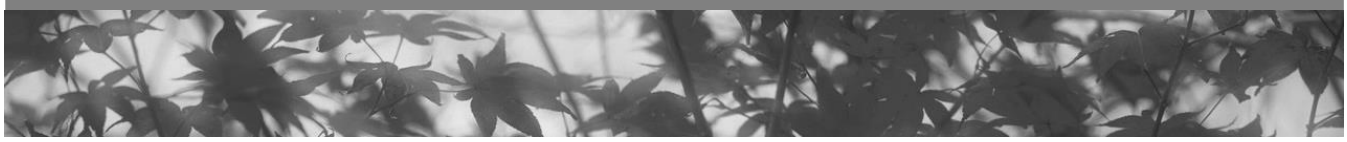
SOROPTIMIST

Best for Women

Golden West Region



DISTRICT FALL MEETING MANUAL

JANUARY 2020

GOLDEN WEST REGION
DISTRICT FALL MEETING MANUAL

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GENERAL PROTOCOL AND PURPOSE

PURPOSE: There is an annual fall meeting of each district. The purpose of this meeting is to provide an opportunity for active contact between clubs, for sharing of information about programs, membership, public awareness, and fundraising, presentation of educational workshops and seminars, and strengthening of friendships and fellowship among the members.

TIMING: District fall meetings shall be held between the first weekend in October and the second weekend in November (and if possible not in conflict with any religious holidays or observances), and not on competing weekends, in each of the districts, dates to be determined by the Golden West Region board.

Fall meeting programs shall be held on Saturday. The host club(s) may work with the District Director to plan an optional Friday afternoon/evening event, which may include tours/activities in the area, dinner, entertainment.

FINANCES: Fall meetings are intended to be self-supporting. The fall meeting will be financed from registration fees and exhibit room fees as determined by the District Director with the approval of the Governor. The District Director shall develop the fall meeting budget with input from the Fall Meeting Chair. The District Director and/or GWR Treasurer shall maintain an open bank account with a minimum balance of $500 designated for the yearly District Fall Meetings. The District Director shall approve and pay all meeting expenses. Host clubs shall make expenditures only as authorized in the pre-approved meeting budget or with authorization from the District Director and/or Governor. Payment of any unauthorized expenditures shall be the responsibility of the host club.

RESPONSIBILITIES: The host club(s), District Director and region Governor each have specific responsibilities related to planning and executing the fall meeting. General division of duties is as follows:

Host Club(s)	District Director	Governor
▪ Coordinate with District Director on selection of meeting facilities, meals, and hotel rooms, audio-visual equipment and services, etc. ▪ Plan social activities and entertainment ▪ Manage Exhibit Room ▪ Manage Registration ▪ Provide welcome bags (optional) *(Final decisions on all items above must be approved by the District Director)*	▪ Work with Conference Direct to negotiate contract for meeting facilities, hotel rooms, meals, audio-visual services, etc., if appropriate ▪ Develop meeting agenda and select program speakers ▪ Develop proposed budget ▪ Prepare call ▪ Approve all expenditures ▪ Prepare program ▪ Issue invitation to host next fall meeting ▪ Prepare final financial report NOTE: At the end of each biennium it is the responsibility of the outgoing District Director to develop the meeting budget and obtain an approved contract for the venue where the next meeting is to be held prior to the end of their term in office.	▪ Guidelines for program ▪ Approve facilities used ▪ Approve and sign all contracts (including meeting facilities, hotel, meals) ▪ Approve proposed budget ▪ Approve final financial report

DUTIES OF THE HOST CLUB(S)

The responsibilities of the hosting club(s) are generally to assist the District Director in selecting the meeting facilities, possible speaker(s), handle registration for the meeting, set-up and monitor the exhibit room, and arrange for the social and entertainment portions of the fall meeting with the approval and concurrence of the District Director.

The hosting club(s) shall consult with the District Director prior to making and finalizing any arrangements.

With suggestions from the hosting club(s), and with final approval of the Governor, the District Director selects a theme for the meeting.

If a Friday afternoon/evening event is planned, the District Director and host club shall coordinate the event/activities.

