

# CONVENTION COMMITTEE PROCEDURES

PREFACE: The Convention Committee is an Operational Committee of the NAWCC, Inc. The responsibilities of the Convention Committee are defined by the Bylaws and the Standing Rules of the NAWCC, Inc. One responsibility is to develop and maintain current procedures by which the Committee operates. These procedures, upon approval by the Board, will become part of the NAWCC Operations Manual. They must be updated as needed, but not less than every five years. The Convention Committee Procedures document below is intended to meet that requirement.

The following abbreviations will be used: BOD = Board of Directors; ED = Executive Director; CC = Convention Committee; NC = National Convention; RM = Regional Meeting.

Electronic signatures are permissible unless otherwise restricted. Records may be kept in electronic or physical format. If kept in electronic format, backup files should be maintained.

## 1. APPOINTMENT OF CONVENTION COMMITTEE MEMBERS

### a.) TASK

1. The CC Chair is appointed by the NAWCC BOD.
2. The CC Chair selects and appoints members of the CC.

### b.) CRITERIA

1. The CC should consist of the Chair and at least four committee members.
2. The CC members are appointed to two-year terms by the CC Chair.
3. The individual CC members should have diverse backgrounds, such as knowledge and experience in chairing regional or national conventions, contract negotiations, and commercial insurance. Work experience in the Convention and Visitors' Bureau (CVB) field would be very useful. Experience with the Registration Program would also be valuable.

### c.) PROCEDURES

1. The CC Chair will compile a list of potential candidates to be members of the CC.
2. After consideration of the skills and experience of all the candidates, the CC Chair will select at least four members to aid the CC Chair in accomplishing the CC mission.
3. The CC Chair will advise the BOD Chair and the ED of the names of the candidates selected to serve on the CC.
4. If needed, the CC Chair may at any time add additional members to the CC.
5. A CC member's appointment may be terminated at any time by the CC Chair.

# CONVENTION COMMITTEE PROCEDURES

## 2. CONVENTION COMMITTEE BUDGET AND EXPENSES

### a.) TASK

Develop and submit to the NAWCC ED a proposed CC budget each fiscal year, identifying planned work tasks and estimated expenses to complete each task.

### b.) CRITERIA

1. Consult with the BOD and the ED on improvements needed to make the National Conventions, Regional Meetings, and Symposiums more effective.
2. Identify goals and tasks planned for each fiscal year.
3. Estimate the cost to complete each goal during the fiscal year.

### c.) PROCEDURES

1. Discuss with the BOD and with the ED the expectations and goals for the fiscal year.
2. Categorize and prioritize each goal.
3. Describe the tasks needed to achieve each goal.
4. Estimate the cost to perform each task.
5. Get total cost estimates for all goals for the fiscal year.
6. Submit goals, tasks and cost estimates for the fiscal year to the ED and request funding needed to reach the goals.
7. Revise goals and costs estimates in accordance with available funding.
8. Notify BOD what can be expected from the CC based on funding and manpower.
9. Expenses incurred by the CC Chair, with appropriate receipts, should be submitted to the ED for reimbursement.
10. Expenses incurred by the CC members, with appropriate receipts, should be reviewed and approved by the CC Chair and submitted to the ED for reimbursement.
11. The CC Chair must exercise control measures that prevent CC expenses from exceeding the approved budget. Projected overruns must first have ED approval.

# CONVENTION COMMITTEE PROCEDURES

## 3. REGIONAL MEETINGS

### a.) TASK

Review and approve requested dates for Regional Meetings and maintain a Master Schedule of all events.

### b.) CRITERIA

1. Other than scheduling and reporting, neither the CC nor the BOD exercises control or oversight of RM arrangements, including site selection, contracts, and budgets.
2. All RMs must be scheduled through the CC Chair or a person designated by the Chair to perform this task.
3. Records are required for traceability and accountability of scheduled events.
4. There shall be no more than one regional on any given weekend within the United States within the same geographical area of the United States (use 1000 miles as an approximate radius) without the approval of the CC or his designee. International Regionals may occur on the same weekend as one in the US.
5. Regionals in close geographical proximity on adjacent weekends should be avoided.
6. Regionals that traditionally use the same date each year have priority over another Regional that might request that date before it is confirmed by the first Regional.
7. Regionals are not scheduled on nationally recognized religious holidays, as defined in the NAWCC Standing Rules.
8. Regionals must be scheduled for one or more days and must be sponsored by at least one Chapter whose members must actively participate as RM committee members or workers.

