

NCAMOTC Procedures – Meeting Manager

I. GENERAL DUTIES

1. **Bylaws** Review and be familiar with the Bylaws and Procedures of the organization. Review Article VII, Chairs and Duties.
2. **Procedures** Keep procedure binder in proper order. Make all necessary insertions, corrections, as needed.
3. **Correspondence**
 - (a) Outside NCA—Use NCA logo on all correspondence.
 - (b) Within NCA—Email (send to recipient's NCA email address whenever possible).
 - (c) All revised procedures, bylaw changes and other important correspondence needs to be printed and put in your binder under the appropriate section.
 - (d) Copy all emails to President, Membership, and Communication Vice Presidents.
4. **Expense** Submit expense voucher(s) and receipts to the Treasurer for reimbursement. (No later than Dec 15th annually).
5. **Meetings** Attend all meetings of the organization. Notify the NCA President if unable to be in attendance.
6. **OIC** Your Officer in Charge is the President.
7. **Binder** Retain only last two (2) years of information.
8. **Files** Maintain files of all pertinent material.
9. **Review Files** at the end of term and see they are in proper order for your successor.

II. SPECIFIC DUTIES:

1. Contact Convention and Visitors' Bureaus on behalf of NCA and hostess clubs to procure information on meeting sites.
2. Schedule and conduct site inspections as primary contact with hotel and negotiate contract on behalf of the organization.
3. Make recommendation to hosting club and President to determine best site and best weekend to hold the events.
4. Hotel contracts need to be signed by the President and a copy given to President, Meeting Planner and club hosts.
5. Stay in contact with Hotel leading up to event, giving them any necessary information.
6. Discuss and Assist the Meeting Planner as needed with the shared duties list.

III. SHARED DUTIES FOR MANAGER AND PLANNER

1. Maintain all statistical information regarding past meetings with an excel sheet that shows club participation in hosting meetings. (This will help in knowing who's turn it is to host an event.)
2. Contact all member clubs regarding hosting an upcoming convention/meeting.
 - (a) Send out a request email at least a year in advance to all member club presidents and club NCA representatives.
 - (b) If no club volunteers, then according to NCA Bylaw Article IV Section 4, hosting meetings will follow a rotation system as set up by the Board of Directors for that year. If necessary, using an approved fair method, a club will be chosen to host the next event. The selection of a club will be done at an NCA meeting to maintain strict fairness.

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3. Get Board approval for a club to host, by sharing the host clubs Statement of Intent.
4. Maintain consistent contact with the event Chair/committee of each meeting being planned.
5. Help club prepare a budget and preliminary outline of activities.
6. Help the host club to prepare information regarding activities, speakers, workshops, meals and programming of the weekend event.
7. Ensure that all plans are submitted for approval to the NCA president.
8. Ensure meetings are planned to be in accordance with all bylaws and standing rules of NCA.
9. Registration Packet needs to be approved by Meeting Planner, Meeting Manager and NCA President, prior to being sent out to general club membership.
10. Assure with the host club that Show, Tell, and Sell guidelines are enforced.
11. Approve or disapprove all expenditures before final report is submitted.
12. Maintain convention/fall meeting information (financial and event info)
 - (a) Ensure that host club has copies of final reports, surveys, donation lists or any other pertinent information from previous meetings as soon as possible.
 - (b) Follow up with host club at the conclusion of their convention/meeting to ensure that a final report is submitted within 60 days following event.
13. Along with the Meeting Planner, review and update the Meeting Guidelines as needed. Form a committee to help with this task.

III. CONVENTION/MEETING DUTIES

1. Maintain contact with the hotel for logistics of meeting spaces etc. and any attendee concerns.
2. Be available to hosting club during convention/meeting for any questions or concerns that may come up. Give assistance when needed.
3. Attend the Sunday morning meeting after convention, for the close out discussion. All expense vouchers from host club for convention/meeting will be reviewed at this time.