

## TEAFCS ANNUAL CONFERENCE GUIDELINES & PLANNER

The guidelines for sponsoring state annual conference of the Tennessee Extension Association of Family and Consumer Sciences (TEAFCS) shall be as follows:

1. TEAFCS shall have a conference planning committee.
2. TEAFCS has provided the hosting region with \$1,000.00 seed money for the state annual conference. At the close of the state annual conference, \$1,000 shall remain in the TEAFCS state annual conference account and passed on to the next region hosting the state annual conference. It is the goal of TEAFCS to provide a quality professional development opportunity to the membership and to provide reasonable income to the state association. Should the conference expenses exceed income, the host region is responsible for all conference indebtedness and for maintaining the \$1,000 conference seed money. If the conference registration fee should increase in excess of 25 percent of previous years, approval of the executive board is required.
3. The following rotation of meetings shall be followed:

Years	2013	2014	2015
TEAFCS	Western	Eastern	Central
4. When the Extension Associations come together for Galaxy, the rotation of regions cease and will be picked back up the following year. The President serves as the TEAFCS representative on the Galaxy planning committee or can appoint a representative.
5. Chair of the Conference shall be the TEAFCS Vice President for Professional Development. If the TEAFCS Vice President for Professional Development moves out of the region or becomes ineligible for membership, the TEAFCS Executive Board will appoint a replacement based on recommendations from the host region.
6. A conference treasurer and the following committees shall plan and implement the conference: Program, Local Arrangements, Registration, Sponsorship, and Hospitality.

7. Committee members shall be composed of members of TEAFCS members from the host region.
8. The conference chair shall appoint chairs for each committee. Committee chairs shall select members for their respective committees.
9. An overall conference planning committee shall be composed of the conference chair, the conference treasurer, and the chairs of the conference committees. The TEAFCS president shall serve as an ex-officio member.
10. The conference planning committee shall have autonomy to plan, implement, and establish the annual conference program theme based on programs of work in Family and Consumer Sciences. They shall also establish a budget and the registration fee.
11. Dates and locations of annual conferences shall be announced one year in advance.
12. Sixty (60) days after the close of the annual conference all bills shall be finalized and a final financial report submitted to TEAFCS board of directors. Sixty (60) days after the close of the annual conference a final written report from the conference chairs and all committees shall be completed and submitted to the TEAFCS boards of directors and the next conference chairs.
13. No TEAFCS member shall receive reimbursement for travel, lodging, or meals from the conference budget to attend planning sessions of the annual conference. Postage, telephone calls, etc., to plan the conference must be built into the conference budget. Travel to an airport to pick-up conference speakers is an example of an acceptable expense, but should be built into the budget when planning the conference.
14. Complimentary rooms earned with the hotel(s) shall be used to house conference speakers (non-members). After all speakers are housed, if complimentary rooms are unused, the conference chair will be given first priority to use the room(s).

15. The duties of the conference chair and the committees are listed in this document.
16. Any changes in these guidelines shall be approved by the Board of Directors of TEAFCS.
17. Revisions to these guidelines shall be made by a committee composed of the President of TEAFCS and the past three Vice Presidents of Professional Development. The guidelines shall be reviewed every two years.
18. Any invitation to include other organizations/associations in sponsoring an annual conference must be approved by the TEAFCS Board of Directors.

## **Conference Committee Duties**

### CONFERENCE COMMITTEE

1. Provide orientation and training for conference committee chairs
2. Select the dates and location for the annual conference.  
The annual annual conference shall be held in the Spring.
3. Select the theme for the annual conference based on current Family and Consumer Sciences issues.
4. Develop and approve the conference budget. Approve budgets of all committees.
5. Approve all committee plans of work.
6. Approve all conference fees (registration fee, meals cost, etc.)
7. Review the need for event insurance. Secure if insurance is deemed necessary.
8. Establish a timetable for committee assignments. Establish registration deadlines (emailing registration materials and final registration deadline). Information may be postal mailed to retired members.
9. Meet as needed to coordinate all conference planning.
10. Submit final written financial and conference committee reports to the TEAFCS Boards of Directors by established deadlines.