# CONVENTION COMMITTEE PROCEDURES

## c.) PROCEDURES

1. Set up and maintain a suitable record keeping system that provides storage and accountability of pertinent records.
2. Receive written or electronic request for a regional date from a host chapter (either from Chapter President or Regional Chair).
3. If date requested is available, send Regional Acknowledgement Letter (see example in Appendix A), stating regional requirements, and include an NAWCC Regional Meeting Agreement form (see example in Appendix B). Also, advise of availability and source of a Regional Meeting Guide.
4. If date requested is unavailable, suggest alternate dates.
5. Enter a note in the Master Schedule that there is a Temporary hold placed on the date. Also, enter Regional name and contact person.
6. Upon receipt, by mail or email, of the signed NAWCC Regional Meeting Agreement form, change note in Master Schedule from Temporary to CONFIRMED.
7. CC Chair or designee signs NAWCC Regional Meeting Agreement form and returns the signed copy, by mail or email, to the Regional chairman. A physical or electronic copy is retained as a verifiable record.
8. The CC Chair or designee forwards a copy of the signed NAWCC Regional Meeting Agreement form, by mail or email, to NAWCC staff members designated by the ED so the information can be published on the NAWCC web page and in the NAWCC BULLETIN and MART, beginning one year prior to the event.
9. Changes in RM date or location received by the CC Chair or designee from the host chapter President or Regional Chair are recorded in the Master Schedule and passed on to NAWCC for correcting the published information on the web page and in the BULLETIN and MART.
10. The CC Chair or designee should maintain such pertinent information in the Master Schedule as Regional name, date(s), location, host hotel, General Chair contact information, and assigned Board of Directors representative.
11. The CC will review the advertising needs for future RMs and recommend policies to the BOD for paid or gratis advertisements in the MART.
12. The CC Chair or designee will send one copy of the NAWCC Regional Meeting General Chair Report form (see Appendix C) at least two weeks prior to the event scheduled starting date.
13. The CC Chair or designee will collect and evaluate NAWCC Regional Meeting General Chair Reports, noting any problem areas or useful information that might be helpful to other RMs.
14. The CC Chair or designee will send reminder notices to those Regional Chairs who fail to submit the required NAWCC Regional Meeting General Chair Report in a timely period.
15. The CC Chair shall make recommendations to the BOD, as necessary, regarding Regional activities needed to improve the Regional events.

# CONVENTION COMMITTEE PROCEDURES

## 4. NATIONAL CONVENTIONS

### a.) TASK

Review proposals and make recommendations to the BOD on arrangements, including site selections, contracts, and budgets, for the annual NC.

### b. CRITERIA

1. National Conventions should be scheduled during the month of June or July, avoiding the July 4<sup>th</sup> week, and may be hosted by one or more Chapters for a period of two or more days. The NAWCC Regional Meeting Agreement (Appendix B) may be used to communicate pertinent NC information to the CC Chair or his designee for documenting details on the event record.
2. National Conventions shall include: educational exhibits of horological items; educational programs and workshops of horological interest; provide facilities for members to buy, sell, and trade clocks, watches, tools and supplies; allocate sufficient rooms for the BOD meeting, Committee meetings and special interest chapter meetings; and an adequate room to conduct the Regular Annual Meeting of the NAWCC members (date and time to be approved by the BOD).
3. Facilities for a NC must be of adequate size and location to assure compliance with the National Convention Requirements and Specifications (see Appendix D).
4. If there are no viable proposals from chapters to host a NC within a minimum of twenty months of a NC, the CC Chair must initiate the process of seeking out an appropriate convention facility and host chapter.
5. All contracts with the Convention Center and major hotels must be in the name of National Association of Watch and Clock Collectors, Inc. and must be reviewed by the CC, ED, and NAWCC legal counsel.
6. All contracts with the Convention Center and major hotels must be executed by an authorized signer for NAWCC, Inc.
7. Budgets shall be prepared and reported in a standardized format (see Appendix E) that identifies categories and line items within categories. Use of a standardized format permits comparative analysis of the NC financial reports and helps future NC Chairs develop budgets with assurance that important line items are not overlooked. Budgets and major changes thereto must be approved by the BOD prior to execution of any related contract.

