

Convention Committee Guidance

The convention committee can have a large effect on the quality and value of regional meetings and national conventions. It can also ensure consistency among such events. Therefore, the board has defined the following guidance for the committee:

The Board's Philosophy:

1. The committee reports to the board of directors through the board chair.
2. The committee will operate within its approved budget, focus on cost effective initiatives, and proceed in an efficient manner.
3. The committee chair is free to appoint additional members as the workload demands and when special skill sets are needed. The committee chair is encouraged to terminate from the committee any members who demonstrate nonproductivity.
4. Except for routine matters, all output from the committee shall be presented to the board by the committee chair in the form of organized data or recommendations. It shall be the responsibility of the committee chair to decide which recommendations are made to the board. All decisions to proceed are made by the committee chair and the board, with the latter having the final word.

General Guidance:

1. The committee will focus the majority of its attention on providing regional meetings and national conventions with the proper tools and guidance to ensure successful events.
2. The committee will work on initiatives as listed below and/or as directed by the board.
3. The committee chair shall prepare and submit to the board no later than April 15 of each year for review and acceptance a) a status report; and b) a proposed work plan for the new fiscal year. Whenever a new committee chair is appointed, he/she shall within two months of appointment either assure the board that the current work plan is still valid, or create and submit a new work plan.
4. The committee chair shall assure the board annually by September 1 (or within two months of appointment) that the committee's written procedures are up-to-date.
5. No projects may be initiated without agreement between the committee chair and the board. No projects may be initiated without an appropriate work plan.
6. The board chair shall be included in all committee correspondences.
7. Committee members shall be encouraged to send the committee chair regular progress reports on their specific assignments.

Specific Guidance:

The committee will focus on the following areas with the ongoing objective of improving regional and national conventions while promoting education to the public and our members:

1. The committee will ensure that regional and national conventions shall be run fairly and similarly through creation and regular updating of the convention handbook.

2. The committee will oversee a cost-effective liability and exhibit insurance program for regional and national conventions that will result in reduced liability for host chapters and for NAWCC, Inc.
3. The committee will expand its members as needed to gather and collate any data from regional and national conventions at the request of the board. The committee will be responsible for working with regional and national convention committees to obtain the names and membership numbers of all attendees and table holders at all conventions, whether they use the registration program (RP) or not.
4. The committee, through the collection of data and reports from the regional and national conventions, will a) develop “best practices” for all aspects of holding successful conventions, b) encourage adoption of these as applicable to local conditions, and c) add these best practices to the convention handbook in an ongoing and timely manner.
5. As approved by the board in June 2007, the committee has the authority to allow more than one regional to be scheduled on the same date if necessary to enable host chapters to schedule dates with other organizations to make public days approved by the board more effective or to locate convention centers at reasonable cost. The committee will develop a process by which consensus is reached by the respective regional chairs.
6. The committee will encourage all regionals holding approved public day events to investigate cooperation with other collecting and hobby organizations, with the objective of holding events on the same dates and at the same or adjacent facilities in order to make the public day events more effective.
7. The committee will review proposals, physically inspect, and recommend sites for national conventions. Preliminary budgets will be prepared for board review at least 24 months in advance of the events. Final budgets will be prepared for board review at least 12 months in advance of the events. For national conventions after 2009, a minimum surplus of \$30k will be built into the budget, with NAWCC, Inc. receiving 75% of the actual surplus. The surplus must be shown as a separate line item above the bottom line. In addition, a contingency amount shall be built into the main budget as a line item and shall be based on the host chapter’s and committee chairman’s experience and the types of estimates received when the budget is created. The board will then approve a proposed budget with a bottom line net of \$0 (breakeven) or more. The actual net surplus after the convention may be more or less than the budgeted net.
8. The committee will seek out ways to produce revenue streams in the future for NAWCC, Inc. from regional and national conventions and make such recommendations to the board.

I, _____, agree to the philosophy and guidance stated herein and will work to expedite all assignments made by the board.

Date: _____

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