate the workshops, volunteer to organize refreshments, volunteer to finalize the flyer including printing.

Initial meeting should take place 3 months prior the event. Topics to discuss are:

- Location selected and/or confirmed
- Necessary documents including but not limited to application forms for the facility as needed. If the facility requires a supplemental insurance form, send request with the name of facility to the NYS PTA treasurer and she/he will forward a supplemental insurance form to use for that day only.
- Flyer
- Workshops: Topics and who will present them
- Refreshments
- Door prizes if agreed upon

Before the second meeting:

- The necessary documents for the facility should be mailed by the Chair or Region Director.
- Flyer should be finalized and agreed upon by all members which may be communicated via e-mail.
- Workshop coordinator working on confirming speakers and equipment as needed.
- Refreshment pricing should be tallied up and sent to all members for agreement.

Second meeting:

- Hold for mailing purposes as needed no later than 45 days before the event.
- Send a Save the Date flyer with flyer for the President's Roundtable depending on the dates of the two events.
- Send flyer by regular mail and by e-mail.
- Submit as PDF to webmaster to post to Western Region website.

Two weeks prior:

- Prepares packets:
- Agenda
- Any handouts
- Survey
- Make signs
- Make contact with facility to verify room assignments

Day of event:

- Arrive at event at least one hour before start time to label classroom assignments, set up refreshments, registration etc.
- Post signs
- Chair acts as the Master of Ceremonies
- Collect surveys at the end of event.

SUMMER LEADERSHIP PROCEDURE - Continued

Following the event:

- Within two weeks, Chair completes Event Form and return to the Region Director.
- Compile survey and give to Region Director.
- Submit expense form to the Treasurer within 30 days of the event.

Approved May 2010