## CONFERENCE CHAIR DUTIES

1. Chair the conference committee. Appoint all conference committee chairs according to the guidelines.
2. Serve as the official representatives to the conference hotel/conference site. The chair shall be the only authorized persons to sign contracts or master accounts at the hotels.
3. Select all menus for the conference.
4. Determine all hotel arrangements and submit to the hotel conference manager. Submit meal counts, room arrangements, etc.
5. Conduct an orientation/training for the conference committee co-chairs.
6. Approve all expense vouchers for payment.
7. With the conference treasurer, co-sign the bank signature card for the conference account.
8. Maintain a correspondence file and other records for conference planning.
9. Meet with incoming conference chair and incoming TEAFCS president at the close of the annual conference. Exchange correspondence, files, records and reports within 60 days of the close of the annual conference.

## PROGRAM

1. Determine the program schedule and printed format.
2. Secure speakers, workshop presenters, etc. Obtain vita and pictures for publicity. Consider current issues related to the Family and Consumer Sciences field when planning programs. Notify presiders and provide a script for each presider, including a speaker's vita at least two weeks in advance of conference.
3. Coordinate awards presentations with the Vice President of Awards and Recognition.
4. Secure entertainment, if desired.
5. Develop and have a conference program printed.
6. Develop a professional detailed information brochure to be emailed with the conference registration materials.

7. Submit detailed invoice for program speakers' expense (fees, travel, etc.) including where the check is to be sent to the conference treasurer at the close of the conference
8. Turn in written report within two weeks of the close of the annual conference.

## LOCAL ARRANGEMENTS

1. Secure supplies and audio-visual equipment for the conference. Work with the program committee to coordinate all audio-visual equipment needs.
2. Determine the need for decorations/flowers for meal functions and assemblies. Secure, if needed.
3. Secure signs for meeting rooms, events, workshops, etc.
4. Establish and maintain conference headquarters room during the conference.
5. Assist with additional conference arrangements as assigned by the conference committee.
6. Photograph conference events for publicity media releases and historical preservation.
7. Turn in written report within two weeks of close of annual conference.

## REGISTRATION

1. Prepare and distribute the conference registration form and informational brochure developed by program committee. Coordinate all registration materials with program committee. Distribute conference registration information.
2. Remind members to bring UT/TSU nametags. Provide name badges for retired attendees.
3. Print tickets for meals and any other day functions which require a ticket.
4. Provide conference chairs with the numbers for meal functions.
5. Prepare conference registration materials and place in packets for distribution. Obtain conference programs from program committee.
6. Provide a written list of registrants with information about meals, workshops, etc., and submit to conference chairs.

7. Provide and staff a registration desk appropriate to conference schedule. Determine equipment needs for registration desk and submit to local arrangements committee.
8. Turn in written report within two weeks of annual conference.

## HOSPITALITY

1. Provide persons to serve as room facilitators for assemblies, workshops, and any other functions where needed.
2. Provide hosts for each conference function and collect tickets at meal functions, if needed.
3. Provide an information service area during the conference in collaboration with the local arrangements committee through "conference headquarters".
4. Provide a message board during the conference, if needed.
5. Provide a "lost and found" service during the conference.
6. Provide and host a hospitality area if desired. Host region is financially responsible for expenses related to hospitality area.
7. Determine if a memento will be provided speakers. Check with the program committee if needed, to secure the memento.
8. Determine if favors such as notepads will be provided, and secure such items for the conference.
9. Turn in a written report within two weeks of the close of annual conference.

## SPONSORSHIP

1. Secure sponsors for the conference. Any conference committee member may be able to network with prospective sponsors. The sponsorship committee must work closely with the program committee.
2. Sponsorship checks should be sent to the conference treasurer. Checks should be made payable to TEAFCS Conference Account.
3. Determine how the sponsors will be recognized during the conference (listing in program, signs, etc.).
4. Follow through with committee plans to recognize sponsors. Provide sponsor information to session providers for announcing at the session.

5. Provide names and addresses of the sponsors to all conference participants. Names and addresses of sponsors should be listed in conference program.
6. Turn in written report within two weeks of the close of the annual conference.

### CONFERENCE TREASURER

1. Conference chair will appoint a conference treasurer.
2. Names of conference chair and conference treasurer shall appear on the conference bank account signature card.
3. Obtain sales tax exempt number and association credit history from the TEAFCS President or Treasurer, if needed.
4. Receive all conference registration forms and checks. Forward registration forms to registration committee.
5. All conference expenses will be paid from conference funds before profits are divided between the host region and TEAFCS.
6. The TEAFCS portion of the state conference profits shall be divided 25% Host Region, 75% to TEAFCS by June 30<sup>th</sup>, of the current year.
7. The annual session auction funds raised will be used for the TEAFCS Scholarship to be paid to a 4-H member as per application guidelines. Funds raised should be mailed to the TEAFCS state treasurer separate from annual session proceeds no later than June 30<sup>th</sup> of the current year.
8. Have all bills paid, prepare a written financial report and submit to Conference chair no later than 60 days after the close of the conference.