The hosting club(s) shall assist the District Director in making arrangements for the meeting facility(s), which may include:

- Meeting rooms to be used, times of events, and the date of meal guarantees
- Selection of menu
- Need for coffee service, water in meeting room(s), and bar service

REMEMBER: The District Director and Governor must approve all of the final arrangements. All contracts shall be reviewed and signed by the region Governor. Expenses incurred over the approved budget without approval of District Director and Governor will be the responsibility of host club(s).

Welcome bags for meeting attendees are optional. The cost of bags and contents are not an allowable fall meeting budget expense. Host clubs wishing to provide welcome bags should solicit donations of bags and items from local businesses/organizations, from club members, or other resources.

Members of the hosting club(s) shall serve as hostesses at all events. They shall extend hospitality to visitors; work closely with facility(s) personnel and with the local Chamber of Commerce and city officials (as applicable) to welcome guests and provide information regarding local area amenities. They shall also provide information about the fall meeting to the local media.

The host club(s) may be asked to provide some or all of the following items to the District Director by July 31st (electronically transmitted documents & information is preferable):

- Area map and directions to facility(s).
- Transportation information.
- Host club(s) welcome letter, describing features of community.

HOST CLUB TIMELINE FOR FALL MEETING

JANUARY-APRIL

- ☐ Appoint Fall Meeting Chair for the event
- ☐ Appoint needed Coordinators and advise District Director of names & contact information:
  - Facilities Coordinator
  - Registration & Meal Reservations Coodinator
  - Hospitality Coordinator
  - Exhibit Room Coordinator
  - Time Keeper
- ☐ Assist District Director as needed with making arrangements for meeting facilities, meals, audio-visual equipment, and other items/services.

  Contact local Chamber of Commerce or Convention Bureau regarding any services they may be able to provide.

District Director, with assistance of the Fall Meeting Chair, prepares preliminary budget

- ☐ Contact the District Director and other club(s) co-hosting (if applicable) to review duties of committee chairs and answer any questions.
- ☐ District Director works with the club(s) to develop the theme for the meeting and all preliminary plans to include decorations and room layout.
- ☐ Lock-in hotel contract

JULY

- ☐ Provide District Director with items needed for call to fall meeting.

AUGUST

- ☐ Meet on a regular basis to make sure all Coordinators are following through with assigned duties.

SEPTEMBER

- ☐ Begin receiving registration forms.
- ☐ Finalize plans for fall meeting with District Director.

AFTER THE MEETING

- ☐ Registration chair prepares attendance report (Attachment G) at the close of the meeting.
- ☐ General chair assures that all receipts for expenditures are provided to the District Director within 30 days of the close of the meeting.

DUTIES OF THE DISTRICT DIRECTOR

The District Director shall confer with the hosting club to pre-plan the fall meeting details: sleeping rooms, meeting rooms, meals, program, and budget. The District Director sets the program and prepares the call to the fall meeting (Attachments A & B), incorporating one page of specific registration and reservation details for the meeting (including date, time, place, meal costs, and contacts). The District Director will e-mail or mail this call no later than 45 days prior to the scheduled meeting to:

- ☐ Clubs of the district
- ☐ Region Committee Coordinators residing within the district
- ☐ Region Board
- ☐ SIA Board Member
- ☐ Parliamentarian
- ☐ Venture Clubs in the district
- ☐ Past Governors residing within the district

The District Director is responsible for planning and conducting the meeting. While guided by the general protocol of the region (as set forth in this manual) and by the suggestions of the host club, the District Director coordinates the efforts of all concerned and makes final decisions as required.

Specific duties of the District Director shall include:

a. Plan the entire program for the fall meeting according to guidelines established by the region board (Attachment C).
b. Confer with the Fall Meeting Chair regarding the preferred meeting facility(s) and plans for Friday evening social time and/or entertainment.
c. The services of Conference Direct may be used to negotiate contract(s) with hotel, catering, audio-visual vendors, if applicable, providing the following information:
    1) Meeting dates
    2) Expected number of attendees
    3) Number of sleeping rooms needed, including at least one handicapped-accessible room
    4) Room for Friday evening activities and/or social event (if applicable)
    5) Meeting room(s) needed for Saturday sessions
    6) Separate room for Saturday lunch, if desired
    7) Complimentary rooms
    8) Areas for registration and exhibit room.
    9) Obtain suggested menus (including a vegetarian alternative) with prices for all planned meals. Discuss and determine alternate arrangements, i.e., buffet for Friday night, continental breakfast, coffee service, and bar service.
    10) Determine if extras are provided by the facility, i.e., flags, public address system, podium, microphone, screens, projector, and raised platform for head table.
d. Develop the fall meeting budget with input from Fall Meeting Chair for approval by the region governor. The fall meeting will be financed from registration fees and exhibit

room fees as determined by the District Director with the approval of the Governor. The registration fee shall cover the following expenses as determined necessary:

1) Nametags
2) Printing of official programs
3) Everyone except the Governor, Governor-elect, District Director (for their own meeting), and Fall Meeting chairs need to pay registration fees. Committee presenters may submit a voucher to be reimbursed from their committee budget if there are available funds and sitting board members may submit a voucher to be reimbursed to the extent that there are excess monies after the final accounting of all Fall Meetings.
4) Complimentary rooms for Governor, Governor-elect, District Director, and others as needed. Courtesy registrations and meals for the region Governor, Governor-elect, District Director, and others as needed.
5) Meeting rooms
6) Beverage breaks
7) Gratuities
8) Audio visual equipment and/or services
9) Speaker and/or entertainment (as approved by District Director)
10) Other expenses (additional printing, speaker handouts, mileage for District Director to attend meetings, postage, speaker gifts, decorations)

e. Approve and pay all fall meeting expenses, and prepare a financial report within 60 days of the close of the meeting.
f. Plan the seating arrangements for the meals and programs.
g. Plan the requirements for honored guests..
h. Obtain hospitality/welcome gifts for visiting dignitaries (which may include the region Governor, Governor-elect, and others). This is optional and at the discretion of the District Director.
i. Invite clubs to submit invitations to host future district fall meetings. If there is more than one club bidding for the next meeting, a vote may be held among attending members to choose hosting club(s)
j. Prepare a program listing the schedule of events and program participants—printing of the final program may be delegated to the hosting club.
k. Approve any fund-raising projects submitted by the hostess club to cover expenses.
l. Make sure that meeting costs do not exceed the budget.
m. Delegate the arrangement of transportation for the Governor and Governor-elect, if necessary.
n. Conduct the fall meeting.
o. Send thank you letters to hosting club(s), presenters, and others as needed.
p. Prepare and send final financial report and attendance report to the Governor within 60 days following the event.

Financial Responsibilities:

a. Obtain estimated cost figures for the meeting and prepare a proposed budget. (Attachment E).
b. Keep fall meeting funds in a separate bank account using the Golden West Region Tax

Identification Number (available from region treasurer). The GWR Treasurer's mailing address will be used as the mailing address for the bank account. The checking account will maintain a starting balance of $500 received from the GWR Treasurer. These funds will not be used to exceed budgeted expenses.

c. Keep an itemized accounting of all funds received. Instruct Registration/Meals Reservation Committee to keep records identified by club and member, and where possible, to keep registration fees and meal fees separate. Arrange for prompt deposit of all funds. Worksheet Attached.
d. Pay all bills promptly. Keep an itemized accounting of all payments and receipts
e. Arrange for payment of rooms, meals and registration for persons included in the budget,
f. Balance all meal tickets with committee before the close of the meeting to ensure the final attendance report and the final finance report will be in balance.
g. Confirm with meal reservation committee the number of lunches and dinners. Confirm data with the facility(s) representative before the completion of each meal, so that verification of the bill is possible.
h. Any funds remaining in the meeting account after the payment, net of the $500 beginning balance, of the approved bills will be transferred by the region treasurer.

The financial report (See Attachment) of receipts and disbursements should be prepared as soon as possible after the close of the fall meeting but no later than 60 days thereafter. All original receipts and the original financial report shall be sent to the Governor for signature; the Governor will forward the report and receipts to the region treasurer. The District Director and region Governor shall sign the final financial report.

SPECIFIC COMMITTEE RESPONSIBILITIES

Fall Meeting Chair

The Fall Meeting Chair is appointed by the hosting club(s) president or elected by the hosting club. Duties include:

a. Assist the District Director with coordinating arrangements related to facilities, meals, entertainment, registration, exhibit room, speakers and other areas as determined by District Director.
b. Work with the District Director to discuss the general outline of the meeting.
c. Appoint committee chairs as early as possible with the approval of the hosting club president so as not to conflict with other club projects and programs.
d. Prepare a list of all committee personnel appointed and provide the District Director and club president with a complete listing of names, addresses, phone numbers and emails.
e. Provide the committee chairs with a copy of applicable portions of the District Fall Meeting Manual and review specific responsibilities with them.
f. Oversee committee chairs and assure that all committees are functioning properly.