# CONVENTION COMMITTEE PROCEDURES

## c.) PROCEDURES

1. The CC Chair must investigate the adequacy of the convention facility and hotels.
2. The CC Chair will assist the NC Chair in the negotiations. The CC Chair, the NC Chair and a Host Chapter Officer must be in agreement with the negotiated contracts.
3. After review by the CC, the negotiated contracts must be submitted to the NAWCC legal counsel for review and release.
4. After any convention center or major hotel contract review and release by legal counsel, the CC Chair will prepare and submit to the BOD for approval the associated budget and a proposal containing a recommendation for or against the proposed NC. This proposal shall contain, as applicable to the contract, details on the convention facility, room blocks and room rates, host chapter and NC Chair, and other information needed for the BOD to properly consider the proposal.
5. After approval of the proposal and budget by the BOD, the CC Chair will submit the contract and budget proposal to the ED for approval and execution by an authorized signer for NAWCC, Inc, including the request for any monies required to secure facilities as required by the contract.
6. The CC Chair will submit a Proposed Budget, prepared by the NC Chair and approved by the CC, to the BOD for review and approval in accordance with the timeframe prescribed in the Standing Rules. The budget proposal must contain expected income and expenses in a standardized format (see Appendix E) and contain copies of contracts, with their attrition clauses. The BOD must approve the Proposed Budget before the NC can proceed. Approval of the Proposed Budget will suffice to support preparation of pre-registration material for use at the prior year's National Convention.
7. If there are major changes to the previously approved budget, the CC Chair will submit a Revised Budget, prepared by the NC Chair and approved by the CC, to the BOD for approval. The budget proposal must contain expected income and expenses in a standardized format (see Appendix E) and contain copies of any revised contracts, with their attrition clauses. The NC Revised Budget must be approved by the BOD in order for the NC to proceed.
8. No registrations may be accepted and no monies received without 1) having BOD approval of the Proposed Budget, and 2) on or after the prior year NC.
9. The NC Chair should make periodic registration progress reports to the CC Chair that includes the number of pre-registrations and the number of mart tables and food function tickets sold. This information permits analysis of registration trends that can provide timely alerts that increased advertising might be needed.
10. The CC Chair will review the advertising needs for the NC and recommend policies to the BOD for paid or gratis advertisements in the MART.

# CONVENTION COMMITTEE PROCEDURES

## c.) PROCEDURES (continued)

11. The CC Chair will monitor the NC to assure the budget is being followed to the extent feasible.
12. The NC Chair must submit, within 120 days after the NC, a comprehensive final report to the CC Chair that contains detailed income and expense data and a narrative section discussing all aspects of the NC, expounding on problem and success areas. Recommendations to improve future NCs should be included.
13. The CC Chair will review and resolve any issues in the NC final report and submit it to the BOD no later than 150 days from the close of the NC.
14. The CC will maintain a cumulative statistical report on NCs that includes preregistration and onsite registration details, tables and room nights sold, charges for the various events, income and expenses, etc. This report will be made available to future NC Chairs to aid in their planning.
15. The CC Chair will make appropriate and timely recommendations to the BOD on actions needed to improve the conventions.

## 5. NAWCC TIME SYMPOSIUM

### a.) TASK

Schedule one or more Symposiums annually, including the Ward Francillon Time Symposium.

### b.) CRITERIA

1. The Ward Francillon Time Symposium has preemptive schedule priority for the two last weekends in October. A change in date requires approval of the CC Chair or his designee.
2. Symposiums provide in-depth educational lectures and workshops on all aspects of the art and science of horology.
3. Mart and Auction activities are not permitted in conjunction with a Symposium.

### c.) PROCEDURES

1. Contact the Symposium Committee Chair to determine the specific dates of the Ward Francillon Time Symposium.
2. Reserve the date requested for the Ward Francillon Time Symposium and enter it into the Master Schedule.
3. Release the October weekend not selected by the Ward Francillon Time Symposium and make it available for use by a RM.

# CONVENTION COMMITTEE PROCEDURES

## 6. INSURANCE

### a.) TASK

Procure and make available acceptable levels of Liability and Exhibit Insurance to RMs, NCs and Symposiums.

### b.) CRITERIA

1. All Regional Meetings, National Conventions, and Symposiums are required to carry Convention Liability Insurance. Exhibit Insurance is required, as applicable, for National Conventions and Symposiums, and is strongly recommended for Regional Meetings.
2. The current minimum level of Liability Insurance for an Event is one million dollars.
3. The level of Exhibit Insurance is left to the discretion of the Event Chair and should be based on the value of the exhibit itself. The Event Chair must disclose to exhibit participants if exhibit insurance does not cover all respective exhibit participant artifacts.
4. The ED or his designee negotiates Liability Insurance for the National Convention and the Symposium, and negotiates Exhibit Insurance policies for all Events on a calendar year basis. Chapter Presidents and Regional Chairs may request liability insurance from the insurance agency contracted by the NAWCC.
5. Extremely high costs may prevent changes or adding events after annual policies are established and costs are determined.

