

PLANNING AN AREA CONFERENCE GUIDELINE

THE OBJECTIVES OF AN AREA CONFERENCE ARE TO:

1. Assist member auxiliaries and contribute to their growth by means of education, information and exchange of ideas, relating to the success of Auxiliary run venues either in hospitals, (e.g. gift shops and coffee shops) or other venues, such as a thrift shop.
2. Education of Executive Members on chairing meetings, complying with the Societies Act, reporting to CRA etc.

GENERAL

1. Date of an Area Conference is determined by consultation with the host auxiliary and should take place in September or early October. Location usually rotates among the Area Auxiliaries who establish a local committee to assist the Area Representative.
2. Start time will be decided upon by the Area Representative and the hosting Auxiliary Conference Committee.
3. A registration fee is charged to offset costs of the Area Conference. Any shortfall or surplus will be the paid from/to the Area Account.
4. Minutes must be kept of all conference meetings and the Area AGM.
5. All contracts (facility/catering) must be in writing.
6. Request all Auxiliaries within the Area to provide a written report on their activities .All reports (Area Representative, Financials and Presidents) may be assembled into a booklet (handout) and given to delegates at Area Conference registration desk.
7. Decide if any fund raising will occur at Area Conference and apply to gaming commission for appropriate license as necessary. Host Auxiliary usually applies for license.

RESPONSIBILITIES

AREA REPRESENTATIVE:

1. Determine the theme and set the program with input from the hosting Auxiliary
2. Develop a budget for Conference revenues and expenses. Determine registration fee.
3. Prepare Area Annual General Meeting agenda. (see guideline #1 following)
4. Chair the Conference.
5. Give a report of Area Representative's activities to the Conference.
6. Present a financial statement for Area funds and present a budget for ensuing year to the Conference.
7. Send out conference information to member Auxiliaries by the end of April.
8. Invite a representative from BCAHA,

HOSTING AUXILIARY

1. Determine suitable venue for meeting room and catering requirements. Obtain quotes for costs and review with Area Representative. Deposits, if required, to be paid from Area Funds. Sign firm quotes as per Host auxiliary liaison.
2. Receive and summarize registrations. Prepare name tags for each registrant. Assemble conference kits.
3. Look after decorations (if so desired).
4. Be the local liaison with the venue. Ensure adequate audio/visual needs are in place.
5. Identify speakers or resources in the community to present at the conference. Area Representative or Host Committee Chair confirms presenter and sends written invitation.
6. Identify possible sources of outside funding.
7. Acquire limited promotional items for delegate kits.
8. Acquire limited number of door prizes.
9. Arrange for press release, if possible, for local media.

POST CONFERENCE

1. Area Representative sends thank you notes to guests, entertainment and sponsors.
2. Meet with hosting auxiliary and assess the conference from the evaluation sheets.
3. Finalize the conference expense report.
4. Send copy of the AGM minutes and financials to the BCAHA Director of Finance (Treasurer) and the BCAHA office after the Conference.

GUIDELINES:

1. ANNUAL GENERAL MEETING AGENDA MUST INCLUDE:

- a. Call to Order and Welcome
- b. Auxiliary Prayer
- c. Introduction of guests
- d. Minutes of the previous Area Annual General Meeting.
- e. Area Representative's annual report
- f. Roll Call and Auxiliary Presidents' annual reports (included in a conference booklet) plus Introduction of delegates by the Presidents.
- g. Financial Report
- h. Business arising from the minutes
- i. Correspondence
- j. BCAHA President's report
- k. New Business
- l. Election of Area Representative
- m. Date and location of next meeting
- n. Adjournment

2. TIME TABLE FOR AREA CONFERENCE MEETINGS:

A first meeting, either immediately following the current conference or within the next month, with representatives from next year's host auxiliary is recommended to establish contacts. The meeting in January will then be the start of actual planning.

- a. **January/February** - establish committee with host auxiliary to commence planning and establish theme/program. Identify and contact potential presenters.
- b. **March** – Confirm speakers/presenters in writing. Draft program and AGM agenda. Send invitations to dignitaries / guests.
- c. **April /May** - mail conference program along with registration forms to Area Auxiliaries advising conference date/place/time. Include relevant information such as registration fee and deadline, late registration fee, allergy concern requests, request for Auxiliary Presidents' report/deadline date. (See suggested format on page 4 that may be adapted to your Area.)
- d. **August** – finalize AGM agenda and arrange for printing of all conference materials.
- e. **Day or two before conference** – assemble delegate kits including promotional items and conference booklet (handout). Verify adequate seating is available in conference meeting room and that audio visual needs are on hand.
- f. **Conference Day** – Host committee sets up registration table for delegates to register and receive kits/name tag, etc. Verify head count for catering purposes.
- g. **Immediately following conference**, prepare a summary or highlights of the event and submit to Editor Auxiliary Action.

_____ **AREA CONFERENCE**

Dates _____

Location

Address

Phone: _____ Fax: _____

"Title or theme of Conference"

Registration Form

PLEASE USE A SEPARATE FORM FOR EACH DELEGATE ATTENDING. PLEASE PRINT CLEARLY.

Name of Auxiliary _____

Name of Facility _____

Name of Delegate _____

Food Allergy YES (please specify) _____ NO _____

Voting Delegate **Yes** _____ Non-voting delegate _____

(If Offered:)Tours ~ Day and time:
Tour the _____ Cost (if applicable) per person \$ _____ payable in addition to
conference registration. Yes _____ No _____
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Registration Fee (per person)

Registration deadline _____ (date)

Full Registration \$ _____ (includes lunch/banquet)

One day only \$ _____

Late registration (after _____ date) \$ _____

No registrations will be accepted after _____ (deadline date)

Note: Registration fees are transferable, not refundable

Mail Cheques and Registration to:

