

Washington State Chapter APWA Policy Handbook

Semi-Annual Conventions

Policy Purpose:

To coordinate all activities and groups associated with the semi-annual Washington State Chapter APWA Conventions. These Conventions are held twice a year, generally west of the Cascades in the Spring and east of the Cascades in the Fall. Each convention requires close coordination by and among these groups or individuals:

- Current Chapter President
- Executive Board
- MRSC
- Chapter Newsmagazine Editor
- Host Committee for Convention Location
- Exhibitor's Group
- Program Committee

Conference Bank Accounts, Registration, and Payments

The Washington Chapter APWA contracts with the Municipal Research and Services Center (MRSC) to provide on-line Convention registration, receipting, and coordination of credit card processing. To minimize programming costs and MRSC staff needs for each convention, MRSC and APWA have agreed to certain protocols, incorporated into this Policy.

The Executive Board has authorized the Treasurer to establish two 'revolving' bank accounts with Bank of America, one for Spring Conventions, and one for Fall Conventions. Host Committees must use one of these bank accounts and will be provided with signature authority for withdrawals and use of a checkbook for an appropriate time bracketing its convention. As there will be overlaps in use by Host Committees, each must clearly identify expenditures and revenues for its convention. MRSC will collect and process registration fees, make deposits into the appropriate Convention bank account, coordinate credit card payments, and provide the Host Committee with summary reports as agreed upon.

For purposes of this policy, MRSC means one or both of the following individuals:

Marcie Klobucher, Comptroller	mklobucher@mrsc.org	206-625-1300
Holly Stewart, Desktop Publishing Specialist	hstewart@mrrsc.org	206-625-1300

Host Committee Duties

- In collaboration with the current Chapter President, determine the type and nature of the event and/or events that will make up a semi-annual chapter Convention.
- Coordinate with the Chapter President, Newsmagazine Editor, and MRSC for related mailings, brochures, programs, advertisements and other written materials.
- Coordinate with the current Chapter President and Treasurer to set up and gain access to the Convention Bank account as soon as practical after formation of the Host Committee.
- Provide MRSC with complete information for a main contact person and an alternate as soon as practical after formation of the Host Committee.
- Coordinate with MRSC no later than 180 days before the opening day of the Convention to discuss online registration and payment procedures.

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- Provide Web content to MRSC no later than 120 days before the opening day of the Convention for a 'hold the date' and hotel reservation links.
- Provide to MRSC cost info, etc for registration form and other info to open on-line registration at least 90 days before the opening day of the Convention.
- Coordinate with the Exhibitor's Committee efforts for Exhibitor space needs and registrations.
- Provide preliminary program info, schedule, etc. in a separate link (per Web FX program) that will be updated as the Host Committee and Program Committee fill in more information.
- Recruit and train sufficient volunteers for Convention events.
- Assure proper equipment and staffing during the Convention education and training sessions.
- Set up subcommittees as needed to coordinate, plan and staff chosen events at the Convention.
- Promote the Convention at other APWA functions.
- Draft Convention related articles to be included in press releases, newsletters, and websites.
- Prepare a Convention budget and provide periodic reports to the Chapter Executive Board regarding the financial status of the event.
- Subject to the approval of the Chapter Executive Board, negotiate Convention contracts and expenditures, including the contract with the hotel/Convention center venue. [Note: Only APWA members specifically designated by the Chapter Executive Board will have the authority to make commitments, either oral or written, on behalf of the Chapter. Only chapter officers have the authority to sign contracts.]
 - Contracts or purchases of \$5,000 must be filed with the APWA National Director of Finance within 30 days.
 - Contracts and purchases over \$10,000 require prior approval from APWA National headquarters as well as approval from the Chapter Executive Board.
- Assure that all required submittals, approvals, permits, certifications, etc. needed for the Convention are obtained on a timely basis.
- Prepare a summary financial report after the convention for review by the Chapter Executive Board.

MRSC Duties

- Assist Chapter Treasurer in setting up the initial credit processing agreement.
- Provide on-line Convention registration for all conventions.
- Collect and process registration fees, make deposits into the appropriate Convention bank account, coordinate credit card payments, and provide the Host Committee with summary reports as agreed upon.
- Coordinate with the Chapter President, Newsmagazine Editor, Host Committee, and Exhibitors' Committee for related mailings, brochures, programs, advertisements and other written and/or online materials.
- Assist Host Committee and Program Committee with CEU approval for technical sessions and preconference workshops as needed.

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Exhibitors' Committee Duties

- Coordinate all activities associated with the Exhibitors for the semi-annual conventions.
- Develop floor plan, recruit volunteers, and coordinate booths in the Exhibitor area.
- Provide list of Exhibitors and floor plan to the Newsmagazine Editor at least 60 days prior to opening day of the Convention.
- Develop and coordinate Exhibitor Social Night activities, prize drawings, etc.
- Coordinate with the Scholarship Committee for the Jack Pittis Memorial Scholarship Silent Auction.
- Coordinate and review exhibitor and sponsorship related mailings, brochures, programs, advertisements, and other written materials.
- Coordinate efforts for exhibitor registration, both prior to the event and during the event.
- Develop and implement plans to increase exhibitor participation to maximize the use of available exhibitor floor space.
- Coordinate solicitation of donations (cash, materials, and labor) to the Chapter to offset the costs of the conference.
- Provide on-site assistance on the day prior to the event to help with move-in of the exhibitors.
- Prepare a summary report that includes a listing of the exhibitors and the number of spaces purchased for the event as part of the financial summary report.

Program Committee Duties

- Recruit speakers and programs for Convention education and training sessions.
- Provide education and training session information to the Newsmagazine Editor at least 60 days prior to opening day of the Convention.
- Provide program info, schedule, etc. in a separate link (per Web FX program) that will be updated as education and training sessions are confirmed.
- Coordinate with the Host Committee to assure proper equipment and staffing during the Convention education and training sessions.
- Coordinate with the Chapter Liaison office and APWA National to secure CEU credit approval for Convention education and training sessions
- Prepare a summary report of the educational program after the Convention noting the sessions held and the number of attendees in each session for presentation to the Chapter Executive Board.