

## CONVENTION CHAIRMAN

*Revised – July 2012*

1. *Write short articles for each issue of the Petticoat Journal. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section. Encourage all members to attend convention.*
2. *The registration fee for State Convention must be presented to the board for their approval at the June Meeting. With board approval, the registration fee must be approved by membership at the June State Council Meeting.*
3. *Publish the State Convention registration form in the Petticoat Journal, August/September through February/March issues. As soon as it is available, submit an electronic copy to the State Council webmaster. The State President must have complete knowledge of all aspects of the Convention at all times. Invite her to your planning meetings and send her a copy of pertinent correspondence. Send minutes of Convention planning meetings to the State President.*
4. *Follow the general procedures of previous State Convention. Local circumstances (size and availability of meeting/banquet rooms) will make it necessary; to occasionally make some changes. Do not change any traditions of State Convention without the permission of the President.*
5. *Coordinate Convention plans with the following:*
  - a. *State President for Convention agenda, order of business, seating arrangements, opening ceremonies, speakers and VIP guest's rooms.*
  - b. *State Senior Past-President for Workshops*
  - c. *Membership Chairman for Pledge Presentation*
  - d. *State President Elect for Installation of Officers.*
  - e. *State Chaplain for Memorial Service*
  - f. *Typically the Easter Seals Chairman, ESA Foundation Counselor and St. Jude Chairman coordinate the Silent Auction on Friday evening at State Convention.*
6. *Before April 1, prepare a list of chapters hosting the last Convention (previous year). Include city, chapter name and number. Send this list to Outstanding Chapter Chairman. Place a copy in your file.*
7. *Following Convention, ensure that a financial report is prepared and submitted for publication in the August/September issue of the Petticoat Journal.*
8. *Following Convention, and before August 1, give Convention files and notebooks to the new Convention Chairman.*
9. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual State Convention.*
10. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*

## **CONVENTION CHAIRMAN** *(Continued)*

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11. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section.*

### **FINANCIAL CONSIDERATIONS**

1. *Open a bank account in the name of Epsilon Sigma Alpha International Oklahoma State Council “ESA State Convention” at a federally insured bank*
  - a. *Two signatures are required on all checks written. Authorized signatures on the account should be for the Convention Treasurer and Convention Chairman.*
  - b. *Deposit all monies received within seven to ten days.*
2. *State Council shall pay the following expenses for State Convention:*
  - a. *Registration fee and hotel bill for State President and one International Council Representative.*
  - b. *An amount shall be budgeted for the President Elect to use for expense of “officer’s hand-carries.”*
  - c. *Corsages at the Saturday night banquet for the State President, IC Representative, Installing Officer, and an arm bouquet for the newly elected State President.*
3. *State Chaplain shall pay for Memorial Service expense from amount budgeted by the State Council.*
4. *Workshop Coordinator shall pay for Workshop Brochures from amount budgeted by the State Council.*
5. *State Council shall advance the Convention hostess \$2.50 per chapter paying State Council dues.*
6. *The city or district that is hosting the Convention shall retain one thousand dollars of profits above State Convention expense after the \$2.50 per chapter is returned to the Council and all Convention expenses are paid, including the State Council and District loans.*
  - a. *All remaining profits shall be split 50/50 between State Council and Convention City. The State Council’s portion will be placed with the State Treasurer for State Council expenses.*
  - b. *All expenses incurred, including Convention Loan Fund, shall be remitted within thirty days following Convention.*
  - c. *Ensure that a financial statement is prepared for the period from August 1 through July 31.*
    - *If your predecessor does not provide you with the financial information for the period from August 1 through April 30 during her year, then you will need to review her books and records for this information*

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- *This information will be included on the Federal Tax Facts form submitted to Headquarters by the State Council. This information should be provided to the State Treasurer no later than August 10.*
  - *Ensure that a financial statement is prepared for the period from August 1 through April 30 during your year and provide this information to your successor for the financial information she will need to submit to the State Treasurer.*
7. *The hostess city or district shall be responsible for payment of all other Convention expenses including:*
- a. *Rent for assemblies, food, equipment, printed programs, decorations, favors, name badges, signs, etc.*
  - b. *Coffee for the Incoming/Outgoing Board Meeting on Sunday.*
  - c. *Photographer and expenses for photographs and be responsible for the sale of photographs following convention.*
  - d. *Stage decorations for Installation of Officers.*
  - e. *Entertainment*
  - f. *Punch or beverage for the Board Food Function.*