Conference Guidelines Revised: TEAFCS, April, 2013; December, 2013

## TEAFCS STATE CONVENTION PROGRAM PLANNER

	<b>Tasks</b>	<b>PERSON(S) OR COMMITTEES RESPONSIBLE/ ASSIGNED</b>	<b>COMPLETED</b>
1.	Sign contract for 20__ Conference		
2.	Meet with last year's conference chairs for final report.		
3.	Convene Conference Committee and give responsibilities to committee chairs.		
4.	Choose conference theme.		
5.	Develop budget.		
6.	Decide the amount of money sponsorship committee is to raise		
7.	Secure main speakers		
8.	Provide temporary program format		
9.	Make sure section and subject matter groups are contacted and included in program format.		
10.	Determine printing company for program.		
11.	Local arrangement committee devise an audio-visual needs request form to be sent to each program presenter. (Send along with confirmation letters.)		
12.	Develop levels of sponsorship, guidelines, and a letter to be sent to companies/donors.		
13.	Purchase supplies for registration, if needed.		
14.	Select menus		
15.	Develop list of potential sponsors; mail sponsorship letters; make follow-up contacts		
16.	Write press release for registration packet. Complete registration form.		
17.	Registration and Program Committees to work together to decide information to be sent for pre-registration and printing.		
18.	Arrangements and Registration Committees need: <ul style="list-style-type: none"> <li>• List of programs</li> </ul>		



	<ul style="list-style-type: none"> <li>• Speakers' names and addresses</li> <li>• Meal functions and decorations</li> <li>• Meeting rooms where signs will be needed</li> </ul>		
19.	Hospitality Committee to work with Sponsorship Committee to secure donated snacks for hospitality room.		
20.	Determine if, and kind of gifts for first Timers. Determine if, and kind of gifts for speakers.		
21.	Deliver and receive programs to/from printer.		
22.	E-mail pre-registration materials; postal mail to retired members.		
23.	Develop plans for pre-and post-conference publicity.		
24.	Locate and reserve AV equipment.		
25.	Collect and assemble registration packets. Prepare registration packets.		
26.	Collect money and goods from sponsors.		
27.	Check hotel registration deadline.		
28.	Determine deadline for registration.		
29.	Prepare list of registered conference participants and functions they will attend. Give numbers to Arrangements Comm.		
30.	Print tickets; if needed		
31.	Make adjustments with hotel on rooms, meals, etc.		
32.	Make or have room signs made.		
33.	Make name tags for retired members only.		
34.	Work on decorations. Bring/Store/Set-up		
35.	Secure members to work registration desk.		
36.	Secure members to serve as room chair-person or room hostess/hosts to call sessions to order and to make introductions.		
37.	Assign hostess/hosts for meal functions to take tickets.		
38.	Write scripts to introductions. Deliver scripts to room hostess/host.		
39.	Complete final committee report(s)		

40.	Secure members to be program participants at: <ul style="list-style-type: none"> <li>• Opening session</li> <li>• Banquet</li> <li>• Awards Breakfast</li> </ul>		
41.	Conference Treasurer pays all bills related to conference.		
42.	Conference Treasurer sends profit to TEAFCS Treasurer no later than June 30 <sup>th</sup> . (The TEAFCS portion of the state convention profits shall be divided: 25% Host Region, 75% to TEAFCS by June 30 <sup>th</sup> of the current year.)		
43.	Conference Treasurer sends proceeds from silent auction to TEAFCS Treasurer (The annual session auction funds raised will be used for the TEAFCS Scholarship paid to a 4-H member as per application guidelines. Funds raised should be mailed to the TEAFCS state Treasurer separate from annual session proceeds no later than June 30 <sup>th</sup> of the current year.)		
44.	All committee chairs submit final committee reports to the conference chair.		
45.	Vice President of Professional Development submits final report to TEAFCS President and TEAFCS Treasurer no later than June 30 <sup>th</sup> .		