### c.) PROCEDURES

1. The ED or his designee will negotiate optimum liability insurance rates for National and Symposium events each year. The minimum amount of personal liability insurance is \$1,000,000.
2. The Chairs of National Events and Symposiums must request liability insurance; it is not automatically provided by the ED or his designee. The form in Appendix F may be used, modified as needed to reflect its use for a National Event or Symposium.
3. RM Chairs and Chapter Presidents may purchase liability insurance locally or request a quote from the insurance agent contracted by the ED or designee using the appropriate form in Appendix F. Regional events must carry a \$1,000,000 liability insurance policy. The NAWCC, Inc. must be listed as an additional insured on the policy. Regional Event Chairs must provide proof of liability insurance for official sanctioned events to the CC Chair or his designee prior to commencement of the event.



## CONVENTION COMMITTEE PROCEDURES

### c.) PROCEDURES (continued)

4. The ED or his designee will negotiate optimum property (exhibit) insurance rates for National, Regional, and Symposium events. The standard maximum amount is \$300,000 with amounts over that requiring special application through the ED or his designee.
5. The ED or his designee will contract with the selected insurance provider for exhibit insurance for the NC and if applicable the Symposium. The amount of insurance should be based on the total value of the items in the exhibit as submitted by the exhibit item owners on the Temporary Exhibit Loan Form found in Appendix G. The Event Chair may use the form in Appendix F to request exhibit insurance, modified as needed to reflect its use for a National Event or Symposium. The Event Chair must disclose to exhibit participants if exhibit insurance does not cover all respective exhibit participant artifacts.
6. The RM Chair may contract for exhibit insurance from local agents or through the NAWCC. The amount of exhibit insurance requested should be based on the total value of items to be exhibited as submitted by exhibit item owners on the Temporary Exhibit Loan Form found in Appendix G. The Event Chair must disclose to exhibit participants if exhibit insurance does not cover all respective exhibit participant artifacts. The request for quote for exhibit insurance through the NAWCC should be submitted to the ED or his designee using the appropriate form in Appendix F. Contact the ED or his designee for the minimum fee (hence the minimum insurance amount) required by the insurance agency. Special requests to the ED or designee are required for amounts over \$300,000. Event chairs must submit proof of exhibit insurance to the CC Chair or his designee prior to commencement of the event.
7. Liability, and as applicable exhibit insurance for the NC and the Symposium are paid by the NAWCC, Inc. and charged to the Event.
8. Any Regional Event liability or exhibit insurance quotes obtained from NAWCC's chosen insurance agent and accepted by the RM Chair will be paid by the NAWCC, Inc. The RM Chair must reimburse the NAWCC within two weeks of commencement of the Event.

# CONVENTION COMMITTEE PROCEDURES

## 7. REGIONAL MEETING GUIDE

### a.) TASK

Develop and maintain a Regional Meeting Guide that identifies those elements that are required, as well as to present guidelines and suggestions for conducting a successful Event.

### b.) CRITERIA

1. The Regional Meeting Guide should cover both RMs and NCs, or may be issued as two separate documents, one to cover Regional Meetings and one to cover National Conventions.
2. The Regional Meeting Guide must be approved by the BOD and included in the NAWCC Operations Manual.

### c.) PROCEDURES

1. The CC shall prepare a Regional Meeting Guide that describes all aspects of planning for Regional Meetings and National Conventions, including, as a minimum:
  - a. Event definitions and requirements
  - b. How to start up and host an event.
  - c. Leadership roles
  - d. Event organization
  - e. Description of Event Committees
  - f. Duties and responsibilities of each committee
  - g. Determination of fees
  - h. Minimum content of Event reports
  - i. A brief description of the Registration Program
2. Examples of forms and report formats should be included in the guide(s).
3. The CC must review and update the guide(s) every five years.
4. The revised guide(s) must be presented to the BOD for review and approval.

## 8. APPENDICES

- A. Regional Acknowledgement Letter
- B. NAWCC Regional Meeting Agreement
- C. NAWCC Regional Meeting General Chair Report
- D. National Convention General Specifications and Requirements
- E. Budget Worksheet for Events
- F. Chapter and Regional Insurance Programs
- G. Temporary Exhibit Loan Form