Specific responsibilities include:

a. Contact manager of the Chamber of Commerce or Convention Bureau to determine what services will be available.
b. Assist District Director in preparing proposed budget for submission to the Governor for approval. Keep in mind that expenses incurred over the approved budget without approval of District Director and Governor will be the responsibility of host club(s).
c. Provide District Director (no later than July 31st) with the following information for inclusion in the official call to the fall meeting:
    1) Name, address and phone numbers of person to receive reservations and payment
    2) Emergency phone numbers
    3) Pertinent information concerning social events/entertainment
d. Obtain and forward a copy of facility brochures for use in the Call.
e. Arrange regular meetings with committee chairs to advise all of progress and to discuss ideas and any questions that arise and report to District Director.
f. Impress upon all committee chairs and members of the hosting club(s) the need for their participation, availability and continued presence at the meeting.
g. At September, and possibly October Club Business Meeting, report on status of Fall Meeting Plans
h. Present the Club with a Job List and a Supplies List for the event. (Schedule H)

Facility Committee

The Facility Committee works with the District Director and Committee Chair, along with the facility, to assure that the rooms are properly set up, the necessary equipment is present.

Learn the location of the electric panel that controls the lights and outlets.

a. Act as general liaison with facility(s) regarding props, banners, and/or other requirements.
b. Check before each session:
    1) The head table, chairs and place cards are in proper order;

2) Podium is in place;
3) Microphone is working; ventilation and/or air-conditioning are functioning adequately;
4) Drinking water and glasses are available at head table;
5) American flag, club banner, region banner, and Governor's banner are properly displayed;
6) All other items are provided in accordance with advance plans.

c. Be prepared for the unexpected. Know whom to contact at the facility(s) for assistance.
d. Provide directions and appropriate signs for meeting rooms and restroom facilities.

Registration/Meal Reservations Committee

This committee handles registrations and meal reservations/fees as indicated in the official call to the district fall meeting. All clubs in the district will be instructed to send checks to cover the costs for all Soroptimists and guests planning to attend to a designated member of the registration committee. All Soroptimists attending the fall meeting will be charged a registration fee, except for members specified in the approved budget.

A meticulous recording of all reservations is important because you will need to give both estimates and final guarantees to the District Director and/or facility(s) in advance of the meeting. Maintain communication with the Fall Meeting Chair and the District Director advising them of the number of reservations for each meal function. Detailed records of receipts and correspondence are a must.
(Worksheet attached)

Specific duties of the committee include:

a. Prepare meal tickets, and if necessary, for special diet meals. Tickets need not be commercially printed - a neatly typed and reproduced ticket will do. Keep it simple. The price of the meal or consecutive numbering is not necessary. Use different colors for the different meals for ease in handling and identifying. Be sure you know exactly how many of each color you have before you start distributing them in order to be able to account for them all later.
b. Set up a system for handling the registration/meal reservations as they are received.
c. Post the name of the member and the amount received in the computer file or handheld notebook in two places - alphabetically and by club name. This gives you a double check for the money received and permits you to verify a club's reservations quickly.
d. Keep a separate listing or photocopy of all the checks received. After they are recorded, deposit them as soon as possible. The District Director will provide you with deposit slips.
e. Schedule members of your committee to staff the registration/meal reservations table at the fall meeting. Fall Meeting Chair or Facilities Coordinator will see that a table or tables are provided for this use. Establish a time frame for staffing the table to suit your meeting. Only one person at a time should handle meal tickets during registration to avoid confusion. The member on duty should sit next to the registrar. The registrar or assistant will check off the name of each member as tickets are distributed. The member handling the extra meal tickets should have tickets and change available to handle additional sales.
f. Issue complimentary entry/tickets only to persons approved by the District Director.

g. Notify the District Director of all refund requests received before the refund deadline date specified in the call. Carefully note in all listings, cards and envelopes. The District Director will prepare refund checks. No refunds will be made when cancellations are not received by the refund date stated unless authorized by the District Director.
h. Keep a close accounting of meal reservations and update frequently so the general chair and the District Director are kept advised as directed.
i. Give a full accounting of the final registration number and meal tickets issued to the District Director at the close of the meeting.
j. Submit bills for supplies to the District Director promptly. Reimbursements should never be paid directly out of the meal ticket receipts.
k. Provide the Fall Meeting Chair with an attendance report at the close of registration - number in attendance and attendance at each meal (Attachment G).

Hospitality Committee

The prime responsibility of the hospitality committee is to greet, assist and provide for the comfort and ease of the participants of the fall meeting. This can be accomplished through providing the following:

1) Host ribbons or other identifying symbol for all members of the hosting club(s).
2) Assign individual members to greet those arriving. Have hostesses in the entrance to the facility(s) on Friday and Saturday during hours of registration. Throughout the event, the hostesses should mingle with and be available to members.
3) Work with the Friday night committee to provide hostesses for that function, if applicable.
4) Welcome packets are optional and should be kept simple and may not incur a charge to the meeting fund.
5) Have at least two meetings with your hostess team - one at the start of planning to discuss general plans and one just before the meeting to present specific assignments, challenges, layout arrangements, schedule, and other plans.
6) Submit all bills promptly to the District Director.

Exhibit Room Committee

This committee is responsible for overseeing the exhibit room. The exhibit room is to be staffed when open and locked when not in use, if possible. The District Director will set the times for opening of the exhibit room, which will be listed in the program. One exhibit table should be reserved for Region use. Items needed include:

a. Club exhibit tables
b. Emergency supplies i.e., tape, marking pens, scissors, calculator.

Timekeeper

The Fall Meeting Chair will appoint a member to act as timekeeper. The District Director will notify speakers of their time allotment ahead of time and will ask the timekeeper to strictly monitor the time limits to keep the meeting on schedule. The timekeeper should sit in a place visible to the speakers and use a watch with a second hand or some other type of timing device

to monitor time limits. As a courtesy, speakers should be informed that they will be given a warning signal a minimum of five minutes for longer presentations and/or one minute for shorter presentations before their time allotment is up. Such a signal could be holding up a red card or softly ringing a bell.

ATTACHMENT - A

THINGS TO INCLUDE IN THE OFFICIAL CALL

Golden West Region
Soroptimist International of the Americas, Inc.

DISTRICT___FALL MEETING

Date(s)_____
District Director's Name, Mailing or Email Address, Phone Number

THEME:

HOSTING CLUB (S):
Soroptimist International of _____
Fall Meeting Chair:_____

WHERE: (Name of facility/facilities, fees, phone number for booking rooms, and address)

TIME(S): Registration, Workshops, Friday and Saturday

REGISTRATION FEE: $

MEAL COSTS: $

EXHIBIT TABLES: $

REGISTRATION DEADLINE:

MAIL REGISTRATION TO: (Name, address, phone numbers)

DRESS: (i.e., Friday Night Social – Western, Saturday--comfortable and casual)

ATTACHMENT -B

SAMPLE CLUB REGISTRATION FORM

Soroptimist International of the Americas
Golden West Region
20__ Fall Meeting
District #
Date

REGISTRATION DEADLINE: <Date>

SI of Club:

Contact:

Daytime Phone:

Email:

Please print clearly NAME	Registration $____	Member (x)	Guest (x)	1st Time Attendee	Friday Dinner	Saturday Lunch $____	VE	TOTAL

Exhibit Room Table(s) $_____each	
Late Fee [if after DATE] - $_____	
Make checks payable to *"Golden West Region"* TOTAL AMOUNT ENCLOSED	

Mail completed form and check to:

_____

_____

_____

Phone:_____**Email:**_____

To receive a REFUND, a written cancellation request must be received by <DATE>

ATTACHMENT - C

SAMPLE PROGRAM

Golden West Region
Soroptimist International of the Americas, Inc.

20__DISTRICT__FALL MEETING

"THEME"

DATES:

LOCATIONS:

AGENDA:

7:00 - 8:30 a.m.	Registration Exhibit Room open
8:30 - 10:30 a.m.	Call to Order Words of Inspiration Pledge of Allegiance Welcome Introductions Governor's Address Governor-elect's Address Treasurer's Address LYD Award
10:30 - 10:45 a.m.	BREAK Exhibit Room open
10:45 - 12 noon	Programs of Service Program Focus Reports DIBI Committee Report
	Governor-elect meets with region committee members ???????
12:00 - 1:00 p.m.	LUNCH Exhibit Room open
1:00 - 2:00 p.m.	Membership Leadership Training Region Nominating Committee
2:00 - 2:15 p.m.	BREAK Exhibit Room open
2:15 - 3:30 p.m.	Invitation for Bids to host 20__ Fall Meeting Drawings Soroptimist Pledge

ATTACHMENT – D

SAMPLE PROPOSED BUDGET

Soroptimist International of the Americas, Inc.
Golden West Region
District #
20__ Fall Meeting
Host Club: SI of _____

	BUDGET			ACTUAL			
REVENUE	#	Each	Total	#	Each	Total	Over/Under
Registration Fees			0.00				
Less Comp Reg Fees [Board, Pillars, AV not in district] (#)			0.00				
Meals (including gratuities, tax, service charge):							
Friday Dinner			0.00				
Saturday Lunch			0.00				
Exhibit Tables			0.00				
TOTAL ESTIMATED INCOME			0.00				

	BUDGET			ACTUAL			
EXPENSES	#	Each	Total	#	Each	Total	Over/Under
Facility Rental			0.00				
Room for Governor/Governor-Elect (# nights)			0.00				
Room for District Director			0.00				
Room for Fall Meeting Chair			0.00				
Governor Breakfast							
Meals (including gratuities, tax, service charge):							
Friday Dinner			0.00				
Saturday Lunch			0.00				
Comps – Gov, Gov-elect, District Director, Meeting Chair							
Friday Dinner			0.00				
Saturday Lunch			0.00				
Printing, Postage & Signage							
Decorations and Linens							
Gifts (DD does this)							
Audio Visual							
Supplies							
Speakers and Honorariums							
Entertainment							
Miscellaneous (Details here)							
Mileage - District Director - ## miles @ $.40/mile			0.00				
Other							
Other							
TOTAL ESTIMATED EXPENSES			0.00				

SIGNED: _____
<Name>, District # Director

SIGNED: _____
<Name>, GWR Governor

ATTACHMENT - E

"SAMPLE" VOUCHER

SOROPTIMIST
Best for Women

Soroptimist International of the Americas, Inc.
GOLDEN WEST REGION

District Fall Meeting

To: District _ Director _____ Date: _

From: _____ Payable to: _

Position: _____ Address: _

Phone: _____ City/State/Zip: _

EXPENSE DESCRIPTION	BUDGET CATEGORY	AMOUNT
	TOTAL:	

(Please attach receipts and other supporting documents for expenses listed above)

Voucher #_____ **Check # _____**

_____ Approved: _____ _____
Date Received *GWR District_____Director* *Date Approved*

ATTACHMENT - F

REGISTRATION WORKSHEET

XXXX District X Fall Meeting

	Club	Last Name	First Name	Dist	1st Time Attend	Reg $15.00	Fri $18.00	Sat $25.00	Table $15.00	VEG	Total	Notes
											0.00	
1	Community	Sunshine	Suzie	6	x	15.00	18.00	25.00	15.00	x	73.00	Club Exhibit table included in registration
2	Community	District	Daisy	6		15.00	18.00	25.00			58.00	
3	La Paz	Dew	Debbie	5		15.00		25.00		x	40.00	No Cheese
4	La Paz	Sane	Sally	5		15.00		25.00			40.00	
5	City Center	Drew	Nancy	7							0.00	Comped - Governor
6											0.00	
7											0.00	
8											0.00	
9											0.00	
10											0.00	
11											0.00	
12											0.00	
	TOTALS					$60.00	$36.00	100.00	$15.00		$211.00	
	5					4	2	4	1			

Sample

ATTACHMENT - G

ATTENDANCE REPORT

Golden West Region

20_ DISTRICT FALL MEETING
(Date)

ATTENDANCE REPORT

Total Clubs in District: _____

Total Clubs registered: _____

List Clubs in District:

Total members attended:

Total Clubs registered from other Districts:

List Clubs from other Districts:

Total members attended:

Region officers Registered: _____

Soroptimists Registered: _____

Guests registered: _____

Total in attendance: _____

Meal attendance:
Dinner: _____
Lunch: _____

Signed _____
Registration Chair