

STATE CONVENTION POLICIES AND PROCEDURES

Revised – July 2012

FOR ALL EXECUTIVE AND GENERAL BOARD MEMBERS

1. *Convention duties of each Officer, Chairman and Coordinator are incorporated in this manual. It is your responsibility to read the GENERAL POLICIES and PROCEDURES section in addition to your individual Office/Chairman duties that are in this publication. If you are unable to attend State Convention, NOTIFY THE STATE PRESIDENT IMMEDIATELY.*
2. *The Workshop Coordinator will designate all plans for workshops at State Convention. If requested, submit information for the Workshop Brochure, and if requested, present a workshop at Convention.*
3. *BOARD FOOD FUNCTION: All Executive and General Board Members and Past State Presidents are invited to this event, which is traditionally held on Friday. An R.S.V.P. is needed. If you are unable to attend, please notify the Corresponding Secretary. At this event:*
 - a. *Seating arrangements for Convention events will be distributed. Please be ON TIME and seated in the CORRECT PLACE for all events.*
 - b. *If you are in charge of a contest, give judging sheets to Corresponding Secretary. You will also receive your award certificates. Please check certificates for accuracy before you leave the function. If there is a mistake, notify the President immediately.*

Bring this Policy and Procedure Manual to the Board Food Function

4. *ASSEMBLIES: The following Officers/Chairmen will be asked to report at the First General Assembly: Recording Secretary, Corresponding Secretary, Treasurer, Parliamentarian, First Vice President-President Elect, Credentials, and Convention Registration. Please be brief. Please make a copy of your report to give to the Recording Secretary and place a copy in your file.*

NOTE: A printed list of contest award winners will be distributed at the close of the Awards Luncheon. Therefore, Officers and Chairmen do not need to give a report at First General Assembly pertaining to judging, winners and presentation of awards.

5. *AWARDS LUNCHEON: If you are to present an award, you are requested to keep your presentation as BRIEF as possible. When presenting awards, an enthusiastic opening or lead-in remark about the number of entries received, etc. is acceptable. Then, start announcing winners, beginning with 3rd place, 2nd place, and end with the 1st place award. As you announce award winners, pause BRIEFLY allowing for applause between announcements. The awards presentation must move along at a good pace, yet not so fast as to stifle enthusiasm.*
6. *INCOMING/OUTGOING BOARD MEETING: Held Sunday morning. As an outgoing Officer/Chairman/District Coordinator, you are expected to attend this meeting. At this time, give all files and records to your successor and discuss important items she needs to be aware of. If you are responsible for a contest, give her a copy of the rules and a list of suggestions for changes.*