

COMMITTEE MEETINGS

NAME Policy:

All final bills shall be submitted to the NAME Office no later than 90 days after the Convention/Houseparty

Important Requirements:

- ❖ Minutes or reports from all meetings shall be sent to the NAME Convention/Houseparty Advisor and all Steering Committee Members within thirty days of the meetings.
- ❖ Schedule of meetings
 - Hold meetings at least every three months
 - One year prior to Convention/Houseparty meetings may be held every month

General Information:

- I. Committee members can be spread throughout a Region so attendance at all meetings may not be possible. In this case the Hosting Chair must be informed of plans on a regular basis.
- II. At your very first meeting the Hosting Chair should discuss the Steering Committee's role and responsibilities. Emphasize the fun everyone will have working on this event and that you will feel like a family before this event is complete. It is important to let the committee know that like any family, problems will arise and the best way to solve problems is to deal with them immediately. Committee members are encouraged to praise each other for good ideas or a job well done. Remember the whole idea is to have fun.
- III. Souvenir gifts should be selected during the earlier meetings in order to receive the approvals and to give the artisans plenty of time for production.
- IV. The Convention/Houseparty Chair and the Assistant Chair should meet with each Steering Committee Chair individually at initial planning and with the individual committees at least once during the final year of Convention/Houseparty preparation, and certainly more often if necessary. During the initial meeting, a Time Line should be set for each committee. It is extremely important that close communication be maintained throughout.
- V. You may want to make a few of your meetings more social so the members will get to know one another. This is especially important if the committee is made up of members throughout the region.
- VI. The final meeting prior to the Convention/Houseparty should be a walk through of the entire Convention/Houseparty making sure each committee has covered all bases. You may want to schedule this meeting for a Saturday or Sunday so you will have plenty of time, and you may plan to hold the meeting at the hotel.

Other considerations:

- I. Consider printing this entire manual for each chairperson. Although an extra expense, each committee member would know who is responsible for each job, who to give ideas and suggestions to, and most important who will need the most support at

Convention/Houseparty time. At minimum, Steering Committee Chairs should have the section of the Convention/Houseparty Manual that describes their responsibilities.

- II. The time line should be checked at all meetings.
- III. Meeting requirements are at the Hosting Chair's discretion. Written reports, phone calls, or e-mails may be necessary due to long distance travel. Remember the camaraderie established at a meeting (i.e., fun) is sometimes the greatest benefit of working on a committee.
- IV. A full committee meeting held the evening prior to the first day of the Convention/Houseparty (Sunday night for a convention and Weds. /Thurs. Night for a houseparty) helps with the last minute details, problems, questions, or just to congratulate yourselves on a job well done.
- V. A final committee meeting held on-site on Sunday (during Public Day) can facilitate packing and shipping of items to registrants not in attendance along with items remaining in Operations which are to be shipped to the NAME office. The remainder is shipped to the NAME office. NAME has a UPS account. It is recommended that the Operations Chair transport items to be shipped to their local UPS office for shipping if the on-site shipper